“I’m proud to say that I got my start at Nassau Community College, where I found the professors very dedicated and the classroom sizes perfect for learning.”

-Bridget R.
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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

Did you know that NCC has an AWARD-WINNING radio station? 90.3FM WHPC

NCC COLLEGE ADMINISTRATION

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President

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Associate Vice President,
Workforce Development, Lifelong Learning
& Weekend College

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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.
CREDIT DEGREE & CERTIFICATE PROGRAMS
Thinking about enrolling in one of our 80 academic programs or certificates?

Fall semester begins on September 1st

To apply online visit ncc.edu/apply

Fall application deadline is Friday, August 14th

If you have questions about the admissions application process visit ncc.edu/admissions for our virtual admissions information events this summer.
80+ DEGREE AND CERTIFICATE PROGRAMS
in Liberal Arts and Sciences, Teacher Education, Business, Criminal Justice, Computer Science, Computer Graphics, Engineering and Technologies, Nursing, Allied Health Sciences, Legal Studies, Communications, Fine and Performing Arts, and others. Full outlines of all our programs of study can be found in our online College catalog which can be found on our website.

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

WE’RE HERE TO HELP
Admissions counselors are happy to speak with you by phone or in person. You can visit the Office of Admissions without an appointment anytime we’re open to speak with one of our counselors.

IF YOU HAVE QUESTIONS ABOUT THE ADMISSIONS APPLICATION PROCESS VISIT NCC.EDU/ADMISSIONS FOR OUR VIRTUAL ADMISSIONS INFORMATION EVENTS THIS SUMMER.

VISIT OUR WEBSITE: NCC.EDU/ADMISSIONS OR CALL: 516.572.7346

“Nassau Community College laid the foundation for my thinking and problem-solving abilities. The knowledge passed on to me by the faculty provided me with the expertise necessary to excel in my current position.”

“My academic journey at NCC has been hard but with the support of my Professors I feel 100% confident that I can take this next step forward in my career.”

“In a time of complete uncertainty I am grateful for NCC. The administration and faculty have not only shown me that I am in control of my future but they have provided me with the confidence and the skills to move forward with my career aspirations.”

“The high-quality instruction I received at NCC is top-notch and I am happy to say I will be leaving here with an abundance of knowledge but not debt!”

“Nassau Community College laid the foundation for my thinking and problem-solving abilities. The knowledge passed on to me by the faculty provided me with the expertise necessary to excel in my current position.”
LIBERAL ARTS
Liberal Arts & Sciences - Humanities & Social Sciences (A.A.)
Liberal Arts & Sciences - Math & Science (A.S.)

ACCOUNTING & BUSINESS ADMINISTRATION
Accounting (A.S.)
Business Administration (A.S.)
Business Administration (Cert.)

ADMINISTRATIVE BUSINESS TECHNOLOGY/HEALTH INFORMATION TECHNOLOGY
Administrative Business Technology/Health Information Technology-Admin. Support (A.A.S.)
Administrative Business Technology/Health Information Technology-Admin. Support (Cert.)
Administrative Business Technology/Health Information Technology-Legal (A.A.S.)
Administrative Business Technology/Health Information Technology-Legal (Cert.)
Administrative Business Technology/Health Information Technology-Medical (A.A.S.)
Administrative Business Technology/Health Information Technology-Medical (Cert.)
Health Information Technology (A.A.S.)
Health Information Technology (Cert.)

AFRICANA STUDIES
Liberal Arts & Science: Afro-American Studies (A.A.)

ALLIED HEALTH SCIENCES
Medical Laboratory Technician (A.A.S.)
Physical Therapist Assistant (A.A.S.)
Radiologic Technology (A.A.S.)
Radiologic Tech.: Radiation Therapy Tech. (A.A.S.)
Respiratory Care (A.A.S.)
Surgical Technology (A.A.S.)

ART
Art (A.S.)
Art Studies (A.A.)
Desktop Publishing and Design (Cert.)
Graphic Design and Digital Media (A.A.S.)
Photography (A.S.)
Photography (Cert.)
Website Design (Cert.)

BIOLOGY
Biology (A.S.)

COMMUNICATIONS
American Sign Language (A.A.A.)
Communication Arts (A.A.)
Media (A.A.)

CRIMINAL JUSTICE
Criminal Justice (A.S.)
Emergency Management (A.S.)
Fire Science (A.S.)

ENGINEERING/PHYSICS/TECHNOLOGIES
Civil Engineering Technology (A.A.S.)
Computer Repair Technology (A.A.S.)
Construction Management (Cert.)
Electrical Engineering Technology (A.A.S.)
Engineering Science (A.S.)
Sustainable Design and Renewable Energy (Cert.)

ENGLISH
Creative Writing (A.A.)

HEALTH/PHYSICAL EDUCATION/RECREATION
Health Studies (A.S.)
Physical Education Studies (A.S.)

HISTORY/POLITICAL SCIENCE/GEOGRAPHY

HOSPITALITY BUSINESS
Culinary Arts (A.O.S.)
Dietary Management (Cert.)
Food and Nutrition (A.S.)
Food Service Administration, Restaurant Management (A.A.S.)
Food Service Technology (Cert.)
Hotel Technology Administration (A.A.S.)

LEGAL STUDIES
Paralegal (A.A.S.)
Paralegal Studies (Cert.)
MARKETING, RETAILING, FASHION BUYING AND MERCHANDISING, FASHION DESIGN AND INTERIOR DESIGN

Business-Fashion Buying & Merchandising (A.A.S.)
Fashion Design (A.A.S.)
Interior Design (A.A.S.)
Interior Design (Cert.)
Business-Marketing (A.A.S.)
Marketing (A.S.)
Business-Retail Business Management (A.A.S.)
Sport Marketing (A.S.)

MATHEMATICS/COMPUTER SCIENCE/INFORMATION TECHNOLOGY

Cisco Certified Entry Networking Technician (Cert.)
Computer Science (A.S.)
Cybersecurity (Cert.)
Information Technology (A.A.S.)
Information Technology (Cert.)
Liberal Arts & Sciences: Mathematics (A.S.)

MORTUARY SCIENCE

Mortuary Science (A.A.S.)

MUSIC

Performing Arts-Music (A.A.S.)
Studio Recording Technology (Cert.)

NURSING

Nursing (A.S./B.S.)

PSYCHOLOGY

Disability Studies (A.A.)
Disability Studies (Cert.)

SOCIOLOGY, ANTHROPOLOGY, AND SOCIAL WORK

Human Services: Community Service and Social Welfare (A.A.)

TEACHER EDUCATION TRANSFER PROGRAM (LIBERAL ARTS & SCIENCES)

Liberal Arts & Science: Adolescence Education (Teacher Education Transfer) (A.A.)
Liberal Arts & Science: Adolescence Education (Teacher Education Transfer) (A.S.)
Liberal Arts & Science: Childhood Education (Teacher Education Transfer) (A.A.)
Liberal Arts & Science: Childhood Education (Teacher Education Transfer) (A.S.)
Liberal Arts & Science: Early Childhood Education (Teacher Education Transfer) (A.A.)
Liberal Arts & Science: Early Childhood Education (Teacher Education Transfer) (A.S.)
Teaching Assistant (Cert.)

THEATRE/DANCE

Acting (A.A.)
Dance (A.A.)
Technical Theatre (A.A.)
Federal and State Financial Aid for Full- and Part-Time Students

Federal and state financial aid programs are offered to matriculated students enrolled in an approved program of study and registered for classes applicable toward their degree or certificate program.

The first step to financing your education is to complete a Free Application for Federal Student Aid (FAFSA) at fafsa.gov. (NCC school code is 002873). To be considered for New York State-sponsored grant programs, such as TAP, visit HESC.ny.gov. (NCC school code is 2113)

For more information on financial aid, visit our website: NCC.EDU/FINANCIALAID

We are a proud participant in the New York State Part-Time Scholarship and Excelsior Scholarship Programs allowing eligible students to attend Nassau Community College tuition-free.

For more information on both scholarships, please visit: https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid
Earning a Degree or Improving your Skills Is Possible Through Weekend College

Attend Classes Friday Evening, Saturday and Sunday Morning and Afternoon

Nassau Community College is here to support your goal to obtain a degree or certificate or enhance your skills to advance your career. In addition, you can complement face-to-face classes with distance education courses, which can be taken online. Programs offered through the weekend format include:

- Accounting A.S.
- Business Administration A.S.
- Criminal Justice A.S.
- Liberal Arts Humanities and Social Science A.A.
- Liberal Arts Math and Science A.S.
- Paralegal Certificate

Contact us at WEEKENDCOLLEGE@NCC.EDU if you have any questions.

To apply to NCC to attend Weekend College you can either contact the Office of Admissions or apply online at ncc.edu/apply

Transfer Counseling Services & Resources

All NCC Students are invited and encouraged to use our Transfer Counseling Office. We provide individual and group transfer counseling for students who are interested in transferring from Nassau Community College after they earn their AA, AS, or AAS degree at NCC to a 4 year college or university. If you transfer within SUNY after you complete your AA or AS degree at NCC, you will benefit from SUNY Transfer Policies, which include: guaranteed admission to a SUNY four-year campus, guaranteed junior standing, free application for up to 7 SUNY schools for NCC graduates, completion of general education requirements, maximize credit acceptance, and articulation agreements. If you have further questions or would like to make an appointment, please contact The Career and Transfer Counseling Center via email at transfer@ncc.edu or at 516.572.7696, or you can visit us in M-14. More information about our office can be found on our website https://www.ncc.edu/campusservices/transfer_counseling/
The Honors Program

Nassau Community College has a highly selective program made up of students who graduated at the top of their high school classes. We offer a series of enriched courses designed for students who want to get the most out of their education.

WHY CHOOSE THE HONORS PROGRAM AT NASSAU COMMUNITY COLLEGE?

• Superb preparation for transferring to a four-year institution
• Lowest tuition of any college in Nassau County for the first two years of college
• Personal attention through individualized counseling in planning an appropriate academic course of study and small classes with Nassau’s finest professors
• Extra activities designed to enrich the entire educational experience and foster a sense of belonging to a community of scholars

HOW ARE HONORS COURSES DIFFERENT?

Honors courses provide more time for class discussions and the sharing of ideas, more abstract thinking, and exposure to material that will better prepare students for the challenges of upper-level college work. In essence, Honors courses are more interesting. They are not harder, they are better. All of the students in an Honors class are bright, academic achievers who are highly motivated and excellent learners. The whole classroom atmosphere is more conducive to learning.

REQUIREMENTS FOR ADMISSION:

Any student, regardless of their major, can participate. There are two ways you can enter the program:

• Straight out of high school – You must have a 90+ High School GPA and competitive Regents, SAT, and/or ACT scores. Advanced coursework (AP, IB, Honors) at the high school level is a plus.
• Currently Enrolled Students – You must have a 3.5 or higher GPA to be invited into the Program. Students who have a slightly lower GPA may be admitted based upon the recommendation of one or more of their professors.
We offer a wide array of degree and certificates in STEM fields that prepare you for employment and/or transfer to four-year colleges and universities. We have many opportunities for students interested in a career in Engineering.

DEGREES & CERTIFICATES OFFERED

Civil Engineering Technology – A.A.S., ABET accredited
Computer Repair Technology – A.A.S.
Construction Management – Certificate
Electrical Engineering Technology – A.A.S., ABET accredited
Engineering Science – A.S.
Sustainable Design and Renewable Energy – Certificate

For further information, contact the Chairperson, Professor Kathleen Gallagher at engineering.physics@ncc.edu
Criminal Justice

CRIMINAL JUSTICE
(ASSOCIATE OF SCIENCE DEGREE)

This program will prepare for further study in the areas of criminal justice, law, public administration, sociology, or government. It’s program is best suited for those students planning to transfer to a four-year school, but is often used for entry-level positions in the criminal justice system. All criminal justice majors are required to take at least one class in each of the following areas: Policing, Corrections/Probation/Parole, Security Administration, in addition to CRJ 105 Foundations of the Justice System, CRJ 212 Research in Justice and CRJ 225 Criminal Law.

FIRE SCIENCE
(ASSOCIATE OF SCIENCE DEGREE)

The Fire Science program is designed to help you understand the importance of fire service in our society. It prepares you for an opportunity for employment in the fire science field. You will receive a strong foundation in liberal arts while gaining specific knowledge in fire science.

EMERGENCY MANAGEMENT (ASSOCIATE OF SCIENCE DEGREE)

This program is designed to help you understand the importance of emergency management in our society. Furthermore, it prepares you for transfer to a four-year degree program or an opportunity for employment in the Emergency Management field. You will receive a strong foundation in liberal arts while gaining training and specific knowledge in emergency management.

VISIT US ONLINE:
ncc.edu/criminaljustice
Inspired To Teach? Find Your Path at Nassau Community College

For a high quality and affordable degree in Teacher Education, there’s no better place to start than at Nassau Community College. Regardless of where you’re starting or where you want to go, the Teacher Education program provides a pathway for you.

The Teacher Education program is designed to support and encourage progress toward a baccalaureate degree and NYS teacher certification in Early Childhood (Birth-2nd grade), Childhood (1st-6th grade) or Adolescence Education (7th-12th grade). This course of study provides students with a balance of course work which includes Education classes, General Education requirements and courses within the students’ selective academic concentration of: Biology, Chemistry, Earth Science, English, History/Social Studies, Mathematics or Physics. The Teacher Education program is applicable to degrees in both general education and special education.

The Teacher Education program offers:
• Personal attention through individualized advisement and small class size
• Flexible scheduling of classes including day, evening, weekend and online
• Field Experience to extend the learning opportunities beyond the classroom
• Seamless transfer within the SUNY, CUNY as well as 4-year private institutions to earn a bachelor’s degree in education.

Take your first step toward NYS Teacher Certification at Nassau Community College.

TEACHER ASSISTANT CERTIFICATE
This program is designed to meet the training levels for New York State Teaching Assistant Licensure and Certification. The Teaching Assistant Certificate provides an opportunity for individuals interested in education to begin their higher education in a gradual and supportive manner.

Early Childhood Education A.A.  Adolescence Education A.A.
Early Childhood Education A.S.  Adolescence Education A.S.
Childhood Education A.A.  Teacher Assistant Certificate
Childhood Education A.S.

For further information, contact the Teacher Education Coordinator, Professor Diane Martin at 516.572.7458.
Get down to Business at NCC

The Department of Accounting and Business Administration offers degree and certificate programs, providing you with the necessary skills for immediate entry into today’s business world or transfer opportunities to a four-year institution.

What type of career will you eventually pursue after completing the program?

These programs would be suitable for those with career objectives in accounting, business management, business administration, or any other position in the business world.

Program Highlights

Internships and career related clubs extend the learning experience beyond the classroom. The department sponsors the Alpha Beta Gamma National Business Honor Society, the Accounting Society, Confucius Institute of Business, Entrepreneur, and the Make a Difference Club.

We also have the resources of the Emin Learning Center for students and advisement to answer any of your questions.

VISIT US ONLINE:
ncc.edu/accountingandbusiness
Marketing A.S. Degree

Get Started on Your Marketing Career Today

Degree Transfers to SUNY and Other 4-Year Schools
Technology Equipped Classrooms & Labs
Unique Project & Internships
Club Activities & Events

VISIT US ONLINE:
ncce.edu/marketingretailfashion
ART

The Art department offers a wide variety of courses ranging from art history, drawing, painting and more technologically advanced arts such as computer graphics and digital photography.

The department has several degrees including:
- A.A. Art Studies (Art History)
- A.S. Art designed for studio artists
- A.A.S. Graphic Design and Digital Media
- A.S. Photography

In addition, certificates in three specialties are offered:
- Photography
- Desktop Publishing
- Website Design

The Art clubs feature visiting artists, workshops, films and sponsor field trips to galleries and museums in NYC and surrounding areas. The NCC Plaza Art Gallery exhibits award-winning artists, and students can enter their work in a juried competition.

Whether you are interested in exploring just one art course or an art degree, you’ll find excellent instructors and discover a wealth of new experiences.
The NCC Lions Athletics Program is one of the premier NJCAA programs in the country and has earned more than 40 National Championship titles. Student-athletes learn important life skills, such as leadership, time management, resiliency, accountability, and how to effectively work with others toward a common goal. Many of our student-athletes have earned academic and athletic scholarships and continued to have successful careers at four-year colleges and universities, as well as in professional sports.

MEN’S TEAM
- Baseball
- Basketball
- Cheerleading
- Cross country
- Dance
- Football
- Golf
- Lacrosse
- Soccer
- Tennis
- Track & field
- Wrestling

WOMEN’S TEAM
- Basketball
- Cheerleading
- Cross country
- Dance
- Golf
- Soccer
- Softball
- Tennis
- Track & field
- Volleyball
- Wrestling

The Office of Student Activities

- Meet New Friends!
- Join a Student Club!
- Learn Leadership Skills!
- Become a Change Agent on Campus!

Get in Contact With Us! Find us at CCB 150 | Call us at 516.572.7148
NON-CREDIT PROGRAMS

Continuing Education
Workforce Development
Language Center
Community Programs
NEW
MENTAL MATH TIPS AND TRICKS
(CE9 713 R1)
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 Pournazari
CE9 713 R1 Meets: Saturday, November 7, 10:00am-1:00pm.
Fee: $50

CLOSE THAT GENERATION GAP! (CE9 614 R1)
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 “cool” 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 R1 Meets: Thursday, November 5, 7:00pm-9:00pm.
Fee: $45

NEW
MONEY MANAGEMENT FOR MILLENNIALS (CE9 715 R1)
Millennials have unique needs in terms of money management. This workshop will address those needs in regards to 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 R1 Saturday, November 21, 10:00am-1:00pm.
Fee: $50
**CURRENT PROCEDURAL TERMINOLOGY CODING (CE9 553 R1)**

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, completing a CMS 1500 form, filing a claim, collections, and medical office procedures will be discussed. Participants should have a notebook accessible.


**Instructor:** Mary Ann Norton

**CE9 553 R1** Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.

**Starts October 13**  
**Fee: $190**

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**MEDICAL BILLING/INVOICING (CE8 045 R1)**

This course is designed for individuals who are considering returning to the workforce in a medical office setting or exploring the field. Health care regulations and insurance companies require codes to describe medical conditions and for services rendered by a medical professional. Knowledge of these codes is essential to the medical office worker. Topics covered in this course include distinguishing the difference between procedure (CPT) and diagnostic (ICD-10) codes, and the use of modifiers. In addition, physician fee schedules, evaluation and management codes, completing a CMS 1500 form, filing a claim, collections, and medical office procedures will be discussed. Participants should have a notebook accessible.


**Instructor:** Mary Ann Norton

**CE8 045 R1** Meets: Monday, 7:00pm-9:00pm for 8 sessions.

**Starts October 5**  
**Fee: $190**

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**ICD-10-CM/PCS CODING (CE9 538 R1)**

This course is an introduction to Diagnosis coding, ICD10-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 reimbursement.


**Instructor:** Mary Ann Norton

**CE9 538 R1** Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.

**Starts October 7**  
**Fee: $190**

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**MEDICAL OFFICE PROCEDURES (CE8 005 R1)**

This course is designed for adults who are contemplating a career in a medical office with special emphasis on billing with ICD coding and related computer applications. Topics include telephone skills, professional demeanor, billing, C.P.T. coding, bookkeeping, transcription, dealing with insurance companies, and medical terminology.


**Instructor:** Jeremy Reissmann

**CE8 005 R1** Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.

**Starts October 13**  
**Fee: $190**

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**RESUME WRITING IN THE JOB SEARCH PROCESS (CE9 639 R1)**

This course will primarily focus on the process of resume writing that is necessary for obtaining an interview in the current job market. It will also expand to include effective strategies on "seeking" the job you are searching for, interviewing techniques dos and don'ts, cover letters and strategies on "seeking" the job you are searching for, current job market. It will also expand to include effective writing that is necessary for obtaining an interview in the direction. Set your goals; put them into action and aim high. Operate from strength and see problems as challenges with results. Communicate effectively, ask for what you want, set boundaries, and handle criticism and manipulations. Earn respect, gain trust, overcome resistance, and generate win-win relationships. Master the "6 smart things" to get authority figures to work with you on and off the job. All knowledge will be reinforced with training methods that CEOs and peak performers use.

**Instructor:**Staff

**CE9 639 R1** Meets: Tuesday, 7:00pm-9:00pm for 2 sessions.

**Starts October 13**  
**Fee: $50**

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**A POWERFUL CAREER IS NO ACCIDENT (CE9 699 R1)**

This intensive workshop will show you how to reinvent yourself and give you the words and behavior that will attract others and propel you to a higher level. Eliminate the negative fearful angry stories you tell yourself which ultimately hold you back. Function like high achievers: believe in the power of intention and inner knowing for direction. Set your goals; put them into action and aim high. Operate from strength and see problems as challenges with results. Communicate effectively, ask for what you want, set boundaries, and handle criticism and manipulations. Earn respect, gain trust, overcome resistance, and generate win-win relationships. Master the "6 smart things" to get authority figures to work with you on and off the job. All knowledge will be reinforced with training methods that CEOs and peak performers use.

**Instructor:** Ivy Helstein

**CE9 699 R1** Meets: Saturday, November 14, 9:30am-4:30pm.

** Fee: $120

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**“I took this class: twice at NCC and the rest on Zoom. I was very happy with Zoom, Professor Kisseleff was very creative with the classes.I would do a Zoom class again in drawing with Professor K.”

– Stephanie P.**
### SMALL BUSINESS BRANDING AND MARKETING (CE9 646 R1)
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 R1** Meets: Wednesday, 6:30pm-8:00pm for 2 sessions.  
Starts October 7  
Fee: $60

### SMALL BUSINESS ACCOUNTING AND RECORD KEEPING (CED 942 R1)
This course focuses on instruction in standard bookkeeping procedures and the small professional, service merchandising and retail sole proprietorships. Emphasis is given to journals, posting, preparation of a trial balance and financial statement, and procedures for handling petty cash, bank deposits, withdrawals and payroll. 
**Book required:** Small Business Accounting, Lita Epstein with Susan Myers/Wiley, ISBN: 978-0-470-19863-6. *Book is only a reference; all chapters will not be covered.*  
**Instructor:** Kimmy Tao  
**CED 942 R1** Meets: Thursday, 7:00pm-9:00pm for 8 sessions.  
Starts October 8  
Fee: $190

### COMPUTER FOR BEGINNERS (CED 217 R1)
This hands-on two-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. 
**TWO-DAY WORKSHOP.**  
**Instructor:** Julie Chang  
**CED 217 R1** Meets: Saturday, October 3 and 10, 9:00am-12:00pm.  
Fee: $120

### MICROSOFT WORD 365/2016/2019 (CE9 098 R1)
**INTRODUCTION:**  
Knowledge of Microsoft Windows recommended.  
**TWO-DAY WORKSHOP.**  
**Instructor:** Edward Hom  
**CE9 098 R1** Meets: Wednesday, October 7, 6:30pm-8:00pm.  
Fee: $45

### TWO-DAY WORKSHOP  
**Instructor:** Edward Hom  
**CE9 596 R1** Meets: Sunday, October 18 and 25, 10:00am-1:00pm.  
Fee: $120

### HOW TO USE ZOOM (CE9 741 R1)
This workshop will teach you how to conduct synchronous (real-time audio and video) on-line meetings for business and personal use with Zoom. You will learn what computer equipment and accessories to use, how to share your screens to display documents, PowerPoint presentations, web sites, annotations, and more. Also, Zoom security issues, solutions, and tips will be discussed. This workshop is a lecture only!  
**ONE-DAY WORKSHOP.**  
**Instructor:** Edward Hom  
**CE9 741 R1** Meets: Wednesday, October 7, 6:00pm-8:00pm.  
Fee: $45

### HOW TO ACCESS DIGITAL MEDIA ON YOUR ELECTRONIC DEVICES (CE9 742 R1)
This workshop will teach you how to access free and paid digital e-magazines, e-books, e-music, e-audiobooks, and streaming videos on your electronic devices. This workshop is a lecture only!  
**ONE-DAY WORKSHOP.**  
**Instructor:** Edward Hom  
**CE9 742 R1** Meets: Wednesday, November 4, 6:00pm-8:00pm.  
Fee: $45

### HOW TO DECLUTTER YOUR DIGITAL LIFE (CE9 596 R1)
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!  
**TWO-DAY WORKSHOP.**  
**Instructor:** Edward Hom  
**CE9 596 R1** Meets: Sunday, October 18 and 25, 10:00am-1:00pm.  
Fee: $120

### INTRODUCTION: MICROSOFT WINDOWS 10 (CE9 642 R1)
In this two-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. 
**TWO-DAY WORKSHOP.**  
**Instructor:** Oscar F. Menendez  
**CE9 642 R1** Meets: Saturday, September 12 and 26, 10:00am-1:00pm.  
Fee: $120

### SMALL BUSINESS ACCOUNTING, LITA ELPSTEIN WITH SUSAN MYERS/WILEY, ISBN: 978-0-470-19863-6. *BOOK IS ONLY A REFERENCE; ALL CHAPTERS WILL NOT BE COVERED.*

### COMPUTER CLASSES
**NEW**  
**NEW**  
**NEW**

### BUSINESS SKILLS
**NEW**  
**NEW**  
**NEW**
ADVANCED:
MICROSOFT WORD 365/2016/2019 (CE9 147 R1)
Knowledge of Intermediate Microsoft Word (CE9 137) recommended.
This workshop will allow you to automate Microsoft Word. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, WordArt, watermarks, building blocks, and creating and executing macros.
TWO-DAY WORKSHOP: 
Instructor: Patricia Castillo Lucas 
CE9 147 R1 Meets: Sunday, November 29 and December 6, 10:00am-1:00pm. 
Fee: $120

MICROSOFT OUTLOOK 365/2016/2019 FOR BEGINNERS (CE9 577 R1)
Basic knowledge of Microsoft recommended. Professionals stand to gain by knowing how to maximize the potential of their office communications with Microsoft Outlook. Learn how to connect to Outlook for the first time, send, receive and store emails, update and organize your contacts, handle calendars, address books for storing contacts, task reminder features, and the journal. Connecting social media and favorite website updates to Outlook will also be discussed. This ONE-DAY WORKSHOP is a part lecture, part hands-on class. Since this is a zoom session, it would be advised to have the Outlook application installed on the computer for the lab portion of the class.
Instructor: Jeremy Wong 
CE9 577 R1 Meets: Sunday, November 15, 10:00am-1:00pm. 
Fee: $60

INTRODUCTION: MICROSOFT EXCEL 365/2016/2019 (CE9 099 R1, R1)
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 basic.
TWO-DAY WORKSHOP: 
Instructor: Edward Hom 
CE9 099 R1 Meets: Sunday, October 4 and 11, 10:00am-1:00pm. 
Fee: $120

INTERMEDIATE: MICROSOFT EXCEL 365/2016/2019 (CE9 138 R1)
Knowledge of Introduction Microsoft Excel (CE9 099) recommended. Topics focus on review of conditional functions to process information, PivotTable for report creation, charts to visualize data, and conditional formatting to identify trends in data sets based on user-defined rules. Various data sets will be used
TWO-DAY WORKSHOP: 
Instructor: Imran Shaw 
CE9 138 R1 Meets: Saturday, October 17 and 24, 10:00am-1:00pm. 
Fee: $120

ADVANCED: MICROSOFT EXCEL 365/2016/2019 (CE9 148 R1)
Knowledge of Intermediate Microsoft Excel (CE9 138) recommended. Topics cover the match and retrieve "vlookup" function, name ranges to label and access data sets, macros to automate steps, and nested "IF" functions to leverage more complex function usage. Various examples and data sets will be used.
TWO-DAY WORKSHOP: 
Instructor: Juan Hinojosa 
CE9 148 R1 Meets: Saturday, October 31 and November 7, 10:00am-1:00pm. 
Fee: $120

FORMULAS AND CHARTS IN EXCEL I (CE9 572 R1)
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 R1 Meets: Thursday, October 15, 6:30pm-9:30pm. 
Fee: $60

FORMULAS AND CHARTS IN EXCEL II (CE9 573 R1)
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 R1 Meets: Thursday, October 22, 6:30pm-9:30pm. 
Fee: $60

INTRODUCTION: MICROSOFT POWERPOINT 365/2016/2019 (CE9 136 R1)
Knowledge of Microsoft Windows recommended. This workshop will help you create effective electronic presentations using Microsoft PowerPoint. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.
TWO-DAY WORKSHOP: 
Instructor: Edward Hom 
CE9 136 R1 Meets: Sunday, November 1 and 8, 10:00am-1:00pm. 
Fee: $120

INTERMEDIATE: MICROSOFT POWERPOINT 365/2016/2019 (CE9 434 R1)
Knowledge of Microsoft PowerPoint (CE9 136) 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.
TWO-DAY WORKSHOP: 
Instructor: Zachary Pournazarri 
CE9 434 R1 Meets: Sunday, November 22 and 29, 10:00am-1:00pm. 
Fee: $120
INTRODUCTION:
MICROSOFT ACCESS 365/2016/2019 (CE9 123 R1)
Access is Microsoft’s powerful relational database. This class will cover basics of Access. The class will consist of creating tables and queries.
TWO-DAY WORKSHOP.
Instructor: Juan Hinojosa
CE9 123 R1 Meets: Saturday, October 3 and 10, 10:00am-1:00pm.
Fee: $120

INTERMEDIATE:
MICROSOFT ACCESS 365/2016/2019 (CE9 146 R1)
Knowledge of Microsoft Access (CE9 123) 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.
TWO-DAY WORKSHOP.
Instructor: Juan Hinojosa
CE9 146 R1 Meets: Saturday, October 17 and 24, 10:00am-1:00pm.
Fee: $120

ADVANCED:
MICROSOFT ACCESS 365/2016/2019 (CE9 478 R1)
Knowledge of Intermediate Microsoft Access (CE9 146) recommended. 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 tools.
TWO-DAY WORKSHOP.
Instructor: Juan Hinojosa
CE9 478 R1 Meets: Saturday, November 14 and 21, 10:00am-1:00pm.
Fee: $120

COMPUTER AND IDENTITY SECURITY
(CE9 322 R1)
This three-hour course will teach the basics of keeping your computer and personal information safe while you enjoy the benefits of the Internet. Some of the highlights are: computer security; anti-virus software; what is a firewall?; how to hide your computer from hackers; handling SPAM; managing user IDs and passwords; how to use your Windows XP backup tool; and how to secure personal information.
ONE-DAY WORKSHOP.
Instructor: Jeremy Wong
CE9 322 R1 Meets: Sunday, October 18, 10:00am-1:00pm.
Fee: $60

NEW ELECTRONIC DEVICE EMERGENCY PREPARATION
(CE9 482 R1)
This workshop will teach you how to keep your phone, tablets, computers, and other electronic devices working during an emergency such as a hurricane, major storm, or when the power goes out. This workshop is a LECTURE ONLY class.
ONE-DAY WORKSHOP.
Instructor: Edward Hom
CE9 482 R1 Meets: Sunday, November 15, 10:00am-1:00pm.
Fee: $60

“Thank you!!! The class was fabulous, I already ordered my mophie and I’m also shopping around for a Sherpa 100 AC. Thanks again.”
– Karen S. - Summer 2020

NEW INTRODUCTION TO GOOGLE SUITE
(CE9 714 R1)
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.
TWO-DAY WORKSHOP.
Instructor: Edward Hom
CE9 714 R1 Meets: Sunday, November 14 and 21, 10:00am-1:00pm.
Fee: $120

GOOGLE MEET VIDEOCONFERING
(CE9 743 R1)
Google Meet is used to demonstrate how to use videoconference technology to keep you connected to people that are important to you or your business. Features used in the workshop include using a microphone for audio, webcam for video, chat for messaging, adding your profile picture, recording for later viewing, and other features.
TWO-DAY WORKSHOP.
Instructor: Juan Hinojosa
CE9 743 R1 Meets: Friday, October 9 and 16, 6:30pm-9:30pm.
Fee: $120

NEW INTRODUCTION TO SOCIAL MEDIA
(CE9 746 R1)
Social media is the new way to share information, make connections, and communicate. This course will teach you why you need social media, what platforms are available, and how to build and maintain your social presence. It will detail the most common social media platforms such as Facebook, Twitter, Instagram, Snapchat, TikTok, and LinkedIn. You will learn the advantages of each platform, how to setup accounts, and build your online presence. These workshops are lecture only!
TWO-DAY WORKSHOP.
Instructor: Michael Lee
CE9 746 R1 Meets: Saturday, November 7 and 14, 10:00am-1:00pm.
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.
Instructor: Zia Durrani
CE9 217 B1 Meets: Saturday, 9:00am-12:00pm for 7 sessions.
Starts October 3
Fee: $250

NEW TWO-DA Y WORKSHOP.
Instructor: Juan Hinojosa
CE9 743 R1 Meets: Sunday, November 15, 10:00am-1:00pm.
Fee: $60

“Thank you!!! The class was fabulous, I already ordered my mophie and I’m also shopping around for a Sherpa 100 AC. Thanks again.”
– Karen S. - Summer 2020
SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES (CE9 416 R1)

Have you wanted to explore online auctioning and create online advertisements? Would you like to make some additional income by selling from the convenience of your computer? Learn how to begin buying and selling online. You will learn how to post listings with platforms such as eBay and Craigslist. Selling with Amazon, WordPress and PayPal will be explored. The course will include an overview of ecommerce, how-to demos, selling with the eBay mobile app and discussions of various experiences buying and selling online.

TWO-DAY WORKSHOP.
Instructor: Juan Hinojosa
CE9 416 R1 Meets: Friday, October 23 and 30, 10:00am-1:00pm.
Fee: $120

HOW TO USE THE CLOUD (CE9 481 R1)

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 R1 Meets: Sunday, November 22, 10:00am-1:00pm.
Fee: $60

NEW WRITERS WRITE: PERSONAL JOURNALING (CE9 692 R1)

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

Instructor: Gregory Cioffi
CE9 692 R1 Meets: Monday, 6:30pm-8:00pm for 6 sessions.
Starts October 5
Fee: $135

BEGINNER PILATES (CE9 500 R1)

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! Participants should have a towel, water and a mat accessible.

Instructor: Elaina Marku
CE9 500 R1 Meets: Saturday, 10:15am-11:15am for 8 sessions.
Starts October 3
Fee: $150

BEGINNER KUNDALINI YOGA (CE8 100 R1)

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. Participants should have a mat, wear loose clothing and do not eat for two (2) hours before class.

Instructor: Elaina Marku
CE8 100 R1 Meets: Saturday, 11:30am-1:00pm for 8 sessions.
Starts October 3
Fee: $175

“Zoom class was awesome! Greg is an excellent instructor! I also met some wonderful people and would recommend this class to anyone who is interested in writing.”

– Susan G
CHAIR AEROBICS (CE9 719 R1)
Just like any aerobic workout, chair aerobics is designed to increase muscle strength, muscle endurance and improve range of motion while stretching and burning calories. This is a modified format that offers safe alternatives to traditional exercises while having fun at the same time. Participants should have water accessible, a sturdy chair and wear comfortable shoes.
Instructor: Caryn Cooper
CE9 719 R1 Meets: Monday, 6:30pm-7:15pm for 8 sessions.
Starts October 5 $75

MOVING FOR LIFE (CE9 718 R1)
This low impact dance exercise class combines elements of aerobics, cardio, stretching and yoga to address the needs of those dealing with various health and physical challenges such as breast cancer, heart disease and joint pain in a fun and safe way. Participants should have water accessible and wear comfortable shoes.
Instructor: Caryn Cooper
CE9 718 R1 Meets: Monday, 7:30pm-8:30pm for 8 sessions.
Starts October 5 $100

FULL BODY FITNESS FOR WOMEN (CE9 663 R1)
Each class will be one hour filled with body weight exercises that will get your heart rate up and body moving! Weekly sessions will incorporate different training methods such as strength and conditioning, aerobic, resistance training, pilates, plyometrics & cardio exercises. This program is designed for all ability levels from a beginner to an athlete. What better way to work out, then from the comfort of your home?!? Participants should have a towel, water, a yoga mat and any dumbbells, or resistance bands (not a requirement) you may have at home.
Instructor: Diane Calimopulos
CE9 663 R1 Meets: Tuesday, 6:30pm-7:30pm for 8 sessions.
Starts October 6 Fee: $150

ZUMBA (CE9 463 R1)
Join in the dance fitness party craze that combines aerobic exercise with Latin-inspired dance moves such as mambo, cha-cha-cha, salsa and more! Party yourself into shape as you burn calories in this exercise in disguise. Please wear comfortable clothing and have water accessible.
Instructor: Caryn Cooper
CE9 463 R1 Meets: Tuesday, 7:00pm-8:00pm for 8 sessions.
Starts October 6 Fee: $150

ZUMBA GOLD (CE9 498 R1)
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 have water accessible.
Instructor: Caryn Cooper
CE9 498 R1 Meets: Saturday, 9:00am-10:00am for 8 sessions.
Starts October 3 Fee: $150
See Zumba Gold (CE9 498 W1) in our Winter offerings

ALFRED HITCHCOCK AND FILM NOIR (CE9 644 R1)
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 R1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts November 3 Fee: $120

THE HISTORY OF HORROR AND SCIENCE FICTION IN THE CINEMA (CE9 231 R1)
In this course, the student will be taught the historic and political significance of the horror and science fiction genre in cinema from the Golden Days (1900-1940s) to the present. This course is both lecture and presentation, incorporating talk, film clips and vintage memorabilia shows.
Instructor: Keith J. Crocker
CE9 231 R1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts October 6 Fee: $120

EXPLORE THE WORLD OF ACTING (CE9 617 R1)
Students will ZOOM into the basics of acting using sensory work, improvisation, and relaxation exercises while being taught various acting techniques. On the final class, students will perform a monologue with movement, props, and costumes supplied by student. No memorization is required, just a love of theater.
Instructor: Gregory Cioffi
CE9 617 R1 Meets: Monday, 8:00pm-10:00pm for 6 sessions.
Starts October 5 Fee: $175
INTRODUCTION TO LEARNING THE GUITAR (CE9 493 R1)
Whether you’re looking to brush up on the basics or kick-start a new hobby, this course is the one for you. Working at your own pace, and under the instruction of a professional musician and music educator, you will learn such skills as reading music, basic chords, fingerpicking, and simple blues techniques. Start playing songs by the end of your first lesson. No experience necessary.
Book required: Alfred's Basic Guitar Method Book I.
Instructor: Thomas Rizzuto
CE9 493 R1 Meets: Wednesday, 6:30pm-8:00pm for 10 sessions.
Starts October 7 Fee: $175

GENEALOGY RESEARCH (CE9 246 R1)
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.
Instructor: Jean King
CE9 246 R1 Meets: Saturday, October 17, 10:00am-12:00pm.
Fee: $40

NEW A FRESH APPROACH TO PROCRASTINATION (CE9 717 R1)
In this 2-part workshop, we will explore the reason that people procrastinate and provide insight to begin procrastinating in a positive way. There will be activities to generate critical thought around what are high value priorities. Participants will have the opportunity to create goals to make changes to prioritize more productively. In addition to SMART goals, we will explore the management of tasks by using the ABCDE method and the 80/20 rule. This workshop is interactive and will have both individual and group activities where participants will be encouraged to share. Participants are expected to have read or be familiar with Brian Tracy’s book, Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time
Instructor: Thomas Marino
CE9 717 R1 Meets: Wednesdays October 7 and 21, 6:30pm-8:30pm.
Fee: $80

PERSONAL INTEREST

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

THE SITE YOUR HOUSE SITS ON
Information regarding repairs to foundation, sidewalks, basements.
CE9 727 R1: Monday, October 5, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S EXTERIOR
Information regarding repair of floor, roof, chimney, windows, doors.
CE9 728 R1: Monday, October 12, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S WINDOW AND DOOR WEATHER STRIPPING
It is recommended you take CE9 728 prior to this workshop.
Information regarding how to install weather stripping around exterior doors, install weather stripping on an exterior door sill, weatherproof windows
CE9 744 R1: Monday, October 19, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S INTERIOR
Information regarding repair of interior walls, doors, ceilings, decking.
CE9 730 R1: Monday, October 26, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S INSULATION
Information regarding drafts, cold walls, loss of heat.
CE9 731 R1: Monday, November 2, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S ELECTRICAL SYSTEM
Information regarding light switches, GFI outlets smoke detectors.
CE9 732 R1: Monday, November 9, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S ELECTRICITY AND WIRING
It is recommended you take CE9 732 prior to this workshop.
Information regarding how to strip a wire, wire an outlet, wire a basic light switch where the power enters the switch, connect a surface mounted light fixture to the switch, reinforce the meaning and importance of the colors of the different wires
CE9 745 R1: Monday, November 16, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S PLUMBING
Information regarding water supply, sanitary waste system, plumbing system.
CE9 733 R1: Monday, November 23, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S HEATING SYSTEM
Information regarding boiler, radiator, chimney lining.
CE9 734 R1: Monday, November 30, 7:00pm-9:00pm.
Fee: $40

YOUR HOME’S AIR CONDITIONING SYSTEM
Information regarding central air, window units.
CE9 735 R1: Monday, December 7, 7:00pm-9:00pm.
Fee: $40
CELESTIAL NAVIGATION (CED 896 R1)
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 R1 Meets: Saturday, 9:00am-11:00am for 5 sessions.
Starts October 3       Fee: $120

SEAR’S CATALOG MAIL-ORDER HOMES (CE9 704 R1)
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 homes kits 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.
ONE-DAY WORKSHOP
Instructor: Georgette Grier-Key
CE9 704 R1 Meets: Thursday, November 19, 7:00pm-9:00pm.
Fee: $40

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

THE ART OF PHOTOGRAPHY (CE5 055 R1)
This course will help you to transform your snapshots into memorable photographs. Focus will be placed on camera handling, composition, framing and lighting. This course is suitable for students with a “point and shoot” camera and 35mm auto/manual SLR camera. We will simplify the technology and concentrate on the art of photography. Students should have pictures available.
Instructor: Lawrence Chatterton
CE5 055 R1 Meets: Wednesday, 7:00pm-9:00pm for 6 sessions.
Starts October 7       Fee: $175

REAL ESTATE SALESPERSON QUALIFYING COURSE (CED 070 R1)
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 R1 Meets: Monday and Wednesday, 6:30pm-10:15pm for 21 sessions.
September 2, 9, 14, 16, 21, 23, 30,
October 5, 7, 12, 14, 19, 21, 26, 28,
November 2, 4, 9, 16, 18, 23 (Weather days November 21, December 1, March 28, May 31, June 27, July 22, August 23, October 20, November 20, December 18).
Fee: $500
Meets: Saturday, October 3, 10:00am-1:30pm.
Fee: $45

NEW SELLING YOUR HOME ON YOUR OWN (CE9 706 R1)
Want to save a real estate commission? Learn the secrets of the pros! This workshop will teach you how to handle the myriad details from pricing to closing. You will learn how to handle the potential pitfalls. Topics include pricing, preparing the house for sale, marketing, holding a successful open house, objection handling, buyer qualification, safety and much, much more. Bring all your questions.
ONE-DAY WORKSHOP.
Instructor: Bernard Caprera
CE9 706 R1 Meets: Saturday, October 3, 9:30am-12:30pm.
Fee: $60

FIRST TIME HOMEBUYER SEMINAR (CE9 430 R1)
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 nuances, and other topics. The class will end with a Q and A period, so bring all questions.
ONE-DAY WORKSHOP.
Instructor: Bernard Caprera
CE9 430 R1 Meets: Saturday, October 24, 9:30am-12:30pm.
Fee: $60

NOTARY (CE9 490 R1)
This course will prepare you to sit for the Notary Public exam given by the State of New York. Information on how to register for the Exam and New York State preparation materials will be distributed. The course will discuss the New York State Notary Public License Law, including customary notarial functions.
ONE-DAY WORKSHOP.
Instructor: Simone Freeman
CE9 490 R1 Meets: Saturday, October 3, 10:00am-1:30pm.
Fee: $60

NEW ASSET PROTECTION 2020 (CE9 486 R1)
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 R1 Meets: Wednesday, November 18, 7:00pm-8:30pm.
Fee: $45

BACK TO INVESTMENT BASICS (CE9 633 R1)
It is all too common nowadays for investment brokers and "investment advisors" to position their clients' investment money in mutual funds, ETFs or other vehicles that are aggregated together with a multitude of other investors. For the most part, advisors and investment brokers have been utilizing funds or similar vehicles rather than choosing individual securities as a growing trend for decades. Learn the "basics" on how to oversee the management of your portfolio!
ONE-DAY WORKSHOP.
Instructor: Richard Jack
CE9 633 R1 Meets: Tuesday, November 24, 7:00pm-9:00pm.
Fee: $45

MAXIMIZING SOCIAL SECURITY (CE9 550 R1)
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 R1 Meets: Monday, November 16, 6:30pm-9:00pm.
Fee: $45

NEW ELDERCARE MEDICAL COSTS (CE9 653 R1)
This course will discuss strategies and the importance of planning ahead to protect hard earned assets in the face of rising non-insured, nursing home, assisted living and personal medical eldercare costs.
ONE-DAY WORKSHOP.
Instructor: Richard Jack
CE9 653 R1 Meets: Tuesday, October 6, 7:00pm-9:00pm.
Fee: $45

SAVORY IRA PLANNING (CE9 584 R1)
A lot of people have a plan for accumulating money for retirement, but far too often that's where the planning stops. The reality is that a sound distribution strategy -in other words, a plan for taking money out of your retirement accounts- is also extremely important. In this course you will learn some of the key IRA rules, how to avoid some of the biggest IRA mistakes, and some savvy planning strategies.
Ten Steps to Lower Taxes in Retirement

Not food... not a mortgage... not even the cost of health care... but taxes! For many people, taxes will be the single biggest expense in retirement. Unfortunately, navigating the tax code can be tricky—they don't call it the "code" for nothing, after all—but by utilizing the right techniques and strategies, there's a good chance that you can meaningfully lower your tax expense in retirement. In this course you will learn about 10 powerful strategies that can help you reduce your tax bill so that you can enjoy more of your hard-earned money doing the things you enjoy the most with the people who matter most.

**ONE-DAY WORKSHOP.**

Instructor: Jeffrey Levine

CE9 585 R1 Meets: Tuesday, October 6, 7:00pm-10:00pm.

Fee: $45

Health with a Whole New Perspective

New! How to Heal the Gut, Thyroid and Immune Axis with Chinese Medicine and Diet (CE9 602 R1)

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 R1 Meets: Thursday, October 8, 7:00pm-9:00pm.

Fee: $50

May I Have Your Attention Please? (CE9 615 R1)

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, from fear of public speaking! It's called Glossophobia and it often stands in the way of success. Speaking up in a meeting, or interviewing for a job are just a few opportunities where you can shine—or not. Learn to control the nerves, squash the fear of public speaking! It's called Glossophobia and it often stands in the way of success. Speaking up in a meeting, or interviewing for a job are just a few opportunities where you can shine—or not. Learn to control the nerves, squash the fear of public speaking! It's called Glossophobia and it often stands in the way of success. Speaking up in a meeting, or interviewing for a job are just a few opportunities where you can shine—or not. Learn to control the nerves, squash the fear of public speaking! 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Language Center— English Language Classes

ENGLISH LANGUAGE SKILLS 2 (CE5 208 R3)
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 R3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 12 Fee: $395

ENGLISH LANGUAGE SKILLS 3 (CE5 209 R3)
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 R3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 12 Fee: $395

ENGLISH LANGUAGE SKILLS 4 (CE5 210 R3)
Students will continue to practice writing, reading, listening, and speaking to increase overall English language aptitude. They will become familiar with complex sentence structures and more complicated verb tenses. Members of this class will write documents such as essays, business letters, memorandums, and formal e-mail messages. Students will also give at least one oral report. The organization of written and oral presentation formats and phrases that help speakers and writers create relationships among ideas will be explored.
CE5 210 R3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 12 Fee: $395

CONVERSATION SKILLS 2 (CE3 CS2 R3)
This course is designed to increase the oral proficiency of level 3 and 4 English Language Skills students (CE5 209, CE5 210). Class members will speak and interact with the instructor and other students. Conversations, group work, and/or role-playing will help students speak clearly, using improved grammar and newly acquired vocabulary words.
CE5 CS2 R3 Meets: Tuesday and Thursday, 6:00pm-8:40pm for 12 sessions.
Starts January 12 Fee: $395

OUTDOOR WINTER SKILLS (CE9 495 W1)
This course will provide you with new skills that you can use in the great outdoors. You will learn to identify and choose trees and shrubs; find and identify edible plants; build a shelter; start a fire; and survive in the woods.
CE9 495 W1 Meets: Saturday, 9:00am-2:00pm for 8 sessions.
Starts January 9 Fee: $200

PRONUNCIATION SKILLS (CE5 122 R4)
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 R4 Meets: Saturday, 9:30am-1:30pm for 6 sessions.
Starts January 9 Fee: $210

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 Alfred’s Basic Guitar Method Book I and have it accessible.
Instructor: Thomas Rizzuto
CE9 494 W1 Meets: Wednesdays, 6:30pm-8:00pm for 10 sessions.
Starts December 30 Fee: $175

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 have water accessible.
Instructor: Caryn Cooper
CE9 498 W1 Meets: Saturday, 9:00am-10:00am for 8 sessions.
Starts January 9 Fee: $150
Registration Deadline for Winter Session: December 29, 2020

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: Staff
CE9 459 W1 Meets: Monday, 6:30pm-8:30pm for 4 sessions.
Starts January 4 Fee: $100

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 (OR HAVE ACCESS TO A DIGITAL VERSION OF THE CALCULATOR) AND WORKBOOK 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 6 Fee: $100

Language Center—Languages from Around the World

INTRODUCTION TO ITALIAN (CE5 167 R3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Italian language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.
CE5 167 R3 Meets: Tuesday, 6:00pm-8:40pm for 6 sessions.
Starts January 12 Fee: $175

ITALIAN 1 (CE5 168 R3)
A continuation of the Introduction to Italian class, this course will further expose students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.
CE5 168 R3 Meets: Thursday, 6:00pm-8:40pm for 8 sessions.
Starts January 14 Fee: $175

INTRODUCTION TO SPANISH (CE5 164 R3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Spanish language. Fundamental skills in reading, writing, speaking, listening, and pronunciation will be emphasized, eventually leading to basic conversation.
CE5 164 R3 Meets: Tuesday, 6:00pm-8:40pm for 6 sessions.
Starts January 12 Fee: $175

Language Center–Languages from Around the World

INTRODUCTION TO ITALIAN (CE5 167 R3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Italian language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.

CE5 167 R3 Meets: Tuesday, 6:00pm-8:40pm for 6 sessions.
Starts January 12 Fee: $175

ITALIAN 1 (CE5 168 R3)
A continuation of the Introduction to Italian class, this course will further expose students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.

CE5 168 R3 Meets: Thursday, 6:00pm-8:40pm for 8 sessions.
Starts January 14 Fee: $175
In this class, non-English speaking students will learn basic English language skills. Lessons will include the alphabet pronunciation, 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. CLASS WILL ONLY RUN IF IT CAN MEET FACE TO FACE. CE5 206 A4 Meets: Saturday, 8:30am-3:00pm for 8 sessions. Starts October 10 Fee: $395

ENGLISH LANGUAGE SKILLS 1 (CE5 207 A3)

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. CLASS WILL ONLY RUN IF IT CAN MEET FACE TO FACE. CE5 207 A3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions. Starts October 5 Fee: $395

ENGLISH LANGUAGE SKILLS 2 (CE5 208 R1, R3)

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 R1 Meets: Monday and Wednesday, 9:15am-12:15pm for 16 sessions. Starts October 5 CE5 208 R3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions. Starts October 5 Fee: $395

ENGLISH LANGUAGE SKILLS 3 (CE5 209 R1, R3)

In this course, students will strengthen their English language skills, integrating reading, writing, and conversational 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 R1 Meets: Monday and Wednesday, 9:15am-12:15pm for 16 sessions. Starts October 5 Fee: $395

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.

NEW STUDENTS should take the LC assessment test. For this purpose, please click on the link LC Assessment test here or under the bar "New students" in our webpage and follow the instructions. Financial Aid is not available for these classes.

ENGLISH LANGUAGE CLASSES

Registration Deadline for Fall Session: September 23, 2020
CONVERSATION SKILLS 2 (CE5 CS2 R1)
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. 
CE5 CS2 R1 Meets: Friday, 9:30am-1:30pm for 8 sessions. Starts October 9 Fee: $275

PRONUNCIATION SKILLS (CE5 122 R4)
This comprehensive course will help intermediate students speak more clearly and accurately. Students will learn techniques to identify and pronounce vowel digraphs, beginning and final consonants and consonant clusters, word stress, rhythm, and intonation. Students will learn and practice techniques to enhance their speaking, listening and oral discrimination skills. 
CE5 122 R4 Meets: Saturday, 9:00am-12:00pm for 8 sessions. Starts October 10 Fee: $210

PERSONAL WRITING SKILLS (CE5 247 R1)
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.
CE5 247 R1 Meets: Tuesday, 10:00am-12:00pm for 8 sessions. Starts October 6 Fee: $175

ITALIAN 1 (CE5 168 R3)
A continuation of the Introduction to Italian class, this course will further expose students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation. 
CE5 168 R3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions. Starts October 7 Fee: $175

ITALIAN 2 (CE5 169 R3)
This course is for students with a basic knowledge of Italian who want to brush up on and/or expand their language skills. Students will continue to learn the essential grammatical structures of the language, develop their vocabulary, and improve their pronunciation for more fluent conversation. 
CE5 169 R3 Meets: Thursday, 6:30pm-8:30pm for 8 sessions. Starts October 8 Fee: $175

INTRODUCTION TO SPANISH (CE5 164 R3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Spanish language. Fundamental skills in reading, writing, speaking, and listening will be emphasized, eventually leading to basic conversation. 
CE5 164 R3 Meets: Monday, 6:30pm-8:30pm for 8 sessions. Starts October 5 Fee: $175

SPANISH 1 (CE5 165 R3)
A continuation of Introduction to Spanish, this course will work on grammar and vocabulary. Students will practice pronunciation and learn Spanish phrases and conversation needed in everyday life. 
CE5 165 R3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions. Starts October 7 Fee: $175

AMERICAN SIGN LANGUAGE 1 (CE5 130 R3)
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 R3 Meets: Monday, 6:00pm-8:00pm for 8 sessions. Starts October 5 Fee: $175

INTRODUCTION TO FRENCH (CE5 177 R3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the French language. This beginning level class will emphasize basic skills in reading, writing, speaking, listening, and pronunciation, leading to basic French conversation. 
CE5 177 R3 Meets: Monday, 6:30pm-8:30pm for 8 sessions. Starts October 5 Fee: $175

FRENCH 1 (CE5 181 R3)
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 R3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions. Starts October 7 Fee: $175

INTRODUCTION TO ITALIAN (CE5 167 R3)
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, and listening will be emphasized, eventually leading to basic conversation. 
CE5 167 R3 Meets: Monday, 6:30pm-8:30pm for 8 sessions. Starts October 5 Fee: $175

LINGUAGES FROM AROUND THE WORLD 2020 FALL SESSION
Registration Deadline for Fall Session: September 23, 2020
El Centro de Idiomas de Nassau Community College ofrece cursos de inglés para estudiantes cuyo idioma nativo no es inglés. Las clases se enfocan en hablar, escuchar, leer y escribir. Nuestro objetivo es ayudar a los estudiantes a fortalecer sus habilidades en el idioma inglés para desenvolverse cómodamente en la comunidad y en situaciones sociales, de negocios y de trabajo.

ESTUDIANTES NUEVOS deben tomar la evaluación de lectura y escritura del Centro de Idiomas. Para ello, deben hacer clic en el enlace bajo de la barra “Nuevos estudiantes” en nuestra página web y seguir las instrucciones. No hay ayuda financiera disponible para estas clases.

INTRODUCCIÓN AL IDIOMA INGLÉS (CES 206 A4)
En esta clase, los estudiantes cuya lengua materna es diferente al inglés aprenderán las habilidades básicas del idioma inglés. Las lecciones incluirán el alfabeto, los números, y el principio de deletreo y pronunciación. Los estudiantes también estudiarán palabras y frases del vocabulario común y empezarán a entender el idioma inglés escrito y hablado; practicarán actividades tales como obtener direcciones, decir la hora, hacer citas y manejar el dinero. Esta clase se enfocará en desarrollar habilidades en escritura, conversación y lectura para mejorar las habilidades en el idioma inglés. Los estudiantes revisarán los tiempos verbales ensañados en el nivel 1 y se familiarizarán con otros tiempos. Aprenderán vocabulario nuevo y continuarán escribiendo oraciones sencillas, así como oraciones compuestas, usando palabras en el orden correcto e identificando las partes principales del discurso.

Inicio 10 de Octubre  
Precio: $395

HABILIDADES EN EL IDIOMA INGLES 1 (CES 207 A3)
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.

Inicio 5 de Octubre Precio: $395

HABILIDADES EN EL IDIOMA INGLES 2 (CES 208 R1, R3)
Esta clase se enfocará en desarrollar habilidades en escritura, conversación y lectura para mejorar las habilidades en el idioma inglés. Los estudiantes revisarán los tiempos verbales ensañados en el nivel 1 y se familiarizarán con otros tiempos. Aprenderán vocabulario nuevo y continuarán escribiendo oraciones sencillas, así como oraciones compuestas, usando palabras en el orden correcto e identificando las partes principales del discurso.

Inicio 5 de Octubre Precio: $395

LA NUEVA FORMA DE REGISTRATION INSTRUCTIONS

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

All FALL 2020 and WINTER 2021 classes will be offered REMOTELY.

Courses will be instructed through the use of email and video conferencing and will meet remotely during the days and time listed.

Participating in these courses requires the use of a device with ZOOM audio/video conferencing capability. Please insure you provide an accurate email address/phone number for instructor contact.

NO CLASSES WILL MEET FACE TO FACE.

EXCEPT: INTRODUCTION TO THE ENGLISH LANGUAGE AND ENGLISH LANGUAGE SKILLS 1, WILL RUN ONLY IF THE COLLEGE PERMITS THEM TO MEET FACE TO FACE. You will be notified by the Language Center.

New students should take the LC assessment test. For this purpose, please click on the link LC Assessment test here or under the bar “New students” in our webpage and follow the instructions. 

Los estudiantes practicarán el uso de nuevas palabras, pronombres, sustantivos singulares y plurales y verbos en tiempo simple. Esta CLASE SOLO SE OFRECERA SI PUEDÉ HACERSE PRESENCIAL.

CES 207 A3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones. 
Inicio 5 de Octubre

HABILIDADES EN EL IDIOMA INGLES 2 (CES 208 R1, R3)
Esta clase se enfocará en desarrollar habilidades en escritura, conversación y lectura para mejorar las habilidades en el idioma inglés. Los estudiantes revisarán los tiempos verbales ensañados en el nivel 1 y se familiarizarán con otros tiempos. Aprenderán vocabulario nuevo y continuarán escribiendo oraciones sencillas, así como oraciones compuestas, usando palabras en el orden correcto e identificando las partes principales del discurso.

Inicio 5 de Octubre Precio: $395

Los estudiantes nuevos deben tomar la evaluación de lectura y escritura del Centro de Idiomas. Para ello, deben hacer clic en el enlace bajo la barra “Nuevos estudiantes” en nuestra página web y seguir las instrucciones.

Los aplicantes deben ser mayores de 17 años.

如要參與這些課程，將會需要有能夠使用ZOOM會話的電子產品。

如要參加這些課程，申請人必須是年滿17歲或以上。

如要參與這些課程，申請人必須是年滿17歲，並依照指示進行預先註冊。
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.

EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) (CE1 211 A1) – 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 NYS Department of Health (NYSDOH) 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 requirement for the National Registry Exam.
Textbook and medical supplies are additional costs.
Note: If necessary, this course could transition to remote for classroom training. Students must complete a clinical experience of 10 hours in an emergency room or a local hospital and have an opportunity for a ride-along. Students must also complete three on-line classes provided free of charge by FEMA. The textbook is required for the first day of class. Students should expect homework assignments after each class.
To qualify for the NYS Department of Health (NYSDOH) certifying exam, students must attend all classes, complete all assignments, have a clear (no felonies) background check*, and pass the final written exam and practical skills exam. Students who pass the NYS exam will receive Emergency Medical Technician certification from NYSDOH. Students must be 18 years of age by the written exam date. Content meets the requirement for the National Registry Exam.
Textbook and medical supplies are additional costs.
Note: If necessary, this course could transition to remote for the lecture portion of the course.
Instructor: Certified EMS Academy Instructor
CE1 211 A1 On campus classroom Meets: Tuesday and Thursday, 7:00pm- 10:00pm, Saturday, 9:00am-12:00pm
Registration accepted through September 14, 2020. Fee: $1,500

EKG TECHNICIAN (CE1 235 A1)
Using a combination of classroom and lab instruction, this 60-hour course will prepare students to sit for the EKG Technician Certification exam. Students will be introduced to the basic anatomy and physiology terminology associated with the heart and circulatory systems, signs and symptoms of diseases, and the electrophysiology/conduction system of the heart. Students will be taught to use and operate the ECG equipment. Lab sessions will provide hands-on practice, as well as allow students to meet the requirement for performing EKGs on live individuals. Students must attend all classes and complete assignments, including all practical skills. In order to sit for the certifying exam, candidates must meet the requirements specified by the National Association for Health Professionals (NAHP), including a high school diploma or equivalent. For more information, click here nahpusa.com/. Textbook, materials, and certifying exam costs are additional. The NAHP exam date will be scheduled in the Fall.
Instructor: Jeffrey Feinberg
CE1 235 A1 On campus classroom Meets: Monday, Wednesday, and Thursday 6:30pm- 9:30pm.
October 5 – November 19, 2020
Fee: $895

ONLINE HEALTH CARE COURSES
Nassau Community College (NCC) in partnership with Condensed Curriculum Inc. (CCI) is pleased to offer the following health care courses online. These courses are online and available anytime, anywhere. Features of the online program include:
• Access to the online learning management system including recorded webinars, videos, flashcards, open discussion boards; with up to 350 hours of training that can be accessed over a six-month period.
• Pre- and post-assessments and online performance tracking
• Instructor or mentor guidance and support as you progress toward completion
• Career guidance through the “Career Services Website”

Technology Requirements: You need a computer or tablet with a browser and internet access. Note: After registration and during your first log-on into your course, you will run “test computer,” and you will be provided links to load the appropriate software, and if necessary, to adjust settings and enable cookies and pop ups. A help desk is available. You can preview a demo of online courses at www.healthedtoday.com/
Note: NCC offers courses listed below.

DIALYSIS TECHNICIAN ONLINE PROGRAM (CE1 274 OLI)
Students are provided with the knowledge 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 key principles of kidney function and failure and dialysis therapy, kidney dialysis machines, dialyzer preparation and reprocessing, as well as how to assist dialysis patients in managing their disease and treatment. The course is online training, including videos, flashcards, open discussion boards, quizzes and a final. Textbook is included.
Fee: $1,350

have six months to complete the program.

Students will study how to interpret a prescription, calculate pharmacology, drug classification, purpose, and interaction. Certification Board (PTCB) exam. Students will learn and a final. A high school diploma or equivalent is required to take the exam. The course is online training, including videos, flashcards, open discussion boards, quizzes and a final. Textbook is included.

DENTAL ASSISTING ONLINE PROGRAM (CE1 275 OL1)

Students are prepared 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 operatory; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental handpieces; sterilization; and other areas. The course is online training, including videos, flashcards, open discussion boards, quizzes and a final. Textbook is included.

Students who complete this program may pursue the Dental Assistant National Board (DANB) Certified Dental Assistant (CDA) certification. Students must have a high school diploma or equivalent, a current government-issued photo ID to take the exam, and the application requires disclosure of a Social Security number. This course prepares students to take two components of the DANB exam: Radiation Health and Safety (RHS) and Infection Control (ICE). With 3,500 hours of experience and CPR and Basic Life Support (BLS), the applicant can sit for the DANB General Chairside exam and earn DANB CDA certification. For further information, click here www.op.nysed.gov/prof/dent/dentassst.htm The cost of the certification exams is not included.

An optional, 40-hour Clinical Externship for no additional cost may be available after course completion, if health and safety guidelines allow. To be eligible for the clinical rotation, a student must successfully complete the program, provide a resume, and may be required to complete a drug screening, background check and/or medical exam and provide proof of immunization. Background check* and drug screening are related additional costs.

CE1 275 OL1 Online Course Starts October 20. Students have six months to complete the program.

Fee: $1,350

ECG FOR NURSES ONLINE (CE1 286 OL1)

A valuable resource for nurses to learn the fundamentals of reading and interpreting ECGs, this course includes nine instructional modules with quizzes, ten exercises to practice reading and interpreting ECG strips, and a comprehensive course exam. The following key topics are included: cardiac anatomy and physiology, electrical basis of ECGs, and several of the most common dysrhythmias, as well as identifying changes to the ECG. 100 hours of online material is available.

CE1 286 OL1 Online Course Starts October 20. Students have six months to complete the program.

Fee: $695
MENTAL HEALTH FIRST AID (CE1 267 R1)

Similar to traditional First Aid and CPR, Mental Health First Aid is help provided to a person developing a mental health problem or experiencing a crisis until professional treatment is obtained or the crisis resolves. People who enroll in local Mental Health First Aid courses will be taught a five-step action plan to help loved ones, colleagues, neighbors and others cope with mental health or substance use problems. Mental Health First Aid is an evidence-based public education and prevention tool. It improves the public’s knowledge of mental health and substance use problems and connects people with care for their mental health or substance use problems. Students must complete a two-hour online pre-work activity which will be followed by an instructor-led four-hour remote virtual class via Zoom videoconferencing. Each student will have access to a downloadable text, Mental Health First Aid. Students who successfully complete the course will receive their Mental Health First Aid certification. Textbook is included. Registrations accepted until October 3, 2020.

Instructor: Sandra Ouedraogo
CE1 267 R1 (Remote and Online) Meets: Saturday, October 10, 2020 from 9:00am-1:15pm.
Fee: $145

*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.

OSHA & ENGINEERING FE EXAM PREP

OSHA
OSHA 500 SERIES TRAINING COURSES AT NCC 500

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

OSHA 30 OUTREACH TRAINING FOR THE CONSTRUCTION INDUSTRY (CED 0030 R1)

No prerequisites. This course developed by the Occupational Safety and Health Administration (OSHA) builds on the content of the OSHA 10 course and is intended for field supervisors, safety directors, foreman, or workers with safety-related responsibilities. It provides more in-depth training on the recognition, avoidance, abatement, and prevention of safety and health hazards in the workplaces in the construction industry. Students can expect to learn how to locate and identify OSHA standards in 29 CFR 1926. Students who attend all the classes and pass the exam at the end of the training will be awarded the OSHA 30 certificate issued by the U.S. Department of Labor.

Instructor: Anthony Valente
CED 0030 R1 Remote Meets: Tuesdays and Thursdays 6:00pm-9:00 pm
October 13 – November 19 (no classes 11/3 and 11/5)
Fee: $199

OSHA 510 OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY (CED 510 A1)

No Prerequisites. This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. You must pass a closed book exam to receive a Certificate of Completion.

Instructor: OSHA Certified Instructor
CED 510 A1 On campus classroom Meets: Monday – Thursday, 8:00am-4:00pm for 4 sessions.
November 16, 17, 18, 19
Fee: $750

*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
FUNDAMENTALS OF ENGINEERING EXAM PREPARATION (CE1 219 R1)
The FE Review Course effectively prepares you for the NCEES Fundamentals of Engineering (FE) Other Disciplines exam. This course is designed to provide the student with the knowledge, skills, and confidence to pass the exam. The Review Course will provide structure for organizing your study, review key engineering concepts, help you diagnose areas for improvement, and provide opportunities for engagement with an instructor and peers. This course covers all Knowledge Areas of the FE Other Disciplines exam: chemistry; dynamics; electricity, power and magnetism; engineering economics; ethics and professional practice; fluid mechanics and gas dynamics; fluid mechanics and dynamics of liquids; heat, mass and energy transfer; instrumentation and data acquisition; materials science; mathematics and advanced engineering mathematics; probability and statistics; safety, health and environment; statics; and strength of materials.


This course will be offered remotely during the designated times noted below. Course requirements are a computer or tablet with internet access, and the ability to access Zoom Videoconferencing, YouTube Live and a Google folder.

Instructor: Craig Capria
to: CE1 219 R1 Remote Meets: Saturday 8:30am-11:30am for 30 sessions.

Remote Course Dates: September 26, 2020 – May 22, 2021 (No classes on holiday weeks).
Fee: $995

PROJECT MANAGEMENT

ADVANCE YOUR CAREER WITH CAPM® OR PMP® CERTIFICATION
Project Management is an in-demand field with strong earning potential. By completing the CAPM® course, a student will receive the required minimum 23 hours of instruction to sit for the Project Management Institute’s (PMI)® CAPM® certifying exam. By passing the CAPM® exam, additional educational hours are not required for Project Management Professional (PMP®). However, the new PMPI® exam introduced on July 1, 2020 will have additional emphasis on using the Agile approach and the skills necessary to lead the project team. Consider registering for our Agile and Leadership courses which provide foundational knowledge as you build your career portfolio toward becoming a PMP®.

For more information on PMPI®, visit www.pmi.org/

LEAN SIX SIGMA – YELLOW BELT PREPARATION (CE1 271 R1)
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, Pareto; and Control Charts. Lean Concepts of 5S, 8 Wastes, 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. Course requirements are a computer or tablet with internet access, and the ability to access YouTube Live and a Google folder which will contain the slides for the class.

Instructor: Peter Landini
CE1 271 R1 Meets: Monday, 6:00pm-10:00pm for 3 sessions. (no class 9/28).
Remote Course Dates: September 14 – October 5.
Fee: $260

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) (CE1 222 R1)
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 experience. Students will be taught the fundamental knowledge, terminology and processes of effective project management. The course will cover the 10 knowledge areas, including: Project Integration; Scope; Schedule; Cost; Quality; Resource; Communication; Risk; Procurement; and Stakeholder Management.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition Paperback, Project Management Institute, Inc. is required at an additional cost and can be purchased online. Students completing the course will receive a Certificate of Completion from Nassau Community College, indicating the requisite 23 hours of project management education needed to apply for the CAPM® exam. Course requirements are a computer or tablet with internet access, and the ability to access YouTube Live and a Google folder which will contain the slides for the class.

Instructor: Peter Landini
CE1 222 R1 Meets: Thursday, 6:00pm-9:30pm for 7 sessions. (12/10 class meets until 10:00pm; no class 11/26).
Remote Course Dates: October 22 – December 10
Fee: $495

OSHA & ENGINEERING FE EXAM PREP
AGILE PROJECT MANAGEMENT USING SCRUM (CE1 263 R1)

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®. Course requirements are a computer or tablet with internet access, and the ability to access YouTube Live and a Google folder which will contain the slides for the class.

Instructor: Peter Landini
CE1 263 R1 Meets: Thursday, 6:00pm-10:00pm for 3 sessions.
Remote Course Dates: January 21 – February 4.
Fee: $260

SHRM-CP® / SHRM-SCP®

CERTIFICATE IN PROFESSIONAL HUMAN RESOURCES MANAGEMENT (SHRM-CP® / SHRM-SCP®) (CE1 287 R1)

EARN THE MOST SOUGHT AFTER CREDENTIAL IN THE HUMAN RESOURCES MANAGEMENT PROFESSION!

Earning your SHRM credential makes you a recognized expert and leader in the HR field—and a valuable asset to your organization, keeping you and your organization more competitive in today’s economy. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills.

HR teams are assuming increasing responsibilities in managing diverse staff and workplaces as well as setting strategic direction. SHRM’s global HR credentials provide you tangible recognition and prepare you for advancement. Based on SHRM’s Body of Competency and Knowledge™ (SHRM BoCK™), SHRM® certification is applicable across industries, geographic borders, job responsibilities, and career levels. SHRM® certifications directly link to on-the-job scenarios and realistic work situations. As the industry leader in HR professional development, SHRM® has supported more than 100,000 employers representing 115 million employees worldwide. Earning the SHRM-CP® / SHRM-SCP® will allow you to strengthen your HR body of knowledge and provide you an industry-recognized credential of your HR competencies. Our program is open to anyone that wants to attend. However, if you are seeking certification, please review SHRM’s exam eligibility requirements at:https://cps.pace.edu/wp-content/uploads/2016/08/SHRM-exam-eligibility-requirements.pdf. Included in the course fee are the required text and access to SHRM® online resources. The exam fee is not included in this course fee.

Instructor: Jennifer Loftus, MBA, SHRM-SCP
CE1 287 R1 Meets remotely using Zoom® video-conferencing: Mondays and Thursdays, 5:00pm-8:00pm.
October 1 – November 12 (no class 10/12 for Columbus Day holiday)
Fee: $1,250
ONLINE COURSES AND CERTIFICATION PREP CLASSES

Nassau Community College is excited to offer more alternatives in the areas of professional skills and workforce development training through our partnership with ed2go.

Ed2go online learning can help you get the job, the raise, or the promotion in a wide range of careers including:

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<tr>
<th>Business/Non-Profit</th>
<th>Skilled Trades</th>
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<tr>
<td>Certified Credit Counselor</td>
<td>Certified Indoor Environmentalist Prep</td>
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<td>Certified Financial Health Counselor</td>
<td>CNC Machinist</td>
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<td>Lean Six Sigma Green Belt</td>
<td>Composites Technician Foundations of Plumbing</td>
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<td>Mastering Project Management with PMP®</td>
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<td>PMI Risk Management Professional</td>
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<td>Grant Writing + Non-Profit Management</td>
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<td>Court Interpreter (Spanish/English)</td>
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<td>Federal Court Interpreter</td>
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Ed2go offers self-paced courses totally online. Sign in day or night to complete lessons, assignments, quizzes and exams. There are a variety of economical and tailored courses to fit your needs.

For the full list of available courses, registration and payment information, technology requirements and support, please visit our website: https://www.ncc.edu/continuingeducation/workforcedevelopment/ and click on the ed2go box or simply browse at: careertraining.ed2go.com/nassaucc/

REMOTE COMPUTER BASED TEAS EXAM

We are a public test center. You do not need to be a student to register. Nationwide, schools use this exam to measure the academic preparedness of program candidates. Nassau Community College currently requires the Test of Essential Academic Skills (TEAS) for admission to Nursing, Radiologic Technology and Radiation Therapy Technology. Nassau candidates check your program website for information on score requirements and application deadlines.

FALL TEAS EXAMS WILL BE REMOTE until we are able to resume in person testing.

Register at www.atitesting.com Before you register, please be sure you can meet these requirements:
• Microphone: Any microphone, either internal or external
• Webcam: 320x240 VGA resolution (minimum) internal or external
• Desktop or laptop computer (no iPads, tablets or phones are to be used)
• Install Google Chrome on your device. You will not be able to take the proctored assessment with any other browser
• Government-issued ID card available
• A well-lit, quiet space to take the assessment.

Email TEAS@ncc.edu

TASC/HIGH SCHOOL EQUIVALENCY AND COLLEGE LEVEL EXAMS

Face to Face testing is currently SUSPENDED on campus. Please email or visit our website www.ncc.edu/continuingeducation for updates on when we will resume campus based testing.

TASC/HSE
Email: HSE@ncc.edu

CLEP & DSST COLLEGE LEVEL EXAMS
Email: CLEP@ncc.edu
HIGH SCHOOL EQUIVALENCY (TASC) MATH REVIEW (PREVIOUSLY GED) (CE9 458 R1)

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


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

Instructor: Alvin Estrada
CE9 458 R1 Meets: Tuesday, 6:30pm-8:30pm for 4 sessions.
Starts October 6 Fee: $100

HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY GED) (CE9 459 R1)

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: Staff
CE9 459 R1 Meets: Wednesday, 6:30pm-8:30pm for 4 sessions.
Starts October 7 Fee: $100

NOTE TO PARENTS:
*Students must be either a high school junior or senior in order to register for these classes.

Nothing prepares a student for the SAT exams better than a solid K through 12 education. Test prep courses have been demonstrated to be helpful for students with problems dealing with test anxiety, test strategy, test format, and exam material review. Our courses will provide your student with practice, guidance, time on task, and instruction.

NEW

*SAT REVIEW: VERBAL (CE9 654 R1)

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 R1 Meets: Thursday, 7:00pm-9:00pm for 8 sessions.
Starts October 8 Fee: $250

*SAT REVIEW: MATH (CE9 655 R1)

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 R1 Meets: Saturday, 10:00am-12:00pm for 8 sessions.
Starts October 3 Fee: $250

*NEW*

TEAS REVIEW COURSE (CE9 606 R2, R3, R1)

The Test of Essential Academic Skills (TEAS Exam) is used as part of the admissions process by many Nursing and Allied Health schools. Review the skills needed for success and prepare for your ATI TEAS exam with 48 hours of instructor led classes. Students should purchase the ATI TEAS Study Manual 2020-2021 and have it accessible. (Available through online retailers and on the ATI website).


Instructor: Staff
CE9 606 R2 Meets: Tuesday and Thursday, 6:30pm-9:30pm for 16 sessions (6-English, 5-Math, and 5-Science).
Starts August 4
CE9 606 R3 Meets: Saturday 9:00am-12:00pm (English) and 12:30pm-3:30pm (Math & Science) for 8 sessions.
Starts August 8
CE9 606 R1 Meets: Tuesday and Thursday, 6:30pm-9:30pm for 16 sessions (6-English, 5-Math, and 5-Science).
Starts November 3 Fee: $425

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

SEE OUR TEST PREP!

FALL 2020 — NCC.EDU/CONTINUINGEDUCATION
HOW TO REGISTER FOR NON-CREDIT COURSES

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

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

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

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

FOLLOW
Like us on Facebook "Continuing Education @Nassau Community College"

CLASSES WILL NOT MEET, EXCEPT WHERE NOTED

Sept 7, 18-20, 27-28 • Nov 11, 25-29
Dec 24-25, 31 • Jan 1, 18.
REGISTRATION:
Download the form and complete all information below. “Save as” your last name. Attach the completed document to an email and send it to CED@ncc.edu. Provide a separate registration form for each individual registering.

Do not mail your registration form to the College.

Last Name_________________________________ First Name________________________
Address__________________________________________________________
City__________________________ Zip__________________________
Home Phone: (       ) ________________ Cell Phone: (       ) ________________
*Birthdate: mm/dd/yyyy __ __/ __ / __ __ __ __ __ __ I identify my gender as:

Have you ever taken any courses at NCC?  ❑ Yes ❑ No NCC ID# N00 ____________

*Preferred E-mail:________________________________________________________
*Alternate E-mail: _______________________________________________________

COURSE SELECTION

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Total Amount : $_________

PAYMENT INSTRUCTIONS:
DO NOT SEND PAYMENT AT THIS TIME. After your registration form is processed you will receive an email with payment directions. You will have an option to pay online with a credit card or by check. Payment must be made within 3 business days of receiving the email, or your registration may be forfeited. If you do not receive an email within 3 business days of submitting your registration, please check your spam folder. If you do not receive payment instructions contact CED@ncc.edu *required information

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

REGISTRATION CONFIRMATION:
After payment is received you will receive an email with course access instructions. If you have not received an email within 3 business days before the start of the class, please contact CED@ncc.edu.

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

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

If you have not been contacted within a week of submitting your registration form, please email us at ced@ncc.edu.
Fall 2020

LIFELONG LEARNING
NEW Classes

Chair Aerobics Pg. 25
Drawing Pg. 20
Fall Book Series Pg. 24
Home Improvement Workshops Pg. 26
New Computer Series Pg. 21-24
Real Estate Salesperson Pg. 27
Writing Pg. 24

WORKFORCE DEVELOPMENT
Certified Associate in Project Management (CAPM®) Pg. 38
Dental Assisting Pg. 36
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EKG Technician Pg. 35
Emergency/Medical Technician (EMT) Pg. 35
Fundamentals of Engineering Exam Prep Pg. 38
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THE COMMUNITY PROGRAMS & TESTING CENTER
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LANGUAGE CENTER
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