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fall2018.ncc.edu/continuingeducation

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* For Workforce Development Courses: For courses that are conducted multiple days of the week, the course is listed on the first day of the week it runs. More detail on course schedules is included with the course description.

See page 42 for Non-Credit Registration Form.
HOW TO REGISTER FOR NON-CREDIT COURSES

MAIL-IN, WALK-IN, FAX-IN!

You can find the Non-Credit Registration Form on Page 42

1. Payment will be accepted by check, money order, or charge card.

2. Checks and money orders should be made payable to Nassau Community College

MAIL-IN:
Nassau Community College
Office of Workforce Development & Lifelong Learning
One Education Drive
Garden City, NY 11530-6793

WALK-IN:
355 East Road (on NCC Campus)

FAX-IN:
516.828.3507

SPECIAL NOTE

• Receipt of your registration information ensures a seat in the course(s) you select on a space available basis. PLEASE REGISTER EARLY!

• We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by return mail.

• Non-credit classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.

If you have any questions, call 516.572.7472 or e-mail: CED@ncc.edu

CLASSES WILL NOT MEET, EXCEPT WHERE NOTED
SEPTEMBER. 1, 2, 3, 18, 19, NOVEMBER 11, 21-25. 
DECEMBER 24, 25, 31, & JAN. 1, 21

You can find the Non-Credit Registration Form on Page 42
**DRAWING FOR BEGINNER AND INTERMEDIATE LEVELS (CE9 452 A1)**

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:** Judith Zeichner

**CE9 452 A1** Meets: Monday, 6:30pm-8:30pm for 6 sessions.

Starts October 8  Fee: $175

**ACRYLIC PAINTING (CE9 453 A1)**

This course deals with the fundamentals of painting in acrylic, focusing on its technical and aesthetic matters. Topics covered will include: materials, composition, color, starting and developing of the painting. A supply list will be provided prior to the start of class.

**Material Expenses:** $50 approx.

**Instructor:** Judith Zeichner

**CE9 453 A1** Meets: Monday, 8:35pm-10:35pm for 6 sessions.

Starts October 5  Fee: $175

**NEW**

**PAINT WITH ACRYLICS (CE9 662 A1)**

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:** Beth Drucker

**CE9 662 A1** Meets: Saturday, 10:00am-12:00pm for 6 sessions.

Starts October 6  Fee: $175

**WATERCOLOR PAINTING (CE9 661 A1)**

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, by using Gouache. A supply list will be provided prior to the start of class.

**Material Expenses:** $50 approx.

**Instructor:** Beth Drucker

**CE9 661 A1** Meets: Saturday, 12:30pm-2:30pm for 6 sessions.

Starts October 6  Fee: $175

**BEGINNING CROCHETING (CE5 112 A1, A2)**

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 A1** Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.

Starts October 2  Fee: $160

**INTERMEDIATE CROCHETING (CE9 455 A1)**

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 A1** Meets: Saturday, 10:00am-12:00pm for 8 sessions.

Starts October 6  Fee: $160

**MEDICAL BILLING/INVOICING (CE8 045 A1)**

This course is designed for individuals who are considering returning to the workforce in a medical office setting, or exploring the field. Health care regulations and insurance companies require codes to describe medical conditions and for services rendered by a medical professional. Knowledge of these codes is essential to the medical office worker. 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.


**Instructor:** Mary Ann Norton

**CE8 045 A1** Meets: Monday, 7:00pm-9:00pm for 8 sessions.

Starts October 8  Fee: $190

**ICD-10-CM/PCS CODING (CE9 538 A1)**

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. Diagnosis codes are used by doctors in medical offices, outpatient clinics, inpatient, and urgent care facilities. Diagnosis documentation is required by CMS (Center for Medicare and Medicaid Services) and the CDC (Center for Disease Control). Billing and reimbursement from Medicare and health insurance companies will be covered. 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.

**Books required:** *Principles of ICD-10-CM Coding*, 3rd Ed., Deborah J. Glider; ISBN: 978-1-60359-948-1; AMA, publisher


**Instructor:** Mary Ann Norton

**CE9 538 A1** Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.

Starts October 3  Fee: $190
ADVANCED ICD-10/CPT CODING (CE9 393 A1)

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.


Instructor: MaryAnn Norton
CE9 393 A1 Meets: Saturday, 9:00am-11:00am for 4 sessions.
Starts November 3 Fee: $110

PROCEDURAL TERMINOLOGY CODING (CE9 553 A1)

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.

Instructor: MaryAnn Norton
CE9 553 A1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts November 6 Fee: $110

MEDICAL TERMINOLOGY (CE9 554 A1)

This course is designed to introduce the medical coder/biller to medical terminology. The fundamentals of learning how to dissect a medical term to understand its meaning will be covered. Prefixes, roots and suffixes will be studied, as well as word analysis to simplify and understand the medical language.

Book required: A Word-Building Approach 7th edition by Jane Rice, RN.
Instructor: MaryAnn Norton
CE9 554 A1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts October 2 Fee: $110

RESUME WRITING AND EFFECTIVE STRATEGIES TO ASSIST IN THE JOB SEARCH PROCESS (CE9 639 A1)

The course will primarily focus on the process of resume writing that is necessary for obtaining an interview in the current job market. It will also expand to include effective strategies on “seeking” the job you are searching for, interviewing techniques dos and don’ts, cover letters and strategies on “seeking” the job you are searching for, current job market. It will also expand to include effective writing that is necessary for obtaining an interview in the process.

Instructor: Joseph Bennett
CE9 639 A1 Meets: Tuesday, 7:00pm-9:00pm for 2 sessions.
Starts October 2 Fee: $50

DARE TO BE POWERFUL: INFLUENTIAL ASSERTIVE COMMUNICATION TRAINING FOR BUSINESS (CE9 282 A1)

This intensive workshop is designed to show you how to reinvigorate yourself and give you the communication and behavioral skills that will propel you to a higher level. Conquer procrastination, self-defeating, limiting, passive or aggressive patterns that hold you back. Master new assertive power words and body language. Rehearse specific techniques to move your life: right choices, effective decisions, ask for what you want, set boundaries, and say “No” so that other are influenced and take you seriously. Send out positive signals about yourself with new-found confidence. Become competent in handling criticism and manipulations. Learn to manage conflict and negotiate to assure results. Change the impact of your personality with supervisors, co-workers and subordinates, in fact, with everyone. All knowledge will be reinforced with training methods that CEOs and peak performers’ use. Bring lunch.

ONE-DAY WORKSHOP.
Instructor: Ivy Helstein
CE9 282 A1 Meets: Saturday, October 6, 9:30am-4:30pm.
Fee: $90

CONFLICT MANAGEMENT: MAKE YOUR ANGER WORK FOR YOU, NOT AGAINST YOU! (CED 799 A1)

Does your anger flare over small things? Do you allow others to push your buttons? Get what you want without fighting and become powerful and effective on the job and in your personal life. Discover the many faces of anger: passivity, anxiety, illness, guilt, addictions, obsessions, passive aggressive behavior, raging, etc. Learn not to "bottle it up", "blow it up or blow it out." Transform conflict situations and your anger into positive creative energy. Apply the verbal art of Aikido to handle other people’s subtle or overt attacks. Practice staying calm, defusing anger and mastering the art of acting, not reacting, as people push your 'sensitive' buttons. Bring lunch.

ONE-DAY WORKSHOP.
Instructor: Ivy Helstein
CED 799 A1 Meets: Saturday, October 13, 9:30am-4:30pm.
Fee: $90

PRACTICAL GUIDE FOR A NEW INVESTOR (CE9 009 A1)

For inexperienced investors who want to learn how to assume responsibility for their own financial security. Topics include: investment vocabulary, stocks and bonds, money markets, mutual funds and IRAs, defining your goals, measuring risk and selecting appropriate tools.

Instructor: Louis Fiore
CE9 009 A1 Meets: Thursday, 7:00pm-9:00pm for 6 sessions.
Starts October 4 Fee: $150
**INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS (CE9 098 A1, A2)**

Knowledge of Microsoft Windows recommended. This workshop course 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:** Kleva Kosta

**CE9 098 A1** Meets: Saturday, October 13, 10:00am-4:00pm.

**CE9 098 A2** Meets: Saturday, November 10, 10:00am-4:00pm.

**Fee:** $90

**INTERMEDIATE: MICROSOFT WORD 2016 FOR WINDOWS (CE9 137 A1)**

Knowledge of Introductory Microsoft Word for Windows recommended. This workshop course will allow you to build on the skills gained in the Introduction to Microsoft Word for Windows course. Topics 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:** Gioia Chester

**CE9 137 A1** Meets: Saturday, November 17, 10:00am-4:00pm.

**Fee:** $90

**ADVANCED: MICROSOFT WORD 2016 FOR WINDOWS (CE9 147 A1)**

Knowledge of Intermediate Microsoft Word for Windows recommended. This workshop will allow you to automate Microsoft Word for Windows. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, word art, water marks, building blocks, and creating and executing macros.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Gioia Chester

**CE9 147 A1** Meets: Saturday, December 8, 10:00am-4:00pm.

**Fee:** $90
MICROSOFT OUTLOOK 2016 FOR BEGINNERS (CE9 577 A1)
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.
Instructor: Jeremy Wong
CE9 577 A1 Meets: Sunday, October 14, 9:00am-12:00pm.
Fee: $50

INTRODUCTION: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 099 A1, A2, A3)
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: Michael Lee
CE9 099 A1 Meets: Saturday, October 6, 10:00am-4:00pm.
Instructor: Edward Hom
CE9 099 A2 Meets: Sunday, November 4, 10:00am-4:00pm.
Instructor: Michael Lee
CE9 099 A3 Meets: Saturday, December 1, 10:00am-4:00pm.
Fee: $90

INTERMEDIATE: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 138 A1, A2)
Knowledge of Microsoft Excel for Windows recommended. This workshop allows you to build on the skills learned in the Intro to Microsoft Excel for Windows course. Topics covered include understanding formulas, functions and range names, and chart making.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 138 A1 Meets: Saturday, November 3, 10:00am-4:00pm.
CE9 138 A2 Meets: Saturday, December 8, 10:00am-4:00pm.
Fee: $90

ADVANCED: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 148 A1, A2)
Knowledge of Microsoft Excel for Windows recommended. Topics covered will include conditional and nested functions. Discover how to add Excel content to other Microsoft Office programs as well as link data from multiple worksheets within Excel. Macros and Pivot Tables will be introduced.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 148 A1 Meets: Saturday, November 17, 10:00am-4:00pm.
CE9 148 A2 Meets: Saturday, December 15, 10:00am-4:00pm.
Fee: $90

FORMULAS AND CHARTS IN EXCEL I (CE9 572 A1)
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 add labels to a pie chart and how to place a chart on a separate worksheet.
ONE-DAY WORKSHOP.
Instructor: Anthony Canavaciol
CE9 572 A1 Meets: Monday, October 22, 6:30pm-9:30pm.
Fee: $50

FORMULAS AND CHARTS IN EXCEL II (CE9 573 A1)
Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9572).
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 A1 Meets: Monday, November 5, 6:30pm-9:30pm.
Fee: $50

INTRODUCTION: MICROSOFT POWERPOINT 2016 FOR WINDOWS (CE9 136 A1)
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 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.
Instructor: Edward Hom
CE9 136 A1 Meets: Sunday, November 18, 10:00am-4:00pm.
Fee: $90

INTERMEDIATE: MICROSOFT POWERPOINT 2016 FOR WINDOWS (CE9 434 A1)
Knowledge of Microsoft PowerPoint recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint for Windows course. Topics covered will include adding images, photos, sounds, music and organizational charts. Also covered will be: embedding and linking objects together, creating hyperlinks, capturing images from the internet and customizing backgrounds and slide animations.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Kleva Kosta
CE9 434 A1 Meets: Saturday, December 15, 10:00am-4:00pm.
Fee: $90
INTRODUCTION:
MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 123 A1)
Access is Microsoft’s powerful relational database. This class will cover basics of Access. The class will consist of creating tables and queries.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 123 A1 Meets: Saturday, October 20, 10:00am-4:00pm.
Fee: $90

INTERMEDIATE:
MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 146 A1)
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. Bring lunch.
Instructor: Juan Hinojosa
CE9 146 A1 Meets: Saturday, November 10, 10:00am-4:00pm.
Fee: $90

ADVANCED:
MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 478 A1)
Knowledge of Intermediate Microsoft Access 2016 for Windows (CE9146). This workshop focuses on working with data in the Microsoft Access environment. Activities will cover the following Access features: make table query, append query, update query, crosstab query, delete query, combining tables with the union query, and basic SQL manipulation. Expression Builder will be used in conjunction with queries and reporting tool.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 478 A1 Meets: Saturday, December 1, 10:00am-4:00pm.
Fee: $90

AUTOCAD INTRODUCTORY LEVEL (CE9 217 A1)
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 Dhurrani
CE9 217 A1 Meets: Saturday, 9:00am-12:00pm for 7 sessions
Starts October 6 Fee: $250

COMPUTER AND IDENTITY SECURITY (CE9 322 A1)
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; how to secure personal information.
ONE-DAY WORKSHOP.
Instructor: Jeremy Wong
CE9 322 A1 Meets: Sunday, December 9, 10:00am-1:00pm.
Fee: $50

MUSIC AND PHOTOS ON THE MAC (CE9 660 A1)
This workshop is designed for those who want to get an introductory tour and learn how to use the Apple Music, iTunes, and Photos apps. Learn the different platforms available for music streaming and key elements of great photo editing, from quick fixes to fine adjustments. Follow along as we discuss photo editing and sharing features. Topics include the basics of importing, downloading, streaming, navigating, playlists, searching, playing, sharing, editing, photos, videos, albums, and more. You may bring your own Apple device. This workshop is LECTURE/DEMONSTRATION only!
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Alvin Estrada
CE9 660 A1 Meets: Sunday, December 9, 10:00am-4:00pm.
Fee: $90

FACEBOOK FOR PERSONAL USE (CE9 568 A1)
This workshop is designed for anybody wanting to learn, understand and use Facebook for personal use. It will provide the basic skills you will need to take advantage of the features, tools, and tricks available on this free online social media site. Topics include news feed, friends, messages, commenting, likes, photo albums, notifications, following, trending, and more.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Alvin Estrada
CE9 568 A1 Meets: Sunday, September 30, 10:00am-4:00pm.
Fee: $90

i-DEVICES AND THE MAC (CE9 659 A1)
This workshop is designed for anybody wanting to get an introductory tour and learn how to buy/use the i-Devices and Macs on the market. Learn how to have your Apple devices communicate with each other. Acquire the basic skills needed to take advantage of the features these products have to offer. Topics include the basics of navigating, getting organized, keeping your software up to date, customization, personalize your settings, learn awesome apps that are available and more. You may bring your own Apple device. This workshop is LECTURE/DEMONSTRATION only!
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Alvin Estrada
CE9 659 A1 Meets: Sunday, December 2, 10:00am-4:00pm.
Fee: $90

COMPUTER CLASSES
INTRODUCTION TO QUICKBOOKS (CE9 569 A1, A2, A3)
This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, registers and menus and goes on to setting up a company, working with files and accounts, managing inventory, invoicing, forms, payments, statements, deposits, bank accounts, loans, bills, credit cards, depreciation, reports, graphs, sales tax, payroll, deductions, tax forms, writing checks, customizing and more. Learn to edit, delete, move information and modify QuickBooks preset charts of accounts and customized forms.
Instructor: Anthony Canavaciol
CE9 569 A1 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts September 25
CE9 569 A2 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts October 23
CE9 569 A3 Meets: Saturday, November 10, 9:00am-4:00pm.
ONE-DAY WORKSHOP. Bring lunch.
Fee: $90

QUICKBOOKS II (CE9 570 A1, A2, A3)
Knowledge of Introduction to QuickBooks (CE9 569) recommended.
Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include managing, running, and adding items; adding new employees; writing payroll checks; accounting for tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs.
Instructor: Anthony Canavaciol
CE9 570 A1 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts October 9
CE9 570 A2 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts November 6
CE9 570 A3 Meets: Saturday, December 1, 9:00am-4:00pm.
ONE-DAY WORKSHOP. Bring lunch.
Fee: $90

QUICKBOOKS SPECIAL FEATURES (CE9 571 A1)
Knowledge of Introduction to QuickBooks (CE9 569) and QuickBooks II (CE9 570) recommended.
Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, writing QuickBooks letters, templates, and managing inventory.
ONE-DAY WORKSHOP.
Instructor: Anthony Canavaciol
CE9 571 A1 Meets: Tuesday, December 4, 6:30pm-9:30pm.
Fee: $50

INTRODUCTION TO SQL (CE9 556 A1)
SQL is the language behind most databases today. Almost every application or app needs a place to store data or user information. In this introductory course, students will learn how to read and write basic queries to insert and retrieve data from databases.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Imran Shaw
CE9 556 A1 Meets: Saturday, October 20, 10:00am-4:00pm.
Fee: $90

INTRODUCTION TO GOOGLE DOCS (CE9 638 A1)
Learn how to use the basics of the free word processor program (Google Docs) and how to manage your files on Google drive. Topics include creating, editing and formatting, saving and printing documents, creating basic tables, and using various features such as spell check, inserting images, converting Word documents to Google Docs, and sharing documents. Please make sure you have a free Gmail account and password prior to class.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CE9 638 A1 Meets: Sunday, December 2, 10:00am-4:00pm.

SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES (CE9 416 A1)
Have you wanted to explore online auctioning and create online advertisements? Would you like to make some additional income by selling from the convenience of your computer? Learn how to begin buying and selling online. You will learn how to post listings with platforms such as eBay and Craigslist. Selling with Amazon, WordPress and PayPal will be explored. The course will include an overview of ecommerce, how-to demos, selling with the eBay mobile app and discussions of various experiences buying and selling online.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CE9 416 A1 Meets: Saturday, October 27, 10:00am-4:00pm.
Fee: $90

HOW TO BUY/USE YOUR IPAD TABLET (CE9 437 A1)
This workshop will teach you how to buy and use the iPad Tablet. You will learn how to decide which tablet to buy among the various tablets on the market. Topics covered will also include how to use the basic features of the tablet, accessories, and awesome applications that are available. This workshop is a lecture only!
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Oscar F. Menendez
CE9 437 A1 Meets: Saturday, November 3, 10:00am-4:00pm.
Fee: $90

HOW TO USE THE CLOUD (CE9 481 A1)
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 A1 Meets: Sunday, October 21, 10:00am-1:00pm.
Fee: $50
EXPRESSIVE WRITING (CE9 635 A1)
“The craft of poetry is not easy. It is better than easy. It is joyously difficult.” John Ciardi
A poet’s job is to articulate the world around them. To find new and more precise ways to describe what it means to be alive. Over the course of this workshop, we will focus on creativity in language, trying to determine how writers create powerful and affecting poetry, and how we can apply this skill-set to our own poems.
Instructor: Jared Harel
CE9 635 A1 Meets: Thursday, 7:00pm-9:00pm for 6 sessions.
Starts October 11 Fee: $160

BALLET MOVEMENT FOR EVERYONE (CE8 033 A1)
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 A1 Meets: Saturday, 10:30am-12:00pm for 8 sessions.
Starts October 6 Fee: $150

SOCIAL / BALLROOM DANCING (CE9 383 A1)
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. Best practice syllabus based on techniques in footwork, timing, and lead and follow will be demonstrated. This class 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.
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: Rumba, Cha Cha, Bolero, Salsa, Meringue and Swing.
Smooth: Foxtrot, Waltz and Tango.
Instructor: Richard Fiore
CE9 383 A1 Meets: Saturday, 10:30am-12:00pm for 8 sessions.
Starts October 6 Fee: $150 pp

RUMBA AND BOLERO DANCE MOVES (CE9 640 A1)
Rumba and Bolero are two of the most time honored slow dances. This course is suitable for beginners as well as those with prior experience. A foundation in fundamental lead and follow techniques will be developed and reinforced. Basic core figures in each of these dances will be covered. As the course progresses, higher level figures will be introduced. Best practice syllabus-based techniques will be utilized throughout the course. Emphasis will be placed on dance frame, timing, feet positions, amounts of turn, dance positions and footwork. These elements will be emphasized in order to improve the ability to lead and follow through each dance. The instructor will demonstrate all dance figures and combine them to form amalgamated routines. Rumba and Bolero can be danced at many social venues to traditional classics as well as to contemporary music. Join us and develop your dance skills in these two attractive and enjoyable dances.
Instructor: Richard Fiore
CE9 640 A1 Meets: Saturday, 9:00am-10:30am for 8 sessions.
Starts October 6 Fee: $150 pp
INSURANCE COST AND POINT REDUCTION COURSE (CED DT1 A1, A2)

This program is designed to reduce your auto liability insurance 10% per year for three years ($50 - $500), and will remove up to 4 points from your driving record. By taking the course, drivers with excessive points can avoid possible revocation or suspension of their license; however, it will not override a mandatory suspension or revocation (e.g., 3 speeding tickets in 18 months). All drivers are eligible regardless of violation or accident record, including assigned risks, persons under 25, senior citizens, and commercial vehicle and motorcycle operators. The main focus of this course is to allow drivers to discover their driving attitude and the effect it has on the way they handle themselves on the highway. Fee includes all course material and DMV certificate.

Instructor: Staff
CED DT1 A1 Meets: Saturday, October 20, 9:00am-3:00pm.
CED DT1 A2 Meets: Saturday, December 1, 9:00am-3:00pm.
Fee: $30

AARP DRIVER SAFETY PROGRAM

This classroom refresher course has been developed by the American Association of Retired Persons as a community service program for motor vehicle operators 50 and over. Students can save money on auto insurance premiums, deduct violation points from their driving records, and get special knowledge about driving and aging, which enables them to stay on the road longer.

Bring lunch.
CED ARP A1 Meets: Saturday, October 13, 9:00am-4:00pm.
CED ARP A2 Meets: Saturday, November 17, 9:00am-4:00pm.

AARP—SPECIAL INSTRUCTIONS:

Please send registration by mail only!

Complete the application on page 47 of this brochure, along with an UNDATED CHECK in the amount of $20.00 payable to AARP.

If you are not a member, the fee is $25.00 payable to AARP and sent to:
Nassau Community College
Office of Lifelong Learning
AARP Driving Coordinator
One Education Drive
Garden City, NY 11530-6793

Note:

• All applications are handled on a first-come, first-served basis.
• Enrollment is limited.
• Please register early to avoid disappointment.

Drug and Alcohol Education Classes

IMPAIRED DRIVER EDUCATION PROGRAM:

Nassau Community College is an approved provider for the Department of Motor Vehicles 16 hour Impaired Driver Program. Classes meet weekday evenings and Saturday mornings in the North Annex at 500 Endo/Lifetime Brands Boulevard, Garden City NY 11530. For motorists with a NY state license, registration occurs at your local DMV. For out of state violations or questions contact 516.572.7201.

Payable at the first class with certified check or money order.

ALTERNATIVES ALCOHOL AND SUBSTANCE ABUSE EDUCATION (CED DDPA A1)

This is 10 hour OASAS approved alcohol and substance abuse education program appropriate for young adults who have been recommended for the class through school or civil authorities. Participants will review New York State laws and consequences for a variety of offenses. Participants will be educated on the specific consequences of alcohol and other drugs. All participants will receive NARCAN training and kits. The course is education based and not intended as a substitute for treatment.

Instructor: Alexandra Lemma LMHC, CASAC
CED DDPA A1 Meets: Saturday and Sunday, December 1-2, 9:00am-3:00pm.
Contact 516.572.7699 for eligibility and scheduling information.

Fee: $150
BEGINNER PILATES (CE9 500 A1)
This is a mat based and core strengthening class that incorporates flexibility and toning for all levels. This exercise method aims to create a balance in the body. It is designed to cater to the individual needs of each person. Pilates offers a trimmer waist, flatter belly, better posture based on a balanced muscle tone and less fatigue, while decreasing back pain and injury. You will love it! Bring a towel, water and a mat.
Instructor: Elaina Marku
CE9 500 A1 Meets: Saturday, 11:30am-12:30pm for 8 sessions.
Starts October 6 Fee: $100

TAI CHI CHUAN (TAIJQUAN) (CE9 566 A1)
Learn the graceful form of Tai Chi Chuan, which is often described as a meditation in motion. Developed centuries ago as a martial art, Tai Chi also enables us to fight different battles of modern life including fatigue, stress, and joint pain. It is a low impact exercise helping to improve flexibility, strength and balance. We will be practicing the Wu Ji Tai Chi Form and Qigong Set. This class is suitable for people of all ages, perfect for beginners as well as those looking to deepen their Tai Chi practice. Please wear loose workout attire, comfortable shoes, and bring a water bottle.
Instructor: Peter Landini
CE9 566 A1 Meets: Monday, 6:30pm-8:30pm for 6 sessions.
Starts October 8 Fee: $150

FULL BODY FITNESS FOR WOMEN (CE9 663 A1)
This class will include 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, water, and comfortable workout attire.
Instructor: Diane Dillon
CE9 663 A1 Meets: Tuesday, 6:30pm-7:30pm for 8 sessions.
Starts October 9 Fee: $100

NEW WALKING TAI CHI (BAGUA) (CE9 546 A1)
Bagua Zhang is an internal martial art similar in principle to Tai Chi Chuan. Bagua, however, is practiced while continuously walking, making it a faster and a more rigorous workout. Bagua combines moving meditation, Taoist philosophy, and spiraling energies that liken it to a Swimming Dragon.
It is a low-impact exercise that will improve your balance and coordination, and boost your vitality. Be sure to wear comfortable clothes and bring a water bottle.
Instructor: Peter Landini
CE9 546 A1 Meets: Saturday, 9:00am-10:30am for 8 sessions.
Starts October 6 Fee: $175

BEGINNER YOGA (CE9 358 A1)
A sequence of beginner’s level postures with detailed instruction on proper alignment, breathing and modifications for varying abilities. Each class will include gentle hip openers, backbends, forward bends, twists, balance poses and guided relaxation. The focus of the class will include a deep awareness and respect for individual ability. No yoga experience is necessary. After practicing Hatha Yoga you will feel energized and refreshed and will gain a sense of inner peace and harmony. Please bring a yoga mat and do not consume a meal for at least two (2) hours before class.
Instructor: Lorraine Trezzo
CE9 358 A1 Meets: Saturday, 10:30am-11:45am for 8 sessions.
Starts October 6 Fee: $175

BEGINNER KUNDALINI YOGA (CE9 100 A1)
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: Elaina Marku
CE9 100 A1 Meets: Saturday, 9:30am-11:00am for 8 sessions.
Starts October 6 Fee: $175
NOTE: All swimming classes limited to participants 18 years of age and older. Students should bring their own locks if they wish to use the gym lockers.

BASIC SWIMMING (CED 843 A1, A2, A3, A4)
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: Briana Kay/Jose Rodriguez
CED 843 A1 Meets: Saturday, 10:00am-11:00am for 5 sessions.
Starts October 6
CED 843 A2 Meets: Saturday, 11:00am-12:00pm for 5 sessions.
Starts October 6
CED 843 A3 Meets: Saturday, 10:00am-11:00am for 5 sessions.
Starts November 10
CED 843 A4 Meets: Saturday, 11:00am-12:00pm for 5 sessions.
Starts November 10 Fee: $85

INTERMEDIATE SWIMMING (CED 888 A1, A2)
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).
Instructor: Briana Kay
CED 888 A1 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts October 6
CED 888 A2 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts November 10 Fee: $85

SWIMMERCIZE (CED 873 A1, A2)
Increase your cardiovascular endurance, tone up muscles and improve your flexibility. This program is excellent for those individuals who love the water as well as those people with an arthritic condition or back problems who need the extra buoyancy water allows. No swimming skills are needed, since the course is taught in a four-foot deep pool.
Each class will have 45 minutes of group and 15 minutes of individual workouts.
Instructor: Jose Rodriguez
CED 873 A1 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts October 6
CED 873 A2 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts November 10 Fee: $85

AQUA JOGGING (CE8 080 A1, A2, A3, A4)
The ideal impact-free workout for those with arthritis, back and joint problems, those recovering from injuries or surgery, as well as able-bodied individuals who have a minimum of swimming or floating ability and are comfortable in deep water. These exercises improve strength in all major muscle groups, as well as cardiovascular conditioning while allowing exercisers to keep their head and shoulders out of the water. A flotation belt is provided with optional hand fins for added resistance if desired.
Instructors: Lynette Fishkin
CES 080 A1 Meets: Saturday, 10:00am-11:00am for 5 sessions.
Starts October 6
CES 080 A2 Meets: Saturday, 11:00am-12:00pm for 5 sessions.
Starts October 6
CES 080 A3 Meets: Saturday, 10:00am-11:00am for 5 sessions.
Starts November 10
CES 080 A4 Meets: Saturday, 11:00am-12:00pm for 5 sessions.
Starts November 10 Fee: $85

AQUA DEEP CHALLENGE (CE9 611 A1, A2)
This deep water class offers a collection of challenging deep water exercises that target cardio, strength and stability and include the use of hand buoys and noodles. You will surely find the exercises challenging and fun. The exercises can be modified to meet the needs of the individual participant. Participants must bring a noodle to class.
Instructor: Lynette Fishkin
CE9 611 A1 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts October 6
CE9 611 A2 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts November 10 Fee: $85

NOTE TO STUDENT: Swimmercize (CED 873) is an exercise program geared for fun and fitness. It is not intended to substitute for a medically supervised rehabilitation program. Class limited to students 18 years of age and older only!
MAKE A FILM IN FOUR EASY LESSONS (CE9 230 A1)
This course is designed to teach the average person that making motion pictures, whether they are being shot on film or video, does not mean millions of dollars and big fancy premieres. Rather, shooting film or video is actually an art, an art that anyone can do, provided they have a basic understanding of what is involved in the creative process. In four easy lessons you’ll gain complete knowledge to make your own film. The final session culminates with a made in class video project.
Instructor: Keith J. Crocker
CE9 230 A1 Meets: Monday, 7:00pm-9:00pm for 4 sessions.
Starts October 1 Fee: $80

ALFRED HITCHCOCK AND FILM NOIR (CE9 644 A1)
Gain deep insight into Alfred Hitchcock’s troubled childhood from where his neurosis originated, and discover how it resulted in his inner rage and desires being expressed through film: The Lodger, 1927; Rope, 1948; Psycho, 1960; Torn Curtain, 1966; and Frenzy, 1972. Following WWII, filmmakers inspired by Hitchcock made movies using dark imagery and Film Noir exemplified the use of black and white film and stark lighting. Be immersed in a world of chiaroscuro, and gain a greater understanding of the importance of the genre and its effects upon current cinematic output. See clips from classics Double Indemnity, 1944, Laura, 1944, Nightmare Alley, 1947, Touch of Evil, 1958, and more.
Instructor: Keith J. Crocker
CE9 644 A1 Meets: Monday, 7:00pm-9:00pm for 4 sessions.
Starts November 5 Fee: $80

HEARTSAVER CPR/AED - ADULT, CHILD, INFANTS (CE9 307 A1)
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: $25 payable that day of class.
Instructor: Bob Pollack
CE9 307 A1 Meets: Wednesday, October 24, 6:30pm-10:00pm.
Fee: $45

THE HISTORY OF HORROR AND SCI-FI IN THE CINEMA (CE9 231 A1)
In this course, the student will be taught the historic and political significance of the horror and science fiction genre in cinema from the Golden Days (1900-1940s) to the present. This course is both lecture and presentation, incorporating talk, film clips and vintage memorabilia shows.
Instructor: Keith J. Crocker
CE9 231 A1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts October 9 Fee: $80

FIRST AID COURSES

HEART ASSOCIATION FIRST AID (CE9 441 A1)
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: $25 payable that day of class.
Instructor: Bob Pollack
CE9 441 A1 Meets: Saturday, October 13, 9:30am-1:30pm.
Fee: $55

PEDIATRIC FIRST AID (CE9 531 A1)
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: $25 payable that day of class.
Instructor: Bob Pollack
CE9 531 A1 Meets: Saturday, October 20, 9:30am-1:30pm.
Fee: $55
EXPLORE THE WORLD OF ACTING (CE9 617 A1)
Students will learn the basics of acting using sensory work, improvisation, relaxation exercises, and scene work. Students will be assigned a scene with a partner. After rehearsing, they will present it as a "staged reading" with movement, props, and costumes. No memorization is required, just a love of theater.
Instructor: Gregory Cioffi
CE9 617 A1 Meets: Tuesday, 7:00pm-9:00pm for 6 sessions.
 Starts October 9 Fee: $150

INTRODUCTION TO LEARNING THE GUITAR (CE9 493 A1)
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. Be sure to bring your guitar to the first class. Please purchase and bring to class Alfred's Basic Guitar Method Book I.
Instructor: Thomas Rizzuto
CE9 493 A1 Meets: Wednesday, 6:30pm-8:00pm for 10 sessions.
 Starts October 3 Fee: $175

BEGINNING BLUES HARMONICA (CE9 236 A1)
Come have fun learning tricks and techniques to make the harmonica cry, laugh, wail and scream! We'll get you jammin' the Blues immediately, and you don't need any prior musical or harmonica experience. Just bring along a love of the Blues and a major diatonic harmonica in the key of "C". If you don't already have a harmonica, you can purchase one in class for about $12.
ONE DAY WORKSHOP.
Material Fee: $15 payable on day of class.
Instructor: Dave Broida
CE9 236 A1 Meets: Thursday, October 18, 8:15pm-9:45pm.
 Fee: $45

HEALTHY HARMONICA (CE9 289 A1)
Breathing is our foundation when playing the harmonica. Take the simplest of pop, folk and blues melodies and invigorate them with simple but powerful techniques to make any song deeply expressive. No previous ability to read or play music – only a desire to have fun and feel more alive! You will need a "C" major diatonic harmonica. If you don't already have a harmonica, you can purchase one in class for about $12.
ONE DAY WORKSHOP.
Material Fee: $15 payable on day of class.
Instructor: Dave Broida
CE9 289 A1 Meets: Thursday, October 18, 6:30pm-8:00pm.
 Fee: $45

BEGINNER WINE APPRECIATION (CE9 523 A1)
Welcome to the wonderful world of wine! Our journey will begin by learning about the fundamentals of wine appreciation. From there we will taste our way through the wine regions of Europe, Australia, Africa, South America, and end up back on Long Island. We will learn which glasses to use, which wine we should hold on to, and what foods to pair our wines with. Participants will leave the class with an enhanced wine knowledge and a better understanding of their own personal palate. Please bring two wine glasses to each class.
Participants must be 21 years of age or older to register for this course.
Instructor: Carol Lopicich
CE9 523 A1 Meets: Tuesday, 7:00pm-9:00pm for 5 sessions.
 Starts October 2 Fee: $175

EXPLORE FINE WINES (CE9 560 A1)
This course will focus on the old world wine regions, highlighting Bordeaux, Burgundy, Spain, and Portugal. We will go into depth on soil, climates, grapes, and history of the regions while tasting and discussing the complexities of the fine wine making process. From beginning to end, see what happens to the grapes and how tastes come about in wine. Blind tastings will be included. Please bring two wine glasses to each class. Participants must be 21 years of age or older to register for this course.
Instructor: Carol Lopicich
CE9 560 A1 Meets: Tuesday, 7:00pm-9:00pm for 5 sessions.
 Starts November 13 Fee: $199

A TOUR OF SPANISH WINE (CE9 627 A1)
Learn about the major regions of Spain, combining new world and old world. We'll taste and cover Spanish wine laws and history. 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 Lopicich
CE9 627 A1 Meets: Thursday, November 15, 7:00pm-9:00pm.
 Fee: $45

BUBBLY NIGHT (CE9 626 A1, A2, W1)
Blanc de blancs? Blanc de noirs? Prosecco? Cremant? Cava? In this class, we’ll taste and cover how sparkling wine is made, styles of sparkling wine and popular regions, and what makes true Champagne so special. 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 Lopicich
CE9 626 A1 Meets: Thursday, September 27, 7:00pm-9:00pm.
 CE9 626 A2 Meets: Thursday, December 13, 7:00pm-9:00pm.
 CE9 626 W1 Meets: Thursday, February 7, 7:00pm-9:00pm.
 Fee: $45

A WINE TOUR OF SOUTH AMERICA (CE9 628 A1)
An exciting and varied destination for yummy wines, we will discuss how climate, grape varietals and oceans play their part in the new world. 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 Lopicich
CE9 628 A1 Meets: Thursday, November 29, 7:00pm-9:00pm.
 Fee: $45
SCOTCH 101 – INTRODUCTION TO THE WORLD OF SCOTCH (CE9 616 A1, W1)
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.
Instructor: Carol Lopicich
CE9 616 A1 Meets: Thursday, 7:00pm-9:00pm for 2 sessions.
Starts November 1
CE9 616 W1 Meets: Thursday, 7:00pm-9:00pm for 2 sessions.
Starts January 24
Fee: $90

GENEALOGY RESEARCH (CE9 246 A1)
This course introduces the student to U.S. census, military and passport naturalization information. Also provided are websites and databases that assist in searching for genealogy information in the United States. Learn where to write for vital records in New York State and New York City, and Nassau and Suffolk Counties. Samples and examples will be presented to the class.
ONE-DAY WORKSHOP.
Instructor: Jean King
CE9 246 A1 Meets: Saturday, October 6, 10:00am-12:00pm.
Fee: $25

CELESTIAL NAVIGATION (CED 896 A1)
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 history of non-instrument as well as the use of the sextant.
Instructor: Douglas Sheer
CED 896 A1 Meets: Saturday, 9:00am-11:00am for 5 sessions.
Starts September 8
Fee: $120

RESTORE AND REPAIR ANTIQUE FURNITURE (CED 824 A1)
Designed for the antique collector interested in learning and practicing common restoration techniques. Each class features an area of concentration: refinishing antique furniture; restoring veneer and application of new veneers; simple and practical methods of restoring and fabricating missing pieces; cleaning, oiling and adjusting pendulum clocks; caning and reupholstering old chairs. Students are required to provide their own tools and materials as needed.
Instructor: Nathan D. Litman
CED 824 A1 Meets: Thursday, 6:30pm-9:00pm for 6 sessions.
Starts October 11
Fee: $190

A FIVE-PART TRANSPORTATION SERIES
The local transportation networks in New York City and Long Island, both rail and highway, have a long, fascinating, and sometimes tortured history. No one used the word commuter when the first Long Island Rail Road line was built in the 1830s. In the late 19th and early 20th centuries a huge network of elevated and subway lines were constructed in Manhattan, the Bronx, and Brooklyn that were the key reason that New York grew into today’s huge metropolis. Beginning in the early 1930s the first Long Island parkways appeared with the aim of providing leisurely and stress-free driving. In a series of five illustrated lecture and discussion presentations, you will learn all about the development and evolution of these transportation systems. The final lecture will go beyond New York, Long Island, and North America. It will trace the checkered history of light rail in both North America and Western Europe. This transportation mode that almost became extinct, at least in North America, in the 1960s. Half a century later, light rail is alive and well and is enjoying a renaissance that now encompasses dozens of cities worldwide.
Instructor: Andrew Sparberg
NEW YORK CITY SUBWAY SYSTEM HISTORY
CE9 473 A1 Meets: Saturday, October 27, 10:00am-1:00pm.
ONE-DAY WORKSHOP
Fee: $35

LONG ISLAND HIGHWAYS AND ROADS HISTORY
CE9 474 A1 Meets: Saturday, November 3, 10:00am-1:00pm.
ONE-DAY WORKSHOP
Fee: $35

LONG ISLAND RAILROAD HISTORY
CE9 472 A1 Meets: Wednesday, November 7, 7:00pm-10:00pm.
ONE-DAY WORKSHOP
Fee: $35

LIGHT RAIL IN NORTH AMERICA
CE9 517 A1 Meets: Monday, November 12, 7:00pm-10:00pm.
ONE-DAY WORKSHOP
Fee: $35

BEFORE THE SUBWAYS - NEW YORK’S “ELS”
CE9 504 A1 Meets: Tuesday, November 13, 7:00pm-10:00pm.
ONE-DAY WORKSHOP
Fee: $35
AMERICAN RED CROSS PET FIRST AID: DOGS (CE9 377 A1, A2)
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: $25 payable that day of class.
Instructor: Bob Pollack
CE9 377 A1 Meets: Saturday, November 3, 10:00am-2:00pm.
Cradle of Aviation/Town of North Hempstead Historian, Garden City and Roslyn NY
ONE-DAY WORKSHOP
Fee: $30

HOME COOKING FOR YOUR DOG AND CAT (CE9 587 A1)
Happier, healthier, and better behaved pets start with a species appropriate diet! Fresh and homemade is optimal as diet also affects cognition and behavior. Learn how easy and affordable it is to make your own pet food and treats. Creating a biologically appropriate diet for your dog or cat is her area of expertise. The health benefits are numerous when dogs and cats eat a species appropriate diet. Most importantly, pet owners see the elimination of prescription dog food and many common health issues our pets face: allergies, joint problems, obesity, digestive upset, and behavior issues.
ONE-DAY WORKSHOP.
Instructor: Christine Filardi
CE9 587 A1 Meets: Thursday, October 18, 6:30pm-8:30pm.
Fee: $40
CREATIVE PHOTOGRAPHY (CED 515 A1)
Learn how to produce better images while having the mysteries of photographic terminology explained in simple, everyday language. Focus will be placed on effective and creative composition, exposure control, metering techniques, film and digital I.S.O. selection, montaging and collage. This is not a laboratory course. This course is suitable for beginners and those who have been taking photographs for some time. Students should bring photos to the first class.
Instructor: Edward Walsh
CED 515 A1 Meets: Monday, 7:00pm-9:00pm for 8 sessions.
Starts October 8 Fee: $175

REAL ESTATE SALESPERSON QUALIFYING COURSES (CED 070 A1)
The Real Estate Salesperson Qualifying Course is a 75 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, taxes and assessments, condominiums and cooperatives, commercial and investment properties, income tax issues in real estate transactions, mortgage brokerage, and property management.
Instructor: Bernard Caprera
CED 070 A1 Meets: Monday and Wednesday, 6:30pm-10:15pm.
September 5, 12, 17, 24, 26
October 1, 3, 10, 15, 17, 24, 29, 31
November 5, 7, 14, 19, 26, 28
December 5, 10 (Weather day December 12)
Fee: $500

NOTARY (CE9 490 A1, A2)
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 A1 Meets: Saturday, September 29, 10:00am-1:30pm.
CE9 490 A2 Meets: Thursday, November 1, 7:00pm-10:30pm.
Fee: $50

THE ART OF PHOTOGRAPHY (CES 055 A1)
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 bring photos to the first class.
Instructor: Edward Walsh
CE5 055 A1 Meets: Wednesday, 7:00pm-9:00pm for 6 sessions.
Starts October 3 Fee: $120

PROPERTY MANAGEMENT – 22 1/2 HOURS (CED 077 A1)
This course includes the NY State mandated 3-hour fair housing section as well as the 2-hour mandated law of agency section and is approved by New York State for the Real Estate licensing 22.5 hours of continuing education. Property management is a highly specialized but rapidly growing sector of the real estate profession. This course provides an overview of the field and describes the major functions of property management. Topics include: formulating the management plan, managing owner relations, marketing management, managing leases, negotiations, tenant relations, maintenance and construction, risk management and insurance, office and computers, residential property, managing co-ops and condos, office property, retail and industrial property, and life saving and environmental issues.
Bring lunch.
NOTE: Key components of property management are considered real estate activities under existing New York real estate licensing laws (a salesperson working under a broker may engage in such activities). If services are strictly customary notarial functions.
Instructor: Bernard Caprera
CED 077 A1 Meets: Saturday, 9:30am-5:00pm for 3 sessions.
Starts October 6 Fee: $230

FIRST TIME HOMEBUYER SEMINAR (CE9 430 A1)
Demystify the home purchase process. Topic include: getting started, the importance of FICO scores and your credit report, who does the real estate salesperson really protect, the truth about home inspectors, what type of mortgage is best for you, selecting the right attorney, predatory lending, pricing properties, municipal agencies, employee status, environmental issues, contract preparation, income tax issues in real estate transactions, mortgage brokerage, and property management.
Instructor: Bernard Caprera
CEED 430 A1 Meets: Saturday, September 8, 9:30am-12:30pm.
Fee: $50
ALL OF THIS – and more – will be covered in our new, interactive series of classes designed to help you navigate the complex tax code and lower your tax burden in retirement. In this course you will learn about 10 powerful strategies that can help you reduce your tax bill so that you can enjoy more of your hard-earned money doing the things you enjoy the most with the people who matter most.

ONE-DAY WORKSHOP
Instructor: Jeffrey Levine
CE9 585 A1 Meets: Tuesday, October 30, 7:00pm-10:00pm.
Fee: $45

SAVvy IRA PLANING (CE9 584 A1)
A lot of people have a plan for accumulating money for retirement, but far too often that’s where the planning stops. The reality is that a sound distribution strategy - in other words, a plan for taking money out of your retirement accounts - is also extremely important. In this course you will learn some of the key IRA rules, how to avoid some of the biggest IRA mistakes, and some savvy planning strategies that can help you keep more money in your pockets by putting less in Uncle Sam’s.

ONE-DAY WORKSHOP
Instructor: Jeffrey Levine
CE9 584 A1 Meets: Tuesday, November 10, 7:00pm-10:00pm.
Fee: $45

10 WAYS TO LOWER YOUR INVESTMENT RISK (CE9 604 A1)
With memories of the Financial Crisis of 2007-2008 still fresh in their mind, many retirees and other investors are seeking ways of protecting their nest egg from the next major market downturn. Thankfully, by incorporating a variety of strategies into their planning, savers can significantly minimize exposure to a variety of potentially damaging risks. In this course, you will learn 10 key concepts used by professional investors, money managers and other financial professionals to reduce risk. The course is appropriate for investors of all ages and of varying levels of risk. Take away knowledge that is actionable, easy to implement, and relevant in today’s market landscape.

ONE-DAY WORKSHOP
Instructor: Jeffrey Levine
CE9 604 A1 Meets: Tuesday, October 9, 7:00pm-9:00pm.
Fee: $45

THE ABC’S AND D’S OF MEDICARE (CE9 586 A1)
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
Instructor: Wendy Weinstock
CE9 586 A1 Meets: Tuesday, November 6, 7:00pm-9:00pm.
Fee: $45

Maximizing Social Security (CE9 550 A1)
With historic changes in Social Security signed into law, prepare for your retirement and learn how to get the most out of your social security benefits. Learn to manage longevity risk and strategies to maximize the amount of money you receive throughout retirement. Among the topics included are spousal benefits, the impact of divorce, death, delaying benefits, early retirement, and taxation. You’ll receive Myths and Facts about Social Security: What Should You Do at Age 62.

ONE-DAY WORKSHOP
Instructor: John Brenkovich, CFP
CE9 550 A1 Meets: Monday, October 22, 7:00pm-9:30pm.
Fee: $45

Ten Steps to Lower Taxes in Retirement (CE9 585 A1)
Not food... not a mortgage... not even the cost of health care... but taxes! For many people, taxes will be the single biggest expense in retirement. Unfortunately, navigating the tax code can be tricky – they don’t call it the “code” for nothing, after all– but by utilizing the right techniques and strategies, there’s a good chance that you can meaningfully lower your tax expense in retirement.

In this course you will learn about 10 powerful strategies that can help you reduce your tax bill so that you can enjoy more of your hard-earned money doing the things you enjoy the most with the people who matter most.

ONE-DAY WORKSHOP
Instructor: Jeffrey Levine
CE9 585 A1 Meets: Tuesday, October 30, 7:00pm-10:00pm.
Fee: $45

Savvy IRA Planning (CE9 584 A1)
A lot of people have a plan for accumulating money for retirement, but far too often that’s where the planning stops. The reality is that a sound distribution strategy – in other words, a plan for taking money out of your retirement accounts – is also extremely important. In this course you will learn some of the key IRA rules, how to avoid some of the biggest IRA mistakes, and some savvy planning strategies that can help you keep more money in your pockets by putting less in Uncle Sam’s.

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Fee: $45

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ONE-DAY WORKSHOP
Instructor: Jeffrey Levine
CE9 585 A1 Meets: Tuesday, October 30, 7:00pm-10:00pm.
Fee: $45
MAY I HAVE YOUR ATTENTION PLEASE? (CE9 615 A1)
The National Institute of Mental Health says 74% of us suffer from fear of public speaking! It's called Glossophobia and it often stands in the way of success. Speaking up in a meeting, giving a speech at a wedding, presenting to your colleagues or interviewing for a job are just a few opportunities where you can shine—or not. Learn to control the nerves, squash the self-judgment and find self-satisfaction in what you say and how you say it.
Instructor: Paul Laureano
CE9 615 A1 Meets: Wednesday, 6:30pm-8:30pm for 5 sessions.
Starts October 24 Fee: $120

WOMEN AND THE WORKPLACE (CE9 641 A1)
This course highlights some of the protocols that exist and offers guidance that will help women navigate this fiercely competitive industry and advance their careers. At this workshop, you will learn how to create a professional brand that is respected by men and women alike; project confidence even when you may be unsure of yourself at times; successfully negotiate compensation that reflects your value; get the job you want and promotion you deserve.
ONE-DAY WORKSHOP.
Instructor: Tamara Lashchyk
CE9 641 A1 Meets: Thursday, October 18, 7:00pm-9:30pm.
Fee: $55

HEAL OLD HURTS AND GET ON WITH YOUR LIFE! (CE9 656 A1)
Unhealed, old hurts tend to keep us stuck. Feelings of hurt, anger, resentment, sadness, and grief get in the way of quality living. Stuck feelings show up at the most inopportune times. They can cause us to act out in destructive ways. Learn how to address your feelings in a conscious way through FOUR specific and doable steps so you can get on with your life and become the happy, flexible person you were meant to be.
ONE-DAY WORKSHOP. Bring Lunch.
Instructor: B. Duffy Spencer
CE9 656 A1 Meets: Saturday, September 29, 9:30am-4:30pm.
Fee: $80

ELDERCARE MEDICAL COSTS (CE9 653 A1)
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 A1 Meets: Tuesday, December 4, 7:00pm-9:00pm.
Fee: $45

PLANNING FOR INCAPACITY AND END OF LIFE (CE9 648 A1)
Discussing the various documents that are used when someone is no longer able to or just needs help to manage his/her affairs. Includes an overview of the legal process in the event of incapacity and upon death.
ONE-DAY WORKSHOP
Instructor: Meghan McCarthy
CE9 648 A1 Meets: Tuesday, November 13, 6:30pm-8:30pm
Fee: $45

SELF IMPROVEMENT

NEW PROBATE AND HOW TO AVOID IT (CE9 649 A1)
Discussing what happens with a Will when someone dies and the process when someone dies without a will. This is a general overview of the NYS estate administration process.
ONE-DAY WORKSHOP
Instructor: Meghan McCarthy
CE9 649 A1 Meets: Monday, November 26, 6:30pm-8:30pm
Fee: $45

NEW UNSTUFFING YOUR LIFE! (CE9 657 A1)
There is an amazing correlation between stuffing one's house and stuffing one's body. What are the similarities? What unmet needs are involved? It is possible to unlock the drivers of your self-destructive behaviors and learn how to meet your true needs. Come to this unique class and learn the real needs underneath “stuffing” and how you can “unstuff” yourself by filling yourself in healthy ways so you can lead the slim and stream-lined life you were meant to live.
ONE-DAY WORKSHOP. Bring Lunch.
Instructor: B. Duffy Spencer
CE9 657 A1 Meets: Saturday, October 6, 9:30am-4:30pm.
Fee: $80
THE ART OF DIS-STRESS MANAGEMENT (CE9 658 A1)
Not all stress is negative. Distress, derived from the word disease, is unhealthy stress. Distress is at the root of many illnesses: anxiety, depression, busyness, compulsive eating, video gaming, TV watching and the like. Distress can bring us to the extremes of either isolating or people pleasing. Whereas eustress, from the word euphoria, is "feel good" stress. This occurs when we feel excited and want to challenge ourselves to attain something desirable.
Learn how to distinguish between distress and eustress by using three revolutionary approaches in the field of neuroscience. At the end of the course, you will be able to effectively manage your own stress to make the happiest and healthiest life choices possible.
ONE-DAY WORKSHOP.
Instructor: B. Duffy Spencer
CE9 658 A1 Meets: Saturday, October 27, 9:30am-4:30pm.
Fee: $80

HOW TO HEAL THE GUT, THYROID AND IMMUNE AXIS WITH CHINESE MEDICINE AND DIET (CE9 602 A1)
Do you want to have improved digestion, more energy, stop having pain and poor sleep? Learn the connections between our digestion, thyroid and low immunity of the body. Acupuncture, Chinese herbs, diet and supplements can help you heal these areas of the body and more. We will also learn how detoxification and lifestyle changes can contribute to a healthy gut, immune system and thyroid function.
ONE-DAY WORKSHOP.
Instructor: Sharon McDermott
CE9 602 A1 Meets: Thursday, November 1, 7:00pm-9:00pm.
Fee: $40

DE-STRESS WITH ANCIENT CHINESE SECRETS (CE9 634 A1)
Find out how you can better juggle the stresses of modern living. Understand the difference between acute and chronic stress. Learn tools to help you better deal with stressors such as acupuncture, herbs, foods, meditation and exercise. Learn steps that will help you to prioritize and shift the balance from stress producing to stress relieving. Learn which disease processes are caused by long term stress. A visualization exercise and demonstration of qi gong will be given. Please wear loose clothing.
ONE-DAY WORKSHOP.
Instructor: Sharon McDermott
CE9 634 A1 Meets: Thursday, November 8, 7:00pm-9:00pm.
Fee: $40

SELF-CARE ACUPRESSURE FOR ANXIETY AND INSOMNIA (CE9 581 A1)
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.
Instructor: Marie Regis
CE9 581 A1 Meets: Wednesday, October 17, 7:00pm-9:00pm.
Fee: $40

QI GONG EXERCISE FOR BREAST HEALTH (CE9 579 A1)
This ancient Chinese form of exercise is designed to help you release stress, bring balance to your internal organs and improve circulation to the breast. Qi gong is based on the same principles that govern the practice of Acupuncture. Important lifestyle considerations and the science behind this practice will be discussed. You will learn and practice these seven simple, non-strenuous movements.
ONE-DAY WORKSHOP.
Instructor: Marie Regis
CE9 579 A1 Meets: Sunday, November 4, 10:00am-12:30pm.
Fee: $40

REIKI WORKSHOP (CE9 456 A1)
LEVEL I: BEGINNER
This workshop will initiate and instruct you in traditional Japanese Usui Reiki as it was developed by its founder Dr. Usui. We will also explore other methods of stress reduction and self-healing, and each week will include a guided meditation. These simple, natural, and effective methods of self-improvement will enrich your life and bring a sense of peace by awaking you to who you truly are.
Instructor: Diane Bergmann
CE9 456 A1 Meets: Thursday, 6:30pm-9:15pm for 5 sessions.
Starts October 4
Fee: $160

THEMES IN JEWISH AMERICAN LITERATURE (CE9 509 A1)
Participants will study and discuss works of Jewish American literature with attention to such themes as: the immigrant experience and the American Dream, “sweatshop” poetry, Jewish-American identity, and transformative literature for a new day. Authors include: Emma Lazarus, Anzia Yezierska, Abraham Cahan, Morris Rosenfeld, Robert Pinsky, Emma Goldman, Allen Ginsberg, Adrienne Rich, Vivian Gornick, Elie Wiesel, Tony Kushner, Jon Papernick, and Emily Borenstein. Course readings provided by instructor. Film clips will contextualize readings. Reading schedule will be distributed each week. For first class, please read the short story packets by Abraham Cahan and Anzia Yezierska, and note anything of interest to you.
Instructor: Susan Cushman
CE9 509 A1 Meets: Tuesday, 6:30pm-8:00pm for 5 weeks.
Starts October 2
Fee: $80
SEE OUR NEW WINTER COURSES
Registration Deadline for Winter Courses: December 27, 2018

MLK MATTER (CE9 673 W1)
In review of the 50th Anniversary of the Civil Rights Act of 1968 and the March on Washington we examine the dream, how far we have come and how far we have to go. This illustrated presentation which will re-imagine Dr. Martin Luther King Jr.'s dream by examining his writings, speeches and early family life in order to better understand the challenges he faced and the social unrest and peace movements of that time.
ONE-DAY WORKSHOP
Instructor: Georgette Grier-Key
CE9 673 W1 Meets: Thursday, January 17, 7:00pm-9:00pm.
Fee: $30

ALTERED DENIM WORKSHOP (CE9 664 W1)
Almost anything can be done with denim!
You can shred it, slash it paint it, use appliqués and patches, embroidery, beading or unused fabrics to sew on it. Just bring a piece you already own with an idea of what you would like to do with it. Supplies are your choice. Bring fabric, paint or acrylics if you would like to paint it. A needle and thread if you would like to sew, snapper to distress it, or anything you would like to add.
Supplies: An item of clothing you wish to work on. Whatever you wish to work with - your choice.
ONE-DAY WORKSHOP
Instructor: Beth Drucker
CE9 664 W1 Meets: Saturday, January 12, 9:00am-12:00pm.
Fee: $20

INTERMEDIATE GUITAR (CE9 494 W1)
This is the course for the person who's been playing for a while and wants to take their skills to the next level. Classes cover an overview of advanced guitar techniques and theory. You'll come away with an understanding of jazz, blues, improvisation, advanced finger style techniques, and song structure. Work at your own pace with a professional musician who has experience teaching at the college level. Be sure to bring your guitar to the first class.
Please purchase and bring also Alfred's Basic Guitar Method Book I.
Instructor: Thomas Rizzuto
CE9 494 W1 Meets: Wednesdays, 6:30pm-8:00pm for 10 sessions.
Starts January 9
Fee: $175

SCOTCH 101 – INTRODUCTION TO THE WORLD OF SCOTCH (CE9 616 W1)
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.
Instructor: Carol Lopicich
CE9 616 W1 Meets: Thursday, 7:00pm-9:00pm for 2 sessions.
Starts January 24
Fee: $90

BUBBLY NIGHT (CE9 626 W1)
Blanc de blancs? Blanc de noirs? Prosecco? Cremant? Cava? In this class, we’ll taste and cover how sparkling wine is made, styles of sparkling wine and popular regions, and what makes true Champagne so special. 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 Lopicich
CE9 626 W1 Meets: Thursday, February 7, 7:00pm-9:00pm.
Fee: $45

TEAS REVIEW COURSE (CE9 606 W1)
The Test of Essential Academic Skills (TEAS) 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 42 hours of instructor led classes. Students should purchase the ATI TEAS Study Manual 6th edition, and bring it to the first class. (Available at the college bookstore 516.572.7168). Schedule and pay for your exam at www.atitesting.com.
Instructor: Kevin Costa, Kleva Kosta, Richard Shiefs
CE9 606 W1 Meets: Monday through Friday, 6:00pm-9:00pm for 14 sessions.
December 26, 27, 28
January 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16
Fee: $350

WINTER SESSION 2019
Registration Deadline for Winter Session: December 27th, 2018

ENGLISH LANGUAGE SKILLS 1 (CE5207 W3)
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.
CE5207 W3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 8
Fee: $385
C5230 W1
Meets: Tuesday, Wednesday, and Thursday, 9:30am-12:10pm for 18 sessions.
Starts January 8
Fee: $385

PRONUNCIATION SKILLS 2 (C5122 W4)
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.
CE5122 W4 Meets: Saturday, 9:30-11:30am for 6 sessions.
Starts January 8 Fee: $275

TOEFL PREPARATION (C3TFL W1)
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 eight-hour per week 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.
C3TFL W1 Meets: Tuesday, Wednesday, and Thursday, 9:30am-12:10pm for 18 sessions.
Starts January 8 Fee: $210

INTRODUCTION TO ITALIAN (C5167 W2)
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.
CE5167 W1 Meets: Thursday, 1:30pm-4:10pm for 6 sessions.
Starts January 10 Fee: $175

INTRODUCTION TO SPANISH (C5164 W2)
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.
CE5164 W1 Meets: Wednesday, 1:30pm-4:10pm for 6 sessions.
Starts January 9 Fee: $175

CONVERSATIONAL SPANISH 1 (C5165 W3)
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.
CE5165 W3 Meets: Wednesday, 6:20pm-9:00pm for 6 sessions.
Starts January 9 Fee: $175
LANGUAGE CENTER

FALL SESSION 2018
Registration Deadline for Fall Session: September 5, 2018

ENGLISH LANGUAGE CLASSES

INTRODUCTION TO THE ENGLISH LANGUAGE (CES 206 A4)
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.

CES 206 A4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts September 22 Fee: $385

ENGLISH LANGUAGE SKILLS 1 (CES 207 A3, A4)
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.

CES 207 A3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts September 17

CES 207 A4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts September 22 Fee: $385

ENGLISH LANGUAGE SKILLS 2 (CES 208 A1, A3, A4)
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.

CES 208 A1 Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts September 17

CES 208 A3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts September 17

CES 208 A4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts September 22 Fee: $385

ENGLISH LANGUAGE SKILLS 3 (CES 209 A1, A3, A4)
In this course, students will strengthen their English language skills, integrating reading, writing, 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 organize this information so that their

NNCC’s Language Center offers classes in the English Language, Foreign Languages, and American Sign Language. We also have three 8-week sessions in the Fall, Spring and Summer and a 6-week session during the Winter. Please note that classes, which have 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.

We encourage students to use our computer lab in room F 310. Students must come to our office (room F309) to sign in to use the computers. Computer use is on a first-come, first-served basis. We have software for many of our English Language courses. When you register, you can take advantage of this effective educational resource.

NEW STUDENTS should make an appointment to take the LANGUAGE CENTER reading and writing assessment test by calling (516) 572-7062, emailing LC@ncc.edu, or scheduling an appointment in person at the LC Office located in Cluster F, Room 309. Financial Aid is not available for these classes.

LANGUAGES FROM AROUND THE WORLD
To meet the demands of our fast-growing global culture, the Language Center provides a variety of foreign language courses as well as American Sign Language. Class offerings are based on the diverse needs of our students who may want to learn a foreign language in order to travel, converse with family members, attend local and international conferences, or improve business communications. Foreign language classes are taught at different levels, guiding students in speaking, reading, writing, and listening as well as in developing a familiarity with international customs, cultures, and traditions. Additionally, our foreign language classes can help develop bi-lingual skills for teachers to enhance their marketability. We also offer American Sign Language to people wishing to familiarize themselves with this beautiful language. Students may be required to purchase a textbook or other educational material.

ENGLISH LANGUAGE CLASSES

FALL SESSION 2018
Registration Deadline for Fall Session: September 5, 2018

ENGLISH LANGUAGE CLASSES

NCC’s 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.

NEW STUDENTS should make an appointment to take the LANGUAGE CENTER reading and writing assessment test by calling (516) 572-7062, emailing LC@ncc.edu, or scheduling an appointment in person at the LC Office located in Cluster F, Room 309. Financial Aid is not available for these classes.
written work may be better understood.
CE5 209 A1 Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.

Starts September 17
CE5 209 A3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.

Starts September 17
CE5 209 A4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts September 22 Fee: $385

ENGLISH LANGUAGE SKILLS 4 (CE5 210 A1, A3, A4)
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 A1 Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts September 17
CE5 210 A3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts September 17
CE5 210 A4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts September 22 Fee: $385

ENGLISH LANGUAGE SKILLS 5 (CE5 230 A1, A3)
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 A1 Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts September 17
CE5 230 A3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts September 17
Starts September 17 Fee: $385

ENGLISH LANGUAGE SKILLS 6 – LITERATURE (CE5 235 A1)
Our English Language Skills 6 class offers participants the opportunity to explore human nature and the arts, personal issues and social problems through the world of literature. Students will work on advanced skills in writing, reading, speaking, listening, vocabulary development and grammar. Stories and poems will be read, discussed, and critiqued. Contemporary readings on related topics will accompany each story.
CE5 235 A1 Meets: Tuesday and Thursday, 9:30am-12:30pm for 16 sessions.
Starts September 18 Fee: $385

CONVERSATION SKILLS 2 (CE5 CS2 A1)
This course is designed to increase the oral proficiency of level 3 and 4 English Language Skills students. 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.
CE5 CS2 A1 Meets: Friday, 9:30am-1:30pm for 8 sessions.
Starts September 21 Fee: $275

PRONUNCIATION SKILLS (CE5 122 A4)
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 A4 Meets: Saturday, 9:00am-12:00pm for 8 sessions.
Starts September 22 Fee: $210

TOEFL PREPARATION (CE3 TFL A4)
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 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 A4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts September 22 Fee: $385

NEW WRITING SKILLS (CE5 247 A1)
Prerequisite: This course is designed to improve written communication for students who are at English Language Skills level 4 or above. Students will practice writing documents such as essays, business letters, memorandums, and formal e-mail messages. The instructor will teach writing lessons including grammar, and capitalization based on the group’s needs. Additionally, the instructor will assess each student’s writing and provide individualized instruction. Class will be limited to 12 students.
CE5 247 A1 Meets: Tuesday, 10:00am-12:00pm for 8 sessions.
Starts September 18 Fee: $175
AMERICAN SIGN LANGUAGE 1 (CE5 130 A3)
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 A3 Meets: Monday, 6:00pm-8:00pm for 8 sessions.
Starts September 17 Fee: $175

CHINESE-MANDARIN 1 (CE5 161 A3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Mandarin Chinese language. The class emphasizes basic skills in speaking as well as pronunciation, reading comprehension, and writing.
CE5 161 A3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts September 26 Fee: $175

INTRODUCTION TO FRENCH (CE5 177 A3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the French language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, leading to basic French conversation.
CE5 177 A3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts September 17 Fee: $175

FRENCH 1 (CE5 181 A3)
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 learn the essential grammatical structures of the French language, develop vocabulary, and improve pronunciation.
CE5 181 A3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts September 26 Fee: $175

LET’S PRACTICE FRENCH (CE5 249 A4)
Prerequisite: Conversational French 1 or French 1
This class will provide students the opportunity to practice French through different guided activities. Lessons will include short readings, discussion of current events, movies and more, directed to achieve a better understanding of the French language and culture.
CE5 249 A4 Meets: Saturday, 9:00am-11:00am for 8 sessions.
Starts September 22 Fee: $175

INTRODUCTION TO ITALIAN (CE5 167 A3, A4)
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 A3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts September 17
CE5 167 A4 Meets: Saturday, 9:00am-11:00am for 8 sessions.
Starts September 22 Fee: $175

ITALIAN 1 (CE5 168 A3)
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 A3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts September 26 Fee: $175

ITALIAN 2 (CE5 169 A3)
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 A3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts September 26 Fee: $175

LET’S PRACTICE ITALIAN (CE5 248 A4)
Prerequisite: Conversational Italian 1 or Italian 1
This class will provide students the opportunity to practice Italian through different guided activities. Lessons will include short readings, discussion of current events, movies and more, directed to achieve a better understanding of the Italian language and culture.
CE5 248 A4 Meets: Saturday, 9:00am-11:00am for 8 sessions.
Starts September 22 Fee: $175

INTRODUCTION TO SPANISH (CE5 164 A2, A3, A4)
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 A2 Meets: Monday, 2:00pm-4:00pm for 8 sessions.
Starts September 17
CE5 164 A3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts September 17
CE5 164 A4 Meets: Saturday, 9:00am-11:00am for 8 sessions.
Starts September 22 Fee: $175
El Centro de Idiomas de Nassau Community College ofrece cursos de inglés para estudiantes cuyo idioma nativo 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.

**FECHA LÍMITE DE REGISTRACIÓN:** 5 de Septiembre del 2018

**Clases de Inglés**

**INTRODUCCIÓN AL IDIOMA DE INGLÉS (CE5 206 A4)**

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 A4 se imparte: Sábados, 8:30am-3:00pm por 8 sesiones.

Inicio 22 de Septiembre Precio: $385

**HABILIDADES EN EL IDIOMA INGLES 1 (CE5 207 A3, A4)**

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 A3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.

Inicio 17 de Septiembre

CE5 207 A4 se imparte: Sábados, 8:30am-3:00pm por 8 sesiones.

Inicio 22 de Septiembre Precio: $385

**HABILIDADES EN EL IDIOMA INGLES 2 (CE5 208 A1, A3, A4)**

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 A1 se imparte: Lunes y Miércoles, 9:30am-12:30pm por 16 sesiones.

Inicio 17 de Septiembre

CE5 208 A3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.

Inicio 17 de Septiembre

CE5 208 A4 se imparte: Sábados, 8:30am-3:00pm por 8 sesiones.

Inicio 22 de Septiembre Precio: $385

**Let’s Practice Spanish (CE5 244 A4)**

Prerequisito: Conversational Spanish 1 o Spanish 1

Esta clase will provide students the opportunity to practice Spanish through different guided activities. Lessons will include short readings, discussion of current events, movies and more, directed to achieve a better understanding of the Spanish language and Hispanic culture.

CE5 244 A4 se imparte: Sábado, 9:00am-11:00am por 8 sesiones.

Inicio 22 de Septiembre Precio: $175

**Descripción de las Clases de Inglés**

**Spanish 1 (CE5 165 A3)**

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 A3 se imparte: Wednesday, 6:30pm-8:30pm por 8 sesiones.

Precio: $175

**Spanish 2 (CE5 166 A3)**

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 A3 se imparte: Wednesday, 6:30pm-8:30pm por 8 sesiones.

Inicio 22 de Septiembre Precio: $175

**Let’s Practice Spanish (CE5 244 A4)**

Prerequisito: Conversational Spanish 1 o Spanish 1

Esta clase will provide students the opportunity to practice Spanish through different guided activities. Lessons will include short readings, discussion of current events, movies and more, directed to achieve a better understanding of the Spanish language and Hispanic culture.

CE5 244 A4 se imparte: Saturday, 9:00am-11:00am por 8 sesiones.

Inicio 22 de Septiembre Precio: $175
ENGLISH LANGUAGE SKILLS REGISTRATION:
New students must register in person at the Language Center (LC) office in the F Building, Room # 309. The LC office telephone number is (516) 572-7062.

FOREIGN LANGUAGE REGISTRATION:
Mail-In Registration is now being accepted for all courses. Please answer all questions on the registration form, and mail it together with your check(s), credit card information, or money order(s) to:

Nassau Community College
Language Center, F309
One Education Drive
Garden City, N.Y. 11530-6793

Make check or money order payable to Nassau Community College or fax form with your credit card information to (516) 828-3507.

Applicant must be 18 years old or older.

By return mail, a map, receipt, and *parking permit will be sent to you.

*Be sure to display the parking permit in your vehicle AT ALL TIMES and to park in a student parking lot. Tickets are given to vehicles without a permit.

ESPAÑOL:
Aquellos estudiantes que requieren ayuda en español pueden dirigirse a la oficina The Language Center ubicada en el edificio F, salon 309.

Inscripción: Si desea inscribirse por correo, por favor complete la aplicación con sus datos personales y clase(s) a tomar. Escriba su cheque, money order o la información de su tarjeta de crédito por la cantidad total a nombre de: Nassau Community College y envíelo con su aplicación a:

Nassau Community College
Language Center, F309
One Education Drive
Garden City, N.Y. 11530-6793

O si prefiere, envíenos su registración, al fax (516) 828-3507. Sólo para pagos con tarjeta de crédito.

Junto a su colilla de pago Ud. recibirá a vuelta de correo un mapa del colegio y un permiso de estacionamiento. Asegúrese de mostrar este permiso en el parabrisas de su auto y de estacionarse en un parqueadero para estudiantes. Vehículos sin permiso o estacionados en otros parqueaderos reciben multas.

Para mayor información, llamar al (516) 572-7062.

語言中心註冊說明：
英語語言技能課程報名註冊：
新學生必須親自到語言中心辦公室註冊報名（Language Center）。地址在F樓，309房間，電話號碼是516-572-7062。

外國語言報名註冊：
現正接受所有外語課程的郵寄報名註冊。請回答報名登記表的所有問題，然後與您的支票或信用卡信息，或money order一起寄到以下地址：

Nassau Community College
Language Center, F309
One Education Drive
Garden City, N.Y. 11530-6793

請確保您的支票或money order是付給Nassau Community College，或者傳真(fax)附有您信用卡資訊的報名登記表到516. 828. 3507，金額是全額學費。

不同的課程請分別付費。
申請人必須是18歲以上。

您的收據將會與地圖和停車證一起寄給您。
記得一定要將停車證顯示在你車輛的前窗上。車輛一定要停在學生停車場。無停車證將會收到罰單。
TRAIN TO BE AN EMERGENCY MEDICAL TECHNICIAN (EMT - BASIC) IN 4 MONTHS

EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC)* (CE1 211 A1)

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 you to become a certified EMT. The EMT is the basic level Emergency Medical Services (EMS) provider associated with an ambulance service or rescue squad. These technicians are skilled in the provision of basic life support for the many illnesses and accidents that require emergency medical treatment prior to arrival in a hospital emergency department. EMTs are trained in patient immobilization and packaging procedures needed to prevent further injury and to provide safe transport to an appropriate medical facility.

During 132 hours of class time, students will complete the American Heart Association CPR course. In addition to classroom training, students must complete a clinical experience of 10 hours in an emergency room or a local hospital and have an opportunity for a ride-along. Students must also complete three on-line classes provided free of charge by FEMA. The textbook is required for the first day of class. Students should expect homework assignments after each class.

To qualify for the NYS Department of Health (NYSDOH) certifying exam, students must attend all classes, complete all assignments, have a clear (no felonies) background check* (see page 33), and pass the final written exam and practical skills exam. Students who pass the NYS exam will receive Emergency Medical Technician certification from NYSDOH. Students must be 18 years of age by the written exam date. Content meets the requirement for the National Registry Exam. Textbook and medical supplies are additional.

Instructor: Certified EMS Academy Instructor
CE1 211 A1 Meets: Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm, Saturdays 11/17, 12/15 and 1/5 from 9:00am-3:30pm.

Fee: $1,400
**PATIENT CARE TECHNICIAN (PCT)**

While courses may also be taken individually, a student who is interested in taking the Patient Care Technician Certification exam which is offered by the National Healthcareer Association (NHA) should complete the following courses in addition to a medical terminology primer:

- Certified Nursing Assistant (page 32)
- Phlebotomy Technician (page 32)
- EKG Technician (page 33)

**COMPLETE 120 HOUR CNA TRAINING IN UNDER 3 MONTHS!**

**CERTIFIED NURSING ASSISTANT* (CE1 243 A1)**

In partnership with the VEEB School of Nursing, NCC is offering a Certified Nursing Assistant (CNA) program. Students will be taught patient care techniques such as 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 and assisted living facilities. This course prepares students to provide nursing care to the elderly and those with cognitive and mental disabilities.

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. Students will also have the opportunity to earn their Basic Life Support for Healthcare Providers certification during the course. Clinical rotations will be conducted during designated Saturdays at a local nursing home; students must arrange transportation. Students must be 18 years of age or older, have a high school diploma or equivalent, complete a background check* (see page 33) and meet health screening requirements.

Textbook, materials, background check and certifying exam are additional. Students will need to purchase light blue scrubs and a stethoscope. Registration and copy of high school diploma must be received by September 17th and required background check and health screening documentation must be submitted by September 24th.

Instructors: Licensed Nurses from VEEB School of Nursing

CE1 243 A1 Meets: Monday and Wednesday 6:00pm-9:00pm and Saturdays on campus 8:00am-2:30pm (on 9/22, 10/6, 10/13, 10/20) and on Saturdays at nursing home from 8:00am-1:00pm (on 10/27, 11/3, 11/10, 11/17, 12/1, 12/8).

September 22 – December 12

Fee: $1,700

**PHLEBOTOMY TECHNICIAN* (CE1 261 A1)**

In this 90 hour program, students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures for lab analysis. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in techniques to perform punctures. During the lab sessions, students will perform phlebotomy on a practice arm and then perform venipunctures on other students.

An optional 40 hour clinical externship rotation is available for no additional fee. To be eligible for the clinical rotation, students must successfully complete the 90 hour program, provide a resume, and may be required to complete a drug screening, background check* (see page 33) and/or medical exam and provide proof of immunizations. Textbook and materials are included. Background check and drug screening are additional cost. Students are also required to purchase scrubs.

Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Student must have a high school diploma or equivalent and a current government-issued photo ID. The cost of the exam is not included. NHA exam is scheduled for December 18, 2018.

CE1 261 A1 Meets: Tuesday and Thursday, 6:00pm-9:30pm, and three Saturdays (10/20, 11/3, and 12/1) 9:00am-3:00pm. Bring lunch on Saturdays.

October 2 – December 13

Clinical Externship Hours: 40 hours (optional) to begin after December 13 course completion.

Fee: $1,795
EKG TECHNICIAN (CE1 235 A1)

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. In order 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, visit www.nahpusa.com. Textbook, materials, and certifying exam costs are additional. NAHP exam is scheduled at NCC on Monday, December 17, 2018.

Instructor: Jeffrey Feinberg
CE1 235 A1: Meets Monday and Wednesday, 6:30pm-9:30pm.
October 3 – December 12.
Fee: $795

DENTAL ASSISTING PROGRAM* (CE1 265 A1)
The 80 hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize students with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course which includes lectures and labs covers key areas and topics. Administrative aspects include: introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

An optional 40 hour clinical externship rotation is available for no additional fee. To be eligible for the clinical rotation, a student must successfully complete the 80 hour program, provide a resume, and may be required to complete a drug screening, background check (see note below) and/or medical exam and provide proof of immunization. Textbook and materials are included. Background check and drug screening are additional cost. Students are also required to purchase scrubs.

Students who complete this program may pursue the Dental Assistant National Board (DANB) Certified Dental Assistant (CDA) certification. Students must have a high school diploma or equivalent, a current government-issued photo ID to take the exam, and the application requires disclosure of a Social Security number. This course prepares students to take two components of the DANB exam, Radiation Health and Safety (RHS) and Infection Control (ICE). In order to complete the NYS Professional Dental Assisting exam and apply for licensing in New York State, students must gain 200 hours of relevant work experience and complete an accredited course (24 credit hours) through a NY State Education Office of Professions approved program. For further information, http://www.op.nysed.gov/prof/dent/dentasst.htm. With 3,500 hours of experience and CPR and Basic Life Support (BLS), the applicant can sit for the DANB General Chairside exam and earn DANB CDA certification. The cost of the certification exams is not included.

CE1 265 A1 Meets: Monday and Wednesday, 6:00pm-9:30pm, and three Saturdays (10/27, 11/17 and 12/8) 9:00am-1:30pm.
October 10 – December 17. Bring lunch on Saturdays.
Clinical Externship: 40 hours (optional) to begin after December 17 course completion.
Fee: $1,350

*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/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.
DIALYSIS TECHNICIAN PROGRAM (CE1 266 A1)

This 50 hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of entry level Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs.

This program includes lectures, discussions and hands-on skills practice including procedures for infection control procedures, vital signs, accessing a dialysis fistula and obtaining blood specimen using a dialysis training arm. As a part of the course, students will meet for several sessions offshore at a local Dialysis Center where the instructor will demonstrate dialysis techniques on various equipments. Students must arrange transportation to the off-site locations.

Students with a High School diploma and who complete a minimum of one year of employment as a Dialysis Technician at an End Stage Renal Disease (ESRD) or medical facility can apply to take the Board of Nephrology Examiners Nursing Technology (BONENT) Certified Hemodialysis Technician certifying exam. A current government issued ID and a clear record with no felonies is required to take the exam.

This training is appropriate for RNs, EMTs, CNAs, PCTs and other health care professionals interested in specializing in dialysis. For those without healthcare experience, this course will provide basic dialysis treatment knowledge prior to applying for an employee training program at a Dialysis Treatment Center. Students are required to purchase light blue scrubs. Textbook and materials provided.

CE1 266 A1 Meets: Monday and Wednesday, 6:00pm-9:20pm for 15 sessions.
October 22 – December 12
Fee: $995

LEED® GREEN ASSOCIATE CERTIFICATION (CE1 236 A1)

Offered in partnership with the US Green Building Council Long Island Chapter, Leadership in Energy and Environmental Design (LEED®) accreditation distinguishes building professionals with the knowledge and skills to successfully steward the LEED certification process. LEED® Green Associates have demonstrated a thorough understanding of green building practices and principles and the LEED Rating System. Topics covered include: Intro, Water, and Innovation in Design (D); Location and Transportation (LT); Sustainable Sites (SS); Integrative Process; Energy and Atmosphere (EA) - Part of Materials and Resources (MR); Indoor Environmental Quality (IEQ)-MR, Part 2; and, Review - Practice Exam.

The LEED® Green Associate credential demonstrates a solid and current foundation in green building principles and practices. LEED® Green Associates enjoy a broad understanding of sustainability that bolsters their careers and enhances their lives. The LEED® Green Associate credential denotes basic knowledge of green design, construction and operations. Professions that may be interested in the LEED® Green Associate include marketers to lawyers, landscape architects to education professionals, and product manufacturers to policymakers, as well as professions in real estate, planning, manufacturing, leasing, sales, and those new to green building.

Students will be provided with a copy of all study materials. LEED® Green Associates earn their credential by passing a computer-based exam. The exam fee is additional.

Instructors: USGBC-LI Instructors
CE1 236 A1 Meets: Tuesday, 6:00pm-9:00pm (except 11/20).
October 30 – December 11 for 6 sessions.
Fee: $375

FUNDAMENTALS OF ENGINEERING EXAM PREPARATION (CE1 219 A1)

The FE Review Course effectively prepares you for the NCEES Fundamentals of Engineering (FE) Other Disciplines exam. This course is designed to provide the student with the knowledge, skills, and confidence to pass the exam. The Review Course will provide structure for organizing your study; review key engineering concepts; help you diagnose areas for improvement; and provide opportunities for engagement with an instructor and peers.

This course covers all Knowledge Areas of the FE Other Disciplines exam: chemistry; dynamics; electricity, power and magnetism; engineering economics; ethics and professional practice; fluid mechanics and gas dynamics; fluid mechanics and dynamics of liquids; heat, mass and energy transfer; instrumentation and data acquisition; materials science; mathematics and advanced engineering mathematics; probability and statistics; safety, health and environment; statics; and strength of materials.


Text cost is additional.

Instructor: Craig Capria
CE1 219 A1 Meets: Saturday 8:30am-12:30pm for 27 sessions.
September 29, 2018 – May 11, 2019 (No classes on holiday weeks).
Fee: $1,095
OSHA Training Courses at NCC 500 Series

Class materials and a copy of the CFR will be given to participants on the first day of all training courses. Participants may wish to bring a “flash drive” to save work – highly recommended, but not mandatory.

OSHA 510 OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY (CED 510 A1)
No Prerequisites. This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. You must pass a 50-question closed book exam with a 76% to receive a Certificate of Completion.

CED 510 A1 Meets: Tuesday - Friday, 8:00am-4:00pm for 4 sessions.
November 13, 14, 15, 16
Fee: $750

PRIMER ON 3D PRINTING WITH FOCUS ON CLASSROOM INTEGRATION (CE1 250 A1)
In this class students will be introduced to this exciting technology and the objects that can be made with a 3D printer. Projects will be discussed so teachers can readily incorporate 3D printing into a 21st century classroom to inspire the next generation of engineers, architects, industrial designers, artists and business people.
In this 3D primer, students will be taught the basics from setting up and maintaining 3D printer equipment to common terminology and best practices on how to navigate and utilize transformation tools available on AutoDesk123. Students will take a look at 3D content creation through 3D modeling and scanning, and with a 3D printer in the classroom, see how this technology works firsthand. Students will go online to discover, explore, and share 3D printing designs including creative communities like Thingaverse® Discussion Groups and research other open source designs, community resources and tools for bringing 3D into the classroom. While developed for educators, this course is open to all those interested in the fundamentals of 3D Printing on a Makerbot® 5th Generation Replicator.
ONE-DAY WORKSHOP. Bring lunch and USB drive.
Instructor: Marc Leonard
CE1 250 A1 Meets: Saturday, November 3, 9:00am-3:00pm.
Fee: $175

*IMPORTANT NOTE* – NO EXCEPTIONS
Anyone who intends to register at NCC for OSHA 500 Construction must comply with the following policy:

1. You must complete the corresponding 510 standards pre-requisite course and submit a copy of proof of certification.

2. If you are taking the 500 Trainer course for the first time, you must submit the completed, signed and dated first 4pp. of a Prerequisite Verification Form in advance to Carl Donaldson at donaldcj@sph.rutgers.edu in order to determine whether you have the requisite five years of safety experience to qualify as a trainer.

3. If you are retaking the 500 within 10 years after having let certification expire, you need only submit a copy of the expired construction trainer card, and are not required to submit a CV or resume.

4. You must pass both a written exam and an oral presentation at the end of the Trainer course in order to receive trainer authorization.

5. Your registration is not complete until confirmed by Rutgers School of Public Health.

For further information on OSHA at NCC please contact: Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487
FALL 2018 — NCC.EDU/CONTINUINGEDUCATION

ADVANCE YOUR CAREER WITH CAPM® OR PMP® CERTIFICATION

By completing the CAPM® Course (CE1 222), a student will receive the required minimum 23 hours of instruction to sit for the Project Management Institute’s CAPM® certifying exam. By also completing two of three additional courses, a student will have the additional required education contact hours to sit for the Project Management Professional (PMP®) certifying exam.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)
(CE1 222 A1)

Project Management is an in-demand field with strong earning potential. Knowledgeable, competent, trained Project Managers can improve business performance by bringing quality products to market on schedule, while controlling cost. If you have been thinking about taking courses to formalize your understanding of project management, making a career change, or learning tangible skills to help you stand out in your current role, this may be the course for you. This course will cover topics included in the Certified Associate in Project Management (CAPM®) exam, an entry-level certification designed for those with little or no project experience. Students will be taught the fundamental knowledge, terminology and processes of effective project management. The course will cover the 10 knowledge areas (Project Integration, Scope, Schedule, Cost, Quality, Resource, Communication, Risk, Procurement, and Stakeholder Management).

The material is presented with a practical approach to provide skills and knowledge that can be applied immediately in the workplace, while also preparing students to test for certification. A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Sixth Edition Paperback, Project Management Institute, Inc. is required at additional cost. Students completing the course will receive a Certificate of Completion from Nassau Community College, indicating the requisite 23 hours of project management education needed to apply for the CAPM® exam. For information on the CAPM® exam, go to http://www.pmi.org. CAPM® and PMBOK® are registered trademarks of the Project Management Institute, Inc.

Instructor: Peter Landini
CE1 222 A1: Thursday, 6:00pm-9:30pm for 7 sessions. (Note: December 6 meets until 10:00pm)
October 18 – December 6

Fee: $495

MICROSOFT® PROJECT (CE1 252 A1)

Microsoft® Project is a powerful tool which assists project managers in setting timelines, managing resources and tracking finances. In this introductory course, students will be taught how to utilize this software to create and adjust project schedules, tasks and timelines, how to format project calendars to reflect unique working hours and office holidays, and how to create reports to share insights with colleagues and clients. Basic knowledge of project management techniques and Windows applications are required. The course can be used to partially satisfy the classroom training hours required to sit for the PMP® exam.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Jordan Spiro
CE1 252 A1 Meets: Saturday, December 1, 8:00am-4:30pm.

Fee: $175

AGILE PROJECT MANAGEMENT USING SCRUM (CE1 263 A1)

Over the past 10 years for technology related projects, organizations have come to embrace Agile, an adaptive, change-driven project planning process. This introductory course includes the basics of Agile project management and how to use its tools and techniques effectively such as scrum, sprints, and retrospectives. The focus is on fundamental scrum knowledge, terminology and concepts, 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 methodology and project management. Students completing the course will receive a Certificate of Completion from Nassau Community College. For information regarding the PSM exam to obtain certification, visit the Scrum.Org website.

Instructor: Peter Landini
CE1 263 A1 Meets: Monday, Tuesday, Thursday 6:00pm-10:00pm for 3 sessions.
December 10, 11, 13

Fee: $240

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition Paperback, Project Management Institute, Inc. is required at additional cost. Students completing the course will receive a Certificate of Completion from Nassau Community College, indicating the requisite 23 hours of project management education needed to apply for the CAPM® exam. For information on the CAPM® exam, go to http://www.pmi.org. CAPM® and PMBOK® are registered trademarks of the Project Management Institute, Inc.
URGENT: VETERANS

Utility Readiness for Gaining Employment for Non-Traditionals

At Nassau Community College – Center for Workforce Development

URGENT: Veterans is a free career training program designed to prepare veterans to qualify for in-demand jobs in the gas, water, and electric industries. This program offers classroom instruction in Energy Industry Fundamentals (EIF), OSHA 10, employability workshops and industry field trips.

This training opportunity for veterans includes a convenient class schedule, access to site visits and role models in the field, and ability to earn two industry certifications – one in EIF and the other in OSHA 10. After successfully completing the program, participants will be introduced to recruiters from participating companies and guaranteed a job interview after passing pre-screening requirements. Partner employers include:

Minimum Requirements:
* High School Diploma or Equivalent
* Valid Driver’s License in Good Standing
* Interest in Technician Work
* Ability to Do Physical Labor & Work Outdoors
* Background Check, Social Media Check, and Drug Testing (prior to employment)

Course begins October 2018

For further information, please visit ncc.edu/workforcedevelopment
CENTER FOR WORKFORCE DEVELOPMENT
Phone: 516.572.7487
Email: cwd@ncc.edu

Sponsored By:

NEW YORK STATE DEPARTMENT OF LABOR

MENTAL HEALTH FIRST AID (CE1 267 A1)
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 will be provided the text, *Mental Health First Aid*, during the first class session. Students who successfully complete the course will receive their Mental Health First Aid certification.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: LaQuetta Solomon
CE1 267 A1: Saturday, October 13 from 8:00am–4:30pm.
Fee: $145

BUSINESS CASE WRITING (CE1 269 A1)
A business case can help managers gain needed support to launch key projects for their organization. In this course, students will be taught how to develop a business case by utilizing a detailed and thorough process for defining the business problem, analyzing the situation, determining effective solutions and establishing the best course of action. Students will also be taught how to develop a project plan to put their business case into action.

ONE-DAY WORKSHOP. Bring lunch.
Instructor: Jordan Spiro
CE1 269 A1: Saturday, October 27, 8:00am–4:30pm
Fee: $125
TEST PREPARATION
HIGH SCHOOL EQUIVALENCY (TASC) MATH REVIEW (PREVIOUSLY GED) (CE9 459 A1)
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.

Book required for the first session: Kaplan, TASC Strategies, Practice and Reviews 2015-2016. Available at the college bookstore (516.572.7168).
STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION!
Instructor: Alvin Estrada
CE9 459 A1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts October 2 Fee: $100

HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY GED) (CE9 459 A1)
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.

Book required for the first session: Kaplan, TASC Strategies, Practice and Reviews 2015-2016. Available at the college bookstore (516.572.7168).
Instructor: Ed Carter
CE9 459 A1 Meets: Thursday, 7:00pm-9:00pm for 4 sessions.
Starts October 4 Fee: $100

TEAS REVIEW COURSE (CE9 606 A1, A2, W1)
The Test of Essential Academic Skills (TEAS) 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 42 hours of instructor led classes. Students should purchase the ATI TEAS Study Manual 6th edition, and bring it to the first class. (Available at the college bookstore 516.572.7168). Schedule and pay for your exam at www.atitesting.com.

Instructor: Staff
CE9 606 A1 Meets: Tuesday and Thursday, 6:30pm-9:30pm for 14 sessions.
Starts August 14 CE9 606 A2 Meets: Saturday, 9:00am-4:00pm for 7 sessions.
Starts October 20 CE9 606 W1 Meets: Monday through Friday, 6:00pm-9:00pm for 14 sessions.
December 26, 27, 28 January 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16 Fee: $350

ACT VERBAL PREP (CE9 600 A1)
This course will teach the invaluable skills to enable students to quickly understand the reading passages and master the questions so students won't have to face the common problem of running out of time. Every grammar rule that is tested on the ACT will be taught and thoroughly simplified. The vocabulary will be taught so it can be easily learned using mnemonic devices. A universal 3-step plan to write the essay will be provided. Only actual ACT’s will be used in this course. In addition to test-taking skills, a myriad of study skills will be taught that have been scientifically proven to minimize study time and maximize long term memory. In this class you will not only learn, you will also have fun! Please bring a loose leaf binder with 6 dividers and loose leaf paper, folder with a pocket, red pen plus a black or blue pen, highlighter. ALL THESE ITEMS MUST BE BROUGHT TO EVERY CLASS.
Instructor: Barbara Becker
CE9 600 A1 Meets: Wednesday, 6:30pm-8:30pm for 10 sessions.
Starts September 26 Fee: $250

ACT MATH PREP (CE9 599 A1)
This ACT Math Course will teach students how to reason mathematically and integrate essential math skills. The topics that will be covered reflect exactly the topics on the ACT: Prealgebra, Algebra I, Algebra II, Trigonometry, Number Theory, Statistics and Probability. Science section of course will cover interpretation, analysis, evaluation, reasoning and problem solving in natural sciences. Please bring a graphing calculator, a loose leaf binder, loose leaf paper and a pen. ALL THESE ITEMS MUST BE BROUGHT TO EVERY CLASS.
Instructor: Staff
CE9 599 A1 Meets: Tuesday, 6:30pm-8:30pm for 10 sessions.
Starts October 2 Fee: $250

TASC PRACTICE EXAMS
Do you want to take a practice exam that contains the same type of question formats that are used on the official TASC test? Each practice test will include 20 multiple choice questions. The practice test provides feedback on your areas of weakness. Use this information to prepare for the actual exam. Sign up for one or both practice sub-tests. A separate fee of $20 is required for each subtest. The practice exams will provide you with the results of 20 multiple-choice questions. For math, an additional 3 ungraded sample questions will be provided for your review, but will not be graded and the writing practice will provide you with an ungraded sample essay.

ONE-DAY WORKSHOP
Instructor: Staff
TASC PRACTICE EXAM - MATH
CE9 665 A1: Thursday September 13, 6:00pm-7:00pm
CE9 665 A2: Thursday November 8, 6:00pm-7:00pm
Fee: $20

TASC PRACTICE EXAM - WRITING
CE9 666 A1: Thursday September 13, 7:00pm-8:00pm
CE9 666 A2: Thursday November 8, 7:00pm-8:00pm
Fee: $20
NOTE TO PARENTS:
*Students must be either a high school junior or senior in order to register for these classes.
Nothing prepares a student for the SAT exams better than a solid K through 12 education. Test prep courses have been demonstrated to be helpful for students with problems dealing with test anxiety, test strategy, test format, and exam material review. Our courses will provide your student with practice, guidance, time on task, and instruction.

**NEW**

*SAT REVIEW: VERBAL (CE9 654 A1)
This course will prepare you for the new SAT I by reviewing strategies for reading comprehension, the new writing skills section and the new essay question. Vocabulary and etymology review will be ongoing. The SAT cannot be “beaten” but it can be mastered through hard work, analytical thought, and by learning how to think like a test writer. Knowing how the test writers think will give you useful insight into the questions and make them less difficult. This familiarity will also help reduce your anxiety. Students should purchase the new SAT I book published by the College Board. Available at the college bookstore (516.572.7168). Bring the book to the first session.
Instructor: Barbara Becker
CE9 654 A1 Meets: Monday, 6:30pm-9:00pm for 8 sessions.
Starts September 10 Fee: $250

*SAT REVIEW: MATH (CE9 655 A1)
This course is designed to give high school students an opportunity to work on math skills necessary for the S.A.T. Please bring course text, College Board’s Official S.A.T. Study Guide, on the first day of class. Available at the college bookstore (516.572.7168).
Instructor: Alvin Estrada
CE9 655 A1 Meets: Thursday, 6:30pm-9:00pm for 8 sessions.
Starts September 13 Fee: $250

**NEW**

*INTRODUCTION TO RADIO BROADCASTING (CE9 667 A1)
When you listen to the radio, do you say to yourself, “I can do that?” Well, now you can! In this class, students will be working hands-on in WHPC’s state-of-the-art digital radio studio, learning all about what the exciting world of radio has to offer. This course will educate students considering a career in broadcasting and podcasting by introducing them to the radio industry. Students will experience many aspects of radio broadcasting, including being on the air, producing, writing, and engineering. The final project will be a 10-minute radio show completely prepared by the students using all of the skills learned in the class.
Instructor: Shawn Novatt
CE9 667 A1 Meets: Saturday, 10:00am-12:00pm for 6 sessions.
Starts September 15 Fee: $180

*CONQUERING STANDARDIZED TESTS PSAT, SAT AND ACT (CE9 676 A1)
In this seminar students and parents will be introduced to the different formats and scoring systems for the PSAT, SAT and ACT, as well as the different strategies and skill sets necessary to master, in order to optimize your score. A schedule of when the tests are given, best time to take them, along with 5 TIPS YOU NEED TO KNOW will be shared. Scientifically proven advice on how to overcome anxiety both before and during the test will be specifically covered. Q/A time will follow. Please bring pen and paper because you’ll want to take notes!
Instructor: Barbara Becker
CE9 676 A1 Meets: Wednesday, September 12, 7:00pm-9:00pm.
Fee: $30

COLLEGE FINANCIAL AID FOR LONG ISLANDERS (CED 999 A1)
With college costs skyrocketing, find out how to get your share of the $150 billion available for student financial aid. Learn insider tips to maximize your financial aid from Long Island’s leading financial aid expert with over 45 years of experience. Follow our step-by-step strategies to fill out your FAFSA (Free Application for Federal Student Aid), plan a needs analysis and negotiate with colleges. We explain how the federal government calculates your “expected family contribution.” SPECIAL EMPHASIS WILL BE PLACED ON THE REGULATIONS INVOLVING DIVORCED AND SEPARATED PARENTS AND DIRECT FEDERAL PARENT AND STUDENT LOANS. Also discussed will be how to conduct the best FREE Internet scholarship searches, the CSS/Financial Aid PROFILE® application and NY State’s unique financial aid program—TAP. This is an excellent time for parents of juniors and seniors to begin planning. We welcome questions at the conclusion of the program.
ONE DAY WORKSHOP
Instructor: Barry Fox
CED 999 A1 Meets: Tuesday, October 9, 7:00pm-9:00pm.
Fee: $30

**NEW**

THE COLLEGE APPLICATION AND PROCESS (CE9 677 A1)
This course will help first-time college applicants understand and navigate the unfamiliar landscape of the university admission process while supporting students and families in understanding the importance of fit vs. rankings. This course will cover several areas to include (but not exclusively), choosing a school, early action/early decision, testing requirements, admissions criteria of public and private colleges and universities. Students will
gain comprehensive knowledge and insight on the application process, and how best to proceed towards their academic success.

ONE-DAY WORKSHOP:
Instructor: Li Li Chiang
CE9 677 A1 Meets: Saturday, October 20, 10:00am-1:00pm.
Fee: $40

PREPARING COLLEGE STUDENTS FOR TRANSFER (CE9 678 A1)
From enrollment through preparation and a successful transfer admission, students will learn about the college matriculation process, transfer application, and how to strategically position prospective students for success to both public and private colleges and universities. Students will explore the challenges with transfer strategies and how best to proceed towards their academic goals.

ONE-DAY WORKSHOP:
Instructor: Li Li Chiang
CE9 678 A1 Meets: Saturday, November 17, 10:00am-1:00pm.
Fee: $40

GRE REVIEW MATHEMATICAL SKILLS COURSE (CE9 674 A1)
This course is designed to give college students an opportunity to work on mathematical skills necessary for the GRE quantitative reasoning section. Topics include concepts of arithmetic, algebra, geometry, and data analysis.

Instructor: Kleva Kosta
CE9 674 A1 Meets: Saturday, 9:00am-12:00pm for 8 sessions.
Starts September 29
Fee $299

GMAT REVIEW MATH SKILLS COURSE (CE9 675 A1)
This course is designed to give college students an opportunity to work on mathematical skills necessary for the GMAT quantitative and integrated reasoning section. Topics include concepts of arithmetic, algebra, geometry, data analysis and problem solving.

Instructor: Kleva Kosta
CE9 675 A1 Meets: Saturday, 1:00pm-4:00pm for 8 sessions.
Starts September 29
Fee $299

TASC
Earn Your High School Equivalency Diploma

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. (A New York driver’s license or ID is preferred or a valid passport + proof of New York residency). If you are retesting, please include a copy of your test scores if available. Re-testers will only need to test on the portions of the exam they have failed. Additional information about TASC exams and a link to the state application can be found at www.ncc.edu/hse. Candidates should be prepared for either computer or pencil and paper based testing. Questions call 516.572.7667.

Return the application and copy of your ID:
Nassau Community College
One Education Drive - TASC
Garden City, NY 11530

See page 38 for review courses and practice exam information.
Our computer based test center provides a centralized, proctored test environment for TEAS, TASC high school equivalency testing, CLEP, DSST, workforce certifications, healthcare certification exams from The National Association of HealthCare Professionals https://nahpusa.com; MedCa, Medical Career Assessments http://www.medcainc.com and PAN assessments https://www.panpowered.com. Note: Certifications are awarded by the credentialing organization.

For more information on exams and scheduling contact 516.572.7699.

CREDIT-BY-EXAMINATION PROGRAM

CLEP & DSST

www.ncc.edu/clep
516.572.9947 clep@ncc.edu

Save time, save money, and earn college credit for what you may already know!
More than 2,900 colleges and universities award college credit based on CLEP & DSST exams.

The State Education department and NY City schools recognize CLEP for professional development and certification.
Over 60 exams to choose from Including Spanish, Pre-calculus and Human Growth & Development

CLEP

Prior to registering for an exam, check with the college/agency of your choice to determine which credits are accepted and passing score requirements. For registration forms, test dates and to see which exams Nassau Community College will award credit for, visit www.ncc.edu/clep. Questions? Call 516.572.9947 or email clep@ncc.edu.

Ready to sign up?
1. Visit www.ncc.edu/clep and print an NCC CLEP application form and select your choice of test date (listed on the website)
2. Visit www.clep.collegeboard.org. Select your exam, pay the exam fee of $87. Print out two copies of your College Board exam registration ticket.
3. Mail one copy of the College Board exam registration ticket along with the NCC CLEP registration form. Include your first and second choice of dates, and the $50 administrative fee, payable to NCC. All registrations should be received 2 weeks before the test date requested. The $50 administration fee is non-transferable and non-refundable. College Board CLEP Registration tickets are valid for 6 months from the date of purchase.
4. You will receive confirmation of your registration by email. Bring your valid ID, confirmation, and your CLEP ticket to your scheduled test date.

DSST

The DSST is often referred to as the DANTES. Similar to CLEP, the DSST provides students the opportunity to receive college credit for life experience as a form of prior learning assessment.

1. Visit www.ncc.edu/clep and print an NCC DSST registration form, select your choice of test date (listed on the website) or email clep@ncc.edu for test dates.
2. Mail the NCC DSST registration form (showing your first and second choice of dates) and the $50 administrative fee, payable to NCC. All registrations should be received 2 weeks before the test date requested. The $50 administration fee is non-transferable and non-refundable.
3. You will receive confirmation of your registration by email.
4. The $85 fee for DSST exams is payable the day of testing by credit card.
5. For the list of exams and sample questions visit: http://getcollegecredit.com.
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

COURSE SELECTION

CED #  SECTION  COURSE TITLE  DAY  FEE

Non-Credit Refund Policy: Tuition is refundable when a course is canceled by the College. Tuition is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Continuing Education prior to the beginning of the class. A 50% refund of tuition may be made to the student who has applied in writing to the Office of Workforce Development & Continuing Education prior to the second session of the class. NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS. Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

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.

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection cost processes.

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

Step 2: Provide Cardholder’s signature:

Step 3: Please read: 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.

Step 4: Card Information: PLEASE Check ONE:  VISA  Mastercard  Discover  American Express

Card Number: ___________________________ Date of Expiration: __/__/____

The deadline for mailing in registration is: Thursday, September 20, 2018
Beyond deadline, please call for class availability.
WHY NASSAU COMMUNITY COLLEGE?

80+ DEGREE AND CERTIFICATE PROGRAMS
in Liberal Arts and Sciences, Teacher Education, Business, Criminal Justice, Computer Science, Computer Graphics, Engineering and Technologies, Nursing, Allied Health Sciences, Legal Studies, Communications, Fine and Performing Arts, and others. Full outlines of all our programs of study can be found in our electronic college catalog which can be found on our website at ncc.edu.

FIND THE RIGHT PATH FOR YOU
Whether you want to complete an entire degree program in order to transfer to a four-year college, earn a two–year degree, a one-year certificate, or to fulfill prerequisites for a program of study at another college, Nassau can help you acheive your goals. And we know you have a busy schedule, so we offer daytime, evening, and weekend classes, all at the affordable price tag we’re known for.

join us at our

FALL OPEN HOUSE
SUNDAY, NOVEMBER 4, 2018
10:00AM-1:00PM
NCC.EDU/OPENHOUSE

VISIT US ONLINE AT NCC.EDU
or call Admissions at (516) 572-7346
APPLICATIONS WILL BE ACCEPTED THROUGH AUGUST 15TH
The Power of Honors

The Honors Program at Nassau means challenging coursework with an ambitious and driven student body. Many of our honors graduates go on to prestigious four-year colleges and eventually, lucrative careers.

VISIT US AT NCC.EDU/HONORS

Earn credits or work towards a degree or certificate at Nassau Community College

Apply today at NCC.EDU
Deadline: August 15th
The Power of STEM
Science Technology Engineering & Math

PREPARE YOURSELF FOR THE WORLD OF TOMORROW.

We offer a wide array of courses in Science, Technology, Engineering and Math

Earn credits or work towards a degree or certificate at Nassau Community College

Apply today at NCC.EDU
Deadline: August 15th
The Power to Compete
Nassau Athletics & Campus Life

Join a vibrant student life, with over 25 Men’s and Women’s Athletic Teams and over 100 student clubs. In addition to earning credits from classes, there’s always a way to get involved.

Earn credits or work towards a degree or certificate at Nassau Community College

Apply today at NCC.EDU
Deadline: August 15th
The Power to Graduate Debt-Free

“It was great to just save money for two years and get some experiences under my belt. I’m debt-free after two years and I’ll be transferring to Cornell University in the Fall.”

THERÉSÈ RUSSELL
NASSAU COMMUNITY COLLEGE
CLASS OF 2018

We Offer Many Financial Aid Options
Earn credits or work towards a degree or certificate at Nassau Community College

Apply today at NCC.EDU
Deadline: August 15th
Continuing Education & Workforce Development

PROGRAMS AND COURSES

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Dental Assisting  Pg. 33  
New! Dialysis Technician  Pg. 34  
EKG Technician  Pg. 33  
EMT  Pg. 31  
LEED Green Associate  Pg. 34  
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Free Utility Sector Training for Veterans  Pg. 37

ncc.edu/workforcedevelopment

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