NON-CREDIT PROGRAMS

Continuing Education
Workforce Development
Language Center
Community Programs
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## OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING

Nassau Community College  
One Education Drive  
Garden City, New York 11530  
516.572.7472  
ced@ncc.edu

**NCC.EDU/CONTINUINGEDUCATION**

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### INCLEMENT WEATHER

In the event of snow or inclement weather, class cancellation information can be obtained on the College web site, [www.ncc.edu](http://www.ncc.edu) or through the following local media:

- Winner of the 2019 “Best Community College Station” award from the Intercollegiate Broadcasting System
- Finalist of the 2019 “Best College Radio Station” Marconi award from The National Association of Broadcasters
- Finalist of the 2020 “Best Radio Station on Long Island” award from The Long Island Press
- **Find out more!** NCC students can apply to volunteer, too! [www.NCCradio.org](http://www.ncc.edu)
- Available on the iHeartRadio app, and by asking Alexa, Siri or Google Home to “Play WHPC!”

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### NCC COLLEGE ADMINISTRATION

**Dr. Jermaine F. Williams**  
President

**Dr. Janet Caruso**  
Associate Vice President, Workforce Development, Lifelong Learning & Weekend College

**Beth Hawley**  
Associate Dean for Lifelong Learning

**Sandra Fuentes**  
Catalog Editor

**Leeann Lundgren**  
Catalog Layout

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Nassau Community College is an equal employment, affirmative action institution and shall not discriminate against any person because of race, color, religion, sex, age, marital status, sexual preference, national origin or disability.
NEW MENTAL MATH TIPS AND TRICKS (CE9 713 B1)
Discover some of the best mental math tricks you can use in everyday life. Quickly calculate tips on checks, interest on purchases, balances, etc. Various techniques such as speed squaring numbers, arithmetic tips, and many other tricks that make math easier to do on the fly will be covered.
ONE-DAY WORKSHOP
Instructor: Zachary Pourmazari
CE9 713 B1 Meets: Saturday, March 14, 10:00am-1:00pm.
Fee: $50

NEW SEWING 101 (CE9 709 B1)
Save time and money and learn to hem pants, sew on buttons, and repair holes. Students will need to bring 1 spool of thread - any size, any color and at least one needle.
ONE-DAY WORKSHOP
Instructor: Julia Schilling
CE9 709 B1 Meets: Wednesday, March 25, 7:00pm-9:00pm.
Fee: $45

CLOSE THAT GENERATION GAP! (CE9 614 B1)
Don’t sound obsolete. Like it or not, the world judges people on what they say in social and professional settings. Millennials are the largest generation and make up 35% of the workforce. It’s not “coolio” to make a “Xerox.” and if you’re “stoked” to go the wedding, this evening was made for you.
We’ll replace those aging viewpoints with a fashionable perspective conveyed in a stylish manner. Ageism is the last acceptable prejudice. So change those little habits that stop us from getting ahead.
ONE-DAY WORKSHOP
Instructor: Paul Laureano
CE9 614 B1 Meets: Thursday, May 7, 7:00pm-9:00pm.
Fee: $45

NEW MONEY MANAGEMENT FOR MILLENNIALS (CE9 715 B1)
Millennials have unique needs in terms of money management. This workshop will address those needs in regard to balancing a checkbook, understanding your paycheck, income tax return, and the impact student loan debt has on your current and retirement financial resources.
ONE-DAY WORKSHOP
Instructor: Nick Koukonis
CE9 715 B1 Saturday, April 25, 10:00am-1:00pm.
Fee: $50

PUBLIC PROGRAMMING
Understanding, planning, and participatory educational activities that are offered to the visiting public.
Location: Rock Hall Museum, Town of Hempstead
CE9 671 A1 Meets: Saturday, March 7, 10:00am-2:00pm.
ONE-DAY WORKSHOP
Fee: $30

ORAL HISTORY/MATERIAL CULTURE
Master the skills of communication by using implementing inquiry teaching techniques and preserve the material culture of a society for posterity.
Location: Oyster Bay Historical, Oyster Bay NY
CE9 668 A1 Meets: Saturday, March 21, 10:00am-2:00pm.
ONE-DAY WORKSHOP
Fee: $30

SURVEY/MAPPING
Introduction to Genealogy, the Immigration and the “Great Migration” “visitor journey placemaking-keeping-thinking.”
Location: African American Museum, Hempstead NY
CE9 672 A1 Meets: Saturday April 4, 10:00am-2:00pm.
ONE-DAY WORKSHOP
Fee: $30

COLLECTIONS MANAGEMENT
Understand collections/software, digitization/software, digital-born objects, the digitization of objects collections and issues of ownership of cultural property.
Location: Nassau County Museum, Shelter Island, NY
CE9 670 A1 Meets: Saturday April 25, 10:00am-2:00pm.
ONE-DAY WORKSHOP
Fee: $30

INTERPRETATIONS/DOCENT/TOUR
interactive with exhibitions, and customized tours and gallery talks. Interpretation is identifying and explaining to the visiting public the meaning.
Location: Tackapausha Museum, Seaford, NY
CE9 669 A1 Meets: Saturday, May 2, 10:00am-2:00pm.
ONE-DAY WORKSHOP
Fee: $30

Come immerse yourself in Long Island history! Visit key historical sites, meet local historians and scholars, and work with on-site specific projects. The Local History Institute will offer an opportunity for students to learn collections management, material culture preservation, interpretation, and public programming and engagement skills. Upon registration, participants will receive instructions regarding where to meet instructor depending on the location.
Instructor: Georgette Grier-Key
<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
<th>Start Date</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Material Expenses</th>
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<td><strong>BEGINNING CROCHETING (CE5 112 B1)</strong></td>
<td>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).</td>
<td>$160</td>
<td>March 6</td>
<td>8</td>
<td>Susan Otto</td>
<td>$50 approx.</td>
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<td><strong>INTERMEDIATE CROCHETING (CE9 455 B1)</strong></td>
<td>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).</td>
<td>$160</td>
<td>March 7</td>
<td>8</td>
<td>Susan Otto</td>
<td>$50 approx.</td>
</tr>
<tr>
<td><strong>SEWING BASICS (CE9 690 B1, B2)</strong></td>
<td>Don’t be afraid of your sewing machine! In this class you will learn how to thread the machine, wind a bobbin, sew simple stitches, and basic machine maintenance. We will discuss different fabrics, their uses, how they’re sold, and how and where to buy them. Learn how to lay out and adjust patterns. Test fabric will be provided to start you off, and by the last two sessions you will complete an apron and a reusable shopping bag. Please bring your own sewing machine to class. A supply list will be provided prior to the start of class.</td>
<td>$160</td>
<td>March 10</td>
<td>4</td>
<td>Julia Schilling</td>
<td>$50 approx.</td>
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<td><strong>MEDICAL BILLING/INVOICING (CE8 045 B1)</strong></td>
<td>This course is designed for individuals who are considering returning to the workforce in a medical office setting, or exploring the field. Topics covered in this course include distinguishing the difference between procedure (CPT) and diagnostic (ICD-10) codes, and the use of modifiers. In addition, physician fee schedules, evaluation and management codes, completing a CMS 1500 form, filing a claim, schedules, evaluation and management codes, Surgery codes, Radiology and Pathology codes, Medicine codes, as well as modifiers.</td>
<td>$190</td>
<td>March 9</td>
<td>8</td>
<td>MaryAnn Norton</td>
<td>$50 approx.</td>
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<td><strong>PAINT WITH ACRYLICS (CE9 662 B1)</strong></td>
<td>Students will learn to use various types of watercolor, watercolor techniques, and brushes. We will be using wet on wet techniques, wet on dry, learn to layer colors, and how to get solid colors with your paint. A supply list will be provided prior to the start of class.</td>
<td>$175</td>
<td>March 7</td>
<td>6</td>
<td>Beth Drucker</td>
<td>$50 approx.</td>
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<td><strong>WATERCOLOR/GOUACHE PAINTING (CE9 689 B1)</strong></td>
<td>Students will learn to use various types of watercolor techniques, and supplies. We will be using wet on wet techniques, wet on dry, learn to layer colors, as well as how to use Gouache, the only type of watercolor that has the advantage of using opaque coverage. This will give students the ability to use watercolor in transparent, translucent or opaque techniques. Students are free to paint any subject they like. A supply list will be provided prior to the start of class.</td>
<td>$175</td>
<td>March 7</td>
<td>6</td>
<td>Beth Drucker</td>
<td>$50 approx.</td>
</tr>
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<td><strong>CURRENT PROCEDURAL TERMINOLOGY CODING (CE9 553 B1)</strong></td>
<td>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.</td>
<td>$120</td>
<td>March 10</td>
<td>4</td>
<td>MaryAnn Norton</td>
<td>$50 approx.</td>
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ICD-10-CM/PCS CODING (CE9 538 B1)
This course is an introduction to Diagnosis coding, ICD-10-CM (International Classification of Disease, 10th Ed.) The course will provide detailed lessons, accompanied by coding exercises, to broaden and reinforce your knowledge. Billing and reimbursement from Medicare and health insurance companies will be covered. The focus of this class is to learn how to assign an ICD-10 code based on a diagnosis statement, and completing coding exercises for reinforcement.

A 2018 or 2019 edition is not necessary.
Instructor: Mary Ann Norton
CE9 538 B1 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 4 Fee: $190

CONFLICT MANAGEMENT:
MAKE YOUR ANGER WORK FOR YOU, NOT AGAINST YOU (CED 799 B1)
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 or blow.” 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 B1 Meets: Saturday, March 21, 9:30am-4:30pm.
Fee: $90

RESUME WRITING IN THE JOB SEARCH PROCESS
(CE9 639 B1)
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 getting started on the proper footing in your new position.

Instructor: Joseph Bennett
CE9 639 B1 Meets: Tuesday, 7:00pm-9:00pm for 2 sessions.
Starts April 28 Fee: $50

PRactical Guide for a New Investor (CE9 009 B1)
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 B1 Meets: Thursday, 7:00pm-9:00pm for 6 sessions.
Starts March 5 Fee: $150

Small Business Branding and Marketing (CE9 646 B1)
In a world traveling at the speed of light we’ll break down the marketing process and make it clear for small businesses. Learn the “7 Steps to Simple Success” that define your venture before you build a website, print business cards or spend time -and money- on social media. Sessions cover finding your voice, branding your business and developing a well-defined method of showing people who you are and what you do.
Instructor: Paul Laureano
CE9 646 B1 Meets: Wednesday, 6:30pm-8:00pm for 2 sessions.
Starts April 15 Fee: $50

Small Business Accounting and Record Keeping (CED 942 B1)
This course focuses on instruction in standard bookkeeping procedures and the small professional, service merchandising and retail sole proprietorships. Emphasis is given to journals, posting, preparation of a trial balance and financial statement, and procedures for handling petty cash, bank deposits, withdrawals and payroll.
Instructor: Kimmy Tao
CED 942 B1 Meets: Thursday, 7:00pm-9:00pm for 8 sessions.
Starts March 5 Fee: $190

Impaired Driver Education Program: www.ncc.edu/idp
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 NY state license, registration occurs at your local DMV. For out of state violations or questions contact 516.572.7201.
Fee: $234

Alternatives, Alcohol and Substance Abuse Education
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. The course is education based and not intended as a substitute for treatment.
Instructor: Alexandra Lemma LMHC, CASAC
Contact 516.572.7699 for eligibility and scheduling.
Fee: $150
COMPUTER FOR BEGINNERS (CED 217 B1)
This hands-on one day course is designed to present the key hardware components of microcomputers as well as the programs designed to control them. Software such as Windows, MS Word, Excel and Internet will be covered.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Julie Chang
CED 217 B1 Meets: Saturday, March 7, 9:00am-3:00pm.
Fee: $120

H ow T o D eclutter Y our D igital L if e (CE9 596 B1)
This workshop will teach you how to transfer your photos, videos, and music files from your mobile devices and digital camera to your computer and how to scan your documents and pictures to your computer. You will learn how to organize and backup these files using different storage media devices. This course will also cover how to manage your overflowing e-mails (g-mail and yahoo). We will also cover how to securely manage your numerous Internet accounts and passwords and how to encrypt your important files. This workshop is a lecture only!
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CE9 596 B1 Meets: Sunday, March 1, 10:00am-4:00pm.
Fee: $120

INTRODUCTION: MICROSOFT WINDOWS 10 (CE9 642 B1)
In this one-day course you will be shown how to use Microsoft Windows 10. Topics will include basic functions such as copying and pasting, creating, renaming, managing files and folders and desktop icons. We will also be looking into the Microsoft Windows 10 built-in apps and learn how to use them.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Oscar F. Menendez
CE9 642 B1 Meets: Saturday, February 29, 10:00am-4:00pm.
Fee: $120

INTERMEDIATE: MICROSOFT WINDOWS 10 (CE9 687 B1)
In this one-day course, you will continue to learn how to increase your knowledge and skills on Microsoft Windows 10. Topics will include creating user accounts, configuring Windows such as passwords and default programs. It will also teach you how to install and uninstall programs, install peripherals such as a printer or scanner.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Oscar F. Menendez
CE9 687 B1 Meets: Saturday, March 28, 10:00am-4:00pm.
Fee: $120

INTRODUCTION: MICROSOFT WORD 2016 FOR WINDOWS (CE9 098 B1)
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: Patricia Castillo
CE9 098 B1 Meets: Saturday, March 21, 10:00am-4:00pm.
Fee: $120

INTERMEDIATE: MICROSOFT WORD 2016 FOR WINDOWS (CE9 137 B1)
Knowledge of Introductory Microsoft Word for Windows recommended. This workshop will allow you to build on the skills gained in the Introduction to Microsoft Word for Windows course. Topics will include inserting tabs, headers and footers, tables, borders, columns, working with multiple documents, creating, editing, and printing a mail merge.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Gioia Chester
CE9 137 B1 Meets: Saturday, April 4, 10:00am-4:00pm.
Fee: $120

ADVANCED: MICROSOFT WORD 2016 FOR WINDOWS (CE9 147 B1)
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 B1 Meets: Saturday, May 9, 10:00am-4:00pm.
Fee: $120

MICROSOFT OUTLOOK 2016 FOR BEGINNERS (CE9 577 B1)
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 B1 Meets: Sunday, March 29, 10:00am-1:00pm.
Fee: $60

INTRODUCTION: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 099 B1, B2)
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 B1: Patricia Castillo
CE9 099 B1 Meets: Saturday, March 7, 10:00am-4:00pm.
Instructor B2: Edward Hom
CE9 099 B2 Meets: Sunday, April 5, 10:00am-4:00pm.
Fee: $120

INTRODUCTION: MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 099 B1, B2)
INTERMEDIATE:
MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 138 B1, B2)
Knowledge of Microsoft Excel for Windows recommended. This workshop allows you to build on the skills learned in the Intro to Microsoft Excel course. Topics covered include understanding formulas, functions and range names, and chart making.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Imran Shaw
CE9 138 B1 Meets: Saturday, March 28, 10:00am–4:00pm.
CE9 138 B2 Meets: Saturday, May 2, 10:00am–4:00pm.
Fee: $120

ADVANCED:
MICROSOFT EXCEL 2016 FOR WINDOWS (CE9 148 B1, B2)
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 B1 Meets: Saturday, April 25, 10:00am–4:00pm.
CE9 148 B2 Meets: Saturday, May 16, 10:00am–4:00pm.
Fee: $120

FORMULAS AND CHARTS IN EXCEL I (CE9 572 B1)
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 B1 Meets: Monday, March 16, 6:30pm–9:30pm.
Fee: $60

FORMULAS AND CHARTS IN EXCEL II (CE9 573 B1)
Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9 572). Create more advanced formulas in Excel, including the “if” function, applying absolute referencing to cells that will remain constant, grouping worksheets together, creating formulas for all grouped worksheets, and creating and filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.
ONE-DAY WORKSHOP.
Instructor: Anthony Canavaciol
CE9 573 B1 Meets: Monday, April 13, 6:30pm–9:30pm.
Fee: $60

INTRODUCTION TO SQL (CE9 556 B1)
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 B1 Meets: Saturday, March 21, 10:00am–4:00pm.
Fee: $120

DATA REPORT WRITING (CE9 682 B1)
This course is designed to teach you how to write data reports using Structured Query Language (SQL). We will review different types of SQL, and then learn how to filter, group, sort and calculate data results.
ONE-DAY WORKSHOP.
Instructor: Imran Shaw
CE9 682 B1 Meets: Saturday, April 18, 10:00am–4:00pm.
Fee: $120

INTRODUCTION:
MICROSOFT POWERPOINT 2016 FOR WINDOWS (CE9 434 B1)
Knowledge of Microsoft PowerPoint recommended. This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint 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: Zachary Pourmazzari
CE9 434 B1 Meets: Saturday, May 2, 10:00am–4:00pm.
Fee: $120

INTERMEDIATE:
MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 123 B1)
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 B1 Meets: Saturday, March 7, 10:00am–4:00pm.
Fee: $120

INTERMEDIATE:
MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 146 B1)
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 B1 Meets: Saturday, March 21, 10:00am–4:00pm.
Fee: $120

ADVANCED:
MICROSOFT ACCESS 2016 FOR WINDOWS (CE9 478 B1)
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 B1**  
Meets: Saturday, May 9, 10:00am-4:00pm.  
**Fee:** $120

**NEW INTRODUCTION TO GOOGLE SUITE (CE9 714 B1)**  
This workshop will teach you the basics in using Google Drive, Google Docs (word processing), Google Sheets (spreadsheet), and Google Slides (presentation). Basic fundamental topics covered are file/folder handling, creating/editing/formatting, tables, formulas and functions, charts, creating electronic slideshows, and simple collaboration. **ONE-DAY WORKSHOP. Bring lunch.**  
**Instructor:** Edward Hom  
**CE9 714 B1**  
Meets: Sunday, March 15, 10:00am-4:00pm.  
**Fee:** $120

**AUTOCAD INTRODUCTORY LEVEL (CE9 217 B1)**  
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. **ONE-DAY WORKSHOP.**  
**Instructor:** Zia Durrani  
**CE9 217 B1**  
Meets: Saturday, 9:00am-12:00pm for 7 sessions.  
**Starts:** March 7  
**Fee:** $250

**COMPUTER AND IDENTITY SECURITY (CE9 322 B1)**  
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; computer security; anti-virus software; what is a firewall; 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 B1**  
Meets: Sunday, March 15, 10:00am-1:00pm.  
**Fee:** $60

**SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES (CE9 416 B1)**  
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 e-commerce, 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 B1**  
Meets: Saturday, March 14, 10:00am-4:00pm.  
**Fee:** $120

**INTRODUCTION TO GOOGLE SUITE (CE9 714 B1)**  
This workshop will teach you what, why and how to use the Cloud storage on the Internet for personal use. You will learn how to store and access your photos, music, and documents through your computer, smartphone, and tablet devices. Also, we will discuss how to find free and paid Cloud storage sites on the Internet. This workshop is A LECTURE ONLY class. **ONE-DAY WORKSHOP.**  
**Instructor:** Edward Hom  
**CE9 481 B1**  
Meets: Sunday, March 29, 10:00am-1:00pm.  
**Fee:** $60

**ALL QUICKBOOK CLASSES WILL NOW USE QUICKBOOK PRO 2018**

**INTRODUCTION TO QUICKBOOKS (CE9 569 B1, B2)**  
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. **ONE-DAY WORKSHOP.**  
**Instructor:** Anthony Canavaciol  
**CE9 569 B1**  
Meets: Tuesday, February 25, 6:30pm-9:30pm for 2 sessions.  
**CE9 569 B2**  
Meets: Saturday, March 21, 9:00am-4:00pm.  
**ONE-DAY WORKSHOP. Bring lunch.**  
**Fee:** $120

**QUICKBOOKS II (CE9 570 B1, B2)**  
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. **ONE-DAY WORKSHOP.**  
**Instructor:** Anthony Canavaciol  
**CE9 570 B1**  
Meets: Tuesday, April 21, 6:30pm-9:30pm for 2 sessions.  
**CE9 570 B2**  
Meets: Saturday, May 2, 9:00am-4:00pm.  
**ONE-DAY WORKSHOP. Bring lunch.**  
**Fee:** $120

**QUICKBOOKS SPECIAL FEATURES (CE9 571 B1)**  
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 B1**  
Meets: Tuesday, May 12, 6:30pm-9:30pm.  
**Fee:** $60
BALLET MOVEMENT FOR EVERYONE (CE8 033 B1)
Proper classical ballet barre concepts and techniques will be the foundation of the class format. Beginners or someone with other dance experience will learn the fundamentals of ballet and will be able to participate in creating expressive dance. Exercise attire and ballet slippers required. This course is a great way to stretch and improve posture and breathing.
Instructor: Loren Warshaw
CE8 033 B1 Meets: Saturday, 10:30am-12:00pm for 8 sessions.
Starts March 7 Fee: $150

LATIN DANCE MOVES (CE9 688 B1)
This course is offered for those wishing to gain the necessary skills for Latin dance. Emphasis will be placed on developing fundamental techniques needed for Latin dancing. Hip, body and arm movements as well as feet positions, footwork and more will be covered in each of the dances. This course is suitable for first time dancers as well as those with previous experience. It is designed to build confidence and enhance social enjoyment on the dance floor. Join us for an exciting experience as we learn to dance Latin style!
Instructor: Richard Fiore
CE9 688 B1 Meets: Saturday, 9:00am-10:30am for 8 sessions.
Starts March 7 Fee: $150 pp

SOCIAL / BALLROOM DANCING (CE9 383 B1)
This course will offer an opportunity to gain experience in social/ballroom dancing. It is an excellent choice for those looking to develop fundamental skills, as well as building on previous experience. The Instructor will break down and demonstrate all dance figures and combine them to form amalgamated routines. This class is suitable for first time dancers as well as those with previous experience. Enrollment with a partner is recommended; however singles are welcome. Participants should wear comfortable clothes and leather bottom shoes. Sneakers or rubber bottom shoes ARE NOT recommended.
Instructor: Richard Fiore
CE9 383 B1 Meets: Saturday, 10:30am-12:00pm for 8 sessions.
Starts March 7 Fee: $150 pp

WRITERS WRITE: PERSONAL JOURNALING (CE9 692 B1)
This workshop is for those with the desire to put pen to paper! Together we will spark your literary talents and inclinations to discover who you are as a writer. Whether you have never written a thing in your life, or need a push to explore your talents, this course will be beneficial. Besides having an amazing time, there’s only one guarantee: you’re going to write (because that’s what writers do!)
Instructor: Gregory Cioffi
CE9 692 B1 Meets: Monday, 6:30pm-8:00pm for 6 sessions.
Starts March 2 Fee: $135

CEA ARP B1 Meets: Saturday, March 14, 9:00am-4:00pm. Bring lunch.
CEA ARP B2 Meets: Saturday, April 18, 9:00am-4:00pm. Bring lunch.
Complete the application form on page 51 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.
BEGINNER YOGA (CE9 358 B1)
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 Trezza
CE9 358 B1 Meets: Saturday, 9:00am-10:00am for 8 sessions.
Starts March 7 Fee: $150

BEGINNER PILATES (CE9 500 B1)
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 B1 Meets: Saturday, 10:15am-11:15am for 8 sessions.
Starts March 7 Fee: $150

BEGINNER KUNDALINI YOGA (CE8 100 B1)
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 B1 Meets: Saturday, 11:00am-1:00pm for 8 sessions.
Starts March 7 Fee: $175

TAI CHI FOR HEALTH (CE9 392 B1)
Tai Chi is an ancient Chinese art often described as “Meditation in Motion”. This activity takes you through a set of slow, gentle movements with proven physical and psychological benefits. We will be studying the Chen Style of Tai Chi, which is the oldest school of the art. Our goal will be to strengthen our body, increase circulation and oxygen flow, as well as improve flexibility, balance and overall physical and psychological health. Please wear loose workout attire.
Instructor: Mitch Rubin
CE9 392 B1 Meets: Thursday, 7:00pm-9:00pm for 8 sessions
Starts March 12 Fee: $185

FULL BODY FITNESS FOR WOMEN (CE9 663 B1)
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 yoga mat, towel, water, and comfortable workout attire.
Instructor: Diane Calimopulos
CE9 663 B1 Meets: Tuesday, 6:30pm-7:30pm for 8 sessions.
Starts March 3 Fee: $150

See Zumba Gold (CE9 498 W1) in our Winter offerings

BASIC SWIMMING (CED 843 B1, B2, B3, B4)
This course is designed for non-swimming adults, adults with minimal swimming skills, and those who are afraid of the water. This course is taught in a four-foot deep pool with uniform depth and no deep end.
Instructors: Staff
CED 843 B1 Meets: Saturday, 9:00am-10:00am for 5 sessions.
Starts March 7
CED 843 B2 Meets: Saturday, 10:00am-11:00am for 5 sessions.
Starts March 7
CED 843 B3 Meets: Saturday, 9:00am-10:00am for 5 sessions.
Starts April 25
CED 843 B4 Meets: Saturday, 10:00am-11:00am for 5 sessions.
Starts April 25 Fee: $100

INTERMEDIATE SWIMMING (CED 888 B1, B2)
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: Staff
CED 888 B1 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts March 7
CED 888 B2 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts April 25 Fee: $100
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!

SWIMMERCIZE (CED 873 B1, B2)
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: Staff
CED 873 B1 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts March 7
CED 873 B2 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts April 25
Fee: $100

AQUA JOGGING (CE8 080 B1, B2, B3, B4, B5, B6)
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 floatation belt is provided with optional hand fins for added resistance if desired.

Instructor: Lynette Fishkin
CE8 080 B1 Meets: Saturday, 9:00am-10:00am for 5 sessions.
Starts March 7
CE8 080 B2 Meets: Saturday, 10:00am-11:00am for 5 sessions.
Starts March 7

MAKE A FILM IN FOUR EASY LESSONS (CE9 230 B1)
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 B1 Meets: Monday, 7:00pm-9:00pm for 4 sessions.
Starts March 7

ALFRED HITCHCOCK AND FILM NOIR (CE9 644 B1)
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 B1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts April 14

COMEDY TEAMS (CE9 255 B1)
This course focuses on the social and political effects of Comedy dating from the silent era (Charlie Chaplin, Buster Keaton) to the great depression (Marx Brothers, Laurel and Hardy, Three Stooges and Little Rascals). Finally, World War II as represented by Abbott and Costello. We examine the style of comedy used (e.g., slapstick, verbal interplay, visual sight gags, etc.). We use 16mm film footage to show examples of each classic comedian doing what they do best. And you know what else? We laugh, we laugh a lot in this course, so please join us!

Instructor: Keith J. Crocker
CE9 255 B1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts March 3

AQUA DEEP CHALLENGE (CE9 611 B1, B2)
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 foam pool noodle to class.

Instructor: Lynette Fishkin
CE9 611 B1 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts March 7
CE9 611 B2 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts April 25
Fee: $100

AQUA JOGGING (CE8 080 B1, B2, B3, B4, B5, B6) for 4 sessions.
Starts March 7

AQUA DEEP CHALLENGE (CE9 611 B1, B2) for 4 sessions.
Starts March 7
*HEARTSAVER CPR/AED - ADULT, CHILD, INFANTS (CE9 307 B1, B2)
This American Heart Association course is aimed at non-professionals (e.g., personal trainers, coaches, camp counselors) who require a credential certifying their skills in adult, child, and infant CPR, relief of obstructed airway, and use of an Automated External Defibrillator (AED). A demonstration of appropriate skills is required for successful course completion.

ONE-DAY WORKSHOP.
Material Fee: Those wishing an American Heart Association First Aid or CPR card must pay material fee of $25 payable that day of class. No fee for those NOT pursuing card.
Instructor: Bob Pollack
CE9 307 B1 Meets: Saturday, March 14, 9:30am-1:00pm.
CE9 307 B2 Meets: Saturday, March 28, 9:30am-1:00pm.
Fee: $45

HEART ASSOCIATION FIRST AID (CE9 441 B1)
This American Heart Association First Aid class covers topics on how to recognize an emergency and when and how to take action. Topics covered will include control of serious bleeding, burn management, and treatment of heat and cold emergencies. Use of an emergency epinephrine injector is included, as well as control of shock.

ONE-DAY WORKSHOP.
Material Fee: Those wishing an American Heart Association First Aid or CPR card, must pay material fee of $25 payable that day of class. No fee for those NOT pursuing card.
Instructor: Bob Pollack
CE9 441 B1 Meets: Saturday, April 4, 9:30am-1:30pm.
Fee: $55

*PEDIATRIC FIRST AID (CE9 531 B1)
This Heart Association course teaches child-care providers such as nursery and day care professionals, parents and grandparents how to respond and manage illness and injuries until emergency medical professionals arrive. The course includes: finding the problem, stopping bleeding, bandaging, epinephrine injection, heat and cold emergencies and poisoning.

ONE-DAY WORKSHOP.
Material Fee: Those wishing an American Heart Association First Aid or CPR card, must pay material fee of $25 payable that day of class. No fee for those NOT pursuing card.
Instructor: Bob Pollack
CE9 531 B1 Meets: Saturday, April 18, 9:30am-1:30pm.
Fee: $55

In order to successfully complete CPR courses leading to certification, students must demonstrate adequate CPR skills while kneeling on the floor. If you are currently unable to perform these skills, it is recommended that you postpone such training to a later date.
INTRODUCTION TO LEARNING THE GUITAR (CE9 493 B1)
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. Bring a music stand if you feel you need one. Please purchase and bring to class Alfred's Basic Guitar Method Book I.
Instructor: Thomas Rizzuto
CE9 493 B1 Meets: Wednesday, 6:30pm-8:00pm for 10 sessions.
Starts April 1 Fee: $175

Tequila & Mezcal Tasting (CE9 711 B1)
Come and discover the greatness of the agave plant! We will discuss history, production methods and flavor profiles of tequila and mezcal, keeping the rivalry light... 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 711 B1 Meets: Thursday, March 5, 7:00pm-9:00pm.
Fee: $80

A Wine Tour of South America (CE9 628 B1)
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 B1 Meets: Thursday, March 19, 7:00pm-9:00pm.
Fee: $60

Bourbon Tasting (CE9 697 B1)
Become a bourbon enthusiast. Develop your bourbon palate in this introductory workshop. Please bring two tasting glasses to class. Participants must be 21 years of age or older to register for this course.
ONE-DAY WORKSHOP
Instructor: Carol Lopicich
CE9 697 B1 Meets: Thursday, April 2, 7:00pm-9:00pm.
Fee: $60

Napa Valley Wine Jewels (CE9 680 B1)
Take a wine tour of the Napa Valley in this wine course focusing on some of the best the region has to offer! 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 680 B1 Meets: Thursday, April 16, 7:00pm-9:00pm.
Fee: $80

Scotch 101 - Introduction to the World of Scotch (CE9 616 B1)
The course is a casual introduction to just about everything you need to know in the world of Scotch whiskey. You will sample your way around Scotland and get a better understanding of single malts versus blended Scotch. Please bring two tasting glasses to each class. Participants must be 21 years of age or older to register for this course.
ONE-DAY WORKSHOP
Instructor: Carol Lopicich
CE9 616 B1 Meets: Thursday, April 23, 7:00pm-9:00pm.
Fee: $60

A Tour of Spanish Wine (CE9 627 B1)
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 B1 Meets: Thursday, May 7, 7:00pm-9:00pm.
Fee: $60

Vodka Tasting (CE9 712 B1)
More than 300 vodkas are on the market today, there is so much choice!! We will explore vodka based on potato, corn, and other ingredients to determine which vodka is right for you! 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 712 B1 Meets: Thursday, May 21, 7:00pm-9:00pm.
Fee: $80

Genealogy Research (CE9 246 B1)
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 B1 Meets: Saturday, March 28, 10:00am-12:00pm.
Fee: $40

Celestial Navigation (CED 896 B1)
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 B1 Meets: Saturday, 9:00am-11:00am for 5 sessions.
Starts March 7 Fee: $120

Course fees vary depending on cost of supplies.
RESTORE AND REPAIR ANTIQUE FURNITURE (CED 824 B1)
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 B1 Meets: Thursday, 6:30pm-9:00pm for 6 sessions.
Starts March 5 Fee: $190

MARINE ENGINE MAINTENANCE
(CED 607 B1)
The Marine Engine Maintenance course covers the diagnosis of modern systems, while also teaching the basics of engine layout and operation. Gasoline inboards, outboards, and diesel engines are covered. The course reviews those repairs that do-it-yourselfers can still perform, teaches how to diagnose problems that might be beyond your ability to fix, and how to share information with your mechanic so the right repairs get performed. The Marine Engine Maintenance course covers basic boat mechanical systems such as drive systems, steering systems, and engine controls. Solutions you might use for problems that could occur while afloat and away from a repair facility are also covered.
Material Fee: $95 payable first day of class. Checks should be made payable to Sewanhaka Power Squadron.
Instructor: Staff
CED 9607 B1 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 11 Fee: $75

SAFE BOATING COURSE (CE9 496 B1)
The Safe Boating Course is the United States Power Squadron's course in the fundamentals of safe boating. This course is designed to familiarize the student with the fundamentals of safe boating and qualify for certification in most states that require boating education before operating a watercraft. This course fulfills the educational requirement for operating a personal watercraft. The course and exam are certified by the National Association of State Boating Law Administrators (NASBLA).
Material Fee: $60 payable that day of class. Checks should be made payable to Sewanhaka Power Squadron.
Instructor: George Winsper
CE9 496 B1 Meets: Saturday, March 21, 9:00am-5:00pm.
Starts March 3 Fee: $75

AMERICAN RED CROSS PET FIRST AID: DOGS (CE9 377 B1)
This course covers first aid procedures such as treatment of burns, fractures, heat stroke, bandaging and cleaning wounds on your pet dog. CPR and rescue breathing techniques, as well as relief of choking are taught and practiced on mannequins. Animal first aid kits as well as emergency travel kits will be shown and discussed. Do not bring dogs to class.
ONE-DAY WORKSHOP
Material Fee: $5 payable that day of class.
Instructor: Bob Pollack
CE9 377 B1 Meets: Saturday, March 7, 9:30am-1:00pm.
Fee: $50

HOME COOKING FOR YOUR DOG AND CAT
(CE9 587 B1)
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 B1 Meets: Thursday, March 12, 6:30pm-8:30pm.
Fee: $40

NEW SEARS CATALOG MAIL-ORDER HOMES
(CED 704 B1)
Between the years of 1908 and the 1940's, Sears and Roebuck sold approximately 70,000 mail-order homes in 48 states through their catalog mail-order Modern Homes program, with more than 370 designs available. These kit homes came with an extensive instruction manual and 10,000 - 30,000 pieces! Learn about these "kit homes", still in existence on Long Island, and the evolution of mail order, in this interesting and historical lecture.
Instructor: Georgette Grier-Key
CE9 704 B1 Meets: Thursday, May 14, 7:00pm-9:00pm.
ONE-DAY WORKSHOP
Fee: $40

COASTAL NAVIGATION COURSE (CE9 497 B1)
Coastal Navigation is the first course in the sequence of United States Power Squadron courses on navigation, covering the basics of coastal and inland navigation. This course focuses on navigation as it is done on recreational boats today and embraces GPS as a primary navigation tool while covering enough of traditional techniques so the student will be able to find his/her way even if their GPS fails. The course includes many in-class exercises, developing the student's skills through hands-on practice and learning.
Material Fee: $90 payable at the first night of classes. Checks should be made payable to Sewanhaka Power Squadron.
Instructor: George Winsper
CE9 497 B1 Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.
Starts March 3 Fee: $75

BOATING MAINTENANCE AND SAFETY

Personal Interest
THE ART OF PHOTOGRAPHY (CE5 055 B1)
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: Staff
CE5 055 B1 Meets: Wednesday, 7:00pm-9:00pm for 6 sessions.
Starts March 18 Fee: $175

REAL ESTATE SALESPERSON QUALIFYING COURSE (CED 070 B1)
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 B1 Meets: Monday and Wednesday, 6:30pm-10:15pm for 21 sessions.
March 2, 4, 9, 11, 16, 18, 23, 25, 30, April 1, 5, 15, 22, 27, 29, May 4, 6, 11, 13, 18, 20 (Weather days May 27 & June 1).
Fee: $500

FIRST TIME HOMEBUYER SEMINAR (CE9 430 B1)
Demystify the home purchase process. Topics include: getting started, the importance of FICO scores and your credit report, who does the real estate salesperson really protect, the truth about home inspectors, what type of mortgage is best for you, selecting the right attorney, contract negotiation, tenant relations, maintenance and construction, risk management and insurance, office and computers, residential property, and life saving and environmental issues.
Instructor: Bernard Caprera
CE9 430 B1 Meets: Saturday, April 18, 9:30am-12:30pm.
Fee: $60

SELLING YOUR HOME ON YOUR OWN (CE9 706 B1)
Want to save a real estate commission? Learn the secrets of the pro! This workshop will teach you how to handle the myriad of details from pricing to closing. You will learn how to handle the potential pitfalls. Topics include pricing, preparing the house for sale, marketing, holding a successful open house, objection handling, buyer qualification, safety and much, much more. Bring in all your questions.
Instructor: Barnes Caprera
CE9 706 B1 Meets: Saturday, March 14, 9:30am-12:30pm.
Fee: $90

PROPERTY MANAGEMENT – 22 1/2 HOURS (CED 077 B1)
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, management law, managing leases, negotiations, tenant relations, maintenance and construction, risk management and insurance, office and computers, residential property, and life saving and environmental issues.
Instructor: Bernard Caprera
CED 077 B1 Meets: Saturday, May 2, 9:30am-5:00pm for 3 sessions.
Starts May 2 Fee: $250

NOTARY (CE9 490 B1, B2)
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.
Instructor: Simone Freeman
CE9 490 B1 Meets: Saturday, March 7, 10:00am-1:30pm.
CE9 490 B2 Meets: Saturday, May 2, 10:00am-1:30pm.
Fee: $60

CYANOTYPE WORKSHOP (CE9 708 B1)
Whether you are new to cyanotype or printmaking, or have experience, this is a great opportunity to work with a simple and exciting sun-printing medium. Printmaking with Cyanotype (aka sun prints or blueprints) is an exciting photographic printing process. We will work with the sun as our UV light source, and the sun and weather at the time will determine the intensity and sort of cyanotype prints we produce. A supply list will be provided prior to the start of class.
Material Expenses: $50 approx.
ONE-DAY WORKSHOP. Bring lunch.
Fee: $60
ASSET PROTECTION 2020 (CE9 486 B1)
This interactive course will cover the new estate tax laws as well as long term care asset protection strategies. Learn the best ways to transfer assets to the next generations without completely relinquishing control. We will discuss family business succession planning, LLCs, LLPs, and various trust options to protect real estate and other assets from transfer taxes, long term care claims, divorces, and other liabilities.

ONE-DAY WORKSHOP:
Instructor: Ann Margaret Carrozza, Esq.
CE9 486 B1 Meets: Wednesday, March 11, 7:00pm-8:30pm.
Fee: $45

RETIREMENT PLANNING

UNDERSTANDING OUR HEALTHCARE SYSTEM (CE9 707 B1)
To gain a better understanding of the seemingly complicated Affordable Healthcare Act, and where you are in the big picture and how it may affect you, attend this informative workshop.
Learn how decisions are made and who makes them in America’s traditional model of healthcare.
Instructor: Tiana Arroyo
CE9 707 B1 Meets: Wednesday, 6:30pm-8:30pm for 2 sessions.
Starts March 11
Fee: $80

THE ABC'S AND D'S OF MEDICARE (CE9 584 B1)
Learn how decisions are made and who makes them in America’s traditional model of healthcare.
Instructor: Tiana Arroyo
CE9 584 B1 Meets: Tuesday, March 10, 7:00pm-10:00pm.
Fee: $45

TEN STEPS TO LOWER TAXES IN RETIREMENT (CE9 585 B1)
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 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 B1 Meets: Tuesday, March 3, 7:00pm-10:00pm.
Fee: $45

SAVvy IRA PLANNING (CE9 584 B1)
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 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 B1 Meets: Tuesday, March 3, 7:00pm-10:00pm.
Fee: $45

PLANNING FOR INCAPACITY AND END OF LIFE (CE9 648 B1)
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: Staff
CE9 648 B1 Meets: Saturday, March 21, 10:00am-12:00pm.
Fee: $45

THE ABC’S AND D’S OF MEDICARE (CE9 585 B1)
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 B1 Meets: Tuesday, April 14, 7:00pm-9:00pm.
Fee: $45

MAXIMIZING SOCIAL SECURITY (CE9 550 B1)
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 B1 Meets: Monday, March 9, 6:30pm-9:00pm.
Fee: $45
10 WAYS TO LOWER YOUR INVESTMENT RISK (CE9 604 B1)
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 B1 Meets: Tuesday, April 21, 7:00pm-9:00pm.
Fee: $45

HOW TO HEAL THE GUT, THYROID AND IMMUNE AXIS WITH CHINESE MEDICINE AND DIET (CE9 602 B1)
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 B1 Meets: Thursday, March 19, 7:00pm-9:00pm.
Fee: $50

MAY I HAVE YOUR ATTENTION PLEASE? (CE9 615 B1)
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 B1 Meets: Wednesday, 6:30pm-8:30pm for 3 sessions.
Starts March 18 Fee: $90

SELF-CARE ACUPRESSURE FOR ANXIETY AND INSOMNIA (CE9 581 B1)
Acupuncture 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 B1 Meets: Wednesday, March 25, 7:00pm-9:00pm.
Fee: $50

THE FIVE PILLARS OF TRADITIONAL CHINESE MEDICINE (CE9 545 B1)
Learn how you can practically use the 5 Pillars of Traditional Chinese Medicine to gain vitality and enhance your health. The 5 Pillars to be discussed are acupuncture and moxibustion, Chinese herbs, nutrition, massage, meditation and exercise. Another supporting pillar that will be briefly discussed is Feng Shui and environment. There will be a short practice of Qi Gong exercises. There will be a demonstration of acupuncture and cupping at the end of the workshop. Please wear comfortable clothing for stretching portion.
ONE-DAY WORKSHOP
Instructor: Sharon McDermott
CE9 545 B1 Meets: Saturday, May 9, 10:00am-1:00pm.
Fee: $50
ZUMBA GOLD (CE9 498 W1)
Zumba Gold targets the largest growing segment of the population: baby boomers. It takes the Zumba formula and modifies the moves and pacing to suit the needs of the active older participant, as well as those just starting their journey to a fit and healthy lifestyle. It's a dance-fitness class that feels friendly, and most of all, fun. Please wear comfortable clothing and bring water.
Instructor: Caryn Cooper
CE9 498 W1 Meets: Saturday, 9:00am-10:00am for 8 sessions. Starts January 4 Fee: $150

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 8 Fee: $175

HIGH SCHOOL EQUIVALENCY (TASC) MATH REVIEW (PREVIOUSLY GED) (CE9 458 W1)
Prerequisites: Students should have a basic knowledge of arithmetic, algebra and geometric principles. This course is designed for students whose math skills are sufficient for taking the High School Equivalency (HSE) math test, but feel they need a brush-up before taking the test. It is an intensive program of math which will include a review of problem solving techniques and general math topics. Included in the course are: concepts in algebra, geometry, number relations; data analysis and statistics, including writing and solving equations; determining rates of change; graphing and coordinate geometry; interpreting bar charts, circle graphs in association with numerical estimation; and determination of problem solving parameters.
STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION!
Instructor: Alvin Estrada
CE9 458 W1 Meets: Wednesday, 6:30pm-8:30pm for 4 sessions. Starts January 8 Fee: $100

HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY GED) (CE9 459 W1)
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.
Instructor: Ed Carter
CE9 459 W1 Meets: Wednesday, 8:35pm-10:35pm for 4 sessions. Starts January 8 Fee: $100

ENGLISH LANGUAGE SKILLS 1 (CES 207 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.
CES 207 W3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions. Starts January 7 Fee: $395

ENGLISH LANGUAGE SKILLS 2 (CES 208 W1, W3)
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 W1 Meets: Tuesday, Wednesday, and Thursday, 9:15am-11:55am for 18 sessions. Starts January 7 Fee: $395

CES 208 W3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions. Starts January 7 Fee: $395
ENGLISH LANGUAGE SKILLS 3 (CE5 209 W1, W3)
In this course, students will strengthen their English language skills, integrating reading, writing, listening, and conversational activities. The class will use and identify more difficult vocabulary words, sentence structures and verb tenses than those taught in lower level classes. Students will practice writing paragraphs; additionally, they will examine the format of short articles, essays, e-mail messages, and/or business letters and apply this information so their written work may be better understood.

C5 209 W1 Meets: Tuesday, Wednesday, and Thursday, 9:15am-11:55am for 18 sessions.
Starts January 7
Fee: $395
C5 209 W3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 7

ENGLISH LANGUAGE SKILLS 4 (CE5 210 W1, W3)
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.

C5 210 W1 Meets: Tuesday, Wednesday, and Thursday, 9:15am-11:55am for 18 sessions.
Starts January 7
Fee: $395
C5 210 W3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 7

ENGLISH LANGUAGE SKILLS 5 (CE5 230 W1)
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.

C5 230 W1 Meets: Tuesday, Wednesday, and Thursday, 9:15am-11:55am for 18 sessions.
Starts January 7
Fee: $395

CONVERSATION SKILLS 2 (CE3 CS2 W1)
This course is designed to increase the oral proficiency of level 3 and 4 English Language Skills students (CE5209, CE5210). 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.

C3 CS2 W1 Meets: Tuesday and Thursday, 9:15am-11:55am for 12 sessions.
Starts January 7
Fee: $275

PRONUNCIATION SKILLS (CE5 122 W4)
This comprehensive course will help intermediate students speak more clearly and accurately. Students will be given techniques to identify and pronounce vowel digraphs, beginning and final consonants and consonant clusters, word stress, rhythm, and intonation. Students will practice techniques to enhance their speaking, listening and oral discrimination skills.

C5 122 W4 Meets: Saturday, 9:30am-1:30pm for 6 sessions.
Starts January 4
Fee: $210

TOEFL PREPARATION (CE3 TFL 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 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.

C3 TFL W1 Meets: Tuesday, Wednesday, and Thursday, 9:15am-11:55am for 18 sessions.
Starts January 7
Fee: $395

INTRODUCTION TO ITALIAN (CE5 167 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.

C5 167 W2 Meets: Thursday, 1:30pm-4:10pm for 6 sessions.
Starts January 9
Fee: $175

INTRODUCTION TO SPANISH (CE5 164 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.

C5 164 W2 Meets: Wednesday, 1:30pm-4:10pm for 6 sessions.
Starts January 8
Fee: $175

SPANISH 1 (CE5165 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.

C5 165 W3 Meets: Wednesday, 6:20pm-9:00pm for 6 sessions.
Starts January 8
Fee: $175
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. Foreign language classes are taught at different levels, guiding students in speaking, writing, reading, and listening as well as in developing a familiarity with international customs, cultures, and traditions. 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 2020 SPRING SESSION**

Registration Deadline for Spring Session: February 27, 2020

**INTRODUCTION TO THE ENGLISH LANGUAGE  
(CES 206 B4)**

In this class, non-English speaking students will learn basic English language skills. Lessons will include the alphabet, number, names, and beginning spelling and pronunciation. Students will also study common vocabulary words and phrases to begin to understand spoken and written English; they will practice activities such as getting directions, telling time, making appointments, and managing money.

*CE5 206 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.  
Starts March 14  
Fee: $395*

**ENGLISH LANGUAGE SKILLS 1  
(CES 207 B3, B4)**

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.

*CE5 207 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.  
Starts March 9  
CE5 207 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.  
Starts March 14  
Fee: $395*

**ENGLISH LANGUAGE SKILLS 2  
(CES 208 B1, B3, B4)**

This class will focus on writing, conversation, and reading skills to improve all English language abilities. Students will review verb tenses taught in level 1 and become familiar with additional verb tenses. They will learn new vocabulary and will continue to write simple as well as compound sentences, use words in the correct order, and identify major parts of speech.

*CE5 208 B1 Meets: Monday and Wednesday, 9:15am-12:15pm for 16 sessions.  
Starts March 9  
CE5 208 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.  
Starts March 9  
CE5 208 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.  
Starts March 14  
Fee: $395*

**ENGLISH LANGUAGE SKILLS 3  
(CES 209 B1, B3, B4)**

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

*CE5 209 B1 Meets: Monday and Wednesday, 9:15am-12:15pm for 16 sessions.  
Starts March 9  
CE5 209 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.  
Starts March 9  
CE5 209 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.  
Starts March 14  
Fee: $395*

**ENGLISH LANGUAGE SKILLS 4  
(CES 210 B1, B3, B4)**

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.

NCC’s Language Center offers classes in the English Language, Foreign Languages, and American Sign Language. The Language Center offers 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.

**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.
ENGLISH LANGUAGE SKILLS 5 (CE5 230 B1, B3)
Prerequisite: This course is designed for new students at level 5 as well as for those who have completed English Language Skills 4 or the TOEFL Preparation class in the Language Center. Non-native English speakers can strengthen reading, writing, listening and speaking skills, U.S. and global cultures, among other topics of interest, will be explored. Lessons will include activities such as lectures, news reports, films, writing essays, and reading.
CE5 230 B1 Meets: Monday and Wednesday, 9:15am-12:15pm for 16 sessions.
Starts March 9
CE5 230 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 9
Fee: $395

CONVERSATION SKILLS 2 (CE3 CS2 B1)
This course is designed to increase the oral proficiency of level 3 and 4 English Language Skills students (CE5209, CE5210). Class members will speak and interact with the instructor and other students. Conversations, group work, and/or role-playing will help students speak clearly, using improved grammar and newly acquired vocabulary words.
CE3 CS2 B1 Meets: Friday, 9:30am-1:30pm for 8 sessions.
Starts March 13
Fee: $275

PRONUNCIATION SKILLS (CE5 122 B4)
This comprehensive course will help intermediate students speak more clearly and accurately. Students will be given techniques to identify and pronounce vowel digraphs, beginning and final consonants and consonant clusters, word stress, rhythm, and intonation. Students will practice techniques to enhance their speaking, listening and oral discrimination skills.
CE5 122 B4 Meets: Saturday, 9:00am-12:00pm for 8 sessions.
Starts March 14
Fee: $210

PERSONAL WRITING SKILLS (CE5 247 B1)
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. Class will be limited to 15 students.
CE5 247 B1 Meets: Tuesday, 10:00am-12:00pm for 8 sessions.
Starts March 10
Fee: $175

TOEFL PREPARATION (CE3 TFL B4)
For advanced students who wish to take the TOEFL test in order to transfer into a school or apply for a job requiring a TOEFL score, this intensive class emphasizes test-taking strategies to improve test performance. Students will focus on building strong reading, comprehension, speaking, listening, writing and grammar skills as well as vocabulary development.
CE3 TFL B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts March 14
Fee: $395

LANGUAGES FROM AROUND THE WORLD 2020 SPRING SESSION
Registration Deadline for Spring Session: February 27, 2020

AMERICAN SIGN LANGUAGE 1 (CE5 130 B3)
This course is designed to introduce students to the history and the basics of American Sign Language. Class members will learn the fundamentals of conveying and understanding information through the use of ASL. During class, students will have the opportunity to practice what they are learning with the guidance of the instructor.
CE5 130 B3 Meets: Monday, 6:00pm-8:00pm for 8 sessions.
Starts March 23
Fee: $175

CHINESE-MANDARIN 1 (CE5 161 B3)
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 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 25
Fee: $175

FRENCH FOR TRAVELERS (CE5 250 B4)
This class is designed for those planning to travel to France. Learn how to greet people, get to places, tour the country, order food and drinks, check into a hotel and take care of personal needs.
CE5 250 B4 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 14
Fee: $395

NEW INTRODUCTION TO CHINESE CULTURE (CE5 253 B3)
This course will be of interest to people doing business with China and those who want to learn more about Chinese culture. Topics include “Chinese Customs”, “Travel in China”, “Famous Chinese”, and “A Kaleidoscope of Contemporary China”. This course is being taught with support of the CONFUCIUS Institute for Business.
CE5 253 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 25
Fee: $175

INTRODUCTION TO FRENCH (CE5 177 B3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the French language. This beginning level class will emphasize basic skills in reading, writing, speaking, listening, and pronunciation, leading to basic French conversation.
CE5 177 B3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 23
Fee: $175

FRENCH 1 (CE5 181 B3)
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 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 25
Fee: $175
CE5 250 B4 Meets: Saturday, 9:00am-12:00pm for 3 sessions.  
Starts April 18  Fee: $79

**INTRODUCTION TO ITALIAN (CE5 167 B3)**  
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Italian language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.  
CE5 167 B3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.  
Starts March 23  Fee: $175

**ITALIAN FOR TRAVELERS (CE5 242 B4)**  
This class is designed for those planning to travel to Italy. Learn how to greet people, get to places, tour the country, order food and drinks, check into a hotel and take care of personal needs.  
CE5 242 B4 Meets: Saturday, 9:00am-12:00pm for 3 sessions.  
Starts April 18  Fee: $79

**ITALIAN 1 (CE5 168 B3)**  
A continuation of Introduction to the Italian class, this course will further introduce students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.  
CE5 168 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.  
Starts March 25  Fee: $175

**INTRODUCTION TO SPANISH (CE5 164 B2, B3)**  
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 B2 Meets: Monday, 2:00pm-4:00pm for 8 sessions.  
Starts March 23

**SPANISH 1 (CE5 165 B3)**  
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 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.  
Starts March 25  Fee: $175

**SPANISH 2 (CE5 166 B3)**  
This 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 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.  
Starts March 25  Fee: $175

**SPANISH FOR TRAVELERS (CE5 241 B4)**  
This class is designed for those planning to travel to a Spanish speaking country. Learn how to greet people, get to places, tour the country, order food and drinks, check into a hotel and take care of personal needs.  
CE5 241 B4 Meets: Saturday, 9:00am-12:00pm for 3 sessions.  
Starts April 18  Fee: $79

**INTRODUCCIÓN AL IDIOMA DE INGLÉS (CE5 206 B4)**  
En esta clase, los estudiantes cuya lengua materna es diferente al inglés aprenderán las habilidades básicas del idioma inglés. Las lecciones incluirán el alfabeto, los números, y el principio de deletreo y pronunciación. Los estudiantes también estudiarán palabras y frases del vocabulario común y empezarán a entender el idioma inglés escrito y hablado; practicarán actividades tales como obtener direcciones, decir la hora, hacer citas y manejar el dinero.  
CE5 206 B4 se imparte: Sábados, 8:30am-3:00pm por 8 sesiones.  
Inicio 14 de Marzo  Precio: $395

**HABILIDADES EN EL IDIOMA INGLÉS 1 (CE5 207 B3, B4)**  
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 B3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.  
Inicio 9 de Marzo  
CE5 207 B4 se imparte: Sábados, 8:30am-3:00pm por 8 sesiones.  
Inicio 14 de Marzo  Precio: $395

**CLASES DE INGLES**  
Fecha Límite de Registración:  27 de Febrero del 2020

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

**ESTUDIANTES NUEVOS** deben hacer una cita para tomar la evaluación de lectura y escritura del CENTRO DE IDIOMAS llamando al (516) 572-7062, enviando un correo electrónico a LC@ncc.edu, ó en persona en nuestra oficina ubicada en el edificio F, salón 309. No hay ayuda financiera disponible para estas clases.
ESTA CLASE SE ENFOCARÁ EN DESARROLLAR HABILIDADES EN ESCRITURA, CONVERSACIÓN Y LECTURA PARA MEJORAR LAS HABILIDADES EN EL IDIOMA INGLÉS. LOS ALUMNOS 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 COMPOSTAS, USANDO PALABRAS EN EL ORDEN CORRECTO E IDENTIFICANDO LAS PARTES PRINCIPALES DEL DISCURSO.

CE5 208 B1 se imparte: Lunes y Miércoles, 9:15am-12:15pm por 16 sesiones.
Inicio 9 de Marzo

CE5 208 B3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 9 de Marzo

CE5 208 B4 se imparte: Sábados, 8:30am-3:00pm por 8 sesiones.
Inicio 14 de Marzo

PAGO: $395

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:
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, F-309
One Education Drive
Garden City, N.Y. 11530-6793

Applicant must be 17 years old or older.

ESPAÑOL:
Aquellos estudiantes que requieren ayuda en español pueden dirigirse a la oficina The Language Center ubicada en el edificio F, salón 309. Para mayor información, favor de llamar al (516) 572-7062.
The health care industry on Long Island is one of the fastest growing sectors. Consider beginning your employment in this sector by training for one of the following entry-level positions. Over time, you can advance your career by earning additional credentials that will also increase your earning power. For more information, contact cwd@ncc.edu or 516-572-7487.

EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) (CE1 211 B1 & B2) – FOUR-MONTH COURSE!
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. An EMT is the basic level Emergency Medical Services (EMS) provider associated with an ambulance service or rescue squad. 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 New York State certifying exam, students must attend all classes, complete all assignments, have a clear (no felonies) background check*, and pass the final written exam and practical skills exam. Students who pass the NYS exam will receive Emergency Medical Technician certification from NYSDOH. Students must be 18 years of age by the written exam date. Content meets the requirements for the National Registry Exam. Textbook and medical supplies are additional costs.

Instructor: Certified EMS Academy Instructor
CE1 211 B1 Meets: Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm
CE1 211 B2 Meets: Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 8:30am-3:30pm
May 30 – August 18. The NYS written exam is scheduled for Thursday, August 20.
Registration accepted through May 18.
Fee: $1,400

DIALYSIS TECHNICIAN PROGRAM (CE1 266 B1)
This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of an entry-level Dialysis Technician trainee. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery, as well as maintain equipment. Technicians work with patients during dialysis procedures and monitor and record vital signs. The program covers the principles of kidney function and failure and dialysis therapy. It includes lectures, discussions, and practice, ensuring infection control procedures, recording vital signs, accessing a dialysis fistula, and obtaining blood specimen using a dialysis training arm. As part of the course, students will meet for a session at a local Dialysis Treatment Center. Students must arrange transportation to the off-site location. Students are required to purchase light blue scrubs. Textbook and materials provided.

Students must be 18 years of age or older, have a high school diploma or equivalent, complete a background check* and meet health screening requirements. Textbooks, materials, background check* and certifying exam are additional costs. Students will need to purchase light blue scrubs and a stethoscope. Registration and a copy of high school diploma must be received by February 14, and required background check and health screening documentation must be submitted by March 6.

Instructors: Licensed Nurses from VEEB School of Nursing
CE1 243 B1 Meets: Monday, Wednesday, and Thursday 6:00pm-9:00pm, and Saturdays at local nursing home, 8:00am-1:00pm (3/28, 4/4, 4/11, 4/18, 4/25, 5/9)
February 24 – May 14
Fee: $1,700

CERTIFIED NURSING ASSISTANT (CE1 243 B1) – THREE-MONTH COURSE!
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, private homes and assisted living facilities.

Students must complete the full 120 hours of training (90 classroom/lab hours and 30 clinical rotation hours) to sit for the New York State certifying exam. 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 who complete the training, 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.

Instructors: Licensed Nurses from VEEB School of Nursing
CE1 243 B1 Meets: Monday, Wednesday, and Thursday 6:00pm-9:00pm, and Saturdays at local nursing home, 8:00am-1:00pm (3/28, 4/4, 4/11, 4/18, 4/25, 5/9)
February 24 – May 14
Fee: $1,700

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.

Instructors: Licensed Nurses from VEEB School of Nursing
CE1 243 B1 Meets: Monday, Wednesday, and Thursday 6:00pm-9:00pm, and Saturdays at local nursing home, 8:00am-1:00pm (3/28, 4/4, 4/11, 4/18, 4/25, 5/9)
February 24 – May 14
Fee: $1,700

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.

Instructors: Licensed Nurses from VEEB School of Nursing
CE1 243 B1 Meets: Monday, Wednesday, and Thursday 6:00pm-9:00pm, and Saturdays at local nursing home, 8:00am-1:00pm (3/28, 4/4, 4/11, 4/18, 4/25, 5/9)
February 24 – May 14
Fee: $1,700
PHLEBOTOMY TECHNICIAN (CE1 261 B1)

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, as well as complete a drug screening, background check*, medical exam and provide proof of immunizations.

Textbook and materials are included. Background check* and drug screening are additional costs. Students are also required to purchase light blue 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. The NHA exam is scheduled for Wednesday, May 27. CE1 261 B1 Meets: Monday and Wednesday, 6:00pm-9:30pm, for 26 sessions. February 10 – May 20 Clinical Externship Hours: 40 hours (optional) to begin after course completion.

Fee: $1,795

DENTAL ASSISTING PROGRAM (CE1 265 B1)

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. Administrative aspects include: introduction to the dental office; the legal aspects of dentistry; and policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operatories; 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. 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 and/or medical exam and provide proof of immunizations. Textbook and materials are included. Background check* and drug screening are additional costs. Students are also required to purchase light blue 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 the exam. Student must complete two components of the DANB exam: Radiation Health and Safety (RHS) and Infection Control (ICE). With 3,500 hours of experience and CPR and Basic Life Support (BLS), the applicant can sit for the DANB General Chairsdes exam and earn DANB CDA certification. For further information, visit http://www.op.nysed.gov/prof/dent/dentasst.htm. The cost of the certification exams is not included. CE1 265 B1 Meets: Tuesday and Thursday, 6:00pm-9:30pm for 23 sessions. April 14 - June 30 Clinical Externship: 40 hours (optional) to begin after course completion.

Fee: $1,350

CERTIFIED PERSONAL TRAINER (CE1 270 B1)

Offered in partnership with World Instructor Training Schools (W.I.T.S.), this course offers students the nationally recognized fitness career training necessary to become a Certified Personal Trainer. This challenging course is for individuals wanting to provide hands-on, practical lab to master the essential career skills and knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-on practical training labs with role-playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. In addition, students have the option to complete a 30-hour employer internship at no additional cost. To be eligible for the internship, students may be required to complete a background check.

Students can register for the Certified Personal Trainer exams after providing proof of a current CPR/AED certification. Once both the written and practical exams are passed, students will attain Level 1 Certified Personal Trainer status and will then be able to complete the employer internship and advance to the Level 2 Certified Personal Trainer credential. The practical component of the program will take place at a nearby gym facility. This program is accredited by the National Commission for Certifying Agencies (NCQA) and approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). For continuing education credits for massage therapists, the American Council on Education (ACE) has recommended three undergraduate academic credits for this course. Included in this course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer textbook. Textbook is an additional cost.

Required textbook is Fitness Professional’s Handbook-7th Edition with Web Resource ISBN-13: 9781492523376 and is also available in an online version. CE1 270 B1 Meets: Tuesday and Thursday, 6:00pm-9:00pm for 10 sessions. March 3 – April 2. (National Certification Testing: Tuesday, April 21 and Saturday, April 25.)

Fee: $795

* Applicants will be responsible to complete a background check. Once registered, a student will be provided information on completing the background check. Students are required to pay the cost of the background check. If you have been convicted of a felony, you should contact the Center for Workforce Development prior to registering for this program. A felony conviction may prevent you from participating in a clinical rotation/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.
**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 OSHA 510 standards prerequisite 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 construction safety experience to qualify as a trainer.
3. Your registration is not complete until payment is received, proof of OSHA 510 completion is submitted and work experience is approved by The Rutgers School of Public Health.
4. You must pass both a written exam and an oral presentation at the end of the Trainer course (OSHA 500) in order to receive trainer authorization.

For further information on OSHA at NCC please contact: Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487

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**OSHA TRAINING COURSES AT NCC 500 SERIES**

**OSHA 502 UPDATE FOR CONSTRUCTION INDUSTRY OUTREACH TRAINERS (CED 502 B1)**

Prerequisite: See "Trainer Update Requirements" below

This course is designed for private and public sector personnel who have completed the OSHA 500 Trainer course and who are active trainers in the Outreach Program. It provides an update on OSHA construction standards, policies, and regulations and renews trainer authorization for another four years. **Bring lunch.**

**CE 502 B1**: Meets: Wednesday-Thursday, 8:00am-4:00pm for 3 sessions. February 19, 20, 21

Fee: $695

**OSHA 500 TRAINER COURSE IN OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY (CED 500 B1)**

Prerequisite: See "IMPORTANT NOTE"* below.

This course is designed for personnel in the private and public sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed upon those topics that are most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour construction safety and health course and to issue cards to participants verifying course completion. **Bring lunch.**

**CED 500 B1**: Meets: Monday-Thursday, 8:00am-4:00pm for 4 sessions.

May 18, 19, 20, 21

Fee: $875

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**MENTAL HEALTH FIRST AID (CE1 267 B1 & C1)**

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*. Students who successfully complete the course will receive their Mental Health First Aid certification. Textbook is included.

Instructor: Sandra Ouedraogo

**CE 267 B1**: Meets: Saturday, March 28, 8:00am-4:30pm. **ONE-DAY WORKSHOP. Bring lunch.**

**CE 267 C1**: Meets: Monday and Wednesday, June 22 and 24, 6:00pm – 10:00pm.

Registration begins April 6.

Fee: $145
CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) (CE1 222 B1 & C1)

Knowledgeable, competent, trained Project Managers can improve business performance by bringing quality products to market on schedule while controlling costs. 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 management experience. Students will be taught the fundamental knowledge, terminology and processes of effective project management. The course will cover the 10 knowledge areas, including: Project Integration; Scope; Schedule; Cost; Quality; Resource; Communication; Risk; Procurement; and Stakeholder Management.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition Paperback, Project Management Institute, Inc. is required at an additional cost. Students completing the course will receive a Certificate of Completion from Nassau Community College, indicating the requisite 24 hours of project management education needed to apply for the CAPM® exam.

Instructor: Peter Landini
CE1 222 B1 Meets: Thursday, 6:00pm-10:00pm for 3 sessions. (5/14 class meets until 10:00pm; no class 4/9).
March 26 – May 14
CE1 222 C1 Meets: Thursday, 6:00pm-9:30pm for 7 sessions. (7/30 class meets until 10:00pm; no class 7/2).
June 11 – July 30. Registration begins April 1. Fee: $495

PROJECT MANAGEMENT & DRONES

LEADERSHIP AND COMMUNICATION (CE1 255 B1 & C1)

A project manager is assigned to lead a cross-function team to meet project objectives. In most cases, there is no formal authority and team members and stakeholders often sit higher on the organizational chart and in pay grade. The project manager must rely on strong leadership and clear communication skills to succeed. This class will focus and expand upon the PMBOK® knowledge areas of Project Communication, Human Resource and Stakeholder Management. The methodologies of leading without authority, building credibility and consensus, and establishing an environment that brings out the best in people will be explored. This course can serve as foundational knowledge in preparing for the new PMP®.

Instructor: Peter Landini
CE1 255 B1 Meets: Monday, 6:00pm-9:45pm for 2 sessions.
January 27 and February 3
CE1 255 C1 Meets: Saturday, August 1, 9:00am-5:00pm.
Bring lunch. Registration begins April 1. Fee: $160

LEAN SIX SIGMA – YELLOW BELT PREPARATION (CE1 271 B1)

The student will be introduced to the concepts of Lean and Six Sigma, maximizing customer value and minimizing waste/defects. This course includes an overview of team roles and responsibilities and valuable quality improvement tools and methods commonly included on Lean Six Sigma Yellow Belt Certification exams. It also expands on PMBOK’s Project Quality Management knowledge area as these practical tools are used by project managers. Lean Six Sigma Tools include: Design, Measure, Analyze, Improve, and Control (DMAIC); Supplier Input Process Output Customer (SIPOC); Value Stream Mapping; Fishbone Pareto; and Control Charts. Lean Concepts of 5S, 8 Wastes, Kanban, Poka Yoke error prevention, and Kaizen as a culture of continuous improvement will also be covered. Students completing this course will be able to take a Lean Six Sigma Yellow Belt Certification at additional cost. As this course serves as an introduction in Lean Six Sigma methodology, previous knowledge or experience is not required.

Instructor: Peter Landini
CE1 271 B1 Meets: Monday, 6:00pm-10:00pm for 3 sessions.
March 2 – March 16 Fee: $260

AGILE PROJECT MANAGEMENT USING SCRUM (CE1 263 B1)

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. This course can serve as foundational knowledge in preparing for the new PMP®.

Instructor: Peter Landini
CE1 263 B1 Meets: Thursday, 6:00pm-10:00pm for 3 sessions.
May 21 - June 4 Fee: $260

AGILE USE OF MICROSOFT PROJECT (CE1 252 B1)

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.
CE1 252 B1 Meets: Saturday, May 16, 8:00am– 4:30pm.
Fee: $175

MICROSOFT PROJECT (CE1 252 B1)

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.
CE1 252 B1 Meets: Saturday, May 16, 8:00am– 4:30pm.
Fee: $175

INTRODUCTION TO COMMERCIAL ASPECTS OF DRONES, UNMANNED AIRCRAFT SYSTEMS (CE1 256 B1)

Students will be introduced to and become familiar with the integral components and operation of a typical drone. They will be provided with a broad understanding of the manned and unmanned Aircraft Industry and the commercial operation and uses of drone systems in other industries. Students will also be introduced to current and future perspectives of UAS/UAVs. Topics discussed will include: the development of unmanned aircraft systems with respect to commercial uses; federal responsibility, the path to commercial operations with and without a pilot’s license; the UAS Industry and various trade and industry organizations. Required equipment is additional cost. If purchasing, a Drone/UAV-SYMA X5C-1 or any other version of the SYMA X5 series is suggested.

Instructor: James Record, MBA, FAA Part 107 (Drone)
Remote Pilot Certificate and Type Rated Air Transport Pilot CE1 256 B1 Meets: Wednesday, 6:00pm-9:00pm for 6 sessions.
March 11– April 22 (no class on 4/8) Fee: $495

INTRODUCTION & COMMERCIAL ASPECTS OF DRONES, UNMANNED AIRCRAFT SYSTEMS (CE1 256 B1)

Students will be introduced to and become familiar with the integral components and operation of a typical drone. They will be provided with a broad understanding of the manned and unmanned Aircraft Industry and the commercial operation and uses of drone systems in other industries. Students will also be introduced to current and future perspectives of UAS/UAVs. Topics discussed will include: the development of unmanned aircraft systems with respect to commercial uses; federal responsibility, the path to commercial operations with and without a pilot’s license; the UAS Industry and various trade and industry organizations. Required equipment is additional cost. If purchasing, a Drone/UAV-SYMA X5C-1 or any other version of the SYMA X5 series is suggested.

Instructor: James Record, MBA, FAA Part 107 (Drone)
Remote Pilot Certificate and Type Rated Air Transport Pilot CE1 256 B1 Meets: Wednesday, 6:00pm-9:00pm for 6 sessions.
March 11– April 22 (no class on 4/8) Fee: $495
URGENT: Utility Training Program
For Women, Veterans and Youth

Utility Readiness for Gaining Employment for Non-Traditionals

At Nassau Community College - Center for Workforce Development

URGENT: Utility Training Program is a free career training program designed to prepare women, veterans and youth 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 under-represented employee populations includes a convenient class schedule, access to job shadowing 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. Partner employers include:

Minimum Requirements:
- Open to all Women, all Veterans (male & female), Youth (male & female, ages 18-30)
- HS Diploma or Equivalent
- Valid and Clean Driver’s License
- Interest in Technician Work
- Ability to Do Physical Labor & Work Outdoors
- Background Check, Social Media Check, and Drug Testing (prior to employment)
- Proven Eligibility to Work in the U.S.

Course Dates:
Dates: Monday, Wednesday and Fridays, from February 24 – May 15, 2020
Times: 9:30am – 2:30pm
Location: Nassau Community College, Garden City, with select one-day onsites at PSEG Long Island, National Grid, American Water, Suffolk County Water Authority, and Con Edison.

You must first register to attend a mandatory Orientation Session in January. RSVP at 516.572.7487

For further information, please visit ncc.edu/workforcedevelopment

Phone: 516.572.7487
Email: cwd@ncc.edu

FIND US ON FACEBOOK!
findusonfacebook.com/nassaucommunitycollege

(Rev. 10/19)
HIGH SCHOOL EQUIVALENCY (TASC) MATH REVIEW (PREVIOUSLY GED) (CE9 458 B1)

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

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


STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION!

Instructor: Alvin Estrada

CE9 458 B1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.

Starts March 10

Fee: $100

HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY GED) (CE9 459 B1)

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.


Instructor: Ed Carter

CE9 459 B1 Meets: Thursday, 7:00pm-9:00pm for 4 sessions.

Starts March 12

Fee: $100

*SAT REVIEW: VERBAL (CE9 654 B1)

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 Official SAT Study Guide, 2020 Edition, by The College Board, and bring it to the first session.

Instructor: Barbara Becker

CE9 654 B1 Meets: Thursday, 7:00pm-9:00pm for 8 sessions.

Starts March 5

Fee: $250

*SAT REVIEW: MATH (CE9 655 B1)

This course is designed to give high school students an opportunity to work on math skills necessary for the S.A.T. Students should purchase the Official SAT Study Guide, 2020 Edition, by The College Board, and bring it to the first session.

Instructor: Alvin Estrada

CE9 655 B1 Meets: Saturday, 10:00am-12:00pm for 8 sessions.

Starts March 7

Fee: $250

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.

ARE YOU CONSIDERING A CAREER IN THE MEDICAL/HEALTH FIELD?

SEE OUR TEST PREP!

TEAS REVIEW COURSE (CE9 606 B1, B2)

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 (by ATI), and bring it to the first class. Schedule and pay for your exam at www.atitesting.com.

Instructor: Staff

CE9 606 B1 Meets: Saturday 9:00am-12:00pm (English) and 12:30pm-3:30pm (Math & Science). Half hour break for lunch.

January 25, February 1, 8, 22, 29, March 7, 14

CE9 606 B2 Meets: Tuesday and Thursday, 7:00pm-10:00pm for 14 sessions.

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

February 4, 6, 11, 13, 25, 27

Fee: $350

CASAC EXAM PREPARATION (CE9 705 B1)

This 12-hour CASAC exam preparatory class provides a comprehensive overview for the International Certification and Reciprocity Consortium (IC&RC) examination for Alcohol and Drug Counselors. This course is designed to assist candidates in acquiring the skills necessary to feel confident in mastering the content of the exam, test taking strategies, and what to expect on test day! The book, “Getting Ready To Test (M404): A Review and Preparation Manual for Drug and Alcohol Credentialing Exams (8th Edition)” is a requirement for the class.

Instructor: Alexandra Lemma, M.S., LMHC, CASAC and Thomas A. Onorato, LMSW, CASAC

CE9 705 B1 Meets: Saturday, 10:00am-1:00pm for 4 sessions.

Starts March 7

Fee: $250
Nassau Community College is a test site for PSI, providing worldwide testing solutions to corporations, federal and state government agencies, professional associations, certifying bodies and leading academic institutions. PSI exams are scheduled through PSI and the employer. https://www.psionline.com/talent-measurement/

NEW LEVEL 1 NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM PREP (CE9 710 B1)
This course prepares you for the Level I NYS Assessment of Teaching Assistant Skills (ATAS) Exam. Covered topics include reading, writing, math, and instructional support. Additional instruction in roles of the assistant, case studies and introduction to the NYSED-OTI online certification process.
Instructor: Staff
CE9 710 B1 Meets: Wednesday, 6:30pm-9:30pm for 6 sessions.
Starts April 15 Fee: $300

TASC HIGH SCHOOL EQUIVALENCY EXAM
www.ncc.edu/hse
Computer Based

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

New! You may be closer than you think toward earning your high school equivalency! Previous passing scores on your regents exams may be applied toward your scores! Mail your application and include a copy of New York State photo ID. Additional information about TASC exams and a link to the state application can be found at www.ncc.edu/hse

Questions call 516.572.7667 or email hse@ncc.edu

See page 36, 47 for review courses information.
The Community Programs & Testing Center

Office location: 356 East Road
Test Center: Building U/Entrance 4 (Parking Lot 4A or B West)
Test Center is open only during exams.

www.ncc.edu/ced for updates, schedules and information on registering for exams.


For more information on exams and scheduling contact 516.572.7699.

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) www.atitesting.com

Computer Based Exam – Same Day Scoring

Nationwide, schools use this exam to measure the academic preparedness of program candidates. Nassau Community College, requires the Test of Essential Academic Skills (TEAS) for admission to Nursing, Radiation Therapy Technology and Mortuary Science programs. Nassau is a public test site for any candidate requiring the exam. Register, schedule and pay for the exam at www.atitesting.com. Check your program website for information on program requirements and application deadlines. www.ncc.edu/programs

See page for review courses information.

COLLEGE LEVEL EXAM PROGRAM www.ncc.edu/clep

CollegeBoard College Level Exam Program www.clep.collegeboard.org

Earn college credit for what you may already know!

Who takes CLEP exams?

High school and home-schooled students looking to earn college credits! The NY City teachers looking to earn salary differentials! Graduate students needing to satisfy pre-req or teacher certification requirements AND students at more than 2,900 colleges and universities throughout the country looking to save money and time!

Prior to registering for an exam, check with your college, employer or accrediting organization to determine which credits are accepted and passing score requirements. Each organization establishes their own policy relative to required scores and credits awarded. For registration forms, test dates and to see which exams Nassau Community College will award credit for, visit www.ncc.edu/clep or contact us at 516.572.9947 or clep@ncc.edu.

College Board exam fee of $89, and NCC administrative fee $50.

DSST PROMETRIC http://getcollegecredit.com

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.

Visit www.ncc.edu/clep and http://getcollegecredit.com
HOW TO REGISTER FOR NON-CREDIT COURSES

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

FOLLOW
Like us on Facebook “Continuing Education at Nassau Community College”

SPECIAL NOTE

• Upon registration, 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.
• Please be advised, by submitting your registration form, you are accepting the terms of our refund policy (page 51).

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

CLASSES WILL NOT MEET, EXCEPT WHERE NOTED
January 1, 2020 • February 15-21 • April 6-12 • May 25

Are you interested in sharing your time and talent with the community?
The Office of Workforce Development and Lifelong Learning seeks instructors for non credit evening and weekend classes. If you have a special skill or qualification and would like to share your knowledge and experience with the community, please send your course idea and resume to Nassau Community College, Office of Workforce Development and Lifelong Learning, One Education Drive, Garden City NY, 11530.
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

Please be advised, by submitting your registration form, you are accepting the terms of our refund policy below.

Last Name ____________________________________________
Complete First Name __________________________________
Address _____________________________________________
City ______________ Zip ______________ ______________
Home Phone: ( ) ____________________________ Male
Cell Phone: ( ) ____________________________ Female
Work Phone: ( ) ____________________________

“Birthday: mm/dd/yyyy ___ ___/___ ___ ___ ___ ___ Have you ever taken any courses
*required* at NCC? Yes No

e-mail: ____________________________ NCC ID #: ______________

COURSE SELECTION

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Total Amount: $ ______

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

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

The deadline for mailing in registration is: February 13, 2020

Beyond deadline, please call for class availability.