Summer 2017

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ncc.edu/continuingeducation
DAD’S DAY CAMP • 10:00AM-5:00PM, 1 HOUR LUNCH

COOL TECH STUFF FOR DADS: 10:00AM-12:00PM

Various cool tech devices will be demonstrated in class for Dads. Topics included tablets, super laptops, media players, home security cameras, digital personal assistants with voice recognition and emergency preparedness for your hi-tech devices. This class is a Lecture/Demonstration only!

“BRO” YOGA: 1:00PM-2:30PM

The beauty of 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. Please bring a mat and wear loose clothing.

SCOTCH 101: 3:00PM-5:00PM

This course is a casual introduction to just about everything you need to know in the world of scotch whiskey. Please bring two tasting glasses to class. Participants must be 21 years of age or older to register for this course.

MOM’S DAY CAMP • 10:00AM-5:00PM, 1 HOUR LUNCH

WELCOME TO PAINT: 10:00AM-12:00PM

In this step-by-step course, students will complete a painting in acrylic paint while learning the fundamentals of color mixing, composition, blending and brushstrokes. Please bring or wear some loose clothing.

BEGINNER PILATES: 1:00PM-2:30PM

This exercise method aims to create a balance in the body. It is designed to cater to the individual needs of each person. Please wear or bring comfortable clothing and a towel.

WINE APPRECIATION: 3:00PM-5:00PM

Welcome to the wonderful world of wine! Our journey will begin by learning about the fundamentals of wine appreciation. Please bring two wine glasses to class. Participants must be 21 years of age or older to register for this course.

KIDS CLASSES

NEW FOR KIDS THIS SUMMER AT NCC!

Enroll your child in one or all of our exciting workshops for ages 12-17

NEW YOUNG ENTREPRENEURS

How can we use technology to solve real world problems? In this class you will create a product or service to help your local community. Learn the basics of HTML5 coding to launch a web app to share your ideas with the world. No prior experience with coding necessary. Students must have their own email address and know the user id and password login of this email to participate.

Gina Sipley
CED 9629 C1: Monday August 14 and Tuesday August 15, 10:00am-1:00pm. $90

NEW PACKAGE DESIGN AND ADVERTISING FOR TEENS

In this class, students will take a hands-on and illustrative approach to designing a product, creating a 3-dimensional package mock-up and advertising materials for their product. This class will be focused on improving drawing and fabrication skills paired with the elements of graphic design such as typography, layout and branding. A supply list will be provided upon registration.

Supplies: $60 approx.

Jill Velasco
CED 9630 C1: Tuesday, Wednesday, Thursday, 10:00am-1:00pm. Start July 25 for 3 sessions. $135

NEW THE WORLD OF 3D PRINTING

This is your student’s chance to see how 3D printing is transforming our world, as they learn how to design simple 3D objects and successfully prepare them for 3D printing. They can make something from scratch, or import a more intricate model to use as a starting point - imagine it and create it. The best part of it all? They get to actually watch it print and take it home. Students will design multiple objects, and take home at least one printed object of their choice. 3D printing is one of the fastest growing fields in technology. From hardware and software engineering to industrial design and manufacturing, 3D printing industry opportunities are at the forefront of an emerging trend toward fast prototyping and rapid product development.

Nicole Simon
CED 9631 C1: Tuesday, Wednesday, Thursday, 10:00am-1:00pm. Starts July 11 for 3 sessions $135
**NEW JEWELRY MAKING BASICS**
In this hands-on, beginner level class, students will become familiarized with the tools, techniques and terminology to begin making jewelry. We will focus on stringing beads, joining components and adding closures to make necklaces, earrings, bracelets and rings. No beading experience is necessary. This course is perfect for beginners or those with some beading knowledge who would like further instruction on tips and tricks to getting professional looking additions to their pieces. A supply list will be provided upon registration.
**Supplies:** $70 approx.
**Jill Velasco**
**CED 9621 C1:** Tuesday, 6:30pm-8:30pm.
Start June 6 for 6 sessions. 
$150

**NEW ACRYLIC PAINTING WITH MEDIUMS**
In this course, students will learn the versatility of acrylic paint while experimenting with various acrylic mediums and tools to achieve a range of effects from watercolor-like washes to impasto texture. We will be working with heavy body and liquid acrylics as well as a few acrylic mediums. Perfect for those new to acrylics or to add new techniques to your current paintings. A supply list will be provided upon registration.
**Supplies:** $65 approx.
**Jill Velasco**
**CED 9601 C1:** Saturday, 9:00am-12:00pm.
Start June 24 for 6 sessions.
$200

**NEW ONE NIGHT ACRYLIC PAINTING: LANDSCAPE**
In this step-by-step course, students will complete a landscape painting in acrylic paint while learning the fundamentals of color mixing, composition, blending and brushstrokes. Materials included.
**ONE DAY WORKSHOP.**
**Jill Velasco**
**CED 9612 C1:** Friday, July 14, 6:30pm-9:30pm.
$45

**NEW DRAWING WITH COLORED PENCILS III: TEXTURES**
In this intermediate level class, students will learn how to utilize colored pencils to depict realistic looking textures. Students will learn tips and tricks to creating reflective surfaces like glass and metal, organic textures from nature, fabric, fur and hair for use in future portraits and still life work. Students will work on a new category of textures in each class. Previous work in colored pencil and drawing experience is required. A supply list will be provided upon registration.
**Supplies:** $70 approx.
**Jill Velasco**
**CED 9605 C1:** Wednesday, 6:30pm-8:30pm.
Start July 19 for 6 sessions.
$150

**NEW AN INTRODUCTION TO INTERIOR DESIGN**
Are you interested in learning more about the field of interior design? This seminar will provide information about careers in interior design and related fields. Students will learn the difference between an interior designer and an interior decorator and discuss the importance of universal and sustainable design. Students will be taught how to approach a project using the design process and practice what they have learned by completing a mini-design project. **Bring a pad of tracing paper, scissor, a ruler, pencil and eraser to class.**
**Susan Beganskas**
**CED 9518 C1:** Tuesday, 7:00pm-10:00pm.
Starts June 6 for 4 sessions.
$150

**NEW SCOTCH 101 – INTRODUCTION TO THE WORLD OF SCOTCH**
The course is a casual introduction to just about everything you need to know in the world of Scotch whiskey. You will sample your way around Scotland and get a better understanding of single malts versus blended scotch. Please bring two tasting glasses to each class. **Participants must be 21 years of age or older to register for this course.**
ONE DAY WORKSHOP.
**Carol Lopicich**
**CED 9616 C1:** Thursday, August 8, 7:00pm-9:00pm.
$85

**NEW PERSONAL INTEREST**

**NEW ONE NIGHT ACRYLIC PAINTING: SEASCAPE**
In this step-by-step course, students will complete a Seascapes painting in acrylic paint while learning the fundamentals of color mixing, composition, blending and brushstrokes. Materials included. **New painting each night.**
**ONE DAY WORKSHOP.**
**Jill Velasco**
**CED 9613 C1:** Friday, June 16, 6:30pm-9:30pm.
CED 9613 C2: Friday, August 18, 6:30pm-9:30pm.
$45

**NEW BUBBLY NIGHT**
Blanc de blancs? Blanc de noirs? Prosecco? Cremant? Cava? In this class, we'll taste and cover how sparkling wine is made, styles of sparkling wine and popular regions, and what makes true Champagne so special. Please bring two tasting glasses to class. **Participants must be 21 years of age or older to register for this course.**
**ONE DAY WORKSHOP.**
**Carol Lopicich**
**CED 9626 C1:** Tuesday, June 20, 7:00pm-9:00pm.
$45

**NEW A TOUR OF SPAIN**
Learn about the major regions of Spain, combining new world and old world. We'll taste and cover Spanish wine laws and history. Please bring two tasting glasses to class. **Participants must be 21 years of age or older to register for this course.**
ONE DAY WORKSHOP.
**Carol Lopicich**
**CED 9627 C1:** Tuesday, July 11, 7:00pm-9:00pm.
$45

**NEW A TOUR OF SOUTH AMERICA**
An exciting and varied destination for yummy wines, we will discuss how climate, grape varietals and oceans play their part in the new world. Please bring two tasting glasses to class. **Participants must be 21 years of age or older to register for this course.**
ONE DAY WORKSHOP.
**Carol Lopicich**
**CED 9628 C1:** Tuesday, August 8, 7:00pm-9:00pm.
$45
INTRODUCTION TO LEARNING THE GUITAR

Whether you’re looking to brush up on the basics or kick-start a new hobby, this course is the one for you. Working at your own pace, and under the instruction of a professional musician and music educator, you will learn such skills as reading music, basic chords, fingerpicking and simple blues techniques. Start playing songs by the end of your first lesson. No experience necessary. Be sure to bring your guitar to the first class. Please purchase and bring to class Alfred’s Basic Guitar Method Book I.

CED 9493 C1: Tuesday and Thursday, 7:00pm-8:30pm.
Starts June 6 for 10 sessions. $175

21-1/2 THINGS TO KNOW BEFORE SELF-PUBLISHING A BOOK

So many have a book inside them but few know how to go about writing and self-publishing it the right way. Many writers set out with the best intentions to write their book only to learn that they have spent a year creating a file in the wrong format. This seminar will guide the writers in avoiding costly mistakes in formatting, choosing a publisher, royalties and marketing.

ONE DAY WORKSHOP. Bring lunch.

Michael Swedenberg
CED 9575 C1: Saturday, June 3, 10:00am-4:00pm.
Starts June 6 for 10 sessions. $215

MARY CASSATT IN FRANCE

Join us for a compelling presentation about Mary Cassatt’s journey to becoming a professional artist in France. Share her struggles to balance family obligations with career goals as well as your instructor’s own journey in researching Cassatt’s life for her play, Girl In Blue Armchair. Includes images of Cassatt’s work, as well as her residences in France and the present-day Cassatt family in Maine.

ONE DAY WORKSHOP.

Susan Courtney
CED 9618 C1: Thursday, June 15, 7:00-9:00pm.
Starts June 6 for 4 sessions. $45

HOW TO PUBLISH AN E-BOOK

Become a published author in as little as four weeks. Your novel, how-to book, short story, cookbook or memoir will be published by eleven online book sellers including Amazon.com and Barnes and Noble for free. The step-by-step process will be explained in simple everyday language. Topics include format, book cover design, short and long descriptions, key words, pricing and marketing. This is a high energy laboratory course requiring full participation by all. Students should have a project ready or near ready to publish in which they own full copyright. A complete syllabus will be furnished by email. Get published now rather than never.

Required materials: access to MS Word 1997 or later, Windows XP or later, and a thumb drive.

Michael Swedenberg
CED 9530 C1: Tuesday, 7:00pm-9:00pm.
Starts June 6 for 5 sessions. $120

ICD-10-CM/PCS CODING

This course is an introduction to diagnosis coding, ICD-10-CM (International Classification of Disease, 10th Ed.). The course will provide detailed lessons, accompanied by coding exercises, to broaden and reinforce your knowledge. Diagnosis codes are used by doctors in medical offices, outpatient clinics, inpatient, and urgent care facilities. Diagnosis documentation is required by CMS (Center for Medicare and Medicaid Services) and the CDC (Center for Disease Control). Billing and reimbursement from Medicare and health insurance companies will be covered. Focus of this class is to learn how to assign an ICD-10 code based on a diagnosis statement, and completing coding exercises for reinforcement.


MaryAnn Norton
CED 9538 C1: Wednesday, 6:30pm-8:30pm.
Starts June 7 for 8 sessions. $190

NEW EXPLORE THE WORLD OF ACTING

Students will learn the basics of Acting using sensory work, improvisation, relaxation exercises, and scene work. Students will be assigned a scene with a partner. After rehearsing, they will present it as a “Staged Reading” with movement, props, and costumes. No memorization is required, just a love of theater.

Susan Courtney
CED 9617 C1: Tuesday, 7:00pm-9:00pm.
Starts June 6 for 6 sessions. $150

BUSINESS SKILLS

NEW CPT: CURRENT PROCEDURAL TERMINOLOGY CODING

This course is designed to have the student become familiar with the procedure coding book and be confident in choosing the correct code to represent the service performed by the physician. The procedure code must complement the diagnosis code in order for a medical bill to be paid correctly. This course will make the CPT coding book user-friendly so students will be able to identify evaluation and management codes, surgery codes, medicine codes, radiology and pathology codes, as well as modifiers.


MaryAnn Norton
CED 9553 C1: Tuesday, 7:00pm-9:00pm.
Starts June 6 for 4 sessions. $110

NOTARY

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.

Simone Freeman
CED 9490 C1: Saturday, June 24, 10:00am-1:30pm.
CED 9490 C2: Wednesday, July 19, 7:00pm-10:30pm.
Starts June 6 for 6 sessions. $50
ESSENTIAL PLANNING FOR THE SMALL BUSINESS OWNER
If small businesses are the lifeblood of the American economy, then small business owners are its heart. Being a small business owner, however, is no easy task. Entrepreneurs have incredible opportunities, but those opportunities come with unique trade-offs and risks. In this course, attendees will learn some of the critical steps that small business owners can take to maximize profits, reduce taxes, retain key employees, minimize both business and personal liability and more.
ONE DAY WORKSHOP.
Jeffrey Levine
CED 9622 C1: Saturday, July 8, 9:00am-1:00pm.

MAXIMIZING SOCIAL SECURITY
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 and Social Security: What Should You Do at Age 62.
ONE DAY WORKSHOP.
John Brenkovich
CED 9550 C1: Tuesday, June 6, 7:00pm-9:30pm.

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.
Jeffrey Levine
CED 9585 C1: Thursday, July 20, 7:00pm-10:00pm.

HOME COOKING FOR YOUR DOG AND CAT
Species appropriate, fresh, and homemade is the best way to feed your pet! Learn how easy and affordable it is to make your own pet food and treats while creating a biologically appropriate diet for your dog or cat. The health benefits are numerous when dogs and cats eat a species appropriate diet. Most importantly, pet owners gain awareness of many common health issues our pets face: allergies, joint problems, obesity, digestive upset, and behavior issues.
ONE DAY WORKSHOP.
Christine Filardi
CED 9587 C1: Thursday, June 15, 6:30pm-8:30pm.

AMERICAN RED CROSS PET FIRST AID: DOGS
This course covers first aid procedures such as treatment of burns, fractures, heat stroke, bandaging and cleaning wounds on your pet dog. CPR and rescue breathing techniques, as well as relief of choking are taught and practiced on mannequins. Animal first aid kits as well as emergency travel kits will be shown and discussed. Do not bring dogs to class.
ONE DAY WORKSHOP.
Material Fee: $25 payable that day of class.
Bob Pollack
CED 9377 C1: Saturday, June 3, 9:30am-1:00pm.

HOW TO SELECT THE RIGHT FINANCIAL ADVISOR
If you are like most people, you may be cautious about whom to trust and may be unsure exactly how to go about finding and selecting the right advisor. The repeal of the Dodd-Frank rule will have an impact on this decision. This seminar is intended for audiences in all life stages and financial situations with specific examples for different circumstances. In this seminar, we will help you prepare by providing a blueprint for how to select an advisor who is right for you.
ONE DAY WORKSHOP.
Richard Jack
CED 9619 C1: Wednesday, June 14, 7:00-9:00pm.

ASSET PROTECTION 2017
This interactive course will cover the new estate tax laws as well as long term care asset protection strategies. Learn the best ways to transfer assets to the next generations without completely relinquishing control. We will discuss family business succession planning, LLCs, LLPs, and various trust options to protect real estate and other assets from transfer taxes, long term care claims, divorces, and other liabilities. ONE DAY WORKSHOP.
Ann-Margaret Carrozza, Esq.
CED 9486 C1: Wednesday, July 12, 6:30pm-8:30pm.

MAXIMIZING SOCIAL SECURITY
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 and Social Security: What Should You Do at Age 62.
ONE DAY WORKSHOP.
John Brenkovich
CED 9550 C1: Tuesday, June 6, 7:00pm-9:30pm.

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.
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ONE DAY WORKSHOP.
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This course covers first aid procedures such as treatment of burns, fractures, heat stroke, bandaging and cleaning wounds on your pet dog. CPR and rescue breathing techniques, as well as relief of choking are taught and practiced on mannequins. Animal first aid kits as well as emergency travel kits will be shown and discussed. Do not bring dogs to class.
ONE DAY WORKSHOP.
Material Fee: $25 payable that day of class.
Bob Pollack
CED 9377 C1: Saturday, June 3, 9:30am-1:00pm.
**HEALTH & FITNESS**

### BEGINNER PILATES
This is a mat based and core strengthening class that incorporates flexibility and toning for all levels. This exercise method aims to create a balance in the body. It is designed to cater to the individual needs of each person. Pilates offers a trimmer waist, flatter belly, better posture based on a balanced muscle tone, and less fatigue while decreasing back pain and injury. You will love it! **Bring a towel and water.**

Elaina Marku  
CED 9500 C1: Saturday, 9:45am-11:15pm.  
Starts June 3 for 6 sessions.  
**$75**

### LATIN DANCE MOVES
This course will help students gain fundamental skills in popular Latin rhythm dances. Emphasis will be placed on the development of essential techniques needed for Latin dancing. Demonstrations of all figures will be presented in each of the dances. Figures will be combined to form basic routines. This course is suitable for first time dancers as well as those with previous experience. It is designed to build confidence and enhance social enjoyment on the dance floor. Dancing gives you a more positive outlook on life. Join us for an exciting experience as we learn to dance Latin style! **Enrollment with a partner is recommended; however singles are welcome. Participants should wear comfortable clothes and leather bottom shoes. Sneakers or rubber bottom shoes are not recommended.**

Candidate Dances: Rumba, Merengue, Bachata, and Bolero  
Richard Fiore  
CED 9620 C1: Saturday, 9:00am-10:30am.  
Starts June 3 for 8 sessions.  
**$150 pp**

### SELF-CARE ACUPRESSURE FOR ANXIETY AND INSOMNIA
Acupressure and acupuncture have been shown to dramatically reduce anxiety and restlessness, and to improve the quality of sleep. In this workshop you will be taught acupressure points which can greatly reduce general stress and anxiety; points for pain relief will be included as well. When we release tension and stress before bedtime, the quality of sleep will be deeper and more restful.

Marie Regis, L.Ac  
CED 9581 C1: Saturday, June 10, 10:00am-12:00pm.  
**$30**

### FAMILY AND FRIENDS ADULTS, CHILD AND INFANT CPR COURSE
This American Heart Association course teaches adult, child and infant CPR to participants. Obstructed airway procedures are also covered. It is aimed at the general public who do not require certification.

**ONE DAY WORKSHOP.**  
Bob Pollack  
CED 9309 C1: Wednesday, June 7, 6:30pm-9:30pm.  
**$40**

### TAI CHI FOR HEALTH
One of the main objectives in practicing Tai Chi is to promote the sense of energy flow within the body as described by the meridian theory of the traditional Chinese medicine. Various Chen style (the oldest style) short forms and long forms will be taught and practiced in class. The biomechanics of body in standing and in motion to achieve Yin-Yang balance are emphasized to promote relaxation in body and mind. Recent scientific studies on the health benefits of Tai Chi practice will be reviewed. No previous knowledge or experience is required for the class. **Please wear loose workout attire.**

Daniel Yee  
CED 9392 C1: Thursday, 7:00pm-9:00pm  
Starts June 8 for 8 sessions  
**$175**

### INTRODUCTION: MICROSOFT WORD 2013 FOR WINDOWS
Knowledge of Microsoft Windows recommended. This course teaches the basics of one of the most popular word processing packages for Windows. Topics include creating, editing and formatting, saving and printing documents, creating basic tables, and using various features such as spell/grammar check, autocorrect, clip-art, and wordart.

**ONE DAY WORKSHOP. Bring lunch.**  
Edward Hom  
CED 9098 C1: Saturday, June 17, 10:00am-4:00pm.  
CED 9098 C2: Saturday, July 22, 10:00am-4:00pm.  
**$90**

### SOCIAL / BALLROOM DANCING
This course will offer an opportunity to gain experience in social/ballroom dancing. It is an excellent choice for those looking to develop fundamental skills, as well as building on previous experience. The Instructor will break down and demonstrate all dance figures and combine them to form amalgamated routines. Best practice syllabus based on techniques in footwork, timing, and lead and follow will be demonstrated. This class is suitable for first time dancers as well as those with previous experience. It is designed to build confidence and enhance social enjoyment on the dance floor.

Enrollment with a partner is recommended; however singles are welcome. **Participants should wear comfortable clothes and leather bottom shoes. Sneakers or rubber bottom shoes ARE NOT recommended.**

Candidate Dances: Latin: Rumba, Cha-Cha, Bolero, Salsa and Merengue  
Smooth: Foxtrot, Waltz and Tango  
Rhythm: Swing  
Richard Fiore  
CED 9383 C1: Saturday, 10:30am-12:00pm.  
Starts June 3 for 8 sessions.  
**$150 pp**
COMPUTER SKILLS

ONE DAY WORKSHOP. Bring lunch.
Goia Chester
CED 9137 C1: Saturday, June 24, 10:00am-4:00pm. $90

ADVANCED:
MICROSOFT WORD 2013 FOR WINDOWS
Knowledge of Introductory Microsoft Word for Windows (CED 9137) recommended.
This workshop will allow you to automate Microsoft Word for Windows. Topics include advanced mail merging, customizing toolbars, working with organizational charts, text boxes, word art, water marks, building blocks, and creating and executing macros.
ONE DAY WORKSHOP. Bring lunch.
Goia Chester
CED 9147 C1: Saturday, July 29, 10:00am-4:00pm. $90

INTRODUCTION:
MICROSOFT EXCEL 2013 FOR WINDOWS
Knowledge of Microsoft Excel recommended.
This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics include examining the Excel Windows screen, creating and editing a spreadsheet, enhancing and formatting the spreadsheet, basic formulas and functions, saving and printing a spreadsheet, and charting basics.
ONE DAY WORKSHOP. Bring lunch.
Edward Hom
CED 9099 C1: Saturday, June 3, 10:00am-4:00pm.
CED 9099 C2: Saturday, July 8, 10:00am-4:00pm. $90

INTERMEDIATE:
MICROSOFT EXCEL 2013 FOR WINDOWS
Knowledge of Microsoft Excel for Windows (CED 9099) recommended.
This workshop allows you to build on the skills learned in the Intro to Microsoft Excel for Windows course. Topics covered include understanding formulas, functions and range names, and chart making.
ONE DAY WORKSHOP. Bring lunch.
Juan Hinojosa
CED 9138 C1: Saturday, June 17, 10:00am-4:00pm.
CED 9138 C2: Saturday, July 22, 10:00am-4:00pm. $90

ADVANCED:
MICROSOFT EXCEL 2013 FOR WINDOWS
Knowledge of Microsoft Excel for Windows (CED 9138) recommended.
Topics covered will include conditional and nested functions. Learn to add Excel content to other Microsoft Office programs as well as link data from multiple worksheets within Excel. Macros and pivot tables will be introduced.
ONE DAY WORKSHOP. Bring lunch.
Juan Hinojosa
CED 9148 C1: Saturday, June 24, 10:00am-4:00pm.
CED 9148 C2: Saturday, July 29, 10:00am-4:00pm. $90

FORMULAS AND CHARTS IN EXCEL I
Participants should have some knowledge of MS Excel.
Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Learn how to create simple formulas in Excel such as sum, maximum, minimum, average, and count. Learn how to create and edit charts such as column, bar, and pie. Also, learn how to add labels to a pie chart and learn how to place a chart on a separate worksheet.
ONE DAY WORKSHOP.
Anthony Canavaciol
CED 9572 C1: Tuesday, June 27, 6:30pm- 9:30pm. $45

FORMULAS AND CHARTS IN EXCEL II
Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CED 9572). Create more advanced formulas in Excel, including the “if” function, applying absolute referencing to cells that will remain constant, grouping worksheets together and creating formulas for all grouped worksheets, and creating and filtering data lists. Creating and editing charts. Learn how to link Microsoft Excel to other Microsoft applications.
ONE DAY WORKSHOP.
Anthony Canavaciol
CED 9573 C1: Tuesday, July 25, 6:30pm-9:30pm. $45

INTRODUCTION:
MICROSOFT ACCESS 2013 FOR WINDOWS
Access is Microsoft’s powerful relational database.
This class will cover basics of Access. The class will consist of creating tables and queries.
ONE-DAY WORKSHOP. Bring lunch.
Juan Hinojosa
CED 9123 C1: Saturday, July 8, 10:00am-4:00pm. $90

INTERMEDIATE:
MICROSOFT ACCESS 2013 FOR WINDOWS
Knowledge of Microsoft Access (CED 9123) recommended.
This class will cover how to collect and display data and how to create a customized view of your data. It will consist of creating forms, running macros and creating reports.
ONE-DAY WORKSHOP. Bring lunch.
Juan Hinojosa
CED 9146 C1: Saturday, July 15, 10:00am-4:00pm. $90

INTRODUCTION:
MICROSOFT POWERPOINT 2013 FOR WINDOWS
Knowledge of Microsoft Windows recommended.
This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.
ONE DAY WORKSHOP. Bring lunch.
Edward Hom
CED 9136 C1: Saturday, July 29, 10:00am-4:00pm. $90

INTERMEDIATE:
MICROSOFT POWERPOINT 2013 FOR WINDOWS
Knowledge of Microsoft PowerPoint for Windows recommended.
This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.
ONE DAY WORKSHOP. Bring lunch.
Janis Mazza
CED 9434 C1: Saturday, August 5, 10:00am-4:00pm. $90

SUMMER 2017 — NCC.EDU/CONTINUINGEDUCATION
ADVANCED MICROSOFT ACCESS 2013 FOR WINDOWS
Highly recommend that you take Microsoft Access 2013 for Windows (CED 9146).
This workshop focuses on working with data in the Microsoft Access environment. Learning activities will cover the following Access features: make table query, append query, update query, crosstab query, delete query, combining tables with the union query, and basic SQL manipulation. Expression Builder will be used in conjunction with queries and reporting tool.

ONE DAY WORKSHOP.
Juan Hinjosa
CED 9478 C1: Saturday, August 12, 10:00am-4:00pm.

$45

FACEBOOK FOR BUSINESS AND PERSONAL USE
This workshop is designed for anybody wanting to learn, understand and use Facebook for business and personal use. It will provide the basic skills you will need to take advantage of the features, tools, and tricks available on this free online social media site. Topics include news feed, networks, friends, inbox, poking, commenting, likes, tagging, photo albums, online chat, notifications, following, trending, and more.

ONE DAY WORKSHOP. Bring lunch.
Alvin Estrada
CED 9568 C1: Sunday, July 16, 10:00am-4:00pm.

$90

AUTOCAD INTRODUCTORY LEVEL
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.

Zia Durrani
CED 9217 C1: Saturday, July 22, 9:00am-12:00pm.
Starts June 3 for 7 sessions.

$250

WELCOME TO SOCIAL MEDIA
This workshop is designed for anybody wanting to learn, understand and use online social media such as LinkedIn, Pinterest and Twitter. It will provide the basic skills you will need to take advantage of the features these free social media sites have to offer. You will learn various features, tools, and tricks available with these sites. Topics include tweets, twitter stream, hashtags, boards, pins, likes, search, commenting, notifications, connections, news feed, inbox, following, followers, trending, and more.

ONE DAY WORKSHOP.
Alvin Estrada
CED 9508 C1: Sunday, July 9, 10:00am-1:00pm.

$45

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

ONE DAY WORKSHOP. Bring lunch.
Imran Shaw
CED 9565 C1: Saturday, June 3, 10am-4:00pm.

$90

FACEBOOK FOR BUSINESS AND PERSONAL USE
This workshop is designed for anybody wanting to learn, understand and use Facebook for business and personal use. It will provide the basic skills you will need to take advantage of the features, tools, and tricks available on this free online social media site. Topics include news feed, networks, friends, inbox, poking, commenting, likes, tagging, photo albums, online chat, notifications, following, trending, and more.

ONE DAY WORKSHOP. Bring lunch.
Alvin Estrada
CED 9568 C1: Sunday, July 16, 10:00am-4:00pm.

$90

INTRODUCTION TO QUICKBOOKS
This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, registers and menus and goes on to setting up a company, working with files and accounts, managing inventory, invoicing, forms, payments, statements, deposits, bank accounts, loans, bills, credit cards, depreciation, reports, graphs, sales tax, payroll, deductions, tax forms, writing checks, customizing and more. Learn to edit, delete, move information and modify QuickBooks preset charts of accounts and customized forms.

Anthony Canavaciol
CED 9569 C1: Tuesday, 6:30pm-9:30pm.
Starts June 13 for 2 sessions.
CED 9569 C2: Saturday, July 8, 9:00am-4:00pm.
ONE DAY WORKSHOP. Bring lunch.

$90

QUICKBOOKS II
Recommended: Introduction to QuickBooks (CED 9569).
Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include managing, running, and adding items; adding new employees; writing payroll checks; accounting for tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs.

Anthony Canavaciol
CED 9570 C1: Tuesday, 6:30pm-9:30pm.
Starts July 11 for 2 sessions.
CED 9570 C2: Saturday, July 22, 9:00am-4:00pm.
One Day Workshop. Bring lunch.

$90

ALL QUICKBOOK CLASSES WILL NOW USE QUICKBOOK PRO 2014

INTRODUCTION TO QUICKBOOKS
This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, registers and menus and goes on to setting up a company, working with files and accounts, managing inventory, invoicing, forms, payments, statements, deposits, bank accounts, loans, bills, credit cards, depreciation, reports, graphs, sales tax, payroll, deductions, tax forms, writing checks, customizing and more. Learn to edit, delete, move information and modify QuickBooks preset charts of accounts and customized forms.

Anthony Canavaciol
CED 9569 C1: Tuesday, 6:30pm-9:30pm.
Starts June 13 for 2 sessions.
CED 9569 C2: Saturday, July 8, 9:00am-4:00pm.
ONE DAY WORKSHOP. Bring lunch.

$90

QUICKBOOKS II
Recommended: Introduction to QuickBooks (CED 9569).
Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include managing, running, and adding items; adding new employees; writing payroll checks; accounting for tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs.

Anthony Canavaciol
CED 9570 C1: Tuesday, 6:30pm-9:30pm.
Starts July 11 for 2 sessions.
CED 9570 C2: Saturday, July 22, 9:00am-4:00pm.
One Day Workshop. Bring lunch.

$90

QUICKBOOKS SPECIAL FEATURES
Recommended: Introduction to QuickBooks (CED 9569) and QuickBooks II (CED 9570).
Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, writing QuickBooks letters, templates, and managing inventory. ONE DAY WORKSHOP.

Anthony Canavaciol
CED 9571 C1: Tuesday, August 1, 6:30pm-9:30pm.

$45
ENGLISH LANGUAGE
NCC’s Language Center offers English courses for non-native English speakers. Classes focus on speaking, listening, reading, and writing. Our goal is to help students strengthen English language skills in order to interact comfortably in community, social, business, and work situations.

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

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

CE5207 C3: Monday and Wednesday, 6:00pm-9:00pm.
Starts June 5 for 16 sessions. $385

HABILIDADES EN EL IDIOMA INGLES 1
Estudiantes con conocimientos básicos de inglés desarrollarán en este curso habilidades importantes en escritura, lectura y comunicación verbal y escrita. El objetivo de esta clase es ayudar a los estudiantes a entender mejor las conversaciones cotidianas, documentos cortos y programas de televisión. Los estudiantes practicarán el uso de nuevas palabras, pronombres, sustantivos singulares y plurales y verbos en tiempo simple.

CE5207 C3: Lunes y Miércoles, 6:00pm-9:00pm.
Inicio 5 de Junio por 16 sesiones $385

ENGLISH LANGUAGE SKILLS 2
This class will focus on writing, conversation, and reading skills to improve all English language abilities. Students will review verb tense 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.

CE5208 C3: Monday and Wednesday, 6:00pm-9:00pm.
Starts June 5 for 16 sessions.
CE5208 C4: Saturday, 8:30am-3:00pm.
Starts June 10 for 8 sessions. Bring Lunch. $385

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

CE5208 C3: Lunes y Miércoles, 6:00pm-9:00pm.
Inicio 5 de Junio por 16 sesiones.
CE5208 C4: Sábados, 8:30am-3:00pm.
Inicio 10 de Junio por 8 sesiones. $385

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

CE5206 C4: Saturday, 8:30am-3:00pm.
Starts June 10 for 8 sessions. Bring Lunch. $385

INTRODUCCIÓN AL IDIOMA DE INGLÉS
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.

CE5206 C4: Sábados, 8:30am-3:00pm.
Inicio 10 de Junio por 8 sesiones. $385
ENGLISH LANGUAGE SKILLS 3
In this course, students will strengthen their English language skills, integrating reading, writing, listening, and conversational activities. The class will use and identify more difficult vocabulary words, sentence structures and verb tenses than those taught in lower level classes. Students will practice writing paragraphs; additionally, they will examine the format of short articles, essays, e-mail messages, and/or business letters and apply this information so their written work may be better understood.
C5108 C3: Monday and Wednesday, 6:30am-8:30am.
Starts June 5 for 8 sessions. Bring Lunch. $385

INTRODUCTION TO FRENCH
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the French language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.
C5167 C3: Monday, 6:30pm-8:30pm.
Starts June 5 for 8 sessions. $175

CONVERSATIONAL FRENCH 1
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.
C5181 C3: Wednesday, 6:30pm-8:30pm.
Starts June 7 for 8 sessions. $175

INTRODUCTION TO ITALIAN
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Italian language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.
C5191 C3: Monday, 6:30pm-8:30pm.
Starts June 5 for 8 sessions. Bring Lunch. $385

ENGLISH LANGUAGE SKILLS 4
Students will continue to practice writing, reading, listening, and speaking to increase overall English language aptitude. They will become familiar with complex sentence structures and more complicated verb tenses. Members of this class will write documents such as essays, business letters, memorandums, and formal e-mail messages. Students will also give at least one oral report. The organization of written and oral presentation formats and phrases that help speakers and writers create relationships among ideas will be explored.
C5210 C1: Monday and Wednesday, 9:30am-12:30pm.
Starts June 5 for 16 sessions.
C5210 C4: Saturday, 8:30am-3:00pm.
Starts June 10 for 8 sessions. Bring Lunch. $385

ENGLISH LANGUAGE SKILLS 5
Prerequisite: This course is designed for new students at level 5 as well as for those who have completed English Language Skills 4 or the TOEFL Preparation class in the Language Center. Non-native English speakers can strengthen reading, writing, listening and speaking skills. U.S. and global cultures, among other topics of interest, will be explored. Lessons will include activities such as lectures, news reports, films, keeping a thematic journal, and reading poetry, articles, and short stories.
C5230 C1: Monday and Wednesday, 9:30am-12:30pm.
Starts June 5 for 16 sessions. $385

CONVERSATIONAL ITALIAN 1
A continuation of Introduction to Italian class, this course will further expose students to grammar and vocabulary. Students will practice writing, reading, listening, and speaking, eventually leading to basic conversation.
C5250 C3: Monday and Wednesday, 6:30pm-8:30pm.
Starts June 5 for 8 sessions. $175

CONVERSATIONAL SPANISH 1
A continuation of Introduction to Spanish, this course will work on grammar and vocabulary. Students will practice pronunciation and learn Spanish phrases and conversation needed in everyday life.
C5265 C3: Wednesday, 6:30pm-8:30pm.
Starts June 7 for 8 sessions. $175

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

FOREIGN LANGUAGE REGISTRATION:
Mail-In Registration is now being accepted for all courses. Please answer all questions on the registration form, and mail it together with your check(s), credit card information, or money order(s) to:
Nassau Community College
Language Center, F309
One Education Drive
Garden City, N.Y. 11530-6793

Make check or money order payable to Nassau Community College or fax form with your credit card information to 516.826.3507. Applicant must be 18 years old or older.

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

*Be sure to display the parking permit in your vehicle AT ALL TIMES and to park in a student parking lot. Tickets are given to vehicles without a permit.
EMERGENCY MEDICAL TECHNICIAN (EMT - BASIC)
In partnership with the Nassau County Emergency Medical Services Academy, NCC is offering the approved New York State Department of Health Emergency Medical Technician - Basic (EMT-B) course which will prepare you to become a certified EMT. The EMT is the basic level Emergency Medical Services (EMS) provider associated with an ambulance service or rescue squad. These technicians are skilled in the provision of basic life support for the many illnesses and accidents that require emergency medical treatment prior to arrival in a hospital emergency department. EMTs are trained in patient immobilization and packaging procedures needed to prevent further injury and to provide safe transport to an appropriate medical facility.

During class time, students will complete the American Heart Association CPR course. In addition to classroom training, student must complete a clinical experience of 10 hours in an emergency room of a local hospital and opportunity for a ride-along. Student must also complete three on-line classes, provided free of charge by FEMA. The textbook which is not included in the price 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. Medical supplies are additional. Student 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. VA Approved. The NYS written exam is scheduled for Thursday, August 17. Registration must be received by May 16. Bring lunch on Saturdays.

EMS Academy Instructors
CED 1211 B2: Tuesday and Thursday, 7:00pm-10:00pm; Saturday, 8:30am-3:00pm.
May 23 – August 17 for 35 sessions. $1,300

EKG TECHNICIAN
Using a combination of classroom and lab learning, this course will prepare students to sit for the EKG Technician Certification exam. Students will learn 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 learn the use and operation of the ECG equipment. Lab sessions will provide hands-on practice, as well as allow students to meet the requirement for performing EKGs on live individuals. Students must attend all classes and complete assignments, including all practical skills. In order to sit for the certifying exam, candidates must meet the requirements specified by the National Association for Health Professionals (NAHP), including a high school diploma or equivalent. For more information, visit www.nahpusa.com. Textbook, materials, and certifying exam costs are additional. VA Approved. NAHP exam is scheduled at NCC on Tuesday, August 1.
Jeffrey Feinberg
CED 1235 C1: Tuesday, Wednesday, Thursday, 6:30pm-9:30pm.
June 13 – July 27 for 20 sessions. $695

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

An optional 40 hour clinical externship rotation is available for no additional fee. To be eligible for the clinical rotation, students must successfully complete the 90 hour program and may be required to complete a drug screening, background check and/or medical exam and provide proof of immunizations. Textbook and materials are included. Background check and drug screening are additional cost. Students are also required to purchase scrubs. Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Student must have a HS diploma or equivalent and a current government-issued photo ID. Bring lunch on Saturdays.
CED 1261 C1: Tuesday and Thursday, 6:00pm-9:30pm, and four Saturdays (June 17, July 8, July 22 and August 5) 9:00am-4:00pm.
June 6 – August 10 for 23 sessions. Clinical Externship Hours: 40 hours (optional) after August 10 course completion. $1,795

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 and degrees that will also increase your earning level.

HEALTH CARE CAREERS

CAREER AND PROFESSIONAL DEVELOPMENT PROGRAMS
Interested in beginning a new career, building your own business, or improving your skills or credentials? Then consider taking a course offered by the Center for Workforce Development. Whether your interest is engineering or healthcare, project management or entrepreneurship, investing in your professional development can have huge returns! For more information, contact Center for Workforce Development at 516-572-7487.

HA exam is scheduled for Thursday, August 17. Registration must be received by May 11.

May 23 – August 17 for 35 sessions. $1,300

CED 1211 B2: EMS Academy Instructors
16. Bring lunch on Saturdays.

The National Registry Exam.

V A Approved.

Content meets the requirement for the National Registry Exam.

Textbook and medical supplies are additional. V A Approved.

The NYS written exam will receive Emergency Medical Technician certification from NYSDOH.

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. Medical supplies are additional. Student 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. VA Approved. The NYS written exam is scheduled for Thursday, August 17. Registration must be received by May 16. Bring lunch on Saturdays.

EMS Academy Instructors
CED 1211 B2: Tuesday and Thursday, 7:00pm-10:00pm; Saturday, 8:30am-3:00pm.
May 23 – August 17 for 35 sessions. $1,300

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Jeffrey Feinberg
CED 1235 C1: Tuesday, Wednesday, Thursday, 6:30pm-9:30pm.
June 13 – July 27 for 20 sessions. $695

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

An optional 40 hour clinical externship rotation is available for no additional fee. To be eligible for the clinical rotation, students must successfully complete the 90 hour program and may be required to complete a drug screening, background check and/or medical exam and provide proof of immunizations. Textbook and materials are included. Background check and drug screening are additional cost. Students are also required to purchase scrubs. Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Student must have a HS diploma or equivalent and a current government-issued photo ID. Bring lunch on Saturdays.
CED 1261 C1: Tuesday and Thursday, 6:00pm-9:30pm, and four Saturdays (June 17, July 8, July 22 and August 5) 9:00am-4:00pm.
June 6 – August 10 for 23 sessions. Clinical Externship Hours: 40 hours (optional) after August 10 course completion. $1,795
NEW DENTAL ASSISTING PROGRAM

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

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

Students who complete this program may pursue the Dental Assistant National Board (DANB) National Entry Level Dental Assistant certification. Student must have a HS diploma or equivalent and a current government-issued photo ID. **Bring lunch on Saturdays.**

CED 1265 C1: Monday and Wednesday, 6:00pm-9:30pm, and three Saturdays (June 17, July 8 and July 29) 9:00am-4:00pm.

June 5 – August 7 for 21 sessions.

ClinicalExternship: 40 hours (optional) after August 7 course completion. $1,350

NEW MEDICAL TERMINOLOGY

This course will provide students with introduction to medical terminology, with a comprehensive guide to identifying, analyzing, and understanding the basic root words, suffixes, and prefixes. Students will also receive instruction on the associated systems of the human body, major drug classifications, diagnostic tests and treatment procedures, medical abbreviations and symbols and common medical terms. Textbook and materials provided.

CED 1262 C1: Tuesday and Thursday, 6:00 pm-9:00 pm.

June 1 for 5 sessions. $275

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) PROGRAM

Project Management is an in-demand field with strong earning potential. Organizations have come to recognize that knowledgeable, competent, trained Project Managers can improve business performance by bringing quality products to market on schedule, while controlling cost. If you have been thinking about taking courses to formalize your understanding of project management, making a career change, or learning tangible skills to help you stand out in your current role, this may be the course for you.

This course will cover topics included in the Certified Associate in Project Management (CAPM®) exam, an entry-level certification designed for those with little or no project experience. Students will learn the fundamental knowledge, terminology and processes of effective project management. The course will cover the ten knowledge areas (Project Integration, Scope, Time, Cost, Quality, Human Resource, Communication, Risk, Procurement, and Stakeholder Management). The material is presented with a practical approach to provide skills and knowledge that can be applied immediately in the workplace, while also preparing students to test for certification.


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. Nassau Community College does not administer the CAPM® exam. For more information, go to http://www.pmi.org. CAPM® and PMBOK® are registered marks of the Project Management Institute, Inc.

Peter Landini

CED 1222 C1: Thursday, 6:00pm-9:00pm. Note: Last class ends at 10:00pm.

June 8 - July 27 for 8 sessions. $450

MICROSOFT PROJECT

Microsoft Project is a powerful tool which assists project managers in setting timelines, managing resources and tracking finances. In this one-day introductory course, students will be taught how to utilize this software to create and adjust project schedule, tasks and timelines, based on their particular business needs. This course will cover how to format project calendars to properly reflect unique working hours and office holidays and how to create reports to share insights with colleagues and clients. Basic knowledge of project management techniques and Windows applications is required.

ONE DAY WORKSHOP: Bring Lunch.

Jordan Spiro

CED 1252 B1: Saturday, April 22, 8:00am-4:30pm. $175

hematology study of the blood

intravenous pertaining to within a vein

study of the blood in blood

pertaining to within a vein in vein

within + vein + pertaining to

Jordan Spiro

Microsoft
3D Printing is at the forefront of new STEM technologies. Public and private schools and businesses alike have begun investing in 3D printer technology because of their interest in prototyping, problem solving and collaborative innovating.

**PRIMER ON 3D PRINTING WITH FOCUS ON CLASSROOM INTEGRATION**

In this class students will be introduced to the technology, its history, and the types of things you can make with a 3-D printer. Projects ideas will be discussed so teachers can readily incorporate 3D printing into the 21st century classroom to inspire the next generation of engineers, architects, industrial designers and artists. In this 3D Printing Primer, students will be taught the basics from setting up and maintaining 3D printer equipment to common terminology and best practices on how to navigate and utilize transformation tools available on AutoDesk123. Students will take a look at 3D content creation through 3D modeling and scanning. With a 3D Printer in the classroom, students will see how this technology works firsthand. Students will go online to discover, explore, and share 3D printing designs including creative communities like Thingiverse®. Students will spend time researching others’ open source designs, community resources and tools for bringing 3D into the classroom. Students will also be exposed to Thingiverse® Discussion Groups. While for educators, particularly those teaching youth ages 6th grade to 12th grade, this course is open to all those interested in learning the fundamentals of 3D Printing on a Makerbot® 5th Generation Replicator.

**INTRODUCTION AND COMMERCIAL ASPECTS OF DRONES, UNMANNED AIRCRAFT SYSTEMS**

Students will be introduced to and become familiar with the integral components and operation of a typical drone. They will be provided with a broad understanding of the Unmanned Aerial Vehicles Industry and the commercial operation and uses of drones, utilizing both classroom and hands-on learning with Drone Lab "flying time". Students will also be introduced to current and future perspectives of UAS/UAV's. Topics discussed will include: the development of unmanned aircraft systems with respect to commercial uses; federal responsibility, the path to commercial operations with and without a pilot’s license; the UAS Industry and various trade and industry organizations. Required text and equipment is additional cost. DRONES: Their Many Civilian Uses and The US Laws Surrounding Them by Jonathan Rupprecht, Esq., Middletown, Delaware, Version 2.03 and UAV/Drone. If purchasing, a Drone/ UAV-SYMA X5HW or any other version of the SYMA X5 series is suggested.

**LEED® GREEN ASSOCIATE CERTIFICATION**

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

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

Students will be provided with a copy of all study materials. Students should bring a notebook or computer to take notes in class. LEED® Green Associates earn their credential by passing a two-hour, computer-based exam comprising 100 randomly delivered multiple-choice questions. The exam fee is additional. Bring lunch.

**WORKPLACE INNOVATION**

**GREEN DESIGN**

**USGBC-LI Instructors**

CED 1236 C1: Saturday, 8:30am-5:00pm.

Starts June 3 for 2 sessions.

$375
SUMMER IS A GREAT TIME TO EARN COLLEGE CREDITS AND SAVE TIME, MONEY AND DEMONSTRATE COLLEGE LEVEL KNOWLEDGE.

- More than 2,900 colleges and universities award CLEP or DSST credit by exam!
- Satisfy undergraduate pre reqs
- In less than 2 hours you can earn 3 or more college credits with a passing score.
- Over 60 exams to choose from!
- Fluent in Spanish, French, or German? Earn 6 credits!

For registration forms and test dates visit www.ncc.edu/clep

Questions? Please call 516.572.9947 or email clep@ncc.edu

For more information about CLEP exams visit the College Board https://clep.collegeboard.org/

For more information about DSST exams visit Prometric http://getcollegecredit.com/

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) FOR NURSING AND OTHER HEALTH RELATED FIELDS

Do you need to take a TEAS exam for nursing or a different health career related program?

Nassau is a public test center open to anyone needing to take the TEAS exam.

Computer based exams are offered year round and allow you to get your scores the same day you test.

Schedule, register and pay on-line at www.atitesting.com

Questions? Please call 516.572.9947

THE NATIONAL ASSOCIATION FOR HEALTH PROFESSIONALS AND MEDCA CERTIFICATION EXAMS

Nassau Community College is a test center for The National Association for Health Professionals and MedCA.

Both organizations issue credentials based on work experience, education and exam scores.

Exam Date: August 1, 2017.

Fee: $50 administrative fee payable to NCC + fee paid to NAHP or MedCA. Visit the credentialing organization for fee and eligibility criteria.

https://nahpusa.com
http://www.medcainc.com

Questions? Call 516.572.9947
SPECIAL NOTE
• Receipt of your registration information ensures a seat in the course(s) you select on a space available basis. PLEASE REGISTER EARLY!
• We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by return mail or email.
• Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.
If you have any questions, call 516.572.7472 or e-mail: ced@ncc.edu
CLASSES WILL NOT MEET ON JULY 1-4

REGISTRATION FORM

Last Name ________________________________ Complete First Name ________________________________
Address ____________________________________________
City ___________________________ Zip __________
Home Phone: ( ) ____________________________ Male
Work Phone: ( ) ____________________________ Female
Cell Phone: ( ) __________________________
Birthdate: mm/dd/yyyy __/__/____ Are you a previous NCC Student? ☐ Yes ☐ No
e-mail: ______________________________________ NCC ID #: __________________

COURSE SELECTION

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<th>CED #</th>
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Total Amount: $ __________

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

CREDIT CARD FOR PAYMENT OPTION—SEE INSTRUCTIONS BELOW

Credit Card Payment Option: I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application. Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection cost processes.

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

Step 2: Provide Cardholder’s signature: ________________________________

Step 3: Please read: I certify that there is sufficient credit amount on the card listed below to cover the tuition charges shown on the accompanying Class Reservation Letter. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

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

Card Number: ________________________________ Date of Expiration: ___/___/___

The deadline for mailing in registration is: May 25, 2017. Beyond deadline, please call for class availability.
SEE OUR NEW COURSES!

Acting  Pg. 4
Camps for Mom & Dad Pg. 2
Classes for Kids  Pg. 2
Jewelry/Painting/Wine Pg. 3

OTHER PROGRAMS

Language Center
English Language Skills Pg. 9
Foreign Languages Pg. 10

Workforce Development
Dental Assistant  Pg. 12
EKG Technician  Pg. 11
Intro to Drones  Pg. 13