

Nassau Community College

Continuing Education & Workforce Development

Spring 2024



Lifelong Learning is proud to announce an exciting new online registration platform in development for upcoming classes and programs. In the near future, Lifelong Learning students will be able to select, register and pay online through the CampusCE registration portal. **Students should continue to register via the registration form on last page of this brochure to ensure a space in your desired class. More information is forthcoming and will be found on the NCC website.**



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ncc.edu/continuingeducation

ced@ncc.edu

The **smart** choice.

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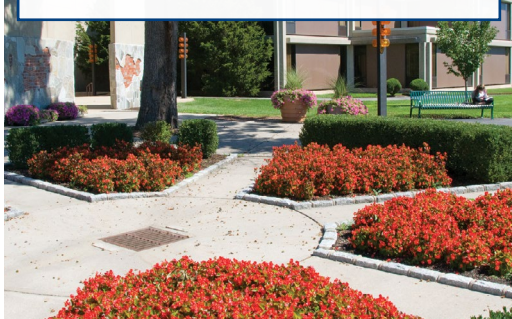
WORKFORCE DEVELOPMENT

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OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING

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www.ncc.edu/continuingeducation



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 local media.



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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.



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

HOW TO LISTEN

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

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

Thanks for listening!



Make the Smart Choice

with Continuing Education
Several Ways:

Instructor led: Non-credit courses featured in this brochure via Zoom, or where specified meeting on campus and complemented with Zoom or other online learning systems.

ed2go: For self-paced or instructor-led online courses flexible to meet your needs, see our ed2go link, at www.ncc.edu/continuingeducation.

For the full list of available courses, registration and payment information, technology requirements and support, please visit our website or simply browse at: <http://www.ed2go.com/nassaucc/>.



SYNCHRONOUS ONLINE (ZOOM) INSTRUCTIONS

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

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

Classes meet via synchronous online (ZOOM) or on campus and will be indicated on the course description.

For information about how to join a synchronous online (ZOOM) meeting as well as a link to join a test meeting, visit <https://support.zoom.us/hc/en-us/articles/115002262083/>

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

For questions regarding computer access, please email ced@ncc.edu.

BEGINNING CROCHETING

Learn the basic stitches to this beautiful craft. A small project will be completed in this session. Bring a size K crochet hook and a light-colored yarn (knitting worsted weight-4ply).

Instructor: Susan Otto

CE5 112 B1 ON-CAMPUS COURSE Meets:

Saturday, 10:00am-12:00pm for 8 sessions.

Starts March 2

Fee: \$200

INTERMEDIATE CROCHETING

If you know how to chain stitch, single crochet and double crochet, this class is for you. This class teaches increasing and decreasing, working in rounds, post stitches, pattern stitches (shells, clusters, picots), and pattern reading. Bring a size K crochet hook and a light-colored yarn (knitting worsted weight-4ply).

Instructor: Susan Otto

CE9 455 B1 ON-CAMPUS COURSE Meets:

Friday, 10:00am-12:00pm for 8 sessions.

Starts March 1

Fee: \$200

SEWING FOR THE HOME

Learn creative ways to spruce up your home.

Sewing for the home is economical, practical, and allows you to create your own personal style. Create pillow shams, fabric containers, dish towels, 'no paper' towels, reusable mop pads, sheets, and simple curtains. This is an intermediate-level class, requiring expanded skills. Please bring your sewing machine to class. The first class requires 1 yard each of cotton flannel (any color) and 1 yard of terry cloth (or a bath towel - used is fine). A supply list will be provided prior to the start of class. Please familiarize yourself with the basic operations of your sewing machine, and read the manual before registering for this class.

Material Expenses: \$25 approx. payable that day of class.

Instructor: Julia Schilling

CE9 767 B1 ON-CAMPUS COURSE Meets:

Wednesday, 7:00pm-9:00pm for 6 sessions.

Starts March 6

Fee: \$200

SEWING BASICS

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

Material Expenses: \$15 approx. payable that day of class.

Instructor: Julia Schilling

CE9 690 B1 ON-CAMPUS COURSE Meets:

Monday, 7:00pm-9:00pm for 4 sessions.

Starts March 4

Fee: \$140

NEW

SEWING BEYOND THE BASICS

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

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

Instructor: Julia Schilling

CE9 808 B1 ON-CAMPUS COURSE Meets:

Thursday, 7:00pm-9:00pm for 6 sessions.

Starts March 7

Fee: \$200

CREATE ART PLAYFULLY

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

Material Expenses: \$50 approx.

Instructor: Elizabeth Kisseleff

CE9 769 B1 ON-CAMPUS COURSE Meets:

Wednesday, 6:30pm-8:30pm for 6 sessions.

Starts April 24

Fee: \$200

DRAWING FOR BEGINNER AND INTERMEDIATE LEVELS

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

Material Expenses: \$50 approx.

Instructor: Elizabeth Kisseleff

CE9 452 B1 ON-CAMPUS COURSE Meets:

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

Starts March 4

Fee: \$200

DRAWING PORTRAITS

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

Material Expenses: \$50 approx.

Instructor: Elizabeth Kisseleff

CE9 768 B1 ON-CAMPUS COURSE Meets:

Wednesday, 6:30pm-8:30pm for 6 sessions.

Starts March 6

Fee: \$200

WATERCOLOR PAINTING

Students will learn to use various types of watercolor, watercolor techniques, and brushes. We will be using wet on wet techniques, wet on dry, learn to layer colors, and how to get solid colors with your paint. A supply list will be provided by the instructor on the 1st night of class.

Material Expenses: \$50 approx.

Instructor: Charles Van Horn

CE9 661 B1 ON-CAMPUS COURSE Meets:

Saturday, 10:00am-12:00pm for 6 sessions.

Starts March 2

Fee: \$200

NEW

TECHNIQUES IN WATERCOLOR

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

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

Material Expenses: \$50 approx.

Instructor: Denis Ponsot

CE9 784 B1 ON-CAMPUS COURSE Meets:

Saturday, 12:30pm-2:30pm for 6 sessions.

Starts March 2

Fee: \$200

PAINT WITH ACRYLICS

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

Material Expenses: \$50 approx.

Instructor: Staff

CE9 662 B1 ON-CAMPUS COURSE Meets:

Saturday, 10:00am-12:00pm for 6 sessions.

Starts March 2

Fee: \$200

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 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 Meets:

Tuesday, 7:00pm-9:00pm for 8 sessions.

Starts February 27

Fee: \$250

For MS Office Computer Applications Offerings it is recommended Students Have the Software on their Devices Utilizing 365/2016/2019/2021 Version.

COMPUTER FOR BEGINNERS

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Edward Hom

CED 217 B1 ON-CAMPUS Meets:

Saturday, February 24, 10:00am-4:00pm.

Fee: \$150

INTRODUCTION:**MICROSOFT WINDOWS 10**

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Zachary Pournazari

CE9 642 B1 ON-CAMPUS Meets:

Saturday, March 2, 10:00am-4:00pm.

Fee: \$150

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

Knowledge of Microsoft Windows recommended. This workshop teaches the basics of one of the most popular word processing packages for Windows. Topics include creating, editing and formatting, saving and printing documents, creating basic tables, and using various features such as spell/grammar check, autocorrect, clip-art, and WordArt.

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Zachary Pournazari

CE9 098 B1 ON-CAMPUS Meets:

Sunday, March 17, 10:00am-4:00pm.

Fee: \$150

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

Knowledge of Introductory Microsoft Word (CE9 098) recommended.

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Zachary Pournazari

CE9 137 B1 ON-CAMPUS Meets:

Saturday, April 13, 10:00am-4:00pm.

Fee: \$150

MICROSOFT OUTLOOK FOR BEGINNERS 365/2016/2019/2021

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

Instructor: Jeremy Wong
CE9 577 B1 ON-CAMPUS COURSE Meets:
Sunday, March 17, 10:00am-1:00pm.

Fee: \$75

INTRODUCTION: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Microsoft Windows recommended. This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics include examining the Excel

Windows screen, creating and editing a spreadsheet, enhancing and formatting the spreadsheet, basic formulas and functions, saving and printing a spreadsheet, and charting basics. ONE-DAY WORKSHOP. Bring lunch.

Instructor: Edward Hom
CE9 099 B1 ON-CAMPUS COURSE Meets:
Saturday, March 2, 10:00am-4:00pm.
CE9 099 B2 ON-CAMPUS COURSE Meets:
Saturday, April 6, 10:00am-4:00pm.

Fee: \$150

INTERMEDIATE: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Introduction Microsoft Excel (CE9 099) recommended.

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

Instructor: Zachary Pournazari
CE9 138 B1 ON-CAMPUS COURSE Meets:
Saturday, March 16, 10:00am-4:00pm.
CE9 138 B2 ON-CAMPUS COURSE Meets:
Saturday, April 20, 10:00am-4:00pm.

Fee: \$150

ADVANCED: MICROSOFT EXCEL 365/2016/2019/2021

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. ONE-DAY WORKSHOP. Bring lunch.

Instructor: Zachary Pournazari
CE9 148 B1 ON-CAMPUS COURSE Meets:
Saturday, May 11, 10:00am-4:00pm.

Fee: \$150

FORMULAS AND CHARTS IN EXCEL I

Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Learn 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 B1 ON-CAMPUS COURSE Meets:
Tuesday, April 16, 6:30pm-9:30pm.

Fee: \$75

FORMULAS AND CHARTS IN EXCEL II

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

ONE-DAY WORKSHOP.

Instructor: Anthony Canavaciol
CE9 573 B1 ON-CAMPUS COURSE Meets:
Tuesday, April 30, 6:30pm-9:30pm.

Fee: \$75

INTRODUCTION: MICROSOFT POWERPOINT 365/2016/2019/2021

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Edward Hom
CE9 136 B1 ON-CAMPUS COURSE Meets:
Saturday, April 20, 10:00am-4:00pm.

Fee: \$150

INTRODUCTION: MICROSOFT ACCESS 365/2016/2019/2021

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Zachary Pournazari
CE9 123 B1 ON-CAMPUS COURSE Meets:
Saturday, April 27, 10:00am-4:00pm.

Fee: \$150

IPHONE 101

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

Instructor: Zachary Pournazari
CE9 780 B1 ON-CAMPUS COURSE Meets:
Sunday, March 3, 10:00am-1:00pm.

Fee: \$75

INTRODUCTION TO GOOGLE SUITE

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Edward Hom
CE9 714 B1 ON-CAMPUS COURSE Meets:
Saturday, March 16, 10:00am-4:00pm.

Fee: \$150

AUTOCAD INTRODUCTORY LEVEL

A course designed for those with no AutoCAD experience. This seminar is designed to acquaint the beginner with AutoCAD as a tool to create working drawings. Topics will include the following: the AutoCAD menu structure, file creation, formatting, using object snaps, draw commands including lines, arcs, rectangles, polygon, and hatching. Modifying commands including erase, copy, move, offset, trim, extend, stretch, mirror, array, fillet and scaling, drawing and modifying text, and

dimensioning will be covered. Creation of blocks and templates, use of symbol libraries including furniture, windows, and doors, concepts of model space and paper space are explored, as well as plotting drawings.

Instructor: Zia Durrani

CE9 217 B1 ON-CAMPUS COURSE Meets:

Saturday, 2:00pm-5:00pm for 7 sessions.

Starts March 2

Fee: \$325

COMPUTER AND IDENTITY SECURITY

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

ONE-DAY WORKSHOP.

Instructor: Jeremy Wong

CE9 322 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Sunday, April 14, 10:00am-1:00pm.

Fee: \$75

NEW

AI TOOLS FOR EVERYONE: DISCOVER, LEARN, AND APPLY

Have you ever wondered how AI might fit into your life or business? Whether you're just curious or looking for ways to innovate, this workshop is designed for you. We'll demystify powerful AI tools like ChatGPT, DALL-E, and Midjourney, making them accessible and relatable. Learn how ChatGPT can streamline communications, how DALL-E crafts unique visuals, and the diverse applications of Midjourney. From enhancing personal tasks to boosting business productivity, we'll cover the basics and the potential. Experience firsthand the magic of AI, tailored for both beginners and business-minded individuals, as we look towards a smarter, AI-enhanced future.

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Jeffrey Gross

CE9 811 B1 ON-CAMPUS COURSE Meets:

Sunday, March 24, 10:00am-4:00pm.

Fee: \$150

CUTTING THE CABLE CORD

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

ONE-DAY WORKSHOP.

Instructor: Tim Costello

CE9 759 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Sunday, March 24, 10:00am-12:00pm.

Fee: \$60

HOW TO DECLUTTER YOUR DIGITAL LIFE

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

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Edward Hom

CE9 596 B1 ON-CAMPUS COURSE Meets:

Saturday, April 27, 10:00am-4:00pm.

Fee: \$150

HOW TO USE THE CLOUD

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

ONE-DAY WORKSHOP.

Instructor: Edward Hom

CE9 481 B1 ON-CAMPUS COURSE Meets:

Saturday, March 23, 10:00am-1:00pm.

Fee: \$75

ALL QUICKBOOK CLASSES WILL USE QUICKBOOK DESKTOP PRO 2021/2022

INTRODUCTION TO QUICKBOOKS

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

Instructor: Anthony Canavaci

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 Canavaci

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 Canavaci

CE9 571 B1 ON-CAMPUS COURSE Meets:

Tuesday, April 9, 6:30pm-9:30pm.

Fee: \$75



Lifelong Learning is proud to announce an exciting new online registration platform in development for upcoming classes and programs. In the near future, Lifelong Learning students will be able to select, register and pay online through the CampusCE registration portal. **Students should continue to register via the registration form on last page of this brochure to ensure a space in your desired class. More information is forthcoming and will be found on the NCC website.**

POETRY WORKSHOP

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

Instructor: Gregory Cioffi

CE9 432 B1 ON-CAMPUS COURSE Meets:

Monday, 6:00pm-8:00pm for 6 sessions.

Starts March 4

Fee: \$200

WRITERS WRITE

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

Instructor: Gregory Cioffi

CE9 692 B1 ON-CAMPUS COURSE Meets:

Monday, 8:00pm-10:00pm for 6 sessions.

Starts March 4

Fee: \$200

AUTOBIOGRAPHICAL WRITING

This four-session course will explore the contemporary memoir as an art form and offer students an opportunity to write their own. Do not worry about whether you have talent or "significant" material to write about. All you need is interest and enthusiasm. The books we will read are: *Finding me*, by Viola Davis; *Crying in H-Mart*, by Michelle Zauner; *Dimstore: A Writer's Life*, by Lee Smith. This course will meet every three weeks to give participants a chance to read and write between sessions.

Instructor: Susan Belmonte

CED 695 R1 SYNCHRONOUS ONLINE (ZOOM)

COURSE Meets:

Thursdays, March 7, 28, April 18 and May 9, 6:30pm-9:30pm.

Fee: \$200

NEW**INTRO TO STAND-UP COMEDY**

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

Instructor: Sheila Wenz

CE9 787 R1 SYNCHRONOUS ONLINE (ZOOM)

COURSE Meets:

Thursday, 6:00pm-8:00pm for 5 sessions.

Starts March 7

Fee: \$180

BALLET MOVEMENT FOR EVERYONE

Proper classical ballet barre concepts and techniques will be the foundation of the class format. Beginners or someone with other dance experience will learn the fundamentals of ballet and will be able to participate in creating expressive dance. Exercise attire and ballet slippers required. This course is a great way to stretch and improve posture and breathing.

Instructor: Loren Warshaw

CE8 033 B1 ON-CAMPUS COURSE Meets:

Saturday, 10:30am-12:00pm for 8 sessions.

Starts March 2

Fee: \$200

LATIN DANCE MOVES

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

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

Candidate Dances:

Bachata, Cha Cha, Rumba, and Merengue

Instructor: Richard Fiore

CE9 688 B1 ON-CAMPUS COURSE Meets:

Saturday, 9:00am-10:30am for 8 sessions.

Starts March 2

Fee: \$200 pp

**SOCIAL / BALLROOM DANCING**

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

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

Candidate Dances:

Rhythm: Bolero and Swing.

Smooth: Foxtrot, Waltz, and Tango.

Instructor: Richard Fiore

CE9 383 B1 ON-CAMPUS COURSE Meets:

Saturday, 10:30am-12:00pm for 8 sessions.

Starts March 2

Fee: \$200 pp

HATHA YOGA

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

Instructor: Erica Leibowitz

CE9 752 B1 ON-CAMPUS COURSE Meets:

Saturday, 9:30am-10:30am for 8 sessions.

Starts March 2

Fee: \$200

BEGINNER KUNDALINI YOGA

You will gain new perspective, capacities and habits that can support your expanded awareness. The beauty of Kundalini yoga is that if you just physically sit there, fix the automatic rhythm of your breath, and add a creative naad (mantras), your mind becomes focused and balanced. In one kriya (a sequential combination of asanas), you can immediately achieve a complete physical and spiritual balance. It works so effectively and quickly because of this completeness, balance and energy. You will attain serenity and relaxation through this ancient art of yoga. Move at your own pace. **Please bring a mat, wear loose clothing and do not eat for two (2) hours before class.**

Instructor: Christine Pfeifer

CE8 100 B1 ON-CAMPUS COURSE Meets:

Saturday, 10:45am-12:15pm for 8 sessions.

Starts March 2

Fee: \$200

TAI CHI FOR HEALTH

Tai Chi is an ancient Chinese art often described as "Meditation in Motion". This activity takes you through a set of slow, gentle movements with proven physical and psychological benefits. We will be studying the Chen Style of Tai Chi, which is the oldest school of the art. Our goal will be to strengthen our body, increase circulation and oxygen flow, as well as improve flexibility, balance and overall physical and psychological health. **Please wear loose workout attire.**

Instructor: Man Cheng

CE9 392 B1 ON-CAMPUS COURSE Meets:

Thursday, 7:00pm-8:30pm for 8 sessions.

Starts March 7

Fee: \$200

NEW

REIKI CIRCLE AND LIGHT LANGUAGE CERTIFICATION

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

Instructor: Michele London

CE9 807 B1 ON-CAMPUS COURSE Meets:

Wednesday, 7:00pm-9:00pm for 6 sessions.

Starts March 20

Fee: \$200

FULL BODY FITNESS FOR WOMEN

This class will consist of a combination of various fitness activities. Weekly classes will incorporate aerobics, cardio, plyometrics, resistance training, strength and conditioning activities. Participants will experience a fun and exciting way to get the full body workout they desire. **Please bring a towel and water, and wear comfortable workout attire.**

Instructor: Diane Calimopulos

CE9 663 B1 ON-CAMPUS COURSE Meets:

Tuesday, 6:30pm-7:30pm for 8 sessions.

Starts March 5

Fee: \$200



NOTE: All swimming classes limited to participants 17 years of age and older. Students change in locker room and leave belongings inside pool area.

BASIC SWIMMING I

This course is designed for non-swimming adults, adults with minimal swimming skills and those who are afraid of the water. This course is taught in a four-foot deep pool with uniform depth and no deep end.

Instructors: Staff

CE9 801 B1 ON-CAMPUS COURSE Meets:

Saturday, 9:00am-10:00am for 6 sessions.

Starts March 2

CE9 801 B2 ON-CAMPUS COURSE Meets:

Saturday, 10:00am-11:00am for 6 sessions.

Starts March 2

CE9 801 B3 ON-CAMPUS COURSE Meets:

Saturday, 11:00am-12:00pm for 6 sessions.

Starts March 2

Fee: \$200

BASIC SWIMMING II

This course is a continuation of Basic Swimming (CE9 801). Non-swimming adults, adults with minimal swimming skills and those who are afraid of the water will continue to build on the skills they learned in Basic Swimming. This course is taught in a four-foot deep pool with uniform depth and no deep end.

Instructors: Staff

CE9 802 B1 ON-CAMPUS COURSE Meets:

Saturday, 9:00am-10:00am for 6 sessions.

Starts March 2

CE9 802 B2 ON-CAMPUS COURSE Meets:

Saturday, 10:00am-11:00am for 6 sessions.

Starts March 2

CE9 802 B3 ON-CAMPUS COURSE Meets:

Saturday, 11:00am-12:00pm for 6 sessions.

Starts March 2

Fee: \$200

INTERMEDIATE SWIMMING

This is a more advanced level of instruction with emphasis on form, endurance and the development of additional strokes. Students should be able to swim two laps of the pool (50 yards).

Instructors: Staff

CE9 803 B1 ON-CAMPUS COURSE Meets:

Saturday, 12:00pm-1:00pm for 6 sessions.

Starts March 2

CE9 803 B2 ON-CAMPUS COURSE Meets:

Saturday, 12:00pm-1:00pm for 6 sessions.

Starts March 2

Fee: \$200



NEW

SWIMMERCISE

Increase your cardiovascular endurance, improve your flexibility and range of motion. This program is excellent for those individuals recovering from an injury, physical limitations or those new to water exercise. All the benefits of water resistance combined with a full body workout. **No swimming skills are needed since the course is taught in a four-foot**

deep pool.

Instructors: Staff

CE9 813 B1 ON-CAMPUS COURSE Meets:

Saturday, 9:00am-10:00am for 6 sessions.

Starts March 2

Fee: \$200

NEW

AQUA JOGGING

The ideal **deep-water** impact-free workout for all levels. This class focuses on jogging as well as full body conditioning while allowing exercisers to keep their head and shoulders out of the water. A floatation belt is provided with optional hand fins for added resistance if desired.

Instructors: Staff

CE9 814 B1 ON-CAMPUS COURSE Meets:

Saturday, 10:00am-11:00am for 6 sessions.

Starts March 2

CE9 814 B2 ON-CAMPUS COURSE Meets:

Saturday, 11:00am-12:00pm for 6 sessions.

Starts March 2

CE9 814 B3 ON-CAMPUS COURSE Meets:

Saturday, 12:00pm-1:00pm for 6 sessions.

Fee: \$200

HULA HOOPING FOR HEALTH

The Hula Hoop is back and hula hooping is healthy and fun. Hula hooping improves cardiovascular health, muscle tone and overall flexibility. This workout incorporates dance moves and different exercise techniques using the hula hoop on every part of the body. Students will learn how to safely use the hoop for important warm-up exercise routines before each workout. **Students should wear loose comfortable clothing (without belts) wear sneakers and bring water to rehydrate.** Eat one to two hours before you take part in the class. Also purchase a non-weighted hoop from a toy store. After the first class the instructor will make suggestions on how to purchase weighted hula hoops.

Instructor: Staff

CE9 445 B1 ON-CAMPUS COURSE Meets:

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

Starts March 2 for 8 sessions.

Fee: \$200

NEW

PICKLEBALL 101

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

Instructor: Don Phillips

CE9 789 B1 ON-CAMPUS COURSE Meets:

Friday, 6:00pm-7:00pm.

Starts January 5 for 5 sessions.

CE9 789 B2 ON-CAMPUS COURSE Meets:

Friday, 8:00pm-9:00pm.

Starts January 5 for 5 sessions

CE9 789 B3 ON-CAMPUS COURSE Meets:

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

Starts February 25 for 5 sessions.

CE9 789 B4 ON-CAMPUS COURSE Meets:

Sunday, 11:00am-12:00pm

Starts February 25 for 5 sessions.

CE9 789 B5 ON-CAMPUS COURSE Meets:

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

Starts April 21 for 5 sessions.

CE9 789 B6 ON-CAMPUS COURSE Meets:

Sunday, 11:00am-12:00pm

Starts April 21 for 5 sessions.

Fee: \$200

NEW

ADVANCED PICKLEBALL

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

Instructor: Don Phillips

CE9 805 B1 ON-CAMPUS COURSE Meets:

Friday, 7:00pm-8:00pm.

Starts January 5 for 5 sessions

CE9 805 B2 ON-CAMPUS COURSE Meets:

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

Starts February 25 for 5 sessions.

CE9 805 B3 ON-CAMPUS COURSE Meets:

Sunday, 12:00pm-1:00pm.

Starts February 25 for 5 sessions.

CE9 805 B4 ON-CAMPUS COURSE Meets:

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

Starts April 21 for 5 sessions.

CE9 805 B5 ON-CAMPUS COURSE Meets:

Sunday, 12:00pm-1:00pm.

Starts April 21 for 5 sessions.

Fee: \$200



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

FIRST AID CLASSES



FAMILY AND FRIENDS ADULTS, CHILD AND INFANT CPR COURSE

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

ONE-DAY WORKSHOP.

Instructor: Bob Pollack

CE9 309 B1 ON-CAMPUS COURSE Meets:
Wednesday, March 20, 7:00pm-10:00pm.

Fee: \$80

***PEDIATRIC FIRST AID**

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

ONE-DAY WORKSHOP.

Material Fee: Those wishing an American Heart Association First Aid or CPR card, must pay material fee of \$30 payable that day of class. No fee for those NOT pursuing card.

Instructor: Bob Pollack

CE9 531 B1 ON-CAMPUS COURSE Meets:
Saturday, April 20, 9:30am-1:30pm.

Fee: \$80

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

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

ONE-DAY WORKSHOP.

Material Fee: Those wishing an American Heart Association First Aid or CPR card must pay material fee of \$30 payable that day of class. No material fee for those NOT pursuing card.

Instructor: Bob Pollack

CE9 307 B1 ON-CAMPUS COURSE Meets:
Saturday, March 16, 9:30am-1:00pm.

CE9 307 B2 ON-CAMPUS COURSE Meets:
Saturday, April 13, 9:30am-1:00pm.

Fee: \$80

HEART ASSOCIATION FIRST AID

This American Heart Association First Aid class covers topics on how to recognize an emergency and when and how to take action. Topics covered will include control of serious bleeding, burn management, and treatment of heat and cold emergencies. Use of an emergency epinephrine injector is included, as well as control of shock.

ONE-DAY WORKSHOP.

Material Fee: Those wishing an American Heart Association First Aid or CPR card, must pay material fee \$30 payable that day of class. No material fee for those NOT pursuing card.

Instructor: Bob Pollack

CE9 441 B1 ON-CAMPUS COURSE Meets:
Saturday, March 2, 9:30am-1:30pm.

Fee: \$80



IMPAIRED DRIVER PROGRAM IDP

www.ncc.edu/idp Email: IDP@ncc.edu

Nassau Community College is an approved provider for the Department of Motor Vehicles 16-hour Impaired Driver Program IDP. Class schedules vary with weekend or weeknight options. For motorists with a NY state license, initial registration occurs at your local DMV. For out of state violations, questions about upcoming class schedules or any other IDP inquiries email the office. <https://dmv.ny.gov/tickets/about-impaired-driver-program>.

Fee: \$233

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

SPRING 2024 SESSION

Registration Deadline for Spring Session: **March 7, 2024**

ENGLISH LANGUAGE CLASSES

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 B4 ON-CAMPUS COURSE Meets:

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

Starts March 23

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 communications, and media programs. Students will use new vocabulary words, pronouns, singular and plural nouns, and simple verb tenses.

CE5 207 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 9:15am-12:15pm for 16 sessions.

Starts March 18

CE5 207 B3 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.

Starts March 18

CE5 207 B4 ON-CAMPUS COURSE Meets:

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

Starts March 23

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 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 9:15am-12:15pm for 16 sessions.

Starts March 18

CE5 208 B3 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.

Starts March 18

CE5 208 B4 ON-CAMPUS COURSE Meets:

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

Starts March 23

Fee: \$395

ENGLISH LANGUAGE SKILLS 3

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

CE5 209 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 9:15am-12:15pm for 16 sessions.

Starts March 18

CE5 209 R3 SYNCHRONOUS ONLINE (ZOOM)

COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.

Starts March 18

CE5 209 B4 ON-CAMPUS COURSE Meets:

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

Starts March 23

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 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 9:15am-12:15pm for 16 sessions.

Starts March 18

CE5 210 R3 SYNCHRONOUS ONLINE (ZOOM)

COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.

Starts March 18

CE5 210 B4 ON-CAMPUS COURSE Meets:

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

Starts March 23

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 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 9:15am-12:15pm for 16 sessions.

Starts March 18

CE5 230 R3 SYNCHRONOUS ONLINE (ZOOM)

COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.

Starts March 18

Fee: \$395

CONVERSATION SKILLS 2

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

CE3 CS2 B1 ON-CAMPUS COURSE Meets:

Friday, 9:30am-1:30pm for 8 sessions.

Starts March 22

Fee: \$275

PRONUNCIATION SKILLS

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

CE5 122 B4 ON-CAMPUS COURSE Meets:

Saturday, 9:00am-12:00pm for 8 sessions.

Starts March 23

Fee: \$210

TOEFL PREPARATION

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

CE3 TFL B4 ON-CAMPUS COURSE Meets:

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

Starts March 23

Fee: \$395



LANGUAGES FROM AROUND THE WORLD

SPRING 2024 SESSION

Registration Deadline for Spring Session: **March 7, 2024**

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 B3 ON-CAMPUS COURSE Meets:

Monday, 6:00pm-8:00pm for 8 sessions.

Starts March 18

Fee: \$200

AMERICAN SIGN LANGUAGE 2

Students with a working knowledge of the fundamentals of American Sign Language will find this course helpful in providing additional vocabulary and grammatical structures. ASL is an important mode of communication, and this class provides students with an opportunity to develop and then practice skills needed to converse more effectively.

CE5 172 W3 ON-CAMPUS COURSE Meets:

Monday, 6:00pm-8:40pm for 6 sessions.

Starts January 8

Fee: \$200

INTRODUCTION TO FRENCH

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

CE5 177 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

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

Starts March 18

Fee: \$200

FRENCH 1

Prerequisite: Introduction to French (CE5 177) or its equivalent

This class is for students with a basic knowledge of French who want to brush up on and/or expand their language skills. In this course, students will continue to be introduced to the essential grammatical structures of the French language, develop vocabulary, and improve pronunciation.

CE5 181 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Wednesday, 6:30pm-8:30pm for 8 sessions.

Starts March 20

Fee: \$200

INTRODUCTION TO ITALIAN

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

CE5 167 B3 ON-CAMPUS COURSE Meets:

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

Starts March 18

Fee: \$200

ITALIAN 1

Prerequisite: Introduction to Italian (CE5 167) or its equivalent

A continuation of the Introduction to Italian class, this course will further expose students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.

CE5 168 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Wednesday, 6:30pm-8:30pm for 8 sessions.

Starts March 20

Fee: \$200

ITALIAN 2

Prerequisite: Italian 1 (CE5 168) or its equivalent

This course is for students with a basic knowledge of Italian who want to brush up on and/or expand their language skills. Students will continue to learn the essential grammatical structures of the language, develop their vocabulary, and improve their pronunciation for more fluent conversation.

CE5 169 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

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

Starts March 21

Fee: \$200

INTRODUCTION TO SPANISH

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

CE5 164 B3 ON-CAMPUS Meets:

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

Starts March 18

CE5 164 B4 ON-CAMPUS Meets:

Saturday, 9:30am-11:30am for 8 sessions.

Starts March 23

Fee: \$200

SPANISH 1

Prerequisite: Introduction to Spanish (CE5 164) or its equivalent

A continuation of Introduction to Spanish, this course will work on grammar and vocabulary. Students will practice pronunciation and learn Spanish phrases and conversations needed in everyday life.

CE5 165 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

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

Starts March 19

Fee: \$200

SPANISH 2

Prerequisite: Spanish 1 (CE5 165) or its equivalent

The 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.

CE5 166 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

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

Starts March 21

Fee: \$200

CLASES DE INGLES

Fecha Límite de Registración Sesión de Primavera: **7 de Marzo del 2024**

El Centro de Idiomas de Nassau Community College ofrece cursos de inglés para estudiantes cuyo idioma natal no es inglés. Las clases se enfocan en hablar, escuchar, leer y escribir. Nuestro objetivo es ayudar a los estudiantes a fortalecer sus habilidades en el idioma inglés para desenvolverse cómodamente en la comunidad y en situaciones sociales, de negocios y de trabajo.

ESTUDIANTES NUEVOS deben tomar la evaluación de lectura y escritura del Centro de Idiomas. Para ello, deben hacer clic en el enlace bajo de la barra "Estudiantes Nuevos" en nuestra página web y seguir las instrucciones www.ncc.edu/continuingeducation/languagecenter_spanish.shtml.

No hay ayuda financiera disponible para estas clases.

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 deletreo y pronunciación. Los estudiantes también estudiarán palabras y frases del vocabulario común y empezarán a entender el idioma inglés escrito y hablado; practicarán actividades tales como obtener direcciones, decir la hora, hacer citas y manejar el dinero.

CE5 206 B4 CURSO EN EL CAMPUS se imparte:

Sábados, 8:30am-3:00pm por 8 sesiones.

Inicio 23 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.

CE5 207 B1 CURSO EN EL CAMPUS se imparte:

Lunes y Miércoles, 9:15am-12:15pm por 16 sesiones.

Inicio 18 de Marzo

Precio: \$395

CE5 207 B3 CURSO EN EL CAMPUS se imparte:

Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.

Inicio 18 de Marzo

CE5 207 B4 CURSO EN EL CAMPUS se imparte:

Sábados, 8:30am-3:00pm por 8 sesiones.

Inicio 23 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.

CE5 208 B1 CURSO EN EL CAMPUS se imparte:

Lunes y Miércoles, 9:15am-12:15pm por 16 sesiones.

Inicio 18 de Marzo

CE5 208 B3 CURSO EN EL CAMPUS se imparte:

Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.

Inicio 18 de Marzo

CE5 208 B4 CURSO EN EL CAMPUS se imparte:

Sábados, 8:30am-3:00pm por 8 sesiones.

Inicio 23 de Marzo

Precio: \$395

LANGUAGE CENTER – WINTER SESSION 2024

Registration for Winter classes begins

November 13, 2023

Registration Deadline for Winter Session is on

December 28, 2023

For more information related to these courses,
please see pages 12-13.

Las registraciones para la sesión de Invierno

empieza el **13 de Noviembre del 2023**

Fecha límite para recibir registraciones para la
sesión de Invierno es el **28 de Diciembre del 2023**

Para más información sobre cursos detallados
abajo, favor de ir a las páginas 12-13.

ENGLISH LANGUAGE CLASSES – CLASES DEL LENGUAJE DE INGLES

TITLE	CED#	MODALITY	DAYS	HOURS	#WEEKS	START DATE	FEE
ENGLISH LANGUAGE SKILLS 1	CE5 207 W1	ON-CAMPUS	Tues/Wed/Thurs	9:30am ~ 12:10pm	6	Jan 9, 2024 Enero 9, 2024	\$ 395.00
	CE5 207 WR3	Synchronous Online (ZOOM)	Tues/Wed/Thurs	6:00pm ~ 8:40pm	6	Jan 9, 2024 Enero 9, 2024	
ENGLISH LANGUAGE SKILLS 2	CE5 208 W1	ON-CAMPUS	Tues/Wed/Thurs	9:30am ~ 12:10pm	6	Jan 9, 2024 Enero 9, 2024	\$ 395.00
	CE5 208 WR3	Synchronous Online (ZOOM)	Tues/Wed/Thurs	6:00pm ~ 8:40pm	6	Jan 9, 2024 Enero 9, 2024	
ENGLISH LANGUAGE SKILLS 3	CE5 209 W1	ON-CAMPUS	Tues/Wed/Thurs	9:30am ~ 12:10pm	6	Jan 9, 2024 Enero 9, 2024	\$ 395.00
	CE5 209 WR3	Synchronous Online (ZOOM)	Tues/Wed/Thurs	6:00pm ~ 8:40pm	6	Jan 9, 2024 Enero 9, 2024	
ENGLISH LANGUAGE SKILLS 4	CE5 210 W1	ON-CAMPUS	Tues/Wed/Thurs	9:30am ~ 12:10pm	6	Jan 9, 2024 Enero 9, 2024	\$ 395.00
	CE5 210 WR3	Synchronous Online (ZOOM)	Tues/Wed/Thurs	6:00pm ~ 8:40pm	6	Jan 9, 2024 Enero 9, 2024	
CONVERSATION SKILLS 2	CE3 CS2 W1	ON-CAMPUS	Tues/Thurs	9:15am ~ 11:55am	6	Jan 9, 2024 Enero 9, 2024	\$ 275.00
PRONUNCIATION SKILLS	CE5 122 W4	ON-CAMPUS	Saturday	9:30am ~ 1:30pm	6	Jan 13, 2024 Enero 13, 2024	\$ 210.00

LANGUAGES FROM AROUND THE WORLD - IDIOMAS DE TODO EL MUNDO

TITLE	CED#	MODALITY	DAYS	HOURS	# WEEKS	START DATE	FEE
AMERICAN SIGN LANGUAGE 2	CE5 172 W3	ON-CAMPUS	Monday	6:00pm ~ 8:40pm	6	Jan 8, 2024	\$ 200.00
INTRODUCTION TO FRENCH	CE5 177 WR3	Synchronous Online (ZOOM)	Tuesday	6:00pm ~ 8:40pm	6	Jan 9, 2024	\$ 200.00
FRENCH 1	CE5 181 WR3	Synchronous Online (ZOOM)	Thursday	6:00pm ~ 8:40pm	6	Jan 11, 2024	\$ 200.00
INTRODUCTION TO ITALIAN	CE5 167 WR3	Synchronous Online (ZOOM)	Tuesday	6:00pm ~ 8:40pm	6	Jan 9, 2024	\$ 200.00
ITALIAN 1	CE5 168 WR3	Synchronous Online (ZOOM)	Thursday	6:00pm ~ 8:40pm	6	Jan 11, 2024	\$ 200.00
INTRODUCTION TO SPANISH	CE5 164 WR3	Synchronous Online (ZOOM)	Tuesday	6:00pm ~ 8:40pm	6	Jan 9, 2024	\$ 200.00
SPANISH 1	CE5 165 WR3	Synchronous Online (ZOOM)	Thursday	6:00pm ~ 8:40pm	6	Jan 11, 2024	\$ 200.00

LANGUAGE CENTER REGISTRATION INSTRUCTIONS

Learn a new language!

**ENGLISH LANGUAGE SKILLS REGISTRATION:**

Students who need help with registration may send an email to LC@ncc.edu for assistance or call us at (516) 572-7062.

PLEASE NOTE: The Language Center office has moved to the Continuing Education building at 355 East Road, Garden City, NY 11530.

New students should take the LC assessment test. For this purpose, please click on the link under the bar "New Students Assessment Test" on our webpage
<https://ncc.edu/continuingeducation/languagecenter.shtml>
 and follow the instructions.

¡TOME UNA DECISION INTELIGENTE!

Aquellos estudiantes que requieran ayuda en español pueden enviar su consulta a LC@ncc.edu o llamar al (516) 572-7062. Nosotros contestaremos sus mensajes y correos oportunamente.

NOTA ESPECIAL: El Centro de Idiomas (Language Center office) se ha trasladado al edificio de Educación Continua (Continuing Education office), localizado en 355 East Road, Garden City, NY 11530.

Estudiantes nuevos deben tomar la evaluación de lectura y escritura del Centro de Idiomas. Para ello, deben hacer clic en el enlace bajo de la barra "Estudiantes Nuevos" en nuestra página web
https://ncc.edu/continuingeducation/languagecenter_spanish.shtml
 y seguir las instrucciones.



Lifelong Learning is proud to announce an exciting new online registration platform in development for upcoming classes and programs. In the near future, Lifelong Learning students will be able to select, register and pay online through the CampusCE registration portal. **Students should continue to register via the registration form on last page of this brochure to ensure a space in your desired class. More information is forthcoming and will be found on the NCC website.**

CLASSIC ITALIAN WINES

Chianti, Barolo and Pinot Grigio are some of the staples of Italian wine. Join us to sample and discuss these and other Italian classics! **Please bring two tasting glasses to class. Participants must be 21 years of age or older to register for this course.**

ONE-DAY WORKSHOP.

Instructor: Carol Lopichich

CE9 781 B1 ON-CAMPUS COURSE Meets:
Thursday, March 7, 7:00pm-9:00pm.

Fee: \$100

FRENCH WINES ON A BUDGET

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

ONE-DAY WORKSHOP.

Instructor: Carol Lopichich

CE9 782 B1 ON-CAMPUS COURSE Meets:

Thursday, March 21, 7:00pm-9:00pm.

Fee: \$100

NEW

BIG BOLD REDS

Increasingly rising in popularity, Big Bold Reds are so in vogue! Whether it's a Cabernet Sauvignon or a blend of other varieties, this is the current fashion. Learn what makes them so full of flavor, how best to drink them and what to drink them with! I am sure you will taste some new favorites! **Please bring two tasting glasses to class. Participants must be 21 years of age or older to register for this course.**

ONE-DAY WORKSHOP.

Instructor: Carol Lopichich

CE9 793 B1 ON-CAMPUS COURSE Meets:

Thursday, March 28, 7:00pm-9:00pm

Fee: \$100

NEW

ORGANIC, BIODYNAMIC AND NATURAL WINES

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

ONE-DAY WORKSHOP.

Instructor: Carol Lopichich

CE9 794 B1 ON-CAMPUS COURSE Meets:

Thursday, April 4, 7:00pm-9:00pm.

Fee: \$100

SCOTCH 101 – INTRODUCTION TO THE WORLD OF SCOTCH

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

ONE-DAY WORKSHOP.

Instructor: Carol Lopichich

CE9 616 B1 ON-CAMPUS COURSE Meets:

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

Fee: \$100

BOURBON TASTING

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

ONE-DAY WORKSHOP.

Instructor: Carol Lopichich

CE9 697 B1 ON-CAMPUS COURSE Meets:

Thursday, May 2, 7:00pm-9:00pm.

Fee: \$100

NEW

SUCCESS FOR LIFE

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

Instructor: Joseph Ryan Virga

CE9 809 B1 ON-CAMPUS COURSE Meets:

Sunday, April 7, 10:00am-1:00pm.

Fee: \$60

CELESTIAL NAVIGATION

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

Instructor: Douglas Sheer

CE9 896 B1 ON-CAMPUS COURSE Meets:

Saturday, 9:00am-11:00am for 5 sessions.

Starts March 16

Fee: \$150

NEW

PARAPSYCHOLOGY 101: A SCIENTIFIC APPROACH TO PSYCHIC ABILITIES

Have you always wanted to know more about paranormal experiences? At our meetings, we'll discuss this fascinating topic in terms of the latest scientific research and theories, and we'll do several mini-experiments, with suggestions for exploring parapsychological phenomena further.

THREE-DAY WORKSHOP.

Instructor: Dr. Sally Ann Drucker is on the Rhine Research Center Board of Directors and a member of the Parapsychological Association

CE9 795 B1 ON-CAMPUS COURSE Meets:

Tuesday, 5:30pm-7:00pm for 3 sessions.

Starts April 30

Fee: \$80

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. Bring a music stand if you feel you need one.

Book required: Alfred's Basic Guitar Method Book I.

Instructor: Thomas Rizzuto

CE9 493 B1 ON-CAMPUS COURSE Meets:

Wednesday, 6:30pm-8:00pm for 10 sessions.

Starts March 6

Fee: \$200



NEW

BEGINNING BLUES AND FOLK HARMONICA

Breathing is our foundation as we take simple pop, folk and blues melodies and rhythms and invigorate them with simple but powerful techniques to make any song deeply expressive. Then we will dive into da' Blues and the many tricks and techniques to make the harmonica cry, moan, laugh and wail to get you jamming immediately! No previous musical experience needed, only a desire to have fun and a 10 hole C major diatonic harmonica available in class for \$15 if you don't have one.

Material fee: \$20 for instructional materials and CD's, payable to instructor the day of class.

ONE-DAY WORKSHOP

Instructor: David Broida

CE9 798 B1 ON-CAMPUS COURSE Meets:

Saturday, March 2, 10:00am-12:00pm.

Fee: \$50

NEW

KNIFE SKILLS FOR THE HOME CHEF

Budding home chefs will learn the essentials of knife handling. Learn what knives are best suited for cooking and butchering and how to properly hold the knife while practicing safety. Students will be instructed on the safest ways to chop, dice, julienne, and slice and learn why these unique cuts of your foods can add or take away from the appearance of your finished dishes. Knife sharpening, and the importance of sharp knives will be discussed. Whether you are planning home events or a large family get together, knife skills are essential. This workshop will help alleviate any apprehension you may feel, while guiding you to a safer, more efficient kitchen. Students should bring knives used at home along with cutting board, towel, and apron. Students will be asked to bring food items to 2nd and 3rd class.

Instructor: Michael Sheehan

CE9 810 B1 ON-CAMPUS COURSE Meets:

Thursday, 7:00pm-9:00pm for 3 sessions.

Starts March 7

Fee: \$150

**AMERICAN RED CROSS PET FIRST AID: DOGS**

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

ONE-DAY WORKSHOP

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

Instructor: Bob Pollack

CE9 377 B1 ON-CAMPUS COURSE Meets:

Saturday, April 27, 9:30am-1:00pm.

Fee: \$80

INTRODUCTION TO PORTRAIT PHOTOGRAPHY AND LIGHTING

This class will demonstrate basic portrait lighting techniques. Student will explore DIY lighting and will be introduced to more professional lighting equipment. Learn how to set up your own studio with limited space, equipment and budget. Topics include basic lighting principles, hard vs soft light, light modifiers and mood setting techniques to enhance composition and more. A film or digital camera and basic knowledge of camera settings is required for this class.

Instructor: Lawrence Chatterton

CE5 117 B1 ON-CAMPUS COURSE Meets:

Thursday, 7:00pm-9:00pm for 6 sessions.

Starts March 21

Fee: \$200

THE ART OF PHOTOGRAPHY

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

Instructor: Lawrence Chatterton

CE5 055 B1 ON-CAMPUS COURSE Meets:

Wednesday, 7:00pm-9:00pm for 6 sessions.

Starts March 20

Fee: \$200



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NEW YORK STATE NEW CONTINUING EDUCATION REQUIREMENTS:

Any real estate license due to expire September 21, 2022 or after that date will require 22.5 hours of continuing education. This includes the following mandatory classes: 2 hours Implicit Bias; 2 hours Cultural Competency; 3 hours Fair Housing; 2½ hours Ethics; 1-hour Current Issues; 1-hour Agency (the first license renewal will require 2 hours of Agency). The remaining continuing education hours would be electives.

NOTE: licensees may not renew early to avoid the education.

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

CED 070 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:	CED 070 R2 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:
Tuesday and Thursday, 6:30pm-10:15pm for 21 sessions.	Saturdays, 10:00am-5:00pm for 11 sessions.
February 27, 29	February 24
March 5, 7, 19, 21, 26	March 2, 9, 16, 23
April 2, 4, 9, 11, 16, 18, 25, 30	April 6, 13, 20, 27
May 2, 7, 9, 14, 16, 21	May 4, 11
Final exam ON-CAMPUS: May 23	Final exam ON-CAMPUS: May 18
Fee: \$525	Fee: \$525

SELLING YOUR HOME ON YOUR OWN

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

ONE-DAY WORKSHOP.

Instructor: Bernard Caprera

CE9 706 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Monday, March 18, 6:30pm-9:30pm.

Fee: \$60

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 inspection, 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 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Monday, March 25, 6:30pm-9:30pm.

Fee: \$60

MANDATORY FAIR HOUSING

This course is approved by New York State for mandatory 3 hours of CE. Topics include: history, key Supreme Court cases, steering, blockbusting, red-lining, 2019 Newsday expose, "Long Island Divided", how to report violations, remedies, broker and salesperson responsibilities, and more.

ONE-DAY WORKSHOP.

Instructor: Bernard Caprera

CE9 776 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Wednesday, April 24, 6:30pm-9:30pm.

Fee: \$60

REAL ESTATE REVIEW CLASS FOR NEW YORK STATE REAL ESTATE SALESPERSON LICENSING CLASS

Do you lack confidence about passing the NYS licensing class? Have you failed the test? Do you need help studying for the test? This class is for you and anyone else scheduled to take the New York State salesperson licensing test. The preparation includes the following topics which have appeared on current State tests: math, agency, fair housing, mortgaging, investing and many other topics. Bring all your questions.

ONE-DAY WORKSHOP.

Instructor: Bernard Caprera

CE9 783 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Monday, March 11, 7:00pm-9:30pm.

Fee: \$60

NEW PROPERTY MANAGEMENT

This class is an approved New York State 11-1/2 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 804 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets:

Wednesday, 6:30pm-10:20pm for 3 sessions.

Starts May 8

Fee: \$200



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



YIDDISH LITERATURE IN TRANSLATION

This course is about Jewish life in Europe and America. Through translated fiction, poetry, memoir, drama, and song, we'll examine the Jewish calendar's Fall holidays. You don't need to know Yiddish to enjoy its literature, rich in culture and history. Just bring your questions, ideas, and interest! **Students who took it previously will discover new material.**

Instructor: Sally Ann Drucker

CE9 757 B1 ON-CAMPUS COURSE Meets:

Tuesday, 5:30pm-7:00pm for 5 sessions.

Starts February 20

Fee: \$100



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

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



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

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 **MOMENTRIX TEST PREPARATION: ATI TEAS 7** ISBN-13: 978-1516720002 and bring it to the first class. Schedule and pay for your exam at www.atitesting.com

Instructor: Staff

CE9 812 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 6:30pm-9:30pm (6-English, 5-Math, and 5-Science) for 16 sessions.

Starts May 21

Fee: \$450



HIGH SCHOOL EQUIVALENCY MATH REVIEW (GED)

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

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

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

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

Instructor: Israel Gonzalez

CE9 763 B1 ON-CAMPUS COURSE Meets:

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

Starts March 5

Fee: \$175

HIGH SCHOOL EQUIVALENCY LANGUAGE SKILLS REVIEW (GED)

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

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

Instructor: Angela Pugh-Roberson

CE9 764 B1 ON-CAMPUS COURSE Meets:

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

Starts March 7

Fee: \$175



Lifelong Learning is proud to announce an exciting new online registration platform in development for upcoming classes and programs. In the near future, Lifelong Learning students will be able to select, register and pay online through the CampusCE registration portal. **Students should continue to register via the registration form on last page of this brochure to ensure a space in your desired class. More information is forthcoming and will be found on the NCC website.**

The Community Programs & Testing Center

Building U, Entrance 4 West side, across from the college theatre

Open only during scheduled exams.

testing@ncc.edu | www.ncc.edu/ced

for updates, schedules and information on registering for exams.

TEST OF ESSENTIAL ACADEMIC SKILLS | TEAS

https://www.ncc.edu/continuingeducation/teas_exam.shtml

Email: TEAS@ncc.edu

The Test of Essential Academic Skills is a standardized, entrance exam for students applying to nursing and allied health programs in the United States.

Nassau Community College, currently requires the Test of Essential Academic Skills (TEAS) for admission to: Radiologic Technology (A.A.S.) and Radiation Therapy (A.A.S.)

https://www.ncc.edu/programsandcourses/academic_departments/alliedhealthsciences/

Nursing Multi-Award (A.S., B.S.N). https://www.ncc.edu/programsandcourses/academic_departments/nursing/

Nassau is a public test site for any candidate requiring the exam. All candidates register, schedule and pay for the exam at www.atitesting.com. Dates are on campus and listed under SUNY Nassau CC RN/AH Test. Before registering for the TEAS, review the program requirements. All testing must be completed by the application deadline.

GED® HIGH SCHOOL EQUIVALENCY

www.ncc.edu/hse

Email: ged@ncc.edu

All scheduling is done on-line <https://ged.com/> There is NOT an option to test remotely in New York.

The GED® Test includes four sections:

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

To Register, Create Your Free Account: <https://ged.com/>

- Select New York as your testing location
- Options will be presented for fee-based GED® prep classes, study guides for purchase, free practice questions, tutorials and additional optional purchases
- The EXAM is FREE to New York residents
- Schedule your exam in your GED® account:
 - We recommend a maximum of 2 subtests in a single session.
 - If you do not see dates for Nassau, we may be full. Check back frequently, because people often cancel a day or two before testing
 - Dates are posted 4 to 6 weeks in advance.
 - Candidates failing a subtest will have a 60-day waiting period between attempts.
 - Candidates can test three times per subtest, per year.
 - Candidates under 19 years of age, must complete an age eligibility application, found in the GED® account and submit it to New York State. Allow 3 weeks for the state to process.
- On the day of the exam, arrive on time with 2 forms of ID, one must be government issued photo ID
- If you do not show up for the exam or cancel your appointment in your GED® account, you will be blocked from rescheduling for 60 days

To discover alternative paths to earning your high school equivalency visit:

<http://www.acces.nysed.gov/hse/high-school-equivalency-hse>

DSST Exam

<https://www.ncc.edu/continuingeducation/collegelevelexamprogram.shtml>

Email: clep@ncc.edu

Similar to CLEP, passing a DSST exam can save you time and money at 1500 colleges and institutions.

To receive credit, students must earn a qualifying score on the exam. Colleges, universities and agencies set their own DSST credit policies and determine accepted exams and score requirements for credit

1. Review the list of available exams at DSST Exams <https://www.getcollegecredit.com/>
2. Nassau students, review the Nassau DSST Equivalency list or work with your academic advisor. *Note: Nassau does not offer the Public Speaking exam*
3. Email the CLEP@ncc.edu. Include the name of the DSST exam and your first and second choice of dates
4. Fees: You will pay the DSST fee, to Prometric by credit card the day of the exam. Exam fees vary and average \$100. You will bring a check or money order, payable to NCC for the \$50 administrative fee on the day of the exam.

COLLEGE LEVEL EXAM PROGRAM CLEP

<https://www.ncc.edu/continuingeducation/collegelevelexamprogram.shtml>

Email: clep@ncc.edu

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

To receive credit, students must earn a qualifying score on the exam. Colleges, universities and agencies set their own CLEP credit policies and determine accepted exams and score requirements for credit. CLEP provides college credits based on passing scores. NCC awards credit for over 20 courses including English Composition 101; Human Growth and Development; Introduction to Educational Psychology or Introduction to Psychology and Spanish 101 & Spanish 102 (credits for Spanish with a score of 62 or above!). There are many other exams to choose from. Contact your college or visit clep.collegeboard.org for school policy.

- Decide which exam to take*
- Register for a CLEP exam at clep.collegeboard.org
- Visit www.ncc.edu/clep, select your date and email your college Board registration ticket to reserve your seat
- Your NCC administrative fee of \$50.00 will be payable by check or money order to Nassau Community College on the day of the exam
- Nassau students should review the list of courses & scores accepted at Nassau www.ncc.edu/clep or visit your academic advisor

*Looking to save the \$93 CLEP exam fee?

Modern States Education Alliance offers free online CLEP® review courses at www.modernstates.org. Courses prepare you for CLEP exams already accepted by colleges and universities. Courses, textbooks and materials are free; all you need is internet access and your own desire to learn. When you complete the coursework and practice questions, you may be eligible for a CLEP voucher to pay for your CLEP exam and reimbursement for the college fee!

1. Sign up for a CLEP course at www.modernstates.org
2. Complete coursework and practice questions
3. Request a CLEP voucher code from the Modern States website
4. Register for a CLEP exam at www.clep.collegeboard.org with the Modern States voucher
5. Visit www.ncc.edu/clep, select your date and email your college Board registration ticket to reserve your seat
6. Your NCC administrative fee of \$50.00 will be payable by check or money order to Nassau Community College on the day of the exam. Submit your administrative fee receipt to Modern States for a possible reimbursement.

Fee: \$50 payable to NCC. If not using a voucher, \$93 additional fee to the College Board

CLEP College Board exam title www.ncc.edu/clep	NCC Course Equivalent	Minimum score for credit	# of Credits @ ncc
Spanish Language Level 1 & 2	SPA 101 & SPA102	62	6
French Language Level 1 & 2	FRE101 & FRE102	62	6
German Language Level 1 & 2	GER101 & GER102	62	6
College Composition	ENG 101	50	3
American Government	POL 205	50	3
History of the U.S. I	HIS 103	50	3
History of the U.S. II	HIS 104	50	3
Human Growth and Development	PSY 216	60	3
Introduction to Educational Psychology	PSY 206	50	3
Introduction to Psychology	PSY 203	50	3
Introduction to Sociology	SOC 201	50	3
Principles of Macroeconomics	ECO 207	50	3
Principles of Microeconomics	ECO 208	50	3
Western Civilization I	HIS 101	50	3
Western Civilization II	HIS 102	50	3
Precalculus	MAT 111	50	4
Calculus	MAT 122	50	4
Introductory Business Law	LAW 103	50	3
Financial Accounting	ACC 101	50	3
Principles of Management	BUS 112	50	3
Principles of Marketing	MKT 100	75	3
Biology	BIO 996	50	6
Chemistry	CHE 996	50	6

Biology & Chemistry count as Science electives, NOT as a lab science

Additional CLEP exams are available at <http://clep.collegeboard.org/> and NCC can administer them, but NCC will not award credit.



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

Synchronous Online courses were previously described as Remote via ZOOM. **Blended courses** combine FACE-TO-FACE and SYNCHRONOUS ONLINE via ZOOM instruction.



For more information on any of the workforce or professional development courses, contact the Center for Workforce Development (CWD) at [cwg@ncc.edu](mailto:cwd@ncc.edu), visit our webpage at www.ncc.edu/continuingeducation/workforcedevelopment/, or scan the QR code.



GET STARTED IN A HIGH-GROWTH FIELD WITH A PROFESSIONAL CERTIFICATE FROM GOOGLE!

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



Nassau Community College (NCC) is pleased to offer professional Google Career Certificates for a registration fee of \$99. Otherwise, the course is fully funded. These courses are not instructor-led and are completely online.

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

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

Google Digital Marketing & E-commerce: Learn the fundamentals to help businesses grow their online presence and sales. You'll learn how to manage digital marketing campaigns, attract and engage customers, and measure performance through analytics.

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

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

Google IT Automation with Python: This certificate covers the foundations of IT support and automation skills with Python, providing a comprehensive understanding of IT systems and the ability to automate routine tasks effectively.

Advanced Level Courses (requires completion of Google Data Analytics Certificate)

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

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

For more information on the program and entry requirements, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/Google_Cert.pdf.

HEALTH CARE CAREERS

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 increase your earning power.



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

Do you have an interest in helping others who are sick or injured? Do you want to make a difference and be an important part of an emergency team? This course is the first step on a pathway to a career as a paramedic or a variety of other careers in health care! 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 students 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 classroom training, including an American Heart Association (AHA) CPR certification, students will also complete 10 hours of ambulance or local hospital emergency room

rotations, as well as three online classes provided free of charge by the Federal Emergency Management Agency (FEMA). The textbook is required for the first day of class. Students should expect homework assignments and quizzes after each class. In order to successfully complete this intensive training course, students must have a sufficient ability to speak, read, and comprehend English. To qualify for the New York State Department of Health (NYSDOH) certifying exam, students must attend *all* classes, complete *all* assignments and quizzes, 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 their 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, exam fee, medical supplies and AHA CPR course are additional costs.**

Instructor: Certified EMS Academy Instructor

CE1 211 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm.

January 11 – May 16. The NYS written exam is self-scheduled.

Registrations accepted through January 2.

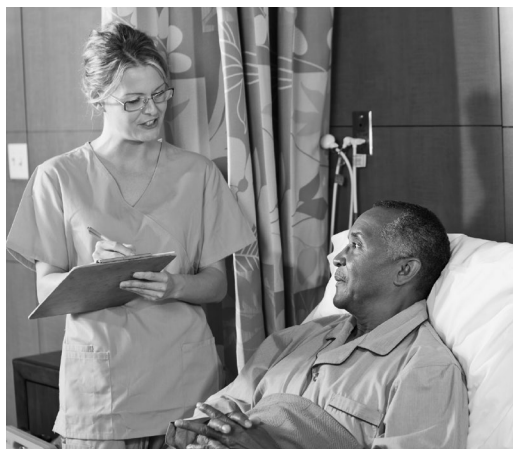
CE1 211 B2 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-4:00pm.

May 11 – August 15. The NYS written exam is self-scheduled.

Registrations accepted through April 26.

Fee: \$1,500



CERTIFIED NURSING ASSISTANT – FOUR-MONTH COURSE!

Do you have a desire to join a profession focused on the care of individuals, families and communities? With a growing elderly population on Long Island, the long-term care industry is expanding and the demand for Certified Nursing Assistants (CNAs) is increasing. In partnership with the VEEB Practical Nursing Program, NCC is offering a CNA program. Students will be taught patient care techniques such as personal grooming, feeding, transporting and administering treatments, as well as how to document patients' vital signs and symptoms. Course topics include: anatomy, physiology, nutrition, infection control, and legal and ethical policies. CNAs can work in a variety of settings including hospitals, nursing homes, adult day cares, private homes and assisted living facilities.

Students *must* complete the full 120 hours of training (90 classroom/lab hours and 30 clinical rotation hours) to sit for the New York State certifying exam. Clinical rotations will be conducted during designated Saturdays at a local nursing home; students must arrange their own transportation. Students must

be 18 years of age or older, have a high school diploma or equivalent, and meet vaccination (including Covid) and health screening requirements.

Textbooks, materials, make-up classes, and certifying exam are additional costs. Students will need to purchase blue scrubs and a stethoscope.

Instructors: Licensed Registered Nurses from VEEB Practical Nursing Program.

CE1 243 B1 ON-CAMPUS COURSE Meets:

Monday, Wednesday, and Thursday: 6:00pm-9:00pm on campus; Saturdays: 2/24, 3/2, 3/16, 3/23, 4/6, 4/13, 8:00am-1:00pm at a local nursing home.

January 22 – April 13

Registration and a copy of high school diploma must be received by January 8.

Fee: \$1,700



PHLEBOTOMY TECHNICIAN

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

Textbook and supplies are included. Students are required to purchase blue scrubs. An optional, 40-hour Clinical Externship

is available after course completion. Students must comply with entry requirements, including a resume, background check*, drug screening, medical exam and provide proof of immunizations. **Background check* and drug screening are additional related costs.** Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Students must have a high school diploma or equivalent and a current government-issued photo ID. **The cost of the exam is not included.**

CE1 261 B1 ON-CAMPUS COURSE Meets:

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

January 16 – May 7

The NHA exam is scheduled for May 14.

Registrations accepted through January 8.

Fee: \$ 1,895



PHARMACY TECHNICIAN PROGRAM

Do you want to help others feel better and ensure that they have the necessary medication? This course will prepare students for the Pharmacy Technician Certification Board (PTCB) exam, www.ptcb.org/. Students will be taught pharmacology, drug classification, purpose, and interaction. Students will study how to interpret a prescription, calculate dosages, prevent medication errors, fill prescriptions, and inventory control. Also included is a review of the top 200 drugs, both generic and brand names. **The course has 80 hours of instruction. Textbook is included. Students are required to purchase blue scrubs.**

Entry requirements for the 80-hour Clinical Externship could include a resume, background check*, drug screening; a medical exam/proof of immunization. A government-provided photo ID is also required. **Certifying exam is additional cost.**

CE1 254 B1 ON-CAMPUS COURSE Meets:

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

February 8 – May 23. Externship to be scheduled through June 23.

Registrations accepted through January 31.

Fee: \$1,350



EKG TECHNICIAN

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

including all practical skills. Entry requirements for the 30-hour Clinical Internship could include a resume, background check*, drug screening, and a medical exam/proof of immunization. A government-provided photo ID is also required.

To sit for the NHA certifying exam, candidates must meet the requirements specified by the NHA (<https://www.nhanow.com/get-certified/>), including a high school diploma or equivalent and ten successful EKGs on a live individual. **The course fee includes the textbook, scrubs, stethoscope and blood pressure cuff.** The certifying exam cost is additional.

CE1 235 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm.

January 24 – April 10. Internship to be scheduled through May 10.

The NHA exam date is May 15.

Registrations accepted through January 10.

Fee: \$1,795

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



MENTAL HEALTH FIRST AID FOR ADULTS

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

CE1 267 B1 ON-CAMPUS COURSE Meets:
Friday, 9:00am-3:30pm. TBD. Contact [cwg@ncc.edu](mailto:cwd@ncc.edu) for more information.

Fee: \$145

COMMERCIAL DRIVER'S LICENSE



COMMERCIAL DRIVER'S LICENSE

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

Job skills and qualifications for a CDL driver include:

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

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

Instructor: Certified CDL Instructors

CE1 290 B1 ON-CAMPUS COURSE Meets:

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

January 8 – February 1 (no class January 15, instead class on January 19)

CE1 290 B2 ON-CAMPUS COURSE Meets:

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

February 5 – February 29 (no class February 19, instead class on February 23)

CE1 290 B3 ON-CAMPUS COURSE Meets:

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

February 24 – April 28 (no class March 9, 10, 30 and 31)

CE1 290 B4 ON-CAMPUS COURSE Meets:

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

March 4 – April 4 (no class March 11, 12, 13 and 14).

CE1 290 B5 ON-CAMPUS COURSE Meets:

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

April 8 – May 2 (no class April 23, instead class on April 26)

CE1 290 B6 ON-CAMPUS COURSE Meets:

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

May 4 – June 29 (no class May 25 and 26)

CE1 290 B7 ON-CAMPUS COURSE Meets:

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

May 6 – May 31 (no class May 27, instead class on May 31)

Fee: \$4,950



OSHA 500 SERIES TRAINING COURSES AT NCC

NCC partners with Rutgers University's School of Public Health to offer OSHA 500 Series training courses. Class materials and a copy of the CFR will be given to participants on the first day of all training courses. For further information on OSHA at NCC, please contact: Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487.

OSHA 500 TRAINER COURSE IN OCCUPATIONAL SAFETY & HEALTH STANDARD FOR CONSTRUCTION INDUSTRY

CED 500 B1 ON-CAMPUS COURSE Meets:
Monday-Thursday, 8:00am-4:00pm for 4 sessions.
January 8, 9, 10, 11
CED 500 B2 ON-CAMPUS COURSE Meets:
Monday-Thursday, 8:00am-4:00pm for 4 sessions.
May 6, 7, 8, 9

Fee: \$875

OSHA 502 FOR CONSTRUCTION INDUSTRY: TRAINER UPDATE

CED 502 B1 ON-CAMPUS COURSE Meets:
Monday-Wednesday, 8:00am-4:00pm for 3 sessions.
February 12, 13, 14

Fee: \$695

OSHA 510 OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR CONSTRUCTION

CED 510 B1 ON-CAMPUS COURSE Meets:
Monday-Thursday, 8:00am-4:00pm for 4 sessions.
March 18, 19, 20, 21

Fee: \$750

PROJECT MANAGEMENT



CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)

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

A textbook/software bundle based on the new Rita Mulcahy's 2023 CAPM® Exam Prep book is required for this course. Students are expected to read and study during the course as well as after the course to properly prepare for the exam. Students will need a computer and

internet access. Students completing the course will receive a Certificate of Completion from Nassau Community College. For more information on the CAPM® exam, please visit <https://www.pmi.org/certifications/certified-associate-capm>.

CE1 222 B1 ON-CAMPUS COURSE Meets:

Thursday, 6:00pm-9:00pm for 13 sessions.

February 1 – May 9

Registrations accepted through January 23.

Fee: \$795

HUMAN RESOURCES MANAGEMENT

IN PARTNERSHIP WITH



BETTER WORKPLACES
BETTER WORLD™

SOCIETY FOR HUMAN RESOURCE MANAGEMENT CERTIFIED PROFESSIONAL/ SENIOR CERTIFIED PROFESSIONAL CERTIFICATION (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 Human Resources (HR) field — and a valuable asset to your organization. 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. 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: www.shrm.org/certification/get-certified/Pages/eligibility-criteria.aspx. Included in the course fee are the required text and access to SHRM® online resources. The exam fee is not included.

Instructor: SHRM® Certified Instructor

CE1 287 R1 ZOOM and ONLINE COURSE Meets:

Saturday, 9:00am-12:00pm for 13 sessions.

February 3 – May 4

Registrations accepted through January 22.



Fee: \$1,250

COMMUNITY HEALTH WORKER PROGRAM

Complete in just 4 Months!

Please email for further information at Menad.Nafa@ncc.edu



The Community Health Worker (CHW) Program prepares students to be frontline public health workers who provide health and social service support to individuals in the community and also build community capacity by increasing health knowledge and self-sufficiency through activities such as community education, counseling, and advocacy. Working with a Community Care and Health Care team, CHWs conduct home visits, facilitate transportation and patient appointments, link patients to supportive services and teach patients self-management techniques with the goal of improving health outcomes. As a CHW student, your training will prepare you to work in a wide variety of healthcare and social service fields, which can lead to countless types of career pathways. This program includes a field internship with local agencies and institutions.

PROGRAM INFORMATION:

Earn Six College Credits

- HMS 117 - Introduction to Social Work -3cr
- HMS 205 - Internship -3cr

Non-Credit Training

- Six additional Certifications
- Suicide Prevention
- Employability Sessions
- CPR and First-Aid
- Epilepsy Recognition and First Aid
- Alzheimer's and Dementia Recognition Training
- Narcan Administration Certification
- Mental Health First Aid

MINIMUM REQUIREMENTS:

- Interest in health and human service related work
- Desire to support individuals toward self-sufficiency and well-being
- 18 Years of age or older
- High School Diploma or Equivalent required
- Basic Computer Skills
- Valid New York State Driver's License
- Proven eligibility to work in the U.S.
- Must be Unemployed or Underemployed if you are seeking a tuition-free scholarship

COMMUNITY HEALTH WORKER

CE1 272 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 10:00am-3:30pm, and

Friday, 10:00am-2:30pm.

May – August

Fee Options: a. Full and partial Tuition Scholarships for those who are eligible.

b. Fee for paying student is \$3,490.

COMMUNITY MENTAL HEALTH WORKER PROGRAM

Complete in just 5 Months!

Please email for further information at Menad.Nafa@ncc.edu



The Community Mental Health Worker (CMHW) Program is a multi-faceted program that is rooted in the mental health wellness and recovery model. Its purpose is to equip frontline health workers with the expertise needed to deliver culturally sensitive mental health and recovery services effectively. This program focuses on empowering individuals, families, and communities to enhance their self-reliance and access essential resources, including health insurance, housing, food, and quality healthcare information. Collaborating closely with healthcare teams and social services agencies, CMHWs facilitate short-term care coordination, linking clients with vital resources and support to enhance their overall health and well-being. This program includes a field internship within local agencies and institutions.

PROGRAM INFORMATION:

Earn Six College Credits

- HMS 200 - Human Services Skills-3cr
- HMS 205 - Internship -3cr

Non-Credit Training

- Six additional Certifications
- Suicide Prevention
- Employability Sessions
- CPR and First-Aid
- Epilepsy Recognition and First Aid
- Alzheimer's and Dementia Recognition Training
- Narcan Administration Certification
- NAMI Certification
- Mental Health First Aid

MINIMUM REQUIREMENTS:

- Interest in mental health and human service related work
- Desire to support individuals toward self-sufficiency and well-being
- 18 Years of age or older
- High School Diploma or Equivalent required
- Basic Computer Skills
- Valid New York State Driver's License
- Proven eligibility to work in the U.S.
- Must be Unemployed or Underemployed if you are seeking a tuition-free scholarship

COMMUNITY MENTAL HEALTH WORKER

CE1 291 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 10:00am-3:30pm, and

Friday, 10:00am-2:30pm.

April – August

Fee Options: a. Full Tuition Scholarships for those who are eligible.

b. Fee for paying student is \$4,490.



EMPLOYMENT READINESS

Are you ready to pursue and gain success in a new job and career? Employment Readiness is designed to provide students the knowledge and skills for successes in many kinds of workplace settings. This course focuses on job search techniques and skills necessary for many jobs, including job etiquette, communications, cultural competency, and computer literacy. Specific topics include: Microsoft applications, e.g., Excel, Word, Adobe, Artificial Intelligence, and PowerPoint, data and graphing; resume preparation, cover and thank you letters, interviewing skills, workplace etiquette, time management; diversity and inclusion, unconscious bias, cross-cultural communications, planning, listening skills,

conflict management, meeting management, and project management. This course which aligns with common industry expectations has 45 hours of instructor-led sessions in the classroom as well as practice and hands-on-skills.

CE1 402 B1 ON-CAMPUS Course Meets:

Saturday, 9:00am-1:05pm.

January 20 – April 20

Registrations accepted through January 10.

Fee: \$ 450



CHILD CARE WORKER PROGRAM

Interested in entering the early childhood profession, a growing field of great opportunity and also looking for a career pathway, and to learn how to be an effective teacher of young children? Then a childcare worker may be the right career path for you! Childcare Workers (CCW) attend to children's needs while helping to foster early development. NCC will be offering a **new full year with 144 hours of instructor- led training**. Students must also complete an Apprenticeship. The first cohort is expected to start in January and continue through December 2024.

Topics include: health safety and nutrition, foundations of child development and theories; early education learning environments, curriculum and learning activities, child planning and assessment of learning, and early childhood professionals, communities and families.

The entry requirements include. interest in early education and human development related work, a high school diploma/GED, 18 years of age, ability to pass a background check with clearance to work with children and families, and a valid NYS driver's license. Supplies and books are included. At the end of the program, the student will qualify to take the Child Development Associate (CDA) certification exam.

For more information and the schedule, contact [cwg@ncc.edu](mailto:cwd@ncc.edu) or 516.572.7487.

Fee: \$3,600



ONLINE COURSES AND CERTIFICATION PREP CLASSES



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

<https://careertraining.ed2go.com/nassaucc/training-programs/>

HOW TO REGISTER FOR NON-CREDIT COURSES

FAX-IN

516.828.3507

EMAIL-IN

ced@ncc.edu

MAIL-IN

Nassau Community College

Office of Workforce Development & Lifelong Learning

One Education Drive

Garden City, NY 11530-6793

(Make check payable to: Nassau Community College)

WALK-IN

355 East Road (on NCC Campus)

FOLLOW US

Like us on Facebook "Continuing Education" at Nassau Community College

SPECIAL NOTE

- **Checks or Money Order:** No fee
- **Credit Card Processing fee of 2.75% applies ONLY if a student pays online through the NCC portal** (i.e., \$100 course will be charged at \$102.75).
- You will then receive confirmation and specifics regarding your class including required text, classroom assignment (if on campus), and access links for remote or online classes.
- Upon registration, we will email you a receipt with the course location map and a parking pass (for student/visitor parking only).
- Non-credit classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.
- Please be advised, by submitting your registration form, you are accepting the terms of our refund policy (page 31)

Any questions throughout this process may be sent to
CED@ncc.edu or call 516.572.7472 | CWD@ncc.edu or call 516.572.7487
LC@ncc.edu or call 516.572.7062 | Testing@ncc.edu or call 516.572.7667

CLASSES WILL NOT MEET, EXCEPT WHERE NOTED

January 1, 15, February 19, March 9-15, 29-31,

April 22 (no evening classes) -23, May 27



Lifelong Learning is proud to announce an exciting new online registration platform in development for upcoming classes and programs. In the near future, Lifelong Learning students will be able to select, register and pay online through the CampusCE registration portal. **Students should continue to register via the registration form on last page of this brochure to ensure a space in your desired class. More information is forthcoming and will be found on the NCC website.**

REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

**OFFICE OF WORKFORCE DEVELOPMENT
& LIFELONG LEARNING**

Nassau Community College
One Education Drive
Garden City, New York 11530-6793

Make check payable to: Nassau Community College
OR fax the form with credit card information to:
516.828.3507

Students should continue to register via the registration form in this brochure to ensure a seat in your desired class. NCC is excited to announce an online registration platform **in development** which will enable non credit students to select, register and pay online through the CampusCE registration portal. Look for future announcements!

HOW DID YOU HEAR ABOUT OUR COURSES?

- | | |
|--|---|
| <input type="checkbox"/> Brochure/Mail | <input type="checkbox"/> Family/Friend |
| <input type="checkbox"/> Website | <input type="checkbox"/> Facebook/Instagram |
| <input type="checkbox"/> Email | <input type="checkbox"/> Google |
| <input type="checkbox"/> Other: _____ | |

Last Name _____

FirstName _____

Address _____

City _____ Zip _____

Home Phone: () _____ *Cell Phone: () _____

*Birthdate: mm/dd/yyyy ____/____/____ I identify my gender as: _____

Have you ever taken any courses at NCC? ☐ Yes ☐ No NCC ID# N00 _____

*Preferred E-mail: _____

Alternate E-mail: _____

*required information

COURSE SELECTION

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

CED #	COURSE TITLE	DAY	FEE
Total Amount:			\$

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

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

CREDIT CARD PAYMENT INSTRUCTIONS:

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

Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal
(i.e., \$100 course will be charged at \$102.75).

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

Step 2: Provide Cardholder's signature: _____

Step 3: Card Information:

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

Card Number: _____ **Date of Expiration:** ____/____

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

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

The deadline for mailing in registration is: **February 9, 2024**
Beyond deadline, please call 516.572.7472 for class availability.

Spring 2024

Lifelong Learning

NEW Computer Course:

AI Tools for Everyone:	
Discover, Learn, and Apply	Pg. 7
Knife Skills for the Home Chef	Pg. 17
Pickleball 101	Pg. 10
Pickleball Advanced Beginner	Pg. 10
Real Estate Exam Prep	Pg. 18
Reiki Circles	Pg. 9
Spirits and Wine Tasting	Pg. 16
TEAS Prep	Pg. 20

Workforce Development

CAPM® & SHRM-CP®/SHRM-SCP®	Pg. 27
Child Care Worker Program (CDA)	Pg. 29
Commercial Drivers' License	Pg. 26
Community Health Worker	Pg. 28
Community Mental Health Worker	Pg. 28
Employment Readiness	Pg. 29
Google Career Certifications	Pg. 23
Healthcare Careers	Pg. 24-26

The Community Programs & Testing Center

CLEP	Pg. 22
DSST	Pg. 21
GED	Pg. 21
TEAS	Pg. 21

Language Center

English Language Skills	Pg. 12-13
Foreign Language	Pg. 13
Información en Español	Pg. 14
Registration Information	Pg. 15
Winter Session 2024	Pg. 14-15

SCHOLARSHIPS may be available for Workforce Development courses!