

BUSINESS AND RETIREMENT

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

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*, 13th edition by Sam Irlander.

Instructor: Bernard Caprera / Richard Mahoney

CE9 070 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets: Tuesday and Thursday, 10:00am-1:45pm for 22 sessions.

September 3, 5, 10, 12, 17, 19, 24, 26

October 1, 8, 10, 17, 22, 24, 29

November 5, 7, 12, 14, 19, 21

Final exam ON-CAMPUS: November 26

Fee: \$525

CE9 070 R2 SYNCHRONOUS ONLINE (ZOOM) COURSE Meets: Tuesday and Thursday, 6:30pm-10:15pm for 22 sessions.

September 3, 5, 10, 12, 17, 19, 24, 26

October 1, 8, 10, 17, 22, 24, 29

November 5, 7, 12, 14, 19, 21

Final exam ON-CAMPUS: November 26

Fee: \$525

CE9 070 A3 ON-CAMPUS COURSE Meets: Monday and Wednesday, 6:30pm-10:15pm for 22 sessions.

Monday and Wednesday, 6:30pm-10:15pm for 22 sessions.

October 7, 9, 14, 16, 21, 23, 28, 30

November 4, 6, 13, 18, 20, 25

December 2, 4, 9, 11, 16, 18, 23

Final exam ON-CAMPUS: December 30

Fee: \$525

REAL ESTATE BROKERS QUALIFYING COURSE

The Real Estate Brokers Course is a 75-hour course, plus examination. It is a New York State approved course to become a licensed real estate broker, or an associate broker. This course also meets the requirements for the 22.5 hour of continuing education. The curriculum consists

of agency law, license law and operating a real estate office, real estate finance, real property investment, general business law, construction and development, conveyance of real property, real property management, taxes and assessment, advanced fair housing and fair lending, achieving transactional agreements through transaction analysis, local issues and concerns.

FINAL EXAM ON CAMPUS AS REQUIRED BY NYS.

Book required for first day of class: *Modern Real Estate Practice*

in *New York for Brokers*, 13th edition by Sam Irlander, ISBN # 978-1-0788-4025-5.

Instructor: Richard Mahoney

CE9 828 A1 ON-CAMPUS COURSE Meets: Monday & Wednesday, 6:30pm-10:15pm for 20 sessions.

August 12, 14, 19, 21, 26, 28

September 4, 9, 11, 16, 18, 23, 25, 30

October 7, 9, 14, 16, 21

Final exam ON-CAMPUS: October 23

CE9 828 A2 ON-CAMPUS COURSE Meets: Saturday, 9:00am-4:00pm for 11 sessions.

November 2, 9, 16, 23

December 7, 14, 21, 28

January 4, 11

Final exam ON-CAMPUS: January 18

Fee: \$525

NOTARY This is a SYNCHRONOUS CLASS (ZOOM).

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, November 2, 10:00am-1:30pm.

Fee: \$80

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 A1 ON-CAMPUS COURSE Meets: Monday, 7:00pm-9:00pm for 8 sessions.

Starts October 7

Fee: \$250

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 A1 ON-CAMPUS Meets: Monday, 7:00pm-9:00pm for 8 sessions.

Starts September 30

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 A1 ON-CAMPUS Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.

Starts November 26

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 A1 ON-CAMPUS COURSE Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.

Starts October 1

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 A1 ON-CAMPUS Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.

Starts January 7, 2025

Fee: \$150

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 A1 ON-CAMPUS COURSE Meets: Tuesday, October 15, 7:00pm-9:00pm.

Fee: \$50

BACK TO INVESTMENT BASICS

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

ONE-DAY WORKSHOP.

Instructor: Richard Jack

CE9 633 A1 ON-CAMPUS COURSE Meets: Tuesday, October 15, 7:00pm-9:00pm.

Fee: \$50

ELDERCARE MEDICAL COSTS

This course will discuss strategies and the importance of planning ahead to protect hardearned 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 A1 ON-CAMPUS COURSE Meets: Tuesday, October 22, 7:00pm-9:00pm.

Fee: \$50

RESUME AND COVER LETTER BOOTCAMP

Whether you are applying to your first job or changing careers after years in one field, crafting a strong resume and cover letter is key to landing the interview. In this workshop, you'll learn strategies for organizing your resume, writing active descriptions of your work experiences, knowing what to prioritize in your cover letter, and presenting the information in a coherent fashion. This workshop will involve group lessons and one-on-one guidance. Participants should bring their cover letter and resume IF they have one, and their preferred writing tools (pen/paper or laptop).

Instructor: Jennifer Marx

CE9 818 A1 ON-CAMPUS COURSE Meets: Monday-Thursday, 6:30pm-8:30pm.

October 21, 22, 23, 24.

Fee: \$120



FIND US ON FACEBOOK!

facebook.com/nassaucommunitycollege

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

