SEE OUR NEW ZOOM FORMAT COURSES!

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

For schedule of remote classes and registration link go to https://blackrocket.com/online/nacc.

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

The College has established a clear set of standards and responsibilities for all community members while on campus. The use of face coverings, physical distancing, quarantining as required and cooperation with screening via the College’s app or paper based screening form is required.

Take Control of Your Opportunities 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.

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/.

BLACK ROCKET STEAM CLASSES FOR KIDS

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

Participating in MOST of these workshops requires the use of a device with Zoom audio/video conferencing capability.

Instructors are responsible for setting up the Zoom environment. We must have an accurate email address/phone number on record.

Classes will meet via Zoom unless otherwise indicated.

For information about how to join a Zoom meeting as well as a link to join a test meeting, visit https://support.zoom.us/hc/en-us/articles/115002262083.

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

For questions regarding computer access, please email ced@ncc.edu.
**NEW! HOME IMPROVEMENT WORKSHOP**

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

**THE SITE YOUR HOUSE SITS ON**
Information regarding repairs to foundation, sidewalks, basements.
CE9 727 R1 ZOOM COURSE Meets: Monday, June 7, 7:00pm-9:00pm. $40

**YOUR HOME’S INTERIOR**
Information regarding repair of interior walls, doors, ceilings, decking.
CE9 730 R1 ZOOM COURSE Meets: Monday, June 28, 7:00pm-9:00pm. $40

**YOUR HOME’S EXTERIOR**
Information regarding repair of floor, roof, chimney, windows, doors.
CE9 728 R1 ZOOM COURSE Meets: Monday, June 14, 7:00pm-9:00pm. $40

**YOUR HOME’S WINDOW AND DOOR WEATHER STRIPPING**
It is recommended you take CE9 728 prior to this workshop.
Information regarding how to install weather stripping around exterior doors, install weather stripping on an exterior door sill, weatherproof windows.
CE9 744 R1 ZOOM COURSE Meets: Monday, June 21, 7:00pm-9:00pm. $40

**YOUR HOME’S ELECTRICITY AND WIRING**
Information regarding how to strip a wire, wire an outlet, wire a basic light switch where the power enters the switch, reinforce the meaning and importance of the colors of the different wires.
CE9 745 R1 ZOOM COURSE Meets: Monday, July 26, 7:00pm-9:00pm. $40

**YOUR HOME’S INSULATION**
Information regarding drafts, cold walls, loss of heat.
CE9 731 R1 ZOOM COURSE Meets: Monday, July 12, 7:00pm-9:00pm. $40

**YOUR HOME’S ELECTRICAL SYSTEM**
Information regarding light switches, GFI outlets, smoke detectors.
CE9 732 R1 ZOOM COURSE Meets: Monday, July 19, 7:00pm-9:00pm. $40

**YOUR HOME’S PLUMBING**
Information regarding water supply, sanitary waste system, plumbing system.
CE9 733 R1 ZOOM COURSE Meets: Monday, August 2, 7:00pm-9:00pm. $40

**YOUR HOME’S HEATING SYSTEM**
Information regarding boiler, radiator, chimney lining.
CE9 734 R1 ZOOM COURSE Meets: Monday, August 9, 7:00pm-9:00pm. $40

**YOUR HOME’S AIR CONDITIONING SYSTEM**
Information regarding central air, window units.
CE9 735 R1 ZOOM COURSE Meets: Monday, August 16, 7:00pm-9:00pm. $40

**DRAWING FOR BEGINNER AND INTERMEDIATE LEVELS**
This is a foundation course, touching on such primary topics as perspective, drawing aids, composition, and value. A supply list will be provided prior to the start of class.
Material Expenses: $50 approx.
Elizabeth Kisseleff
CE9 452 R1 ZOOM COURSE Meets: Monday, 6:30pm-8:30pm. Starts June 7 for 6 sessions. $175

**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 basic machine maintenance. We will discuss different fabrics, their uses, how they’re sold, and how and where to buy them. Learn how to lay out and adjust patterns. By the last two sessions we will complete an apron and a reusable shopping bag. Please have a sewing machine available. A supply list will be provided prior to the start of class.
Material Expenses: $15 approx.
Julia Schilling
CE9 690 R1 ZOOM COURSE Meets: Tuesday, 7:00pm-9:00pm. Starts June 8 for 4 sessions. $120

**INTRODUCTION TO LEARNING THE GUITAR**
Whether you’re looking to brush up on the basics or kick-start a new hobby, this course is the one for you. Working at your own pace, and under the instruction of a professional musician and music educator, you will learn such skills as reading music, basic chords, fingerpicking, and simple blues techniques. Start playing songs by the end of your first lesson. No experience necessary.
Book required: Alfred’s Basic Guitar Method Book I.
Thomas Rizzuto
CE9 493 R1 ZOOM COURSE Meets: Tuesday, 7:00pm-8:30pm. Starts June 1 for 10 sessions. $175

**WRITERS WRITE: PERSONAL JOURNALING**
This workshop is for those with the desire to put pen to paper! Together we will spark your literary talents and inclinations to discover who you are as a writer. Whether you have never written a thing in your life or need a push to start that novel, this course will be beneficial. Besides having an amazing time, there's only one guarantee: you're going to write (because that's what writers do)!
Gregory Cioffi
CE9 692 R1 ZOOM COURSE Meets: Monday, 6:30pm-8:00pm. Starts June 7 for 6 sessions. $135

**EXPLORING THE WORLD OF ACTING**
Students will ZOOM into the basics of acting using sensory work, improvisation, and relaxation exercises while being taught various acting techniques. On the final class, students perform a monologue with movement, props, and costumes supplied by student. No memorization is required, just a love of theater.
Gregory Cioffi
CE9 617 R1 ZOOM COURSE Meets: Monday, 8:00pm-10:00pm. Starts June 7 for 6 sessions. $175
PERSONAL INTEREST

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.
Lawrence Chatterton
CE5 055 RI ZOOM COURSE Meets:
Wednesday, 7:00pm-9:00pm.
Starts June 2 for 6 sessions. $175

BUSINESS SKILLS

RETIRING? OR PLANNING TO RETIRE?

ASSET PROTECTION 2021
This interactive course will cover the new estate tax laws as well as long term care asset protection strategies. Learn the best ways to transfer assets to the next generations without completely relinquishing control. We will discuss family business succession planning, LLCs, LLPs, and various trust options to protect real estate and other assets from transfer taxes, long term care claims, divorces, and other liabilities.
ONE-DAY WORKSHOP.
Ann Margaret Carrozza, Esq.
CE9 486 RI ZOOM COURSE Meets:
Wednesday, June 2, 7:00pm-8:30pm. $45

THE ABC’S AND D’S OF MEDICARE
Ready to retire? Understanding Medicare doesn’t need to be your new full-time job. Medicare can be complicated; enrollment errors can be costly and may follow you for years. This informative session will educate you about the component parts of Medicare, including hospitalization, outpatient services and drug coverage. Learn about enrollment periods and how to transition from employer coverage to Medicare. Discover the differences between Original Medicare, Medicare Advantage, and Medicare Supplement plans. In addition, we will explore programs for people with limited income and resources.
ONE-DAY WORKSHOP.
Wendy Weinstock
CE9 586 RI ZOOM COURSE Meets:
Tuesday, June 22, 7:00pm-9:00pm. $45

NEW

CHOOSE YOUR RETIREMENT LIFESTYLE
Are you trying to figure out what you are going to do when you retire? Did you retire and still don’t know what you want to do? In this workshop, we will explore your natural abilities, workplace skills and explore what possibilities exist for you in choosing your retirement lifestyle. This workshop is a great opportunity to help you write your next great life chapter and secure a fulfilling life in retirement.
ONE-DAY WORKSHOP.
Thomas Marino
CE9 716 RI ZOOM COURSE Meets:
Wednesday, June 9, 6:30pm-8:30pm. $45

NEW

A FRESH APPROACH TO PROCRASTINATION
In this 2-part workshop, we will explore the reason that people procrastinate and provide insight to begin procrastinating in a positive way. There will be activities to generate critical thought around what are high value priorities. Participants will have the opportunity to create goals to make changes to prioritize more productively. In addition to SMART goals, we will explore the management of tasks by using the ABCDE method and the 80/20 rule. This workshop is interactive and will have both individual and group activities where participants will be encouraged to share.
Participants are expected to have read or be familiar with Brian Tracy’s book, Eat That Frog!: 21 Great Ways to Stop Procrastinating, and Get More Done in Less Time.
Thomas Marino
CE9 717 RI ZOOM COURSE Meets:
Wednesdays June 16 and 23, 6:30pm-8:30pm. $80

NEW

ROAD MAP TO A SUCCESSFUL REAL ESTATE CAREER
Is your career floundering? Do you need guidance planning your work and working your plan? Whether you are a new or not so new real estate agent, this is the workshop for you. This step-by-step approach will guide you to success. The workshop includes: goal setting; creating an easy to follow business plan; utilizing the “money tree” to find prospects (dozens of ideas); why listings is the name of the game; comprehensive marketing techniques; overcoming those tough objections; negotiating; closing the deal; much more!
ONE-DAY WORKSHOP. Lunch break will be taken.
Bernard Caprera
CE9 749 RI ZOOM COURSE Meets:
Saturday, July 17, 9:30am-4:30pm. $70

INTRODUCTION TO THE MEDICAL OFFICE
This course is designed for adults who are contemplating a career in a medical office with special emphasis on billing with ICD coding and related computer applications. Topics include telephone skills, professional demeanor, billing, C.P.T. coding, bookkeeping, transcription, dealing with insurance companies, and medical terminology.
Jeremy Reissmann
CE8 005 RI ZOOM COURSE Meets:
Tuesday, 7:00pm-9:00pm.
Starts June 1 for 8 sessions. $190
NEW CHAIR AEROBICS
Just like any aerobic workout, chair aerobics is designed to increase muscle strength, muscle endurance and improve range of motion while stretching and burning calories. This is a modified format that offers safe alternatives to traditional exercises while having fun at the same time. Participants should have water accessible and wear comfortable shoes.
Caryn Cooper
CE9 719 R1 ZOOM COURSE
Meets:
Monday, 6:30pm-7:15pm.
Starts June 7 for 8 sessions.
$75

NEW MOVING FOR LIFE
This low impact dance exercise class combines elements of aerobics, cardio, stretching and yoga to address the needs of those dealing with various health and physical challenges such as breast cancer, heart disease, and joint pain in a fun and safe way. Participants should have water accessible and wear comfortable shoes.
Caryn Cooper
CE9 718 R1 ZOOM COURSE
Meets:
Monday, 7:30pm-8:30pm.
Starts June 7 for 8 sessions.
$100

NEW GUIDED MEDITATION
On a chair or on a mat in the comfort of your own home, join in for a moment of meditation. Breathe through this guided meditation to settle your thoughts and find some moments of calm. We will meditate and also have a brief chat for questions and discussion each week. Open to all levels, including first-timers. Participants should have water accessible and wear comfortable shoes.
Christina M. Rau
CE9 748 R1 ZOOM COURSE
Meets:
Sunday, 7:00pm-7:45pm.
Starts May 2 for 6 sessions.
$80

PETCARE
HOME COOKING FOR YOUR DOG AND CAT
Species appropriate, fresh, and homemade is the best way to feed your pet. Learn how easy and affordable it is to make your own pet food and treats while creating a biologically appropriate diet for your dog or cat. The health benefits are numerous when dogs and cats eat a species appropriate diet. Most importantly, pet owners gain awareness of many common health issues our pets face: allergies, joint problems, obesity, digestive upset, and behavior issues.
ONE DAY WORKSHOP.
Christine Filardi
CE9 587 R1 ZOOM COURSE
Meets:
Thursday, June 10, 6:30pm-8:30pm.
$40

COMPUTER SKILLS
MICROSOFT OUTLOOK 2016 FOR BEGINNERS
Basic knowledge of Windows 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. Since this is a Zoom session, it would be advised to have the Outlook application installed on the computer for the lab portion of the class. Bring lunch.
Jeremy Wong
CE9 577 C1 ON-CAMPUS COURSE
Meets:
Saturday, May 15, 10:00am-1:00pm.
$60

For MS Office computer applications offerings it is recommended students have the software on their devices utilizing 365/2016/2019 version.

COMPUTER FOR BEGINNERS
This hands-on one-day course is designed to present the key hardware components of microcomputers as well as the programs designed to control them. Software such as Windows, MS Word, Excel and Internet will be covered.
ONE-DAY WORKSHOP. Bring lunch.
Edward Hom
CED 217 C1 ON-CAMPUS COURSE
Meets:
Sunday, May 16, 10:00am-4:00pm.
$120

INTRODUCTION: MICROSOFT WINDOWS 10
In this one-day course you will be shown how to use Microsoft Windows 10. Topics will include basic functions such as copying and pasting, creating, renaming, managing files and folders and desktop icons. We will also be looking into the Microsoft Windows 10 built-in apps and learn how to use them.
Zachary Pournazari
CE9 642 C1 ON-CAMPUS COURSE.
ONE-DAY WORKSHOP. Bring lunch.
Saturday, May 22, 10:00am-4:00pm.
Oscar Menendez
CE9 642 C2 ZOOM COURSE
Meets:
Saturday, June 19 and 26, 10:00am-1:00pm.
TWO-DAY WORKSHOP.
$120

SELF-CARE ACUPRESSURE FOR ANXIETY AND INSOMNIA
Acupressure and acupuncture have been shown to dramatically reduce anxiety and restlessness, and to improve the quality of sleep. In this workshop you will be taught acupressure points which can greatly reduce general stress and anxiety; points for pain relief will be included as well. When we release tension and stress before bedtime, the quality of sleep will be deeper and more restful.
ONE-DAY WORKSHOP.
Marie Regis
CE9 581 R1 ZOOM COURSE
Meets:
Wednesday, June 2, 7:00pm-9:00pm.
$50
INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS
Knowledge of Introductory Microsoft Word for Windows recommended.
This workshop will allow you to automate Microsoft Word for Windows.
Advanced Mail merging, saving, and printing documents, working with organizational charts, text boxes, word art, water marks, building blocks, and creating and executing macros.

ONE-DAY WORKSHOP. Bring lunch.
Edward Hom
CE9 098 C1 ON-CAMPUS COURSE. Meets:
Sunday, June 6, 10:00am-4:00pm.

INTERMEDIATE: MICROSOFT ACCESS 2016 FOR WINDOWS
Knowledge of Microsoft Access recommended.
This class will cover basics of Access. The class will consist of creating tables and queries.

ONE-DAY WORKSHOP. Bring lunch.
Edward Hom
CE9 136 C1 ON-CAMPUS COURSE. Meets:
Sunday, July 11, 10:00am-4:00pm.

INTERMEDIATE: MICROSOFT POWERPOINT 2016 FOR WINDOWS
Knowledge of Microsoft PowerPoint recommended.
This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint for Windows course.

ONE-DAY WORKSHOP. Bring lunch.
Zachary Pournazari
CE9 434 C1 ON-CAMPUS COURSE. Meets:
Sunday, August 1, 10:00am-4:00pm.

ADVANCED: MICROSOFT ACCESS 2016 FOR WINDOWS
Knowledge of Advanced Microsoft Access recommended.
This workshop will cover more advanced functions and techniques.

ONE-DAY WORKSHOP. Bring lunch.
Zachary Pournazari
CE9 146 R1 ZOOM COURSE. Meets:
Saturday, August 7 and 14, 10:00am-1:00pm.

FORMULAS AND CHARTS IN EXCEL I
Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Explore how to create simple formulas in Excel such as sum, maximum, minimum, average, and count. Also create and edit charts such as column, bar, and pie, how to change labels to a pie chart and how to place a chart on a separate worksheet.

ONE-DAY WORKSHOP.
Zachary Pournazari
CE9 572 R1 ZOOM COURSE. Meets:
Thursday, August 12, 6:30pm-9:30pm.

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 filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.

ONE-DAY WORKSHOP.
Zachary Pournazari
CE9 573 R1 ZOOM COURSE. Meets:
Thursday, August 19, 6:30pm-9:30pm.

FORMULAS AND CHARTS IN EXCEL III
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 filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.

ONE-DAY WORKSHOP.
Zachary Pournazari
CE9 574 R1 ZOOM COURSE. Meets:
Thursday, August 26, 6:30pm-9:30pm.

INTRODUCTION: MICROSOFT POWERPOINT 2016 FOR WINDOWS
Knowledge of Microsoft PowerPoint recommended.
This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.

ONE-DAY WORKSHOP. Bring lunch.
Edward Hom
CE9 137 C1 ON-CAMPUS COURSE. Meets:
Saturday, July 24 and 31, 10:00am-1:00pm.

EDUCATION: MICROSOFT POWERPOINT 2016 FOR WINDOWS
Knowledge of Microsoft PowerPoint recommended.
This workshop will allow you to automate Microsoft PowerPoint for Windows. Topics include advanced mail merging, 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.
Zachary Pournazari
CE9 138 C1 ON-CAMPUS COURSE. Meets:
Sunday, June 27, 10:00am-4:00pm.

CE9 138 R2 ZOOM COURSE. Meets:
Saturday, July 10 and 17, 10:00am-1:00pm.

TWO-DAY WORKSHOP.

$120

INTRODUCTION: MICROSOFT EXCEL 2016 FOR WINDOWS
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.
Edward Hom
CE9 099 C1 ON-CAMPUS COURSE. Meets:
Sunday, June 13, 10:00am-4:00pm.

CE9 099 R2 ZOOM COURSE. Meets:
Saturday, July 10 and 17, 10:00am-1:00pm.

TWO-DAY WORKSHOP.

$120

INTERMEDIATE: MICROSOFT EXCEL 2016 FOR WINDOWS
Knowledge of Intermediate Microsoft Excel for Windows recommended.
Topics will 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.
Juan Hinojosa
CE9 148 R1 ZOOM COURSE. Meets:
Saturday, August 7 and 14, 10:00am-1:00pm.

$120

ADVANCED: MICROSOFT EXCEL 2016 FOR WINDOWS
Knowledge of Intermediate to Microsoft Excel for Windows recommended.
Topics include advanced mail merging, 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.
Juan Hinojosa
CE9 149 R1 ZOOM COURSE. Meets:
Thursday, August 12, 6:30pm-9:30pm.

$120

INTERMEDIATE: MICROSOFT ACCESS 2016 FOR WINDOWS
Knowledge of Microsoft Access recommended. This class will cover basics of Access. The class will consist of creating tables and queries.

ONE-DAY WORKSHOP.
Juan Hinojosa
CE9 123 R1 ZOOM COURSE. Meets:
Saturday, June 19 and 26, 10:00am-1:00pm.

$120

INTERMEDIATE: MICROSOFT POWERPOINT 2016 FOR WINDOWS
Knowledge of Microsoft PowerPoint recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint for Windows course.

ONE-DAY WORKSHOP. Bring lunch.
Zachary Pournazari
CE9 434 C1 ON-CAMPUS COURSE. Meets:
Sunday, August 1, 10:00am-4:00pm.

$120

INTERMEDIATE: MICROSOFT ACCESS 2016 FOR WINDOWS
Knowledge of Microsoft Access recommended. This class will cover how to collect and display data and how to create a customized view of your data. It will consist of creating tables and queries.

ONE-DAY WORKSHOP.
Juan Hinojosa
CE9 147 C1 ON-CAMPUS COURSE. Meets:
Sunday, July 18, 10:00am-4:00pm.

$120

INTRODUCTION: MICROSOFT POWERPOINT 2016 FOR WINDOWS
Knowledge of Microsoft PowerPoint recommended. This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.

ONE-DAY WORKSHOP. Bring lunch.
Edward Hom
CE9 137 C1 ON-CAMPUS COURSE. Meets:
Sunday, June 6, 10:00am-4:00pm.

$120

INTERMEDIATE: MICROSOFT POWERPOINT 2016 FOR WINDOWS
Knowledge of Microsoft PowerPoint recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint for Windows course.

ONE-DAY WORKSHOP. Bring lunch.
Zachary Pournazari
CE9 138 C1 ON-CAMPUS COURSE. Meets:
Sunday, June 27, 10:00am-4:00pm.

CE9 138 R2 ZOOM COURSE. Meets:
Saturday, July 24 and 31, 10:00am-1:00pm.

TWO-DAY WORKSHOP.

$120

INTERMEDIATE: MICROSOFT POWERPOINT 2016 FOR WINDOWS
Knowledge of Microsoft PowerPoint recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint for Windows course.

ONE-DAY WORKSHOP. Bring lunch.
Zachary Pournazari
CE9 138 C1 ON-CAMPUS COURSE. Meets:
Sunday, June 27, 10:00am-4:00pm.

CE9 138 R2 ZOOM COURSE. Meets:
Saturday, July 24 and 31, 10:00am-1:00pm.

TWO-DAY WORKSHOP.

$120

INTERMEDIATE: MICROSOFT ACCESS 2016 FOR WINDOWS
Knowledge of Microsoft Access recommended. This class will cover how to collect and display data and how to create a customized view of your data. It will consist of creating forms, running macros, and creating reports.

ONE-DAY WORKSHOP.
Juan Hinojosa
CE9 146 R1 ZOOM COURSE. Meets:
Saturday, August 7 and 14, 10:00am-1:00pm.

$120
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.

Edward Hom
CE9 481 R1 ZOOM COURSE Meets: Saturday, June 5, 10:00am-1:00pm.

$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).

Edward Hom
CE9 596 R1 ZOOM COURSE Meets: Saturday, August 7 and 14, 10:00am-1:00pm.

$120

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).

Edward Hom
CE9 714 R1 ON-CAMPUS COURSE Meets: Sunday, July 25, 10:00am-4:00pm.

$120

MICROSOFT TEAMS CONFERRING
Email may be quick and easy, but sometimes “face-to-face” meetings are critical.

Juan Hinojosa
CE9 743 R1 ZOOM COURSE Meets: Friday, June 11 and 18, 6:30pm-9:30pm.

$120

INTRODUCTION TO MICROSOFT ONE NOTE
This workshop will help you create structured, organized, and detailed notes using the powerful tools inside Microsoft OneNote.

Oscar F. Menendez
CE9 750 R1 ZOOM COURSE Meets: Saturday, July 17, 10:00am-1:00pm.

$60

NEW GOOGLE MEET CONFERENCING
Google Meet is used to demonstrate how to use videoconference technology to keep you connected to people that are important to you or your business.

Edward Hom
CE9 596 R1 ZOOM COURSE Meets: Saturday, August 7 and 14, 10:00am-1:00pm.

$120
ENGLISH LANGUAGE SUMMER SESSION

2021 SUMMER SESSION - Registration Deadline for Summer Session: June 2, 2021

ENGLISH LANGUAGE SKILLS 1
Students with a basic knowledge of English language skills will develop important fundamental writing, speaking, listening, and reading skills. The goal of this class is to help students better understand day-to-day conversation, short written communication, and media programs. Students will use new vocabulary words, pronouns, singular and plural nouns, and simple verb tenses.

CE 207 R3 ZOOM COURSE Meets: Monday & Wednesday, 6:00pm-9:00pm. Starts June 14 for 16 sessions. $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.

CE 208 R3 ZOOM COURSE Meets: Monday & Wednesday, 6:00pm-9:00pm. Starts June 14 for 16 sessions. $395

ENGLISH LANGUAGE SKILLS 3
In this course, students will strengthen their English language skills, integrating reading, writing, listening, and conversational activities. The class will use and identify more difficult vocabulary words, sentence structures and verb tenses than those taught in lower level classes. Students will practice writing paragraphs; additionally, they will examine the format of short articles, essays, e-mail messages, and/or business letters and apply this information so their written work may be better understood.

CE 209 R3 ZOOM COURSE Meets: Monday & Wednesday, 6:00pm-9:00pm. Starts June 14 for 16 sessions. $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.

CE 210 R3 ZOOM COURSE Meets: Monday & Wednesday, 6:00pm-9:00pm. Starts June 14 for 16 sessions. $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.

CE 230 R3 ZOOM COURSE Meets: Monday & Wednesday, 6:00pm-9:00pm. Starts June 14 for 16 sessions. $395

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

CE 122 R3 ZOOM COURSE Meets: Wednesday, 6:00pm-9:00pm. Starts June 16 for 8 sessions. $210

TOEFL PREPARATION
Designed for advanced students who wish to take the TOEFL exam, this intensive six-hour per week class will emphasize strategies to improve test performance. Students will focus on building strong reading, comprehension, speaking, listening, writing and grammar skills as well as vocabulary development.

CE 3 TFL R3 ZOOM COURSE Meets: Tuesday & Thursday, 6:00pm-9:00pm. Starts June 15 for 16 sessions. $395

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

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

LANGUAGE CENTER

ALL SUMMER CLASSES WILL BE OFFERED REMOTELY. Courses will be instructed using email and video conferencing and will meet remotely during the days and times listed. Participation requires the use of a device with ZOOM audio/video conferencing capability. NO CLASSES WILL MEET FACE TO FACE.
**SUMMER 2021 — NCC.EDU/CONTINUINGEDUCATION**

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**INTRODUCTION TO ITALIAN**

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

**CE5 167 R3 ZOOM COURSE**

Meets:
- Monday, 6:30pm-8:30pm.
- Starts June 14 for 8 sessions.

$175

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**ITALIAN 1**

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

**CE5 168 R3 ZOOM COURSE**

Meets:
- Wednesday, 6:30pm-8:30pm.
- Starts June 16 for 8 sessions.

$175

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**ITALIAN ENRICHMENT 1**

This class is designed to meet the needs of students who have become proficient in Italian. Lessons will guide class members in further strengthening their conversational and related skills. Students will also have the opportunity to explore new areas of language arts, including complicated linguistic structures, and they will continue to develop a more extensive Italian vocabulary.

**CE5 188 R3 ZOOM COURSE**

Meets:
- Thursday, 6:30pm-8:30pm.
- Starts June 17 for 8 sessions.

$175

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**ITALIAN 2**

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 169 R3 ZOOM COURSE**

Meets:
- Monday, 6:30pm-8:30pm.
- Starts June 14 for 8 sessions.

$175

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**INTRODUCTION TO SPANISH**

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

**CE5 164 R3 ZOOM COURSE**

Meets:
- Monday, 6:30pm-8:30pm.
- Starts June 14 for 8 sessions.

$175

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**SPANISH 1**

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

**CE5 165 R3 ZOOM COURSE**

Meets:
- Wednesday, 6:30pm-8:30pm.
- Starts June 16 for 8 sessions.

$175

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**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 R3 ZOOM COURSE**

Meets:
- Lunes y Miércoles, 6:00pm-9:00pm.
- Inicio 14 de Junio por 16 sesiones.

$395

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**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 R3 ZOOM COURSE**

Meets:
- Lunes y Miércoles, 6:00pm-9:00pm.
- Inicio 14 de Junio por 16 sesiones.

$395

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**LANGUAGES FROM AROUND THE WORLD SUMMER SESSION**

**2021 SUMMER SESSION - Registration Deadline for Summer Session: June 2, 2021**

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**ITALIAN 1**

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

**CE5 169 R3 ZOOM COURSE**

Meets:
- Monday, 6:30pm-8:30pm.
- Starts June 14 for 8 sessions.

$175

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**ITALIAN ENRICHMENT 1**

This class is designed to meet the needs of students who have become proficient in Italian. Lessons will guide class members in further strengthening their conversational and related skills. Students will also have the opportunity to explore new areas of language arts, including complicated linguistic structures, and they will continue to develop a more extensive Italian vocabulary.

**CE5 188 R3 ZOOM COURSE**

Meets:
- Thursday, 6:30pm-8:30pm.
- Starts June 17 for 8 sessions.

$175

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**INTRODUCTION TO SPANISH**

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

**CE5 164 R3 ZOOM COURSE**

Meets:
- Monday, 6:30pm-8:30pm.
- Starts June 14 for 8 sessions.

$175

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**SPANISH 1**

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

**CE5 165 R3 ZOOM COURSE**

Meets:
- Wednesday, 6:30pm-8:30pm.
- Starts June 16 for 8 sessions.

$175

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**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 R3 ZOOM COURSE**

Meets:
- Lunes y Miércoles, 6:00pm-9:00pm.
- Inicio 14 de Junio por 16 sesiones.

$395

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**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 R3 ZOOM COURSE**

Meets:
- Lunes y Miércoles, 6:00pm-9:00pm.
- Inicio 14 de Junio por 16 sesiones.

$395

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**CLASES DE INGLES - SEMESTRE DE VERANO**

El Centro de Idiomas ofrece cursos de inglés para estudiantes cuyo idioma natal no es inglés. Las clases se enfocan en habla, escucha, 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. Podría ser necesario que los estudiantes deban adquirir un libro u otro material educativo.

**LAS CLASES SE OFRECERAN REMOTAMENTE.** Los cursos se llevarán a cabo a través del uso de correo electrónico y videoconferencia y se reunirán de forma remota durante los días y horas acordados para la clase. Para participar en estos cursos se requiere el uso de un dispositivo con capacidad de conferencia audio/video Zoom. NO HABRA CLASES PRESENCIALES.

**ESTUDIANTES NUEVOS** deben tomar la evaluación de lectura y escritura del Centro de Idiomas. Para ello, deben hacer clic aquí [https://www.ncc.edu/continuingeducation/languagecenter_spanish.shtml](https://www.ncc.edu/continuingeducation/languagecenter_spanish.shtml) en el enlace bajo la barra “Nuevos estudiantes” en nuestra página web y seguir las instrucciones. No hay ayuda inanciera disponible para estas clases.
DENTAL ASSISTING PROGRAM

Students are prepared for entry-level positions in one of the fastest growing health care positions. The course covers all areas of pre-clinical and administrative aspects of dental assisting required to function as an assistant in the dental practice. The course has 80 hours of instructor-led sessions in the classroom. Note: If necessary, for health and safety, this course could transition to remote format via Zoom video conferencing; computer and internet access would be required. Textbook is included.

This course prepares students to take two components of the Dental Assistant National Board (DANB) exam: Radiation Health and Safety (RHS) and Infection Control (ICE). Students should have a high school diploma or equivalent and must have a current government-issued photo ID to take the exam; the application requires disclosure of a Social Security number. For more information on the requirements for the third General Chairside Assisting (GC) exam, visit www.danb.org/. For further NYS information, visit Registered Dental Assistant License Requirements at www.op.nysed.gov/prof/dent/dentcdalic.htm. The cost of the certification exams is not included.

An optional, 40-hour Clinical Externship for no additional cost may be available to provide hands-on practice, as well as allow students to meet the requirement for performing EKGs on live individuals. Students must attend all classes and complete assignments, including all practical skills. To sit for the certifying exam, candidates must meet the requirements specified by the National Association for Health Professionals (NAHP), including a high school diploma or equivalent. For more information, go to www.nahpusa.com. Textbook, materials, and certifying exam costs are additional. The NAHP exam date will be scheduled in the Summer. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/EKGTechnician.pdf.

The NAHP exam date will be scheduled in the Summer. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/EKGTechnician.pdf. Scheduled certification exam date: August 25, 2021

Jeffrey Feinberg
CE1 235 C1 ON-CAMPUS COURSE Meets:
Monday, Wednesday, and Thursday 10:00am-1:00pm.
July 7-August 19 $895

EKG TECHNICIAN PROGRAM

Using a combination of classroom and lab instruction, this 60-hour course will prepare students to sit for the EKG Technician certification exam. Students will be introduced to the basic anatomy and physiology terminology associated with the heart and circulatory systems, signs and symptoms of diseases, and the electrophysiology/conduction system of the heart. Students will be taught to use and operate the ECG equipment. Lab sessions will provide hands-on practice, as well as allow students to meet the requirement for performing EKGs on live individuals. Students must attend all classes and complete assignments, including all practical skills. To sit for the certifying exam, candidates must meet the requirements specified by the National Association for Health Professionals (NAHP), including a high school diploma or equivalent. For more information, go to www.nahpusa.com. Textbook, materials, and certifying exam costs are additional. The NAHP exam date will be scheduled in the Summer. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/EKGTechnician.pdf.

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This course prepares students to take two components of the Dental Assistant National Board (DANB) exam: Radiation Health and Safety (RHS) and Infection Control (ICE). Students should have a high school diploma or equivalent and must have a current government-issued photo ID to take the exam; the application requires disclosure of a Social Security number. For more information on the requirements for the third General Chairside Assisting (GC) exam, visit www.danb.org/. For further NYS information, visit Registered Dental Assistant License Requirements at www.op.nysed.gov/prof/dent/dentcdalic.htm. The cost of the certification exams is not included.

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Jeffrey Feinberg
CE1 235 C1 ON-CAMPUS COURSE Meets:
Monday, Wednesday, and Thursday 10:00am-1:00pm.
July 7-August 19 $895
HEALTH CARE COURSES OFFERED ONLINE
Nassau Community College (NCC) in partnership with Condensed Curriculum International (CCI) is pleased to offer the following health care courses. Courses which have remote and online components will require a computer or tablet with a browser and internet access for Zoom. With your first login into the online system, you will be provided with technical requirements to set up your computer, links to load the appropriate software, and if necessary, to adjust settings and enable cookies and pop ups. A help desk is available.

PHARMACY TECHNICIAN PROGRAM
Students will be prepared to sit for the Pharmacy Technician Certification Board (PTCB) exam. www.ptcb.org/. Students will learn pharmacology, drug classification, purpose, and interaction. Students will study how to interpret a prescription, calculate dosages, prevent medication errors, fill prescriptions, and inventory control. Also included is a review of the top 200 drugs and generic and brand names.

The course is a remote format with 80 hours of instructor-led classes via Zoom video conferencing and access to the online system. E-book is included. An optional, 80-hour Clinical Externship for no extra fee may be available after course completion if health and safety guidelines allow. Students must comply with Externship entry requirements including a background check*, drug screening, and may require a medical exam and proof of immunization. A government-provided photo ID is also required. Background check*/drug screening, and certifying exam are related additional costs. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/

Pharmacy_Tech_Flyer.pdf.

CE1 276 R1 ZOOM and ONLINE COURSE
Meets: Saturday, July 10, 9:00am-3:00pm.

CE1 267 R1 ZOOM COURSE
Meets: Saturday, July 10, 9:00am-3:00pm.

MENTAL HEALTH FIRST AID
Similar to traditional First Aid and CPR, Mental Health First Aid is help provided to a person developing a mental health problem or experiencing a crisis until professional treatment is obtained or the crisis resolves. People who enroll in local Mental Health First Aid courses will be taught a five-step action plan to help loved ones, colleagues, neighbors, and others cope with mental health or substance use problems. Mental Health First Aid is an evidence-based public education and prevention tool. It improves the public’s knowledge of mental health and substance use problems and connects people with care for their mental health or substance use problems. Students must complete a two-hour online pre-work activity which will be followed by an instructor-led five-hour remote virtual class via Zoom videoconferencing. Each student will have access to a downloadable text, Mental Health First Aid. Students who successfully complete the course will receive their Mental Health First Aid certification. Registrations accepted until June 25, 2021. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/MentalHealthFirstAid_Flyer.pdf.

Sandra Ouédraogo

CE1 267 R1 ZOOM COURSE
Meets: Saturday, July 10, 9:00am-3:00pm.

$145

ONLINE COURSES AND CERTIFICATION PREP CLASSES | ed2go
Nassau Community College is excited to offer more alternatives in the areas of professional skills and workforce development training through our partnership with ed2go.

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

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

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

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

For the full list of available courses, registration and payment information, technology requirements and support, please visit our website: www.ncc.edu/continuingeducation/workforcedevelopment/ and click on the ed2go box on the left, or simply browse at: https://careertraining.ed2go.com/nassaucc/training-programs/.
AGILE PROJECT MANAGEMENT USING SCRUM
This introductory course includes the basics of Agile project management, an adaptive change-driven project planning process and how to use its tools and techniques effectively, such as scrum, sprints, and retrospectives. The focus is on fundamental scrum knowledge covering topics included in the Professional Scrum Master (PSM Level 1) certification exam. *The Scrum Guide* is available free of charge from Scrum.org. While the course does not have specific prerequisites, the student should be familiar with basic concepts of software development and project management. For information regarding the PSM certifying exam, visit Scrum.org. This course can serve as foundational knowledge in preparing for the new PMP®

**Peter Landini**
CE1 263 R2 YouTube Live COURSE
Meets:
Thursday, 6:00pm-10:00pm for 3 sessions.
June 3-June 17
$260

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)
This course will cover topics included in the CAPM® exam, an entry-level certification designed for those with little or no project management experience. Students will be taught the fundamental knowledge, terminology, and processes of effective project management. The course will cover the 10 knowledge areas, including: Project Integration; Scope; Schedule; Cost; Quality; Resource; Communication; Risk; Procurement; and Stakeholder Management. *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition* Paperback, Project Management Institute, Inc. is required at an additional cost and can be purchased online. Students completing the course will obtain the requisite 23 hours of project management education needed to apply for the CAPM® exam. This course is an instructor-led course in a remote format and requires a computer or tablet with internet access, and the ability to access YouTube Live and a Google folder which will contain the slides for the class. For more information, visit www.ncc.edu/continuingeducation/workforcedevelopment/pds/Project_Management.pdf.

**ONE-DAY WORKSHOP.**

**Peter Landini**
CE1 222 R2 YouTube Live COURSE
Meets:
Thursday, 6:00pm-9:30pm for 7 sessions.
June 24-August 5 (8/5 class meets until 10:00pm)
$495
HIGH SCHOOL EQUIVALENCY (HSE) MATH REVIEW
Prerequisites: Students should have a basic knowledge of arithmetic, algebra and geometric principles.
This course is designed for students whose math skills are sufficient for taking the High School Equivalency (HSE) math test but feel they need a brush-up before taking the test. It is an intensive program of math which will include a review of problem-solving techniques and general math topics. Included in the course are: concepts in algebra, geometry, number relations, data analysis and statistics, including writing and solving equations, determining rates of change, graphing and coordinate geometry, interpreting bar charts, circle graphs in association with numerical estimation; and determination of problem-solving parameters.
STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR (OR HAVE ACCESS TO A DIGITAL VERSION OF THE CALCULATOR) AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION!
Donna D’Ambrosio
CE9 458 R1 ZOOM COURSE Meets:
Thursday, 6:30pm-8:30pm.
Starts June 3 for 4 sessions. $100

HIGH SCHOOL EQUIVALENCY (HSE) LANGUAGE SKILLS REVIEW
This course is designed to review some of the language skills measured on the High School Equivalency (HSE) language arts tests. Participants will review reading, writing, vocabulary and test taking skills to help them prepare for the new High School Equivalency (HSE) Exam.
Staff
CE9 459 R1 ZOOM COURSE Meets:
Thursday, 8:35pm-10:35pm.
Starts June 3 for 4 sessions. $100

TEAS REVIEW COURSE
The Test of Essential Academic Skills (TEAS Exam) is used as part of the admissions process by many Nursing and Allied Health schools. Review the skills needed for success and prepare for your ATI TEAS exam with 48 hours of instructor led classes. Students should purchase the ATI TEAS Study Manual 2020-2021 and have it accessible. (Available through online retailer and on the ATI website). Schedule and pay for your exam at www.atitesting.com
Staff
CE9 606 C1 ON-CAMPUS COURSE Meets:
Saturday 9:00am-12:00pm (English) and 12:30pm-3:30pm (Math & Science)
Starts June 5 for 8 sessions. Half hour break for lunch.
CE9 606 R2 ZOOM COURSE Meets:
Tuesday and Thursday, 6:30pm-9:30pm
Starts June 22 for 16 sessions (6-English, 5-Math, and 5-Science). $425

TAKE YOUR HSE/TASC AT NCC
Application & Instructions Online at www.ncc.edu/hse

CREDIT-BY-EXAMINATION PROGRAM
CLEP & DSST
www.ncc.edu/clep
The College Level Examination Program® (CLEP) is a nationwide credit-by-examination program that offers the opportunity to obtain college credits for college-level knowledge through exams. Candidates must meet the minimum score established by the institution or agency awarding credit. NCC students should work with their advisor and review credit and score requirements. Registration information, dates and NCC equivalency listing can be found at www.ncc.edu/clep.
College Board Fee: $89 per exam payable at https://clep.collegeboard.org/
Modern State review: NO FEE*
*Candidates using and completing the free Modern States review course may be eligible for a no cost voucher for the College Board exam fee.
More information at https://modernstates.org/.
Questions: clep@ncc.edu
CED 110 Campus based exam.
$50 payable to NCC

DSST:
www.ncc.edu/clep
DSST exams are offered by Prometric and offer candidates the opportunity to demonstrate prior learning and earn college credits. Candidates must meet the minimum score established by the institution or agency awarding credit. Registration information, dates, and NCC equivalency listing can be found at www.ncc.edu/clep.
Prometric fee: $85 per exam payable the day of the exam at https://www.getcollegecredit.com/test_takers/
Questions: clep@ncc.edu
CED 120 Campus based exam.
$50 payable to NCC

SUMMER 2021 — NCC.EDU/CONTINUINGEDUCATION 13
**TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)**

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

Spring 2022 Nursing Application Deadline is early October
See page 13 for TEAS review courses.

.questions: TEAS@ncc.edu
See website for fee and computer requirements. Summer exams are remote.
Fee is payable to ATI at the time of registration.

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**TASC**

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

The TASC (Test Assessing Secondary Completion) is the HSE (High School Equivalency) test, which replaced the GED® in New York State. Information, eligibility requirements, applications, and study resources can be found at http://www.acces.nysed.gov/hse/application-process-and-eligibility-requirements.

Nassau Community College accepts applications for our test dates on a first come, first served basis. Applications must be signed and completed in full and include a copy of New York State photo ID.

Questions: hse@ncc.edu
Fee: THERE IS NO FEE. NCC provides the exam as a service to the community.

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**IMPAIRED DRIVER PROGRAM**

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


If you are convicted of an alcohol or drug-related driving violation, you may need to participate in New York State’s Impaired Driver Program (IDP) previously known as Drinking Driving Program.

Questions: IDP@ncc.edu
Registration must be done through DMV. $234 payable to NCC at the first class session.

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**WHPC**

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 2021 winner of the “Abraham and Borst Best College Radio Station” and “Best Community College Radio Station” awards from the Intercollegiate Broadcasting System, and was a finalist for the 2019 “Best College Station” Marconi Award from the National Association of Broadcasters.

Over 75 students and 60 community volunteers contribute to the shows that are broadcast, which provide more than 60 different types of programming, from rock-and-roll, to country, to today’s top-40 and even polka! Local news, public-interest interviews with authors and experts as well as NCC live sports and more are what makes WHPC a winner of awards. WHPC maintains two recording studios and two editing studios and uses the latest digital state-of-the-art equipment, which can be found in many commercial radio stations.

**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!” Thanks for listening!
WORKFORCE DEVELOPMENT & LIFELONG LEARNING REGISTRATION FORM

REGISTRATION:
Download the form and complete all information below. “Save as” your last name. Attach the completed document to an email and send it to CED@ncc.edu or fax it to 516.828.3507. Provide a separate registration form for each individual registering. Do not mail your registration form to the College. CLASSES WILL NOT MEET ON MAY 31, JULY 4-5.

HOW TO REGISTER FOR NON-CREDIT COURSES

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

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

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

The College has established a clear set of standards and responsibilities for all community members while on campus. The use of face coverings, physical distancing, quarantining as required and cooperation with screening via the College’s app or paper based screening form is required.

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

PAYMENT INSTRUCTIONS:
DO NOT SEND PAYMENT AT THIS TIME. After your registration form is processed you will receive an email with payment directions. You will have an option to pay online with a credit card or by check. Payment must be made within 3 business days of receiving the email, or your registration may be forfeited. If you do not receive an email within a week of submitting your registration, please check your spam folder. If you do not receive payment instructions, contact CED@ncc.edu. YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE AND SAT PREP courses.

REGISTRATION CONFIRMATION:
After payment is received you will receive an email with course access instructions. If you have not received an email within a week before the start of the class, please contact CED@ncc.edu.

Non-Credit Refund Policy: The fee is refundable when a course is canceled by the College. The fee is refundable to the student whose emailed request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning 24 hours prior to the beginning of the class. A 50% refund of the fee may be made to the student, prior to the second session of the class. Requests for refunds should be emailed to CED@ncc.edu.

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

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

SEE WHAT IS HAPPENING THIS SUMMER AT NCC!

CLEP-College credit by exam  Pg. 13
Computer Courses  Pg. 5-7
ed2go  Pg. 2
Home Improvement Workshop  Pg. 3
New Real Estate Career course  Pg. 4
STEAM Classes for Kids  Pg. 2
TEAS Review  Pg. 13

OTHER PROGRAMS

Language Center
English Language Skills  Pg. 7-8
Foreign Languages  Pg. 9
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Workforce Development
Dental Assisting  Pg. 10
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