Spring 2017

SEE OUR NEW COURSES!
Career Preparation  Pg. 25
Colored Pencils  Pg. 3
Public Speaking  Pg. 19
Retirement Preparation  Pg. 16

CED WINTER CLASSES
Paint Nights  Pg. 21
TASC Prep  Pg. 22, 40
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Registration Deadlines
Winter  January 3, 2017
Spring  February 16, 2017

LANGUAGE CENTER
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Foreign Languages  Pg. 24, 26, 27
Información en Español  Pg. 27, 28

Registration Deadlines
Winter  January 3, 2017
Spring  March 1, 2017
**INCLEMENT WEATHER**

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

- KJOY 98.3 FM
- WAVK 97.5 FM
- WBAB 102.3 FM
- WBCL 106.1 FM
- WBZO 103.1 FM
- KJOY 98.3 FM
- WOR 710 AM
- WCBS 880 AM
- NEWS 12 LI

**OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING**

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

**NCC.EDU/CONTINUINGEDUCATION**

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Listen: 90.3FM, on the Tune-In App, or at NCC.edu/WHPC
Find out how you can become a station participant online, or call 516.572.7438

**NCC COLLEGE ADMINISTRATION**

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- **Beth Hawley**  
  Associate Dean for Lifelong Learning

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  Catalog Editor

- **Leeann Lundgren**  
  Catalog Layout

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.
DRAWING FOR BEGINNER AND INTERMEDIATE LEVELS (CED 9452 B1)
This is a foundation course, touching on such primary matters as perspective, drawing aids, composition, and value. A supply list will be provided upon registration.
Material Expenses: $50 approx.
Instructor: Judith Zeichner
CED 9452 B1 Meets: Monday, 6:30pm-8:30pm for 6 sessions.
Starts March 6 Fee: $150

NEW DRAWING WITH COLORED PENCIL II: FLORALS (CED 9576 B1)
In this tutorial style drawing course, students will learn the techniques to creating vibrant floral drawings in colored pencil. Working from reference photos, this course will focus on the use of layering, color mixing, blending and creating depth with 3-dimensional effects on dramatic backgrounds. Topics covered will include: water droplets, veins, layering petals, natural looking leaves and more! Experience in drawing or prior work in colored pencil is recommended. A supply list will be provided upon registration.
Material Expenses: $50 approx.
Instructor: Jill Velasco
CED 9576 B1 Meets: Wednesday, 6:30pm-8:30pm for 6 sessions.
Starts March 8 Fee: $145

NEW DRAWING WITH COLORED PENCILS III: TEXTURES (CED 9605 B1)
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. Material list will be provided upon registration.
Materials Expenses: $70 approx.
Instructor: Jill Velasco
CED 9605 B1 Meets: Wednesday, 6:30pm-8:30pm for 6 sessions.
Starts April 26 Fee: $150

ACRYLIC PAINTING (CED 9453 B1)
This course deals with the fundamentals of painting in acrylic, focusing on its technical and aesthetic matters. Topics covered will include: materials, composition, color, starting and developing of the painting. A supply list will be provided upon registration.
Material Expenses: $50 approx.
Instructor: Judith Zeichner
CED 9453 B1 Meets: Monday, 8:35pm-10:35pm for 6 sessions.
Starts March 6 Fee: $150

ACRYLIC PAINTING WITH MEDIUMS (CED 9601 B1)
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.
Material Expenses: $65 approx.
Instructor: Jill Velasco
CED 9601 B1 Meets: Saturday, 9:00am-12:00pm for 6 sessions.
Starts April 22 Fee: $200

INTERMEDIATE CROCHETING (CED 9455 B1)
If you know how to chain stitch, single crochet and double crochet, this class is for you. This class teaches increasing and decreasing, working in rounds, post stitches, pattern stitches (shells, clusters, picots), and pattern reading. Bring a size K crochet hook and a light colored yarn (knitting worsted weight-4ply).
Instructor: Susan Otto
CED 9455 B1 Meets: Saturday, 10:05am-12:05pm for 8 sessions.
Starts March 4 Fee: $160

BEGINNING CROCHETING (CED 5112 B1, B2)
Learn the basic stitches to this beautiful craft. A small project will be completed in this session. Bring a size K crochet hook and a light colored yarn (knitting worsted weight-4ply).
Instructor: Susan Otto
CED 5112 B1 Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.
Starts March 7
CED 5112 B2 Meets: Friday, 10:00am-12:00pm for 8 sessions.
Starts March 10 Fee: $160

INTRODUCTION TO THE MEDICAL OFFICE (CED 8005 B1)
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. Students will also learn to take blood pressure and measure respiration.
Instructor: Esther Picard
CED 8005 B1 Meets: Saturday, 10:05am-12:05pm for 8 sessions.
Starts March 4 Fee: $190
MEDICAL BILLING/INVOICING (CED 8045 B1)
This course is designed for individuals who are considering returning to the workforce in a medical office setting, or exploring the field. Health care regulations and insurance companies require codes to describe medical conditions and for services rendered by a medical professional. Knowledge of these codes is essential to the medical office worker. Topics covered in this course include distinguishing the difference between procedure (CPT) and diagnostic (ICD-10) codes, and the use of modifiers. In addition, physician fee schedules, evaluation and management codes, completing a CMS 1500 form, filing a claim, collections, and medical office procedures will be discussed. Bring a notebook.
Instructor: Mary Ann Norton
CED 8045 B1 Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.
Starts March 7
Fee: $190

NEW
ICD-10-CM/PCS CODING (CED 9538 B1)
This course is an introduction to diagnosis coding, ICD-10-CM (International Classification of Disease, 10th Ed.). The course will provide detailed lessons, accompanied by coding exercises, to broaden and reinforce your knowledge. 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.
Instructor: Mary Ann Norton
CED 9538 B1 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 8
Fee: $190

NEW
PROCEDURAL TERMINOLOGY CODING (CED 9553 B1)
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.
Instructor: Mary Ann Norton
CED 9553 B1 Meets: Thursday, 7:00pm-9:00pm for 4 sessions.
Starts March 9
Fee: $110

ASSERTIVE-RESPONSIVE (CED 770 B1)
Do you have difficulties with authority figures, intimidators, complainers, users and others who tie you up in knots? This workshop will give you the skills to handle problem situations and problem people with self-confidence and control. Function more effectively while asserting your own individuality. Discover the important role of active listening to understand how to respond appropriately for results. Learn the strategies of non-reactive communication, brainstorming, and 'soft' assertions to create ‘WIN-WIN’ relationships. Behavior rehearsal will reinforce all skills.
ONE DAY WORKSHOP: Bring lunch.
Instructor: Ivy Helstein
CED 770 B1 Meets: Saturday, March 11, 9:00am-5:00pm.
Fee: $90

CONFlict MANAGEMENT: MAKE YOUR ANGER WORK FOR YOU, NOT AGAINST YOU! (CED 799 B1)
Does your anger flare over small things? Do you allow others to push your buttons? Get what you want without fighting and become powerful and effective on the job and in your personal life. Discover many of anger: passivity, anxiety, illness, guilt, addictions, obsessions, passive aggressive behavior, raging, etc. Learn not to "bottle it up or blow." Transform conflict situations and your anger into positive creative energy. Apply the verbal art of Aikido to handle other people’s subtle or overt attacks. Practice staying calm, defusing anger and mastering the art of acting, not reacting, as people push your ‘sensitive’ buttons.
ONE DAY WORKSHOP: Bring lunch.
Instructor: Ivy Helstein
CED 799 B1 Meets: Saturday, March 11, 9:00am-5:00pm.
Fee: $90

DARE TO BE POWERFUL: INFLUENTIAL ASSERTIVE COMMUNICATION TRAINING FOR BUSINESS (CED 9282 B1)
This intensive one-day workshop is designed to teach you methods of communication and behavior essential for professional growth. Learn the art of Self-Selling®. Send out positive signals about yourself with newfound self-confidence. Improve the impact of your personality on supervisors, co-workers and subordinates. Handle authorities with powerful verbal and non-verbal communication to get results. Reduce defensiveness, handle criticism and field questions the way CEOs and politicians do. Manage conflict and negotiate to increase productivity and get the recognition you deserve. All skills will be reinforced with training techniques that peak performers use.
ONE DAY WORKSHOP: Bring lunch.
Instructor: Ivy Helstein
CED 9282 B1 Meets: Saturday, March 4, 9:00am-5:00pm.
Fee: $90

PRACTICAL GUIDE FOR A NEW INVESTOR (CED 9009 B1)
For inexperienced investors who want to learn how to assume responsibility for their own financial security. Topics include: investment vocabulary, stocks and bonds, money markets, mutual funds and IRAs, defining your goals, measuring risk and selecting appropriate tools.
Instructor: Louis Fiore
CED 9009 B1 Meets: Thursday, 7:00pm-9:00pm for 6 sessions.
Starts March 9
Fee: $120

BUSINESS SKILLS
### Online Marketing for Local Businesses (CED 9589 B1)
Experts say that in today’s digitally connected world every local business needs a website and a solid social media position. Your customers and clients expect to have 24 hour immediate access to information about your business, the goods and services you provide, your hours, phone number and locations. Your obligation as a business owner is to provide that information in the manner in which it is anticipated.

In this hands-on accelerated course you will learn how to utilize the Internet as a local business marketing tool. We will talk about the fundamentals of website design for local businesses, how to manage your SEO (search engine optimization) and SEM (search engine marketing); generating organic web traffic vs. paid web traffic; using Google Analytics and Webmaster Tools; the benefits of social media marketing; email marketing; website security; brand building vs. sales marketing; setting proper marketing budgets; implementing these marketing tactics.

**Instructor:** Gary Victor  
CED 9589 B1  
Meets: Saturday, 10:00am-12:00pm for 3 sessions.  
Starts March 4  
Fee: $90

### Small Business Accounting and Record Keeping (CED 942 B1)
This course focuses on instruction in standard bookkeeping procedures and the small professional, service merchandising and retail sole proprietorships. Emphasis is given to journals, posting, preparation of a trial balance and financial statement, and procedures for handling petty cash, bank deposits, withdrawals and payroll.

**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 B1  
Meets: Thursday, 7:00pm-9:00pm for 8 sessions.  
Starts March 9  
Fee: $160

### Computers for Beginners (CED 217 B1)
This hands-on one day course is designed to present the key hardware components of microcomputers as well as the programs designed to control them. Software such as Windows, MS Word, Excel and Internet will be covered.

**Instructor:** Julie Chang  
CED 217 B1  
Meets: Saturday, March 18, 9:00am-3:00pm.  
Fee: $90

### Intro to Microsoft Windows 7 (CED 9450 B1, B2)
The course will provide you with the basic skills you need to get started by working with the various features, tools, and options available in Microsoft Windows 7. This course is designed for any knowledge worker, business professional or private individual who needs to use entry level Microsoft Windows 7 computer skills in a business or personal environment.

**Instructor:** Scott Wurm  
CED 9450 B1  
Meets: Saturday, March 4, 10:00am-4:00pm.  
CED 9450 B2  
Meets: Saturday, May 6, 10:00am-4:00pm.  
Fee: $90

### How to Declutter Your Digital Life (CED 9596 B1)
This workshop will teach you how to transfer your photos, videos, and music files from your mobile devices and digital camera to your computer and how to scan your documents and pictures to your computer. You will learn how to organize and back up 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/DEMONSTRATION only!

**Instructor:** Edward Hom  
CED 9596 B1  
Meets: Sunday, May 7, 10:00am-4:00pm.  
Fee: $90

### Introduction: Microsoft Word 2013 for Windows (CED 9098 B1, B2)
Knowledge of Microsoft Windows recommended. This workshop course teaches the basics of one of the most popular word processing packages for Windows. Topics include creating, editing and formatting, saving and printing documents, creating basic tables, and using various features such as spell/grammar check, autocorrect, clip-art, and wordart.

**Instructor:** Timothy Costello  
CED 9098 B1  
Meets: Saturday, March 18, 10:00am-4:00pm.  
CED 9098 B2  
Meets: Saturday, April 22, 10:00am-4:00pm.  
Fee: $90
INTERMEDIATE: MICROSOFT WORD 2013 FOR WINDOWS (CED 9127 B1, B2)
Knowledge of Introductory Microsoft Word for Windows recommended. This workshop will allow you to build on the skills gained in the Introduction to Microsoft Word for Windows course. Topics will include inserting tabs, headers and footers, tables, borders, columns, working with multiple documents, creating, editing, and printing a mail merge. ONE DAY WORKSHOP. Bring lunch.
Instructor: Timothy Costello
CED 9127 B1 Meets: Saturday, March 4, 10:00am-4:00pm.
CED 9127 B2 Meets: Saturday, April 29, 10:00am-4:00pm.
Fee: $90

INTERMEDIATE: MICROSOFT EXCEL 2013 FOR WINDOWS (CED 9138 B1, B2)
Knowledge of Microsoft Excel for Windows recommended. This workshop allows you to build on the skills learned in the Intro to Microsoft Excel for Windows course. Topics covered include understanding formulas, functions and range names, and chart making.
ONE DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CED 9138 B1 Meets: Saturday, March 11, 10:00am-4:00pm.
CED 9138 B2 Meets: Sunday, April 23, 10:00am-4:00pm.
Fee: $90

ADVANCED: MICROSOFT EXCEL 2013 FOR WINDOWS (CED 9148 B1, B2)
Knowledge of Microsoft Excel for Windows 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.
Instructor: Juan Hinojosa
CED 9148 B1 Meets: Saturday, March 18, 10:00am-4:00pm.
CED 9148 B2 Meets: Sunday, May 14, 10:00am-4:00pm.
Fee: $90

MICROSOFT EXCEL 2013 FOR WINDOWS: FORMULAS AND CHARTS I (CED 9572 B1)
Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. 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.
Instructor: Anthony Canavaciol
CED 9572 B1 Meets: Monday, March 27, 6:30pm-9:30pm.
Fee: $50

MICROSOFT EXCEL 2013 FOR WINDOWS: FORMULAS AND CHARTS II (CED 9573 B1)
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, creating formulas for all grouped worksheets, creating filtering data lists, and creating and editing charts. Learn how to link Microsoft Excel to other Microsoft applications.
ONE DAY WORKSHOP.
Instructor: Anthony Canavaciol
CED 9573 B1 Meets: Monday, April 17, 6:30pm-9:30pm.
Fee: $50

MICROSOFT OUTLOOK 2013 FOR BEGINNERS (CED 9577 B1)
Basic knowledge of Windows recommended. Professionals stand to gain by knowing how to maximize the potential of their office communications with Microsoft Outlook. Learn how to connect to Outlook for the first time, send, receive and store emails, update and organize your contacts, handle calendars, address books for storing contacts, task reminder features, and the journal. This One Day Workshop is a part lecture, part hands-on class.
Instructor: Timothy Costello
CED 9577 B1 Meets: Saturday, March 25, 9:00am-12:00pm.
Fee: $50

COMPUTER CLASSES
INTRODUCTION: MICROSOFT POWERPOINT 2013 FOR WINDOWS (CED 9136 B1)
Knowledge of Microsoft Windows recommended. This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.
ONE DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CED 9136 B1 Meets: Sunday, April 23, 10:00am-4:00pm.
Fee: $90

INTERMEDIATE: MICROSOFT POWERPOINT 2013 FOR WINDOWS (CED 9434 B1)
Knowledge of Microsoft PowerPoint for Windows recommended. This workshop allows you to build on the skills learned in the Intro to Microsoft PowerPoint for Windows course. Topics covered will include adding images, photos, sounds, music, and organizational charts. Also covered will be: embedding and linking objects together, creating hyperlinks, capturing images from the Internet, and customizing backgrounds and slide animations.
ONE DAY WORKSHOP. Bring lunch.
Instructor: Janis Mazza
CED 9434 B1 Meets: Saturday, May 6, 10:00am-4:00pm.
Fee: $90

INTRODUCTION: MICROSOFT ACCESS 2013 FOR WINDOWS (CED 9123 B1)
Access is Microsoft’s powerful relational database. This class will cover basics of Access, and will consist of creating tables and queries.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CED 9123 B1 Meets: Saturday, April 1, 10:00am-4:00pm.
Fee: $90

INTERMEDIATE: MICROSOFT ACCESS 2013 FOR WINDOWS (CED 9146 B1)
Knowledge of Microsoft Access recommended. This class will cover how to collect and display data and how to create a customized view of your data. It will consist of creating forms, running macros and creating reports.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CED 9146 B1 Meets: Saturday, April 8, 10:00am-4:00pm.
Fee: $90

ADVANCED: MICROSOFT ACCESS 2013 FOR WINDOWS (CED 9478 B1)
Highly recommend that you take Microsoft Access 2013 for Windows. 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. Bring lunch.
Instructor: Juan Hinojosa
CED 9478 B1 Meets: Sunday, May 21, 10:00am-4:00pm.
Fee: $90

ALL QUICKBOOK CLASSES WILL NOW USE QUICKBOOK PRO 2014

INTRODUCTION TO QUICKBOOKS (CED 9569 B1, B2, B3)
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.
Instructors: Anthony Canavaciol
CED 9569 B1 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts February 28
CED 9569 B2 Meets: Saturday, March 25, 9:00am-4:00pm.
One Day Workshop. Bring lunch.
CED 9569 B3 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts April 4
Fee: $90

QUICKBOOKS II (CED 9570 B1, B2, B3)
Knowledge of Introduction to QuickBooks (CED 9569) recommended. Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include managing, running, and adding items; adding new employees; writing payroll checks; accounting for tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs.
Instructor: Anthony Canavaciol
CED 9570 B1 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts March 14
CED 9570 B2 Meets Saturday, April 8, 9:00am-4:00pm.
One Day Workshop. Bring lunch.
CED 9570 B3 Meets: Tuesday, 6:30pm-9:30pm for 2 sessions.
Starts April 25
Fee: $90
COMPUTER CLASSES

QUICKBOOKS SPECIAL FEATURES (CED 9571 B1)
Knowledge of Introduction to QuickBooks (CED 9569) and QuickBooks II (CED 9570) recommended.
Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, writing QuickBooks letters, templates, and managing inventory.
ONE DAY WORKSHOP. Bring lunch.
Instructor: Imran Shaw
CED 9571 B1 Meets: Tuesday, May 9, 6:30pm-9:30pm. Fee: $90

INTRODUCTION TO SQL (CED 9556 B1)
SQL is the language behind most databases today. Almost every application or app needs a place to store data or user information. In this introductory course students will learn how to read and write basic queries to insert and retrieve data from databases.
ONE DAY WORKSHOP. Bring lunch.
Instructor: Imran Shaw
CED 9556 B1 Meets: Saturday, March 4, 10:00am-4:00pm. Fee: $90

INTRODUCTION TO PERL (CED 9555 B1)
Perl is widely used by UNIX and Windows programmers, system administrators, and Web and database programmers. It is an easy-to-learn and extremely powerful language. This course introduces students to programming language Perl. In this introductory course students will learn how to manipulate strings and work with various Perl libraries.
ONE DAY WORKSHOP. Bring lunch.
Instructor: Imran Shaw
CED 9555 B1 Meets: Saturday, March 18, 10:00am-4:00pm. Fee: $90

UNDERSTANDING GOOGLE ANALYTICS AND GOOGLE SEARCH CONSOLE (CED 9595 B1)
Whether you own a local retail business, a service business, or are a marketer who just wants to know more about local customer’s motivations, understanding customer actions can be imperative to your success. All smart business owners and marketers use customer information to adjust and plan their marketing. Today most businesses have a website as the foundation of their online presence. Also discussed will be Google Search Console, which permits webmasters to check a website’s indexing status and optimize visibility of a website. It shows you how Google “sees” your website and helps you learn how to adjust accordingly.
Instructor: Gary Victor
CED 9595 B1 Meets: Saturday, 1:00pm-3:00pm for 3 sessions. Starts March 4. Fee: $90

SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES (CED 9416 B1)
Have you wanted to explore online auctioning or create online listings? Would you like to make additional income selling from the convenience of your computer? Learn how to begin buying and selling online. You will learn how to post listings with platforms such as eBay and Craigslist. Selling with Amazon, WordPress, and PayPal will be explored. The course will include an overview of ecommerce, how-to demos, selling with the eBay mobile app, and discussions of various experiences buying and selling online.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Juan Hinojosa
CED 9416 B1 Meets: Saturday, March 4, 10:00am-4:00pm. Fee: $90

COMPUTER AND IDENTITY SECURITY (CED 9322 B1)
This three-hour course will teach the basics of keeping your computer and personal information safe while you enjoy the benefits of the Internet. Some of the highlights are: computer security; anti-virus software; what is a firewall; how to hide your computer from hackers; handling SPAM; managing user IDs and passwords; how to use your Windows XP Backup Tool; how to secure personal information.
ONE DAY WORKSHOP.
Instructor: Tim Costello
CED 9322 B1 Meets: Saturday, May 6, 10:00am-1:00pm. Fee: $50

HOW TO USE THE CLOUD (CED 9481 B1)
This workshop will teach you what, why, and how to use the Cloud storage on the Internet for personal use. You will learn how to store and access your photos, music, and documents through your computer, smartphone, and tablet devices. Also, we will discuss how to find free and paid Cloud storage sites on the Internet. This workshop is a LECTURE/DEMONSTRATION only.
ONE-DAY WORKSHOP. Bring lunch.
Instructor: Edward Hom
CED 9481 B1 Meets: Sunday, March 5, 10:00am-1:00pm. Fee: $50

FACEBOOK FOR BUSINESS AND PERSONAL USE (CED 9568 B1)
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.
Instructor: Alvin Estrada
CED 9568 B1 Meets: Sunday, April 30, 10:00am-4:00pm. Fee: $90

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**3D PRINTING ESSENTIALS (CED 9592 B1)**

This class is designed for 3D “hobbyists” and will focus on simple extrusions and primitive shapes that can then be printed. A lecture on the fundamentals of digital modeling for 3D printing, file preparation and output methods for multiple types of 3D printers, and best practices in 3D printer operations will be presented, as well as a demonstration of an actual 3D printed model.

**ONE DAY WORKSHOP.**

Instructor: Nicole Simon  
CED 9592 B1 Meets: Tuesday, March 7, 6:00pm-10:00pm.  
Fee: $75

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**THE ART OF CREATIVE WRITING (CED 5104 B1, B2)**

Bring your imagination and a pen and join us on the intriguing journey of creative writing. This is an opportunity to find your distinctive style and voice in a supportive environment. We will explore the writing process focusing on the genres of poetry, short story, and memoir in a workshop setting. Students will receive feedback about their writing from the class as well as the instructor. This class is open to beginning and experienced writers.

Instructor: Johanna Barca Mastrototaro  
CED 5104 B1 Meets: Wednesdays, 6:30pm-9:00pm for 5 sessions.  
Starts March 1  
CED 5104 B2 Meets: Wednesdays, 6:30pm-9:00pm for 5 sessions.  
Starts April 5  
Fee: $160

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**HOW TO PUBLISH YOUR BOOK IN PRINT ONcreatespace (CED 9551 B1)**

Amazon’s CreateSpace offers a print-on-demand service with no set-up fees to online retailers, bookstores, libraries, academic institutions, and distributors worldwide. There is no cost for publishing on CreateSpace; however, the process is daunting to a first time writer. This course simplifies the process. Learn the fundamentals of self-publishing a Print on Demand (POD) and eBook simultaneously through one of the world’s largest POD publishers. Topics include production, cover design, creating a description, and keywords. The course is a combination of lectures and hands-on lab work.

Instructor: Mike Swedenberg  
CED 9551 B1 Meets: Monday, 6:30pm-8:30pm for 5 sessions.  
Starts April 17  
Fee: $120

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**21-1/2 THINGS TO KNOW BEFORE SELF-PUBLISHING A BOOK (CED 9575 B1)**

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 on avoiding costly mistakes in formatting, choosing a publisher, royalties and marketing.

**ONE DAY WORKSHOP. Bring lunch.**

Instructor: Michael Swedenberg  
CED 9575 B1 Meets: Saturday, March 4, 10:00am-4:00pm.  
Fee: $90

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**STREAMING MUSIC AND VIDEO ON THE WEB ( Ced 9609 B1)**

This workshop is designed for those who want to get an introductory tour and learn how to use the Internet for music. Acquire the basic skills needed to take advantage of these features. Concentrate on what the Internet is, what it can offer you, and what tools and strategies you need to begin “surfing the web”. Learn various features, tools, and tricks available. Topics include basics of downloading, streaming, navigating, playlists, searching, playing, and more.

**ONE DAY WORKSHOP.**

Instructor: Alvin Estrada  
CED 9609 B1 Meets: Sunday, May 14, 10:00am-1:00pm.  
Fee: $50

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**COMPUTER CLASSES**

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**CREATIVE WRITING**
BALLET MOVEMENT FOR EVERYONE (CED 8033 B1)
Proper classical ballet barre concepts and techniques will be the foundation of the class format. Beginners or someone with other dance experience will learn the fundamentals of ballet and will be able to participate in creating expressive dance. Exercise attire and ballet slippers required. This course is a great way to stretch and improve posture and breathing.

Instructor: Candy Gutierrez
CED 8033 B1 Meets: Saturday, 10:30am-12:00pm for 8 sessions.
Starts March 4
Fee: $150 pp

RHYTHM DANCING FOR SOCIAL OCCASIONS (CED 9520 B1)
Enjoy the elegance of dancing while learning the basics and beyond in popular rhythm dances. Take pleasure in dancing with style and being noticed at special social occasions. This class will focus on dances that can be enjoyed with a wide variety of contemporary music and time-honored classics. It will cover Rumba, Merengue, Swing and Bolero. 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.

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

Instructor: Richard Fiore
CED 9520 B1 Meets: Saturday, 9:00am-10:30am for 8 sessions.
Starts March 4
Fee: $150 pp

SOCIAL / BALLROOM DANCING (CED 9383 B1)
This course will offer an opportunity to gain experience in social/ballroom dancing. It is an excellent choice for those looking to develop fundamental skills, as well as building on previous experience. The Instructor will break down and demonstrate all dance figures and combine them to form amalgamated routines. 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:
Smooth: Foxtrot, Waltz and Tango
Rhythm: Rumba, Cha Cha, Swing, Salsa, Bolero and Meringue

Instructor: Richard Fiore
CED 9383 B1 Meets: Saturday, 10:30am-12:00pm for 8 sessions.
Starts March 4
Fee: $150 pp

CREATIVE WRITING

HOW TO PUBLISH AN E-BOOK (CED 9530 B1)
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.
Instructor: Mike Swedenberg
CED 9530 B1 Meets: Monday, 7:00pm-9:00pm for 5 sessions.
Starts March 6
Fee: $120 pp
INSURANCE COST AND POINT REDUCTION COURSE (CED DT1 B1, B2, B3)
This program is designed to reduce your auto liability insurance 10% per year for three years ($50 - $50), and will remove up to 4 points from your driving record. By taking the course, drivers with excessive points can avoid possible revocation or suspension of their license; however, it will not override a mandatory suspension or revocation (e.g., 3 speeding tickets in 18 months). All drivers are eligible regardless of violation or accident record, including assigned risks, persons under 25, senior citizens, and commercial vehicle and motorcycle operators. The main focus of this course is to allow drivers to discover their driving attitude and the effect it has on the way they handle themselves on the highway. Fee includes all course material and DMV certificate.
All Classes Meet: 9:00am-4:00pm.
Instructor: Staff  Fee: $30

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AARP DRIVER SAFETY PROGRAM
This classroom refresher course has been developed by the American Association of Retired Persons as a community service program for motor vehicle operators 50 and over. Students can save money on auto insurance premiums, deduct violation points from their driving records, and get special knowledge about driving and aging, which enables them to stay on the road longer. Bring lunch.
All Classes Meet: 9:00am-4:00pm.

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AARP–SPECIAL INSTRUCTIONS:
Please send registration by mail only!
Complete the application on page 43 of this brochure, along with an UNDATED CHECK in the amount of $20.00 payable to AARP.
If you are not a member, the fee is $25.00 payable to AARP and sent to:
Nassau Community College
Office of Lifelong Learning
AARP Driving Coordinator
One Education Drive
Garden City, NY 11530-6793

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

ALTERNATIVES (CED DDPA B1)
This is 10 hour OASAS approved alcohol and substance abuse education program appropriate for young adults who have been sanctioned through school or civil authorities for substance related offenses. Participants will review New York State laws and consequences for a variety of offenses. Participants will be educated on the specific consequences of alcohol, other drugs and gambling. The course is education based and not intended as a substitute for treatment. The class is run as a community service and is open to all young adults in the community.
Instructor: Alexandra Lemma
CED DDPA B1 Meets: Meets: Saturday and Sunday, March 25-26, 9:00am-3:00pm.
Contact 516.572.7699 for eligibility and scheduling information.
Fee: $150
INSPIRATIONAL YOGA (CED 9357 B1)  
Bring the body and mind into a greater state of harmony, increase physical strength and flexibility, and learn effective tools for relaxation and concentration. Each class will include detailed instruction on proper alignment, breathing and modifications for varying levels. Through the practice of backbends, twists, balance poses, forward bends, hip openers and inversions, we will build up a moderate amount of stamina and heat. The focus of the class will include a deepened awareness, appreciation and respect of your body's ability. Yoga postures and meditation are not practiced to be perfected; rather to bring us back to the joy that exists at the core of our being. Please bring a yoga mat and do not consume a meal for at least two (2) hours before class.  
Instructor: Elaina Marku  
CED 9357 B1: Meets: Saturday, 9:00am-10:15am for 8 sessions.  
Starts April 1  
Fee: $150

TRUE BEGINNER YOGA (CED 9358 B1)  
A sequence of beginner’s level postures with detailed instruction on proper alignment, breathing and modifications for varying abilities. Each class will include gentle hip openers, backbends, forward bends, twists, balance poses and guided relaxation. The focus of the class will include a deep awareness and respect for individual ability. No yoga experience is necessary. After practicing Hatha Yoga you will feel energized and refreshed and will gain a sense of inner peace and harmony. Please bring a yoga mat and do not consume a meal for at least two (2) hours before class.  
Instructor: Adrienne Samuels  
CED 9358 B1: Meets: Saturday, 10:30am-11:45am for 8 sessions.  
Starts April 1  
Fee: $150

BEGINNER KUNDALINI YOGA (CED 8100 B1)  
You will gain new perspective, capacities and habits that can support your expanded awareness. The beauty of Kundalini yoga is that if you just physically sit there, fix the automatic rhythm of your breath, and add a creative naad (mantras), your mind becomes focused and balanced. In one kriya (a sequential combination of asanas), you can immediately achieve a complete physical and spiritual balance. It works so effectively and quickly because of this completeness, balance and energy. You will attain serenity and relaxation through this ancient art of yoga. Move at your own pace. Please bring a mat, wear loose clothing and do not eat for two (2) hours before class.  
Instructor: Elaina Marku  
CED 8100 B1: Meets: Saturday, 9:30am-11:00am for 8 sessions.  
Starts March 4  
Fee: $150

BEGINNER PILATES (CED 9500 B1)  
This is a mat based and core strengthening class that incorporates flexibility and toning for all levels. This exercise method aims to create a balance in the body. It is designed to cater to the individual needs of each person. Pilates offers a trimmer waist, flatter belly, better posture based on a balanced muscle tone, and less fatigue while decreasing back pain and injury. You will love it! Bring a towel and water.  
Instructor: Elaina Marku  
CED 9500 B1: Meets: Saturday, 11:30am-12:30pm for 6 sessions.  
Starts March 4  
Fee: $75

TAI CHI FOR HEALTH (CED 9392 B1)  
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.  
Instructor: Daniel Yee  
CED 9392 B1: Meets: Thursday, 7:00pm-9:00pm for 8 sessions.  
Starts March 9  
Fee: $175

WALKING TAI CHI (BAGUA) (CED 9546 B1)  
Bagua Zhang is an internal martial art similar in principle to Tai Chi Chuan. Bagua, however, is practiced while continuously walking, making it a faster and a more rigorous workout. Bagua combines moving meditation, Taoist philosophy, and spiraling energies that liken it to a Swimming Dragon. This class will be taught at an introductory level. No prior experience with Tai Chi is required. Join us for a low-impact exercise that will improve your balance and coordination, and boost your vitality. Be sure to wear comfortable clothes and bring a water bottle.  
Instructor: Peter Landini  
CED 9546 B1: Meets: Saturday, 9:00am-10:30am for 6 sessions.  
Starts March 25  
Fee: $120

NOTE: All swimming classes limited to participants 18 years of age and older.

NEW  
TAI CHI CHUAN (TAIJIQUAN) (CED 9566 B1)  
Learn the graceful form of Tai Chi Chuan, which is often described as meditation in motion. Developed centuries ago as a martial art, Tai Chi also enables us to fight different battles of modern life including fatigue, stress and joint pain. It is a low impact exercise helping to improve flexibility, strength and balance. We will be practicing the Wu Ji Tai Chi form and Qigong set. This class is suitable for people of all ages, perfect for beginners, as well as those looking to deepen their Tai Chi practice. Please wear loose workout attire, comfortable shoes, and bring a water bottle.  
Instructor: Peter Landini  
CED 9566 B1: Meets: Monday, 6:30pm-8:50pm for 6 sessions.  
Starts April 3  
Fee: $150

NEW  
BASIC SWIMMING (CED 843 B1, B2, B3, B4)  
This course is designed for non-swimming adults, adults with minimal swimming skills, and those who are afraid of the water. This course is taught in a four-foot deep pool with uniform depth and no deep end.  
Instructors: Staff  
CED 843 B1: Meets: Saturday, 12:00pm-1:00pm for 5 sessions.  
Starts February 25  
CED 843 B2: Meets: Saturday, 1:00pm-2:00pm for 5 sessions.  
Starts February 25  
CED 843 B3: Meets: Saturday, 12:00pm-1:00pm for 5 sessions.  
Starts April 8  
Fee: $75

EXERCISE & SPORTS

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NEW AQUA DEEP CHALLENGE (CED 9611 B1, B2, B3, B4)
This deep water class offers a collection of challenging deep water exercises that target cardio, strength and stability and include the use of hand buoys and noodles. You will surely find the exercises challenging and fun. The exercises can be modified to meet the needs of the individual participant. Participants must bring a noodle and buoys to class.
Instructor: Lynette Fishkin
CED 9611 B1 Meets: Saturday, 1:00pm-2:00pm for 5 sessions.
Starts February 25
CED 9611 B2 Meets: Saturday, 2:00pm-3:00pm for 5 sessions.
Starts February 25
CED 9611 B3 Meets: Saturday, 1:00pm-2:00pm for 5 sessions.
Starts April 8
CED 9611 B4 Meets: Saturday, 2:00pm-3:00pm for 5 sessions.
Starts April 8
 Fee: $85

SWIMMERCIZE (CED 873 B1, B2)
Increase your cardiovascular endurance, tone up muscles and improve your flexibility. This program is excellent for those individuals who love the water, as well as those people with an arthritic condition or back problems who need the extra buoyancy water allows. No swimming skills are needed since the course is taught in a four-foot deep pool. Each class will have 45 minutes of group and 15 minutes of individual workouts.
Instructor: Staff
CED 873 B1 Meets: Saturday, 2:00pm-3:00pm for 5 sessions.
Starts February 25
CED 873 B2 Meets: Saturday, 2:00pm-3:00pm for 5 sessions.
Starts April 8
 Fee: $85

AQUA JOGGING (CED 8080 B1, B2)
The ideal impact-free workout for those with arthritis, back and joint problems, those recovering from injuries or surgery, as well as able-bodied individuals who have a minimum of swimming or floating ability and are comfortable in deep water. These exercises improve strength in all major muscle groups, as well as cardiovascular conditioning while allowing exercisers to keep their head and shoulders out of the water. A floatation belt is provided with optional hand fins for added resistance if desired.
Instructors: Staff
CED 8080 B1 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts February 25
CED 8080 B2 Meets: Saturday, 12:00pm-1:00pm for 5 sessions.
Starts April 8
 Fee: $85

NOTE TO STUDENT: Swimmercize (CED 873) is an exercise program geared for fun and fitness. It is not intended to substitute for a medically supervised rehabilitation program.

EXERCISE & SPORTS
HEART ASSOCIATION FIRST AID (CED 9441 B1)
This American Heart Association First Aid class covers topics on how to recognize an emergency and when and how to take action. Topics covered will include control of serious bleeding, burn management, and treatment of heat and cold emergencies. Use of an emergency epinephrine injector is included, as well as control of shock.

ONE DAY WORKSHOP.
Material Fee: $25 payable that day of class.
Instructor: Bob Pollack
CED 9441 B1 Meets: Saturday, March 11, 9:30am-1:30pm.

HEARTSAVER CPR/AED - ADULT, CHILD, INFANTS (CED 9307 B1)
This American Heart Association course is aimed at non-professionals (e.g., personal trainers, coaches, camp counselors) who require a credential certifying their skills in adult, child and infant CPR, relief of obstructed airway, and use of an Automated External Defibrillator (AED). A demonstration of appropriate skills is required for successful course completion.

ONE DAY WORKSHOP.
Material Fee: $25 payable that day of class.
Instructor: Bob Pollack
CED 9307 B1 Meets: Wednesday, March 15, 6:30pm-10:00pm.

COMEDY TEAMS (CED 9255 B1)
This course focuses on the social and political effects of Comedy dating from the silent era (Charlie Chaplin, Buster Keaton) to the great depression (Marx Brothers, Laurel and Hardy, Three Stooges and Little Rascals). Finally, World War II as represented by Abbott and Costello. We examine the style of comedy used (e.g., slapstick, verbal interplay, visual sight gags, etc.). We use 16mm film footage to show examples of each classic comedian doing what they do best. And you know what else? We laugh, we laugh a lot in this course, so please join us!

Instructor: Keith J. Crocker
CED 9255 B1 Meets: Monday, 7:00pm-9:00pm for 4 sessions.

In order to successfully complete CPR courses leading to certification, students must demonstrate adequate CPR skills while kneeling on the floor. If you are currently unable to perform these skills, it is recommended that you postpone such training to a later date.
YIDDISH CINEMA (CED 9547 B1)

Students previously enrolled are welcome to return to view all new material. You don’t have to speak Yiddish to enjoy these films (though you might learn some new words!). We’ll start with a film about Yiddish theatre, cinema, and literature. We’ll then see examples of Yiddish cinema, choosing from some films such as Where is My Child, East and West, Mirele Efros, Yiddle with his Fiddle, Mamele, Mamele, American Matchmaker, His Wife’s Lover, Jewish Luck, Jolly Paupers, and The Singing Blacksmith. An introduction precedes each viewing, with discussion to follow. There’s no homework! All films are restored and have English subtitles.

Instructor: Dr. Sally Ann Drucker
CED 9547 A1 Meets: Thursday, 5:00pm-7:00pm for 4 sessions.
Starts April 20 Fee: $100

RESTORE AND REPAIR ANTIQUE FURNITURE (CED 824 B1)

Designed for the antique collector interested in learning and practicing common restoration techniques. Each class features an area of concentration: refinishing antique furniture, restoring veneer and application of new veneers, simple and practical methods of restoring and fabricating missing pieces, cleaning, oiling and adjusting pendulum clocks, caning and reupholstering old chairs. Students are required to provide their own tools and materials as needed.

Instructor: Nathan D. Litman
CED 824 B1 Meets: Thursday, 6:30pm-9:00pm for 6 sessions.
Starts March 9 Fee: $190

WHAT’S IN YOUR CLOSET – FOOD AND CLOTHING? (CED 9610 B1)

The Outside You: Discover the key to an effortless image and identify your ideal look. The Inside You: Learn how to eat healthy and lose weight through positive thinking and positive speaking. Interactive demonstrations and lots of food and fashion tips.

Instructor: Gloria Nadel-Davidson
CED 9610 B1 Meets: Monday, 6:30pm-8:30pm for 2 sessions.
Starts March 27 Fee: $50

INTRODUCTION TO LEARNING THE GUITAR (CED 9493 B1)

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

Instructor: Thomas Rizzuto
CED 9493 B1 Meets: Monday and Wednesday, 6:30pm-8:00pm for 10 sessions.
Starts March 6 Fee: $175

INTERMEDIATE GUITAR (CED 9494 B1)

This is the course for the person who’s been playing for a while and wants to take their skills to the next level. Classes cover an overview of advanced guitar techniques and theory. You’ll come away with an understanding of jazz, blues, improvisation, advanced finger style techniques and song structure. Work at your own pace with a professional musician who has experience teaching at the college level. Be sure to bring your guitar to the first class.

Please purchase and bring to class Alfred’s Basic Guitar Method Book I.
Instructor: Thomas Rizzuto
CED 9494 B1 Meets: Monday and Wednesday, 6:30pm-8:00pm for 10 sessions.
Starts April 17 Fee: $175

HEALTHY HARMONICA (CED 9289 B1)

Breathing is our foundation when playing the harmonica. Take the simplest of pop, folk and blues melodies and invigorate them with simple but powerful techniques to make any song deeply expressive. No previous ability to read or play music – only a desire to have fun and feel more alive! You will need a “C” major diatonic harmonica. If you don’t already have a harmonica, you can purchase one in class for about $12.

Material Fee: $15 payable on day of class.
Instructor: Dave Broida
CED 9289 B1 Meets: Wednesday, May 3, 6:00pm-7:30pm.
Fee: $45

ONE DAY WORKSHOP

Instructor: Thomas Rizzuto
CED 9494 B1 Meets: Monday and Wednesday, 6:30pm-8:00pm for 10 sessions.
Starts March 6 Fee: $175
ASSET PROTECTION 2017 (CED 9486 B1)
This interactive course will cover the new estate tax laws as well as long term care asset protection strategies. Learn the best ways to transfer assets to the next generations without completely relinquishing control. We will discuss family business succession planning, LLCs, LLPs, and various trust options to protect real estate and other assets from transfer taxes, long term care claims, divorces, and other liabilities.

ONE DAY WORKSHOP.
Instructor: Ann Margaret Carrozza, Esq.
CED 9486 B1 Meets: Wednesday, March 8, 6:30pm-9:30pm.
Fee: $45

MAXIMIZING SOCIAL SECURITY (CED 9550 B1)
With historic changes in Social Security signed into law, prepare for your retirement and learn how to get the most out of your social security benefits. Learn to manage longevity risk and strategies to maximize the amount of money you receive throughout retirement. Among the topics included are spousal benefits, the impact of divorce, death, delaying benefits, early retirement, and taxation. You’ll receive Myths and Facts about Social Security and Social Security: What Should You Do at Age 62.

ONE DAY WORKSHOP.
Instructor: John Brenkovich, CFP
CED 9550 B1 Meets: Tuesday, April 4, 7:00pm-9:30pm.
Fee: $45

GENERATIONAL HARMONY (CED 9614 B1)
In 2014 there were 20,588 charges filed under the Age Discrimination in Employment Act. Ageism is the last acceptable prejudice. It needn’t be that way. Whether you’re young or old, colleagues evaluate you by your perceived age. Let’s change their perception. Taking one, small step at a time, this workshop shines a light on what, why and how to avoid “type casting.” Change those little habits that stop you from getting promoted or hired. These behaviors often slow down the success we deserve. An opportunity to explore the topic includes open discussion for adults of all ages. Come join a judgment-free environment!

ONE DAY WORKSHOP.
Instructor: Paul Laureano
CED 9614 B1 Meets: Monday, March 20, 6:30pm-9:30pm
Fee: $45

10 WAYS TO LOWER YOUR INVESTMENT RISK (CED 9604 B1)
With memories of the Financial Crisis of 2007-2008 still fresh in their mind, many retirees and other investors are seeking ways of protecting their nest egg from the next major market downturn. Thankfully, by incorporating a variety of strategies into their planning, savers can significantly minimize exposure to a variety of potentially damaging risks. In this course, you will learn 10 key concepts used by professional investors, money managers and other financial professionals to reduce risk. The course is appropriate for investors of all ages and of varying levels of risk. Take away knowledge that is actionable, easy to implement, and relevant in today’s market landscape.

ONE DAY WORKSHOP.
Instructor: Jeffrey Levine
CED 9604 B1 Meets: Tuesday, March 14, 7:00pm-9:00pm.
Fee: $45

SAVVIDY IRA PLANNING (CED 9584 B1)
A lot of people have a plan for accumulating money for retirement, but far too often that’s where the planning stops. The reality is that a sound distribution strategy —in other words, a plan for taking money out of your retirement accounts—is also extremely important. In this course you will learn some of the key IRA rules, how to avoid some of the biggest IRA mistakes, and some savvy planning strategies that can help you keep more money in your pockets by putting less in Uncle Sam’s.

ONE DAY WORKSHOP.
Instructor: Jeffrey Levine
CED 9584 B1 Meets: Tuesday, April 25, 7:00pm-10:00pm.
Fee: $45

CREATING A PROTECTION PLAN IN RETIREMENT (CED 9608 B1)
Planning for retirement generally focuses around retirement income, but what is the best way to protect against unforeseen costs, circumstances or living too long? Every situation is different, but rising healthcare costs, potential long-term care needs, outliving retirement monies, and “Uncle Sam” are all real threats.

ONE DAY WORKSHOP.
Instructor: Patrick Kuster
CED 9608 B1 Meets: Monday, March 13, 7:00pm-10:00pm.
Fee: $45

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BEGINNING BLUES HARMONICA (CED 9236 B1)

Come have fun learning tricks and techniques to make the harmonica cry, laugh, wail and scream! We’ll get you jammin’ the Blues immediately, and you don’t need any prior musical or harmonica experience. Just bring along a love of the Blues and a major diatonic harmonica in the key of “C”. If you don’t already have a harmonica, you can purchase one in class for about $12.

ONE DAY WORKSHOP.
Material Fee: $15 payable on day of class.
Instructor: Dave Broida.
CED 9236 B1 Meets: Wednesday, May 3, 7:45pm-9:15pm.
Fee: $45

BEGINNER WINE APPRECIATION (CED 9523 B1)

Welcome to the wonderful world of wine! Our journey will begin by learning about the fundamentals of wine appreciation. From there we will taste our way through the wine regions of Europe, Australia, Africa, South America, and end up back on Long Island. We will learn which glasses to use, which wine we should hold on to, and what foods to pair our wines with. Participants will leave the class with an enhanced wine knowledge and a better understanding of their own personal palate. Please bring two wine glasses to each class.
Participants must be 21 years of age or older to register for this course.
Instructor: Carol Lopicich
CED 9523 B1 Meets: Tuesday, 7:00pm-9:00pm for 5 sessions.
Starts March 7
Fee: $150

EXPLORE FINE WINES (CED 9560 B1)

This course will focus on the old world wine regions, highlighting Bordeaux, Burgundy, Spain, and Portugal. We will go into depth on soil, climates, grapes, and history of the regions while tasting and discussing the complexities of the fine wine making process. From beginning to end, see what happens to the grapes and how tastes come about in wine. Blind tastings will be included. Please bring two wine glasses to each class.
Participants must be 21 years of age or older to register for this course.
Instructor: Carol Lopicich
CED 9560 B1 Meets: Tuesday, 7:00pm-9:00pm for 5 sessions.
Starts April 18
Fee: $175

GENEALOGY RESEARCH (CED 9246 B1)

This course introduces the student to U.S. census, military and passport naturalization information. Also provided are websites and databases that assist in searching for genealogy information in the United States. Learn where to write for vital records in New York State and New York City, and Nassau and Suffolk Counties. Samples and examples will be presented to the class.
ONE DAY WORKSHOP.
Instructor: Jean King
CED 9246 B1 Meets: Saturday, April 8, 10:05am-1:00pm.
Fee: $35

A FIVE-PART TRANSPORTATION SERIES

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

LONG ISLAND RAILROAD HISTORY
CED 9472 B1 Meets: Saturday, March 4, 10:00am-1:00pm.
One Day Workshop
Fee: $35

NEW YORK CITY SUBWAY SYSTEM HISTORY
CED 9473 B1 Meets: Saturday, March 11, 10:00am-1:00pm.
One Day Workshop
Fee: $35

LONG ISLAND HIGHWAYS AND ROADS HISTORY
CED 9474 B1 Meets: Saturday, April 8, 10:00am-1:00pm.
One Day Workshop
Fee: $35

BEFORE THE SUBWAYS - NEW YORK’S “ELS”
CED 9504 B1 Meets: Tuesday, April 18, 7:00pm-10:00pm.
One Day Workshop
Fee: $35

LIGHT RAIL IN NORTH AMERICA
CED 9517 B1 Meets: Monday, April 24, 6:30pm-9:30pm.
One Day Workshop
Fee: $35

ENGINE MAINTENANCE (CED 9607 B1)
The Engine Maintenance course covers the diagnosis of modern systems, while also teaching the basics of engine layout and operation. Gasoline inboards, outboards, and diesel engines are covered. The course reviews those repairs that do-it-yourselfers can still perform, teaches how to diagnose problems that might be beyond your ability to fix, and how to share information with your mechanic so the right repairs get performed. The Engine Maintenance course covers basic mechanical systems such as drive systems, steering systems, and engine controls. Solutions you might use for problems that could occur while afloat and away from a repair facility are also covered.
Material Fee: $95 payable first day of class. Checks should be made payable to Sewanhaka Power Squadron.
CED 9607 B1 Meets: Wednesday, June 28, 6:30pm-8:30pm for 8 sessions.
Starts March 15
Fee: $75
SAFE BOATING COURSE (CED 9496 B1, B2)
The Safe Boating Course is the United States Power Squadron’s course in the fundamentals of safe boating. This course is designed to familiarize the student with the fundamentals of safe boating and qualify for certification in most states that require boating education before operating a watercraft. This course fulfills the educational requirement for operating a personal watercraft. The course and exam are certified by the National Association of State Boating Law Administrators (NASBLA).

ONE DAY WORKSHOP Bring lunch.
Material Fee: $60 payable that day of class. Checks should be made payable to Sewanhaka Power Squadron.
Instructor: Staff
CED 9496 B1 Meets: Saturday, March 11, 9:00am-5:00pm.
CED 9496 B2 Meets: Saturday, May 6, 9:00am-5:00pm.
Fee: $40

COASTAL NAVIGATION COURSE (CED 9497 B1)
Piloting is the first course in the sequence of United States Power Squadron courses on navigation, covering the basics of coastal and inland navigation. This course focuses on navigation as it is done on recreational boats today and embraces GPS as a primary navigation tool while covering enough of traditional techniques so the student will be able to find his/her way even if their GPS fails. The course includes many in-class exercises, developing the student’s skills through hands-on practice and learning.

Material Fee: $90 payable at the first night of classes. Checks should be made payable to Sewanhaka Power Squadron.
Instructor: Staff
CED 9497 B1 Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.
Starts March 14 Fee: $75

AMERICAN RED CROSS PET FIRST AID: DOGS (CED 9377 B1, B2)
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.

Material Fee: $25 payable that day of class.
Instructor: Bob Pollack
CED 9377 B1 Meets: Saturday, March 4, 9:30am-1:00pm.
CED 9377 B2 Meets: Saturday, April 8, 9:30am-1:00pm.
Fee: $50

CREATIVE PHOTOGRAPHY (CED 515 B1)
Learn how to produce better images while having the mysteries of photographic terminology explained in simple, everyday language. Focus will be placed on effective and creative composition, exposure control, metering techniques, film and digital I.S.O. selection, and selection of focus techniques. This is not a laboratory course. This course is suitable for beginners and those who have been taking photographs for some time. Students should bring photos to the first class.

Instructor: Rick Recard
CED 515 B1 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 8 Fee: $175

THE ART OF PHOTOGRAPHY (CED 5055 B1)
This course will help you to transform your snapshots into memorable photographs. Focus will be placed on camera handling, composition, framing and lighting. This course is suitable for students with a “point and shoot” camera and 35mm auto/manual SLR camera. We will simplify the technology and concentrate on the art of photography. Students should bring photos to the first class.

Instructor: Rick Recard
CED 5055 B1 Meets: Saturday, 10:00am-1:00pm for 4 sessions.
Starts March 4 Fee: $120

NEW HOME COOKING FOR YOUR DOG AND CAT (CED 9587 B1)
Happier, healthier, and better behaved pets start with a species appropriate diet! Fresh and homemade is optimal! Learn how easy and affordable it is to make your own pet food and treats. Creating a biologically appropriate diet for your dog or cat is her area of expertise. Most importantly, pet owners see the elimination of prescription dog food and many common health issues our pets face: allergies, joint problems, obesity, digestive upset, and behavior issues. For more information: www.BowMeowRaw.com.

ONE DAY WORKSHOP.
Instructor: Christine Filardi
CED 9587 B1 Meets: Monday, March 6, 6:30pm-8:30pm.
Fee: $40

AMERICAN RED CROSS PET FIRST AID: DOGS (CED 9377 B1, B2)
This course covers first aid procedures such as treatment of burns, fractures, heat stroke, bandaging and cleaning wounds on your pet dog. CPR and rescue breathing techniques, as well as relief of choking are taught and practiced on mannequins. Animal first aid kits as well as emergency travel kits will be shown and discussed. Do not bring dogs to class.

ONE DAY WORKSHOP.
Material Fee: $25 payable that day of class.
Instructor: Bob Pollack
CED 9377 B1 Meets: Saturday, March 4, 9:30am-1:00pm.
CED 9377 B2 Meets: Saturday, April 8, 9:30am-1:00pm.
Fee: $50

PET CARE

PHOTOGRAPHY

PERSONAL INTEREST
HOW TO BUY OR SELL A HOME IN TODAY’S MARKET (CED 979 B1)
Real estate is, for most people, the largest investment made in a lifetime. Many buyers and sellers are neither aware of the fees, taxes and costs involved, nor of the possible legal pitfalls. This seminar focuses on both financial and realistic aspects so you can have the knowledge to protect your investment. This course is a must for anyone considering buying or selling real estate, whether it is a house, co-op or condo. Topics include obligations of the buyer and seller under contract, if and when to use a broker, mortgages, termite and engineer inspections, closing costs and how to deal with the current market.
ONE DAY WORKSHOP.
Instructor: David W. Gruber
CED 979 B1 Meets: Wednesday, April 19, 6:30pm-8:30pm.  
Fee: $30

PROPERTY MANAGEMENT – 22 1/2 HOURS (CED 077 B1)
This course includes the NY State mandated 3-hour fair housing section as well as the 2-hour mandated law of agency section and is approved by New York State for the Real Estate licensing 22.5 hours of continuing education. Property management is a highly specialized but rapidly growing sector of the real estate profession. This course provides an overview of the field and describes the major functions of property management. Topics include: formulating the management plan, managing owner relations, marketing management, managing leases, negotiations, tenant relations, maintenance, construction, risk management and insurance, office and computers, residential property, managing co-ops and condos, office property, retail and industrial property, and life saving and environmental issues. Bring lunch.
NOTE: Key components of property management (renting, listing, negotiating rent and collecting rent) are considered real estate activities under existing New York real estate licensing laws (a salesperson working under a broker may engage in such activities). If services are strictly maintenance, a broker's license is not required.
Instructor: Bernard Caprera
CED 077 B1 Meets: Saturday, 9:30am-5:30pm for 3 sessions.  
Starts May 7  
Fee: $230

FIRST TIME HOMEBUYER SEMINAR (CED 9430 B1)
Demystify the home purchase process. Topics include: getting started, the importance of FICO scores and your credit report, who does the real estate salesperson really protect, the truth about home inspectors, what type of mortgage is best for you, selecting the right attorney, contract nuances and other topics. The class will end with a Q and A period, so bring in all your questions.

ONE DAY WORKSHOP.
Instructor: Bernard Caprera
CED 9430 B1 Meets: Saturday, April 22, 9:30am-12:30pm.  
Fee: $50

REAL ESTATE SALESPERSON QUALIFYING COURSES (CED 070 B1)
The Real Estate Salesperson Qualifying Course is a 75 hour course plus examination. This course is designed to introduce the student to the field of real estate. It is a New York State approved course. The following are the required topics of study for real estate licensure as a real estate salesperson: licensing law, law of agency, estates and interest in land, real estate instruments (includes contract, leases and deeds), real estate financing, land use regulations, introduction to construction, valuation, human rights and fair housing laws, real estate math, independent contractor/employee status, environmental issues, contract preparation, predatory lending, pricing properties, municipal agencies, property insurance, taxes and assessments, condominiums and cooperatives, commercial and investment properties, income tax issues in real estate transactions, mortgage brokerage, and property management.
Instructor: Bernard Caprera
CED 070 B1 Meets: Monday and Wednesday, 6:30pm-10:15pm.  
March 1, 6, 8, 13, 15, 20, 22, 27, 29  
April 3, 5, 17, 19, 26  
May 1, 3, 8, 10, 15, 17, 22 (weather date: May 24)  
Fee: $500

NOTARY (CED 9490 B1, B2)
This course will prepare you to sit for the Notary Public exam given by the State of New York. Information on how to register for the Exam and New York State preparation materials will be distributed. The course will discuss the New York State Notary Public License Law, including customary notarial functions.
ONE DAY WORKSHOP.
Instructor: Simone Freeman
CED 9490 B1 Meets: Saturday, March 11, 10:00am-1:30pm.
CED 9490 B2 Meets: Thursday, April 6, 7:00pm-10:30pm.  
Fee: $50

MAY I HAVE YOUR ATTENTION PLEASE? (CED 9615 B1)
The National Institute of Mental Health says 74% of us suffer from fear of public speaking! It’s called Glossophobia and it often stands in the way of success. Speaking up in a meeting, giving a speech at a wedding, presenting to your colleagues or interviewing for a job are just a few opportunities where you can shine— or not. Learn to control the nerves, squash the self-judgment and find self-satisfaction in what you say and how you say it.
Instructor: Paul Laureano
CED 9615 B1 Meets: Monday, 6:30pm-8:00pm for 4 sessions.  
Starts April 17  
Fee: $75
SELF-ESTEEM 101: FINALLY LEARNING TO LOVE YOURSELF (CED 623 B1)

Self-esteem is the most important single variable that determines our success and happiness in life. Low self-esteem is very painful and causes depression, missed opportunities and even physical illness. Realizing your own worth is a major challenge in life. If you were raised in a way that caused you to doubt your self-worth, you are probably experiencing a lot of anguish or denial or both. Low self-esteem is a prime factor in defeating one’s own self. It is the cause for “acting out” behaviors, addictions and poor relationships. The good news is that low self-esteem can be cured. Come to this unique seminar and learn the causes of low self-esteem, and what you can do to (finally!) give yourself the love and acceptance you so richly deserve. You will leave this seminar with the tools to deal with life’s many challenges.

ONE DAY WORKSHOP. Bring lunch.
Instructor: Duffy Spencer, Ph.D.
CED 623 B1 Meets: Saturday, March 18, 9:30am-4:30pm.
Fee: $80

SELF-CARE ACUPRESSURE FOR ANXIETY AND INSOMNIA (CED 9581 B1)

Acupuncture and acupuncture have been shown to dramatically reduce anxiety and restlessness, and to improve the quality of sleep. To be included as well. When we release tension and stress before bedtime, the quality of sleep will be deeper and more restful.

ONE DAY WORKSHOP.
Instructor: Marie Regis, L.Ac.
CED 9581 B1 Meets: Sunday, March 5, 10:00am-12:00pm.
Fee: $30

HEALING POWER OF THE DRUM (CED 8115 B1)

This lecture and hands-on workshop will demonstrate how rhythm-based exercises can be used to attain psychological, physiological and spiritual well-being. Robert Lawrence Friedman, MA author of the Healing Power of the Drum – A Psychotherapist Explores the Healing Power of Rhythm (White Cliff Media, 2001), will explore with participants how hand drumming and rhythm instruments can be used to release stress, create positive emotions, and promote wellness. Anecdotes and experiential exercises will be offered.

Instructor: Robert Friedman
CED 8115 B1 Meets: Saturday, 11:00am-1:00pm for 3 sessions.
Starts April 22
Fee: $75

THE FIVE Pillars of TRADITIONAL CHINESE MEDICINE (CED 9545 B1)

Learn how you can practically use the 5 Pillars of Traditional Chinese Medicine to gain vitality and enhance your health. The 5 Pillars to be discussed are acupuncture and moxibustion, Chinese herbs, nutrition, massage, meditation and exercise. Another supporting pillar that will be briefly discussed is Feng Shui and environment. There will be a short practice of Qi Gong exercises. There will be a demonstration of acupuncture and cupping at the end of the workshop. Please wear comfortable clothing for stretching portion.

ONE DAY WORKSHOP.
Instructor: Sharon McDermott, L.Ac.
CED 9545 B1 Meets: Saturday, April 8, 10:00am-1:00pm.
Fee: $40

HOW TO HEAL THE GUT, THYROID AND IMMUNE AXIS WITH CHINESE MEDICINE AND DIET (CED 9602 B1)

Do you want to have improved digestion, more energy, stop having pain and poor sleep? Learn the connections between our digestion, thyroid and low immunity of the body. Acupuncture, Chinese herbs, diet and supplements can help you heal these areas of the body and more. We will also learn how detoxification and lifestyle changes can contribute to a healthy gut, immune system and thyroid function.

ONE DAY WORKSHOP.
Instructor: Sharon McDermott, L.Ac.
CED 9602 B1 Meets: Thursday, April 27, 7:00pm-9:00pm.
Fee: $30

RELATIONSHIPS – THE FOURTH “R” (CED 9593 B1)

While “Reading”, “Riting” and “Rithmatic” are important, the fourth “R”… Relationships… are essential to our well-being. Yet as tough as relationships can be, we are not taught about them in school. We have to rely on role models… which are often poor. Whether it be with friends, family members, mates and even co-workers, we can learn how to be conscious of self-sabotage, maintain healthy boundaries, overcome the fear of abandonment, distinguish between healthy ego and neurotic ego, and choose conflict resolution over stressful drama in order to express ourselves in satisfying and constructive ways.

ONE DAY WORKSHOP. Bring lunch.
Instructor: Duffy Spencer, Ph.D.
CED 9593 B1 Meets: Saturday, April 8, 9:30am-4:30pm.
Fee: $80

REIKI, WORKSHOP LEVEL II: INTERMEDIATE (CED 8112 B1)

Enjoy the benefits of Reiki through this intermediate Reiki workshop. Students who have already been certified as Reiki Level I Practitioners are invited to continue training, learning Traditional Usui Reiki techniques. You will learn how to expand your Reiki abilities and incorporate Reiki into your daily activities, while working with a certified master teacher/practitioner. Please bring a towel and a pillow, and wear loose clothing.

Instructor: Diane Bergmann
CED 8112 B1 Meets: Thursday, 6:30pm-9:15pm for 5 sessions.
Starts April 6
Fee: $160

HEALTHY EATING FOR A HEALTHY YOU, PART I (CED 9385 B1)

Students will learn the difference between primary and secondary foods; begin to recognize eating patterns and habits; taste and recognize the difference between conventional, local and organic foods. Learn how to stop cravings, binges, and experience an increase in energy and vitality. Sample menus and basic shopping lists are offered.

Instructor: Laurie Pizzullo
CED 9385 B1 Meets: Tuesday, 7:00pm-9:00pm for 3 sessions.
Starts March 7
Fee: $75
DECLUTTER YOUR STUFF, DECLUTTER YOUR LIFE (CED 9252 B1)
Clutter itself is anything that is useless, obsolete and no longer serves us. The word clutter comes from the Latin “to clot” to block your life force; your life energy. If you are a “clutterholic” and can’t throw anything away because you might need it someday or it has sentimental value, then this unusual course is for you. If you dream of being unburdened from all the “stuff” in your life; if you dream of a healthy flow in your home where you can see and appreciate all that is beautiful (in yourself as well) this course if for you. Drawing from the field of psychology, Dr. Spencer will share the nine major reasons why people clutter and what you can do to free yourself once and for all!
ONE DAY WORKSHOP. Bring lunch.
Instructor: Duffy Spencer, Ph.D.
CED 9252 B1 Meets: Saturday, March 4, 9:30am-4:30pm.
Fee: $80

SELF IMPROVEMENT

HEALTHY EATING FOR A HEALTHY YOU, PART II (CED 9598 B1)
This course builds on Healthy Eating for a Healthy You I (CED 9385 B1). Students will build on improving their eating habits and understanding how different foods affect the physiological body, as well as the mood. The student will also learn the basics of allergies and intolerances and how this assists in aiding digestive weaknesses and chronic conditions.
Instructor: Laurie Pezzullo
CED 9598 B1 Meets: Tuesday, 7:00pm-9:00pm for 3 sessions.
Starts April 18
Fee: $75

ONE NIGHT ACRYLIC PAINTING: SEASCAPE (CED 9613 W1)
In this step-by-step course, students will complete a Seascape painting in acrylic paint while learning the fundamentals of color mixing, composition, blending and brushstrokes. Materials included.
ONE DAY WORKSHOP.
Instructor: Jill Velasco
CED 9613 W1 Meets: Friday, February 17, 6:30pm-9:30pm.
Fee: $45

SCOTCH 101 – INTRODUCTION TO THE WORLD OF SCOTCH (CED 9616 W1)
The course is a casual introduction to just about everything you need to know in the world of scotch whiskey. You will sample your way around Scotland and get a better understanding of single malts versus blended scotch. Please bring two tasting glasses to each class.
Participants must be 21 years of age or older to register for this course.
Instructor: Carol Lopicich
CED 9616 W1 Meets: Thursday, 7:00pm-9:00pm for 2 sessions.
Starts February 2
Fee: $85

ONE NIGHT ACRYLIC PAINTING: LANDSCAPE (CED 9612 W1)
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.
Instructor: Jill Velasco
CED 9612 W1 Meets: Wednesday, January 18, 6:30pm-9:30pm.
Fee: $45

SEE OUR NEW WINTER COURSES
Registration Deadline for Winter Courses: January 3, 2017

WINTER COURSES

NEW

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NEW HIGH SCHOOL EQUIVALENCY (TASC) MATH REVIEW (PREVIOUSLY GED) (CED 9458 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.

Book required for the first session: Kaplan, TASC Strategies, Practice and Reviews 2015-2016. Available at the college bookstore (516.572.7168).

Instructor: Staff
CED 9458 W1 Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts January 3

HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY GED) (CED 9459 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.

Book required for the first session: Kaplan, TASC Strategies, Practice and Reviews 2015-2016. Available at the college bookstore (516.572.7168).

Instructor: Ed Carter, M.A.
CED 9459 W1 Meets: Thursday, 7:00pm-9:00pm for 4 sessions.
Starts January 5

NCC’s Language Center offers classes in the English Language, Foreign Languages, and American Sign Language. This coming year, we are having three 8-week sessions in the Fall, Spring and Summer and a 6-week session during the Winter. Please note that classes which have typically run for 8 weeks will run the same number of hours during the 6-week schedule. Our non-credit courses meet weekday mornings, weekday evenings, some afternoons where specified, and on Saturdays. We encourage our English students to use our computer lab in room F 310. Students must come to our office (room F309) to sign in to use the computers. Computer use is on a first-come, first-served basis. When you register, you can take advantage of this effective educational resource.

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

NEW STUDENTS should make an appointment to take the LANGUAGE CENTER reading and writing assessment test by calling (516) 572-7062, emailing 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.

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

WINTER SESSION 2017
Registration Deadline for Winter Session: January 3, 2017

ENGLISH LANGUAGE SKILLS 1 (CE5207 W3)
Students with a basic knowledge of English language skills will develop important fundamental writing, speaking, listening, and reading skills. The goal of this class is to help students better understand day-to-day conversation, short written communication, and media programs. Students will use new vocabulary words, pronouns, singular and plural nouns, and simple verb tenses.
CE5207 W3 Meets: Tuesday, Wednesday, and Thursday, 9:30pm-8:40pm for 18 sessions.
Starts January 10 Fee: $385

ENGLISH LANGUAGE SKILLS 2 (CE5208 W1, W3)
This class will focus on writing, conversation, and reading skills to improve all English language abilities. Students will review verb tenses taught in level 1 and become familiar with additional verb tenses. They will learn new vocabulary and will continue to write simple as well as compound sentences, use words in the correct order, and identify major parts of speech.
CE5208 W1 Meets: Tuesday, Wednesday, and Thursday, 9:30am-12:10pm for 18 sessions.
Starts January 10
CE5208 W3 Meets: Tuesday, Wednesday, and Thursday, 9:00pm-8:40pm for 18 sessions.
Starts January 10 Fee: $385

ENGLISH LANGUAGE SKILLS 3 (CE5209 W1, W3)
In this course, students will strengthen their English language skills, integrating reading, writing, listening, and conversational activities. The class will use and identify more difficult vocabulary words, sentence structures and verb tenses than those taught in lower level classes. Students will practice writing paragraphs; additionally, they will examine the format of short articles, essays, e-mail messages, and/or business letters and apply this information so their written work may be better understood.
CE5209 W1 Meets: Tuesday, Wednesday, and Thursday, 9:30am-12:10pm for 18 sessions.
Starts January 10
CE5209 W3 Meets: Tuesday, Wednesday, and Thursday, 9:00pm-8:40pm for 18 sessions.
Starts January 10 Fee: $385

ENGLISH LANGUAGE SKILLS 4 (CE5210 W1, W3)
Students will continue to practice writing, reading, listening, and speaking to increase overall English language aptitude. They will become familiar with complex sentence structures and more complicated verb tenses. Members of this class will write documents such as essays, business letters, memorandums, and formal e-mail messages. Students will also give at least one oral report. The organization of written and oral presentation formats and phrases that help speakers and writers create relationships among ideas will be explored.
CE5210 W1 Meets: Tuesday, Wednesday, and Thursday, 9:30am-12:10pm for 18 sessions.
Starts January 10
CE5210 W3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 10 Fee: $385

ENGLISH LANGUAGE SKILLS 5 (CE5230 W1)
Prerequisite: This course is designed for new students at level 5 as well as for those who have completed English Language Skills 4 or the TOEFL Preparation class. Non-native English speakers can strengthen reading, writing, listening, speaking, vocabulary development, and grammar skills while exploring various topics of interest. Lessons will include activities such as watching and listening to news reports, films, and lectures, followed by discussions or writing exercises, as well as reading poetry, and keeping a thematic journal.
CE5230 W1 Meets: Tuesday, Wednesday, and Thursday, 9:30am-12:10pm for 18 sessions.
Starts January 10 Fee: $385

CONVERSATION SKILLS 2 (CE52S2 W1)
This intermediate course is designed to increase the oral proficiency of English Language Skills 2 and 3 students. Class members will speak and interact with the instructor and other students. Conversations, group work, and/or role playing will help students speak clearly, using improved grammar and newly acquired vocabulary words. Students will practice speaking English to feel more comfortable communicating in work, business, community, academic, and other settings.
CE52S2 W1 Meets: Tuesday and Thursday, 9:30am-12:10pm for 12 sessions.
Starts January 10 Fee: $385

PRONUNCIATION SKILLS 2 (CE5122 W4)
This comprehensive course will help intermediate students speak more clearly and accurately. Students will learn techniques to identify and pronounce vowel digraphs, beginning and final consonants and consonant clusters, word stress, rhythm, and intonation. Students will learn and practice techniques to enhance their speaking, listening and oral discrimination skills.
CE5122 W4 Meets: Saturday, 9:30am-1:30pm for 6 sessions.
Starts January 7 Fee: $210

TOEFL PREPARATION (CE3TFL W1)
For advanced students who wish to take the TOEFL test in order to transfer into a school or apply for a job requiring a TOEFL score, this intensive eight-hour per week class emphasizes test-taking strategies to improve test performance. Students will focus on building strong reading, comprehension, speaking, listening, writing and grammar skills as well as vocabulary development.
CE3TFL W1 Meets: Tuesday, Wednesday, and Thursday, 9:30am-12:10pm for 18 sessions.
Starts January 10 Fee: $385
INTRODUCTION TO ITALIAN (CE5167 W2)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Italian language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.
CE5167 W2 Meets: Thursday, 1:30pm-4:10pm for 6 sessions.
Starts January 12 Fee: $175

INTRODUCTION TO SPANISH (CE5164 W2)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Spanish language. Fundamental skills in reading, writing, speaking, listening, and pronunciation will be emphasized, eventually leading to basic conversation.
CE5164 W2 Meets: Wednesday, 1:30pm-4:10pm for 6 sessions.
Starts January 11 Fee: $175

CONVERSATIONAL SPANISH 1 (CE5165 W3)
A continuation of Introduction to Spanish, this course will work on grammar and vocabulary. Students will practice pronunciation and learn Spanish phrases and conversation needed in everyday life.
CE5165 W3 Meets: Wednesday, 6:20pm-9:00pm for 6 sessions.
Starts January 11 Fee: $175

INTRODUCTION TO THE ENGLISH LANGUAGE (CE5206 B3)
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 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 13 Fee: $385

ENGLISH LANGUAGE SKILLS 1 (CE5207 B3, B4)
Students with a basic knowledge of English language skills will develop important fundamental writing, speaking, listening, and reading skills. The goal of this class is to help students better understand day-to-day conversation, short written communication, and media programs. Students will use new vocabulary words, pronouns, singular and plural nouns, and simple verb tenses.
CE5207 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 13
CE5207 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts March 18 Fee: $385

ENGLISH LANGUAGE SKILLS 2 (CE5208 B1, B3, B4)
This class will focus on writing, conversation, and reading skills to improve all English language abilities. Students will review verb tenses taught in level 1 and become familiar with additional verb tenses. They will learn new vocabulary and will continue to write simple as well as compound sentences, use words in the correct order, and identify major parts of speech.
CE5208 B1 Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts March 13
CE5208 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 13
CE5208 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts March 18 Fee: $385

ENGLISH LANGUAGE SKILLS 3 (CE5209 B1, B3, B4)
In this course, students will strengthen their English language skills, integrating reading, writing, listening, and conversational activities. The class will use and identify more difficult vocabulary words, sentence structures and verb tenses than those taught in lower level classes. Students will practice writing paragraphs; additionally, they will examine the format of short articles, essays, e-mail messages, and/or business letters and apply this information so their written work may be better understood.
ENGLISH LANGUAGE SKILLS 4 (CE5210 B1, B3, B4)

Students will continue to practice writing, reading, listening, and speaking to increase overall English language aptitude. They will become familiar with complex sentence structures and more complicated verb tenses. Members of this class will write documents such as essays, business letters, memorandums, and formal e-mail messages. Students will also give at least one oral report. The organization of written and oral presentation formats and phrases that help speakers and writers create relationships among ideas will be explored.

CE5210 B1 Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts March 13

CE5210 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 13

CE5210 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts March 18 Fee: $385

ENGLISH LANGUAGE SKILLS 5 (CE5230 B1, B3)

Prerequisite: This course is designed for new students at level 5 as well as for those who have completed English Language Skills 4 or the TOEFL Preparation class. Non-native English speakers can strengthen reading, writing, listening, speaking, vocabulary development, and grammar skills while exploring various topics of interest. Lessons will include activities such as watching and listening to news reports, films, and lectures, followed by discussions or writing exercises, as well as reading poetry, and keeping a thematic journal.

CE5230 B1 Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts March 13

CE5230 B3 Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 13

CE5230 B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts March 18 Fee: $385

ENGLISH LANGUAGE SKILLS 6 – FILMS (CE5236 B1)

Our English Language Skills 6 class offers participants the opportunity to explore human nature and the arts, personal issues and social problems by experiencing the world of the cinema. Besides reading, writing, vocabulary, and grammar skills, students will sharpen skills in listening and speaking. Students will share their ideas through group activities and presentations. Writing will include short daily journaling as well as formal essays.

CE5236 B1 Meets: Tuesday and Thursday, 9:30am-12:30pm for 16 sessions.
Starts March 14 Fee: $385

CONVERSATION SKILLS 2 (CE3CS2 B1)

This intermediate course is designed to increase the oral proficiency of English Language Skills 2 and 3 students. Class members will speak and interact with the instructor and other students. Conversations, group work, and/or role playing will help students speak clearly, using improved grammar and newly acquired vocabulary words. Students will practice speaking English to feel more comfortable communicating in work, business, community, academic, and other settings.

CE3CS2 B1 Meets: Friday, 9:30am-1:30pm for 8 sessions.
Starts March 17 Fee: $275

GRAMMAR 2 (CE3G2R B4)

This course is designed for intermediate students. Students will review basic rules of grammar as they apply to verb tenses, prepositions, adjectives, and adverbs and continue with more complex sentence structures. The course will also introduce and explore the use of dependent clauses as a means of developing variety in communication.

CE3G2R B4 Meets: Saturday, 9:30am-12:30pm for 8 sessions.
Starts March 18 Fee: $210

PRONUNCIATION SKILLS 1 (CE5108 B4)

The course will help beginning students speak English more clearly and accurately. It covers topics from all aspects of pronunciation - introduction to vowel and consonant sounds, practice stressing word syllables correctly, and intonation. Students will learn techniques to enhance their speaking and listening discrimination.

CE5108 B4 Meets: Saturday, 9:30am-12:30pm for 8 sessions.
Starts March 18 Fee: $210

PRONUNCIATION SKILLS 2 (CE5122 B4)

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

CE5122 B4 Meets: Saturday, 9:30am-12:30pm for 8 sessions.
Starts March 18 Fee: $210

TOEFL PREPARATION (CE3TFL B4)

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

CE3TFL B4 Meets: Saturday, 8:30am-3:00pm for 8 sessions.
Starts March 18

CAREER PREPARATION FOR THE ESL STUDENT (CE5239 B3)

Prerequisite: This course is designed for students who are at The English Language Skills level 3 or above. Non-native English speakers will improve their English Language proficiency while learning how to identify their interests, strengths and values, explore career possibilities and plan their careers. They will engage in career assessment activities, become familiar with web based career resource materials, and engage in job search activities, which include resume writing and interview preparation.

CE5239 B3 Meets: Tuesday, 6:00pm-9:00pm for 4 sessions.
Starts March 14 Fee: $115
SPRING SESSION 2017
Registration Deadline for Spring Session: March 1, 2017

LANGUAGES FROM AROUND THE WORLD

AMERICAN SIGN LANGUAGE 1 (CE5130 B3)
This course is designed to introduce students to the history and the basics of American Sign Language. Class members will learn the fundamentals of conveying and understanding information through the use of ASL. During class, students will have the opportunity to practice what they are learning with the guidance of the instructor.
CE5130 B3 Meets: Monday, 6:00pm-8:00pm for 8 sessions.
Starts March 13 Fee: $175

AMERICAN SIGN LANGUAGE 2 (CE5172 B3)
Students with a working knowledge of the fundamentals of American Sign Language will find this course helpful in providing additional vocabulary and grammatical structures. ASL is an important mode of communication, and this class provides students with an opportunity to develop and practice skills needed to converse more effectively.
CE5172 B3 Meets: Wednesday, 6:00pm-8:00pm for 8 sessions.
Starts March 15 Fee: $175

CHINESE-MANDARIN 1 (CE5161 B3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Mandarin Chinese language. The class emphasizes basic skills in speaking as well as pronunciation, reading comprehension, and writing.
CE5161 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 15 Fee: $175

INTRODUCTION TO FRENCH (CE5177 B2, B3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the French language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.
CE5177 B2 Meets: Monday, 2:00pm-4:00pm for 8 sessions.
Starts March 13 Fee: $175
CE5177 B3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 13 Fee: $175

CONVERSATIONAL FRENCH 1 (CE5181 B3)
This class is for students with a basic knowledge of French who want to brush up on and/or expand their language skills. In this course, students will continue to learn the essential grammatical structures of the French language, develop vocabulary, and improve pronunciation.
CE5181 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 15 Fee: $175

GERMAN 1 (CE5183 B3)
This course is designed to introduce the student to the vocabulary, alphabet, and grammatical structure of the German language. The class emphasizes basic skills in speaking as well as pronunciation, reading comprehension, and writing.
CE5183 B3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 13 Fee: $175

INTRODUCTION TO ITALIAN (CE5167 B3)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Italian language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.
CE5167 B3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 13 Fee: $175

CONVERSATIONAL ITALIAN 1 (CE5168 B3)
A continuation of Introduction to Italian class, this course will further introduce students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.
CE5168 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 15 Fee: $175

CONVERSATIONAL ITALIAN 2 (CE5169 B3)
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.
CE5169 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 15 Fee: $175

ITALIAN FOR TRAVELERS (CE5242 B4)
This class is designed for those planning to travel to Italy. Learn how to greet people, get to places, tour the country, order food and drinks, check in a hotel and take care of personal needs.
CE5242 B4 Meets: Saturday, 9:00am-12:00pm for 3 sessions.
Starts April 22 Fee: $79

PORTUGUESE 1 (CE5240 B3)
This course is designed to introduce students to the vocabulary and grammatical structure of the Portuguese language as spoken in Portugal and Brazil. Fundamental skills in reading, writing, speaking, listening, and pronunciation will be emphasized.
CE5240 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 15 Fee: $175
INTRODUCTION TO SPANISH (CE5164 B2, B3, B4)
This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Spanish language. Fundamental skills in reading, writing, speaking, listening, and pronunciation will be emphasized, eventually leading to basic conversation.
CE5164 B2 Meets: Monday, 2:00pm-4:00pm for 8 sessions.
Starts March 13
CE5164 B3 Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 13
CE5164 B4 Meets: Saturday, 9:00am-11:00am for 8 sessions.
Starts March 18

CONVERSATIONAL SPANISH 1 (CE5165 B2, B3)
A continuation of Introduction to Spanish, this course will work on grammar and vocabulary. Students will practice pronunciation and learn Spanish phrases and conversation needed in everyday life.
CE5165 B2 Meets: Wednesday, 2:00pm-4:00pm for 8 sessions.
Starts March 15
CE5165 B3 Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 15

SPANISH FOR TRAVELERS (CE5241 B4)
This class is designed for those planning to travel to a Spanish speaking country. Learn how to greet people, get to places, tour the country, order food and drinks, check in a hotel and take care of personal needs.
CE5241 B4 Meets: Saturday, 9:00am-12:00pm for 3 sessions.
Starts April 22
Fee: $79

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 hacer una cita para tomar la evaluación de lectura y escritura del CENTRO DE IDIOMAS llamando al (516) 572-7062, enviando un correo electrónico a LC@ncc.edu, ó en persona en nuestra oficina ubicada en el edificio F, salón 309. No hay ayuda financiera disponible para estas clases.

FECHA LÍMITE DE REGISTRACIÓN: 1°. de Marzo del 2017

DESCRIPCION DE LAS CLASES DE INGLES

INTRODUCCIÓN AL IDIOMA DE INGLÉS
(CE5206 B3)
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 B3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 13 de Marzo
Precio: $385

HABILIDADES EN EL IDIOMA INGLES 1
(CE5207 B3, B4)
Estudiantes con conocimientos básicos de inglés desarrollarán en este curso habilidades importantes en escritura, lectura y comunicación verbal y escrita. El objetivo de esta clase es ayudar a los estudiantes a entender mejor las conversaciones cotidianas, documentos cortos y programas de televisión. Los estudiantes practicarán el uso de nuevas palabras, pronombres, sustantivos singulares y plurales y verbos en tiempo simple.
CE5207 B3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 13 de Marzo
Precio: $385

HABILIDADES EN EL IDIOMA INGLES 2
(CE5208 B1, B3, B4)
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 B1 se imparte: Lunes y Miércoles, 9:30am-12:30pm por 16 sesiones.
Inicio 13 de Marzo

CE5208 B3 se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 13 de Marzo

CE5208 B4 se imparte: Sábados, 8:30am-3:00pm por 8 sesiones.
Inicio 13 de Marzo
Precio: $385

Table of Contents
ENGLISH LANGUAGE SKILLS REGISTRATION:
New students must register in person at the Language Center (LC) office in the F Building, Room # 309. The LC office telephone number is 516.572.7062.

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

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

Make check or money order payable to Nassau Community College or fax form with your credit card information to 516.828.3507.

Applicant must be 18 years old or older.

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

*Be sure to display the parking permit in your vehicle AT ALL TIMES and to park in a student parking lot.

Tickets are given to vehicles without a permit.

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

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

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

O si prefiere, envíenos su registración, al fax 516.828.3507. Sólo para pagos con tarjeta de crédito.

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

Para mayor información, llamar al 516.572.7062.

Chinese Registration Instructions:
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.

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

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

Make check or money order payable to Nassau Community College or fax form with your credit card information to 516.828.3507.

Applicant must be 18 years old or older.

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

*Be sure to display the parking permit in your vehicle AT ALL TIMES and to park in a student parking lot.

Tickets are given to vehicles without a permit.

Other languages Registration Instructions:
HEALTH CARE CAREERS

The health care industry on Long Island is one of the fastest growing sectors. Consider beginning your employment in this sector by training for one of the following entry level positions. Over time, you can advance your career by earning additional credentials that will also increase your earning power. For more information, contact Center for Workforce Development at 516-572-7487. Please note EKG Technician and EMT-Basic are VA approved courses.

TRAIN TO BE AN EMERGENCY MEDICAL TECHNICIAN (EMT - BASIC) IN 4 MONTHS

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, 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.

Instructor: Certified EMS Academy Instructor

CED 1211 B1 Meets: Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm for 43 sessions.
January 24 – May 18. The NYS written exam is scheduled for Thursday, May 18. Registration must be received by January 17.

CED 1211 B2 Meets: Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 8:30am-3:00pm for 35 sessions.
May 23 – August 17. The NYS written exam is scheduled for Thursday, August 17. Registration must be received by May 16. Bring lunch on Saturdays.
Fee: $1,300

EMT-BASIC REFRESHER COURSE (CED 1253 B1)

In partnership with the Nassau County Emergency Medical Services Academy, NCC is offering an Emergency Medical Technician-Basic (EMT-B) refresher course. This 21 session course is designed for currently certified EMTs to renew their certification in order to provide urgent care at an emergency site or in an ambulance during hospital transport. Students enrolled in this course will receive updated training on all necessary emergency medical care skills and be prepared to take the New York State written exam on Thursday, May 18. The course will also include Basic Life Support CPR/AED (as required by New York State.) You can attend a refresher course up to 9 months before your EMT card expires. If you are seeking reciprocity from another state, you may enroll if you have received a letter from NYS EMS.

Registration must be received by February 22.
Instructor: Certified EMS Academy Instructor

CED 1253 B1 Meets: Monday and Wednesday, 7:00pm-10:00pm and one Thursday, May 18, 7:00pm-10:00pm for 21 sessions.
March 1 – May 18
Fee: $575

EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) (CED 1211 B1 OR CED 1211 B2)

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
HEALTHCARE CAREERS

COMPLETE PHARMACY TECHNICIAN TRAINING INCLUDING 80 HOUR EXTERNSHIP IN 6 MONTHS!

PHARMACY TECHNICIAN (CED 1254 B1)
Using a combination of classroom and externship experience, this course will prepare students to sit for the Pharmacy Technician Certification Board (PTCBB) exam. During 120 hours of classroom training, students will learn pharmacology, drug compounding, and classification and interaction. Students will study how to prepare medicated solutions, calculate dosages, and screen and fill prescriptions, and learn other skills needed to assist a pharmacist. Professional communication, pharmacy ethics, law, regulations and safety will be stressed. Review and practice for the certification exam is also included.
During an 80 hour Externship experience, acquire valuable experience while working alongside a licensed pharmacist. Students must comply with Field Placement/Externship entry requirements as specified by the host company, including background check, drug screening and a government provided photo ID. A high school diploma or equivalent is required.
Textbooks, other materials, background check/drug screening, and certifying exam are additional cost.

Instructors: Thomas Frisco, Nasreen Dharsee-Dungersi, and Jessica Smith
CED 1254 B1 Meets: Monday and Wednesday, 6:00pm-9:00pm for 29 classroom sessions.
January 30 – May 22
Externship: 80 hour Field/Placement will be scheduled between May 24 and August 2. Classroom sessions during the externship period will meet on 11 Wednesdays, 6:00pm-9:00pm.
Fee: $2,250

PATIENT CARE TECHNICIAN
While courses may also be taken individually, a student who is interested in taking the Patient Care Technician Certification exam which is offered by National Healthcareer Association (NHA) should complete the following courses:
• Certified Nursing Assistant (p. 30)
• Phlebotomy Technician (p. 31)
• EKG Technician (p. 31)
• Medical Terminology (p. 31)
• BLS/CPR for Health Care Providers (to be offered in Summer 2017)

COMPLETE 120 HOUR CNA TRAINING IN UNDER 3 MONTHS!

CERTIFIED NURSING ASSISTANT (CED 1243 B1)
In partnership with the VEEB School of Nursing, NCC is offering a Certified Nursing Assistant (CNA) program. Students will learn patient care techniques such as grooming, feeding, transporting and administering treatments as well as how to document patients' vital signs and symptoms. Course topics include: anatomy, physiology, nutrition, infection control, and legal and ethical policies. CNAs can work in a variety of settings including hospitals, nursing homes, adult day cares and assisted living facilities, and this course prepares students to provide nursing care to the elderly and those with cognitive and mental disabilities. Students must complete the full 120 hours of training (90 classroom/lab hours and 30 clinical rotation hours) to sit for the New York State certifying exam. Clinical rotations will be conducted during designated Saturdays at a local nursing home; students must arrange transportation. Students must be 18 years of age or older, have a High School diploma or equivalent, complete a background check and meet health screening requirements.
Textbook, materials, background check and certifying exam are additional. Students will need to purchase light blue scrubs and a stethoscope. Registration and copy of high school diploma must be received by February 20.

Instructors: Licensed Nurses from VEEB School of Nursing
CED 1243 B1 Meets: Monday and Wednesday, 6:00pm-9:00pm and Saturdays on campus from 8:00am-2:30pm (on 3/4, 3/11, 3/18, and 5/20) and at nursing home from 8:00am-1:00pm (on 3/25, 4/1, 4/8, 4/22, 5/6 and 5/13).
February 27 – May 24
Fee: $1,600
ENGINEERING, GREEN DESIGN AND OSHA

LEED® GREEN ASSOCIATE CERTIFICATION (CED 1236 W1 OR CED 1236 B1)

Offered in partnership with the US Green Building Council Long Island Chapter, Leadership in Energy and Environmental Design (LEED®) accreditation distinguishes building professionals with the knowledge and skills to successfully steward the LEED certification process. LEED® Green Associates have demonstrated a thorough understanding of green building practices and principles and the LEED Rating System. Topics covered include: Intro, Water, and Innovation in Design (D); Location and Transportation (LT); Sustainable Sites (SS); Integrative Process; Energy and Atmosphere (EA) - Part of Materials and Resources (MR); Indoor Environmental Quality (IEQ) -MR, Part 2; and, Review - Practice Exam. The LEED® Green Associate credential demonstrates a solid and current foundation in green building principles and practices. LEED® Green Associates enjoy a broad understanding of sustainability that bolsters their careers and enhances their lives. The LEED® Green Associate credential denotes basic knowledge of green design, construction and operations. Professions that may be interested in the LEED® Green Associate include lawyers, landscape architects to education professionals, and product manufacturers to policymakers, as well as professors in real estate, planning, manufacturing, leasing, sales, and those new to green building. Students will be provided with a copy of all study materials. LEED® Green Associates earn their credential by passing a computer-based exam. The exam fee is additional.

Instructor: USGBC-LI Instructors

CED 1236 W1 Meets: Saturday, 8:30am-5:00pm for 2 sessions. Bring lunch.
January 7 - 14

CED 1236 B1 Meets: Tuesday, 6:00pm-9:00pm for 5 sessions.
April 18 – May 16
Fee: $375
GPRO: HOMES (CED 1259 B1)
This entry-level course is ideal for a range of building professionals including contractors, subcontractors, estimators, and key construction management staff in general contracting companies specializing in single -to four-family, low-rise homes. Topics include: how to pass stringent energy code inspections; sustainable construction management practices to secure a healthy bottom line; and five simple strategies that will increase the energy efficiency of your projects. Students will be provided with a copy of all study materials. Course approved for 6.5 CE Credits from GBCI and 6.5 hours from AIA CES. ONE-DAY WORKSHOP. Bring lunch.
Instructor: USGBC-LI Instructors
CED 1259 B1 Meets: Saturday, March 18, 8:30am-4:00pm.
Fee: $240

DRONES: INTRODUCTION & COMMERCIAL ASPECTS OF UNMANNED AIRCRAFT SYSTEMS (CED 1256 B1)
Students will be introduced to and become familiar with the integral components and operation of a typical drone. They will be provided with a broad understanding of the Unmanned Aerial Vehicles Industry and the commercial operation and uses of drones, utilizing both classroom and hands-on learning with Drone “flying time.” Students will also be introduced to current and future perspectives of UAVs/UAVs. Topics discussed will include: the development of unmanned aircraft systems with respect to commercial uses; federal responsibility, the path to commercial operations with and without a pilot’s license; the UAS Industry and various trade and industry organizations. Required 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.
Instructor: Jim Record, FAA Commercial Drone Operator and Air Transport Rated Commercial Pilot
CED 1256 B1 Meets: Tuesday, 6:00pm-9:00pm for 6 sessions.
March 14 – April 25
Fee: $495

PRIMER ON 3D PRINTING WITH FOCUS ON CLASSROOM INTEGRATION (CED 1250 B1)
In this class students will be introduced to this exciting technology and the objects that can be made with a 3D printer. Projects will be discussed so teachers can readily incorporate 3D printing into a 21st century classroom to inspire the next generation of engineers, architects, industrial designers, artists and business people. In this course, students will be taught the basics from setting up and maintaining 3D printer equipment to common terminology and best practices on how to navigate and utilize transformation tools available on AutoDesk123. Students will take a look at 3D content creation through 3D modeling and scanning, and with a 3D printer in the classroom, see how this technology works firsthand. Students will go online to discover, explore, and share 3D printing designs including creative communities like Thingiverse® Discussion Groups and research other open source designs, community resources and tools for bringing 3D into the classroom. While developed for educators, this course is open to all those interested in learning the fundamentals of 3D Printing on a Makerbot® 5th Generation Replicator.
ONE-DA Y WORKSHOP. Bring lunch and USB drive.
Instructor: Maureen Neuringer
CED 1250 B1 Meets: Friday, March 10, 9:00am-3:00pm.
Fee: $175

WORKPLACE INNOVATION

3D PRINTING – INTRO TO DRONES
OSHA Training Courses at NCC 500 Series

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

OSHA 502 UPDATE FOR CONSTRUCTION INDUSTRY OUTREACH TRAINERS (CED 502 B1)
Prerequisite: See “Grace Period” below
This course is designed for private and public sector personnel who have completed the OSHA 500 Trainer course and who are active trainers in the Outreach Program. It provides an update on OSHA construction standards, policies, and regulations and renews trainer authorization for another four years.
Bring lunch.
CED 502 B1 Meets: Tuesday-Thursday, 8:00am–4:00pm for 3 sessions.
February 21, 22, 23
Fee: $695

OSHA 500 TRAINER COURSE IN OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY (CED 500 B1)
Prerequisite: See *IMPORTANT NOTE* below.
This course is designed for personnel in the private and public sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed upon those topics that are required in the 10- and 30-hour programs as well as on those that are most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30- hour construction safety and health course and to issue cards to participants verifying course completion. Bring lunch.
CED 500 B1 Meets: Monday-Thursday, 8:00am–4:00pm for 4 sessions.
May 8, 9, 10, 11
Fee: $875

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

1. You must complete the corresponding 510 standards pre-requisite course and submit a copy of proof of certification.
2. If you are taking the 500 Trainer course for the first time, you must submit the completed, signed and dated first 4pp. of a Prerequisite Verification Form in advance to Carl Donaldson at donaldcj@sph.rutgers.edu in order to determine whether you have the requisite five years of safety experience to qualify as a trainer.
3. If you are retaking the 500 within 10 years after having let certification expire, you need only submit a copy of the expired construction trainer card, and are not required to submit a CV or resume.
4. You must pass both a written exam and an oral presentation at the end of the Trainer course in order to receive trainer authorization.
5. Your registration is not complete until confirmed by Rutgers School of Public Health.

For further information on OSHA at NCC please contact:
Kathleen Benedetto at kathleen.benedetto@ncc.edu or Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487
ADVANCE YOUR CAREER WITH CAPM® OR PMP® CERTIFICATION

By completing the CAPM® Course (CED 1222), a student will receive the required minimum 23 hours of instruction to sit for the Project Management Institute’s CAPM® certifying exam. By also completing two of three additional courses, a student will have the additional required contact education hours to sit for the Project Management Professional (PMP®) certifying exam. CAPM® is a VA approved course.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) (CED 1222 B1)

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

This course will cover topics included in the Certified Associate in Project Management (CAPM®) exam, an entry-level certification designed for those with little or no project experience. Students will learn the fundamental knowledge, terminology and processes of effective project management. The course will cover the 10 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. For information on the CAPM® exam, go to http://www.pmi.org. CAPM® and PMBOK® which are registered trademarks of the Project Management Institute, Inc., 2013 is required at additional cost.

Instructor: Peter Landini
CED 1222 B1 Meets: Thursday, 6:00pm-9:00pm for 8 sessions.
March 23 – May 18 (Note: No class April 13; May 18 meets until 10:00pm).
Fee: $450

MICROSOFT® PROJECT
(CED 1252 W1 OR CED 1252 B1)

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

ONE-DAY WORKSHOP: Bring lunch.
Instructor: Jordan Spiro
CED 1252 W1 Meets: Saturday, January 21, 8:00am-4:30pm.
CED 1252 B1 Meets: Saturday, April 22, 8:00am-4:30pm.
Fee: $175

PROJECT MANAGEMENT: LEADERSHIP AND COMMUNICATION (CED 1255 B1)

A project manager is often assigned to lead a cross-function team to meet project objectives. In most cases, there is no formal authority and team members and stakeholders often sit higher on the org chart and in pay grade. The project manager must rely on strong leadership and clear communication skills to succeed.

This class will focus and expand upon the PMBOK® knowledge areas of Project Communication, Human Resources, and Stakeholder Management. The methodologies of leading without authority, building credibility and consensus, and establishing an environment that brings out the best in people will be explored.

Instructor: Peter Landini
CED 1255 B1 Meets: Wednesday and Thursday, 6:00pm-9:45pm for 2 sessions.
May 24 – 25
Fee: $160

NEW AGILE PROJECT MANAGEMENT USING SCRUM (CED 1263 B1)

Over the past 10 years for technology related projects, organizations have come to embrace Agile, an adaptive, change-driven project planning process. This introductory course includes the basics of Agile project management and how to use its tools and techniques effectively such as scrum, sprints, and retrospectives. The focus is on fundamental scrum knowledge, terminology and concepts, covering topics included in the Professional Scrum Master (PSM Level 1) certification exam. The Scrum Guide is available free of charge from Scrum.org. While the course does not have specific prerequisites, the student should be familiar with basic concepts of software development methodology and project management.

Students completing the course will receive a Certificate of Completion from Nassau Community College. For information regarding the PSM exam to obtain certification, visit the Scrum.Org website.

Instructor: Peter Landini
CED 1263 B1 Meets: Monday, 6:00pm-10:00pm for 3 sessions.
February 6, 13, 27
Fee: $240

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

This training opportunity for women includes a convenient class schedule, access to job-shadowing and role-models in the field, and ability to earn two industry certifications, one in EIF and the other in OSHA 10. After successfully completing the program, participants will be introduced to recruiters from participating companies. Partner employers include:

Minimum Requirements:
- HS Diploma or Equivalent
- Valid Driver's License
- Interest in Technician Work
- Ability to do Physical Labor & Work Outdoors
- Background Check and Drug Testing (prior to employment)
- Proven Eligibility to Work in the U.S.

Course Dates:
Dates: Monday, Wednesday and Fridays from February 1 - April 28, 2017
Times: 9:30am-2:30pm
Location: Nassau Community College, Garden City with select days onsite at PSEG, National Grid and American Water

For further information, please visit ncc.edu/workforcedevelopment

CENTER FOR WORKFORCE DEVELOPMENT
Phone: 516.572.7487
Email: cwd@ncc.edu
Hospitality Career Pathway Program
Free Program!
Improve your Skills and your Career Opportunities!

Nassau Community College, Bank of America and the Consulate General of Mexico invite you to participate in the

Hospitality Career Pathway Program

The program will run for 18 weeks from January 10, 2017 until May 18, 2017
Classes will be on Tuesday, Wednesday and Thursday mornings.

Course includes:
• English Language Skills Instruction
• Hospitality Industry Training
• Introduction to Computer Skills
• Customer Service Training
• Employment Readiness Workshops

Students who complete the program will receive:
• Certificate from the Center for Workforce Development at Nassau Community College
• ServSafe® Certificate from the National Restaurant Association (optional; based on exam results)

Requirements:
• Open to restaurant or hotel workers of Mexican or Hispanic origin
• Basic knowledge of mathematics, English writing and speaking skills
• Commitment to attend all classes

*Instruction will be in English*

Apply by December 5, 2016. Space is limited!
Applications are available at:

Consulate General of Mexico in NY
Tel: 212-217-6400 Ext. 5852
27 E. 39th Street, New York, NY 10016
mancheta@consulmexny.mx

Nassau Community College
Tel: 516-572-7487
356 East Road, Garden City, NY 11530
Kathleen.Benedetto@ncc.edu
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 S.A.T. 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.

ACT MATH PREP (CED 9599 B1)
The purpose of this ACT Prep Course is to assist students in becoming familiar with preparing to take the math portion of the ACT Test. This program will provide an overview of the test, practical test taking strategies and will emphasize the fundamental understanding of the material involved. This is an eight week course.


Instructor: Staff
CED 9599 B1 Meets: Tuesday, 6:30pm-8:30pm for 8 sessions.
Fee: $190

ACT VERBAL PREP (CED 9600 B1)
The purpose of this ACT Prep Course is to assist students in becoming familiar with preparing to take the verbal portion of the ACT Test. This program will provide an overview of the test, practical test taking strategies and will emphasize the fundamental understanding of the material involved. This is an eight week course.


Instructor: Ed Carter
CED 9600 B1 Meets: Thursday, 7:00pm-9:00pm for 8 sessions.
Fee: $190

S.A.T. REVIEW MATH SKILLS COURSE (CED 396 B1)
This course is designed to give high school students an opportunity to work on math skills necessary for the S.A.T. Students should purchase the latest SAT book published by the College Board. Available at the college bookstore (516.572.7168).

Instructor: Staff
CED 396 B1 Meets: Saturday, 12:00pm -2:00pm for 8 sessions.
Fee: $190

S.A.T. REVIEW FOR THE NEW SAT I - CRITICAL READING AND WRITING (CED 398 B1)
This course will prepare you for the new SAT I by reviewing strategies for sentence completion and reading comprehension (as on former test), as well as providing instruction for the new multiple choice writing skills section and the new essay question. Vocabulary review will be ongoing. Students should purchase the latest SAT book published by the College Board. Available at the college bookstore (516.572.7168). Bring the book to the first session.

Instructor: Ed Carter
CED 398 B1 Meets: Saturday, 10:00am-12:00pm for 8 sessions.
Fee: $190

COLLEGE FINANCIAL AID FOR LONG ISLANDERS (CED 999 B1)
With college costs skyrocketing, find out how to get your share of the $134 billion available for student financial aid. Learn insider tips to maximize your financial aid from Long Island’s leading financial aid expert with over 40 years of experience. Follow our step-by-step strategies to fill out your FAFSA (Free Application for Federal Student Aid), plan a needs analysis and negotiate with colleges. We explain how the federal government calculates your “expected family contribution.” SPECIAL EMPHASIS WILL BE PLACED ON THE REGULATIONS INVOLVING DIVORCED AND SEPARATED PARENTS. Also discussed will be how to conduct the best FREE Internet scholarship searches, the CSS/Financial Aid PROFILE® application and New York State’s unique financial aid program – TAP. This is an excellent time for parents of juniors as well as seniors to begin planning. We welcome questions at the conclusion of the program.

ONE DAY WORKSHOP.

Instructor: Barry Fox
CED 999 B1 Meets: Tuesday, March 7, 7:00pm-9:00pm.
Fee: $30
TASC — EARN YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA

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

We are accepting applications for our test dates on a first come, first served basis. Visit the website www.ncc.edu/hse for test schedules, mailing instructions and a link to the state application. A government issued photo id such as a New York State DMV issued identification card or a passport is required to test, and must be submitted with your application. Submit your application, ID (and if appropriate, previous test scores) to Nassau Community College Attention TASC office. Candidates should be prepared for either computer or pencil and paper based testing.

See page 22 for review course information.

CREDIT-BY-EXAMINATION PROGRAM

CLEP & DSST

Save time, save money and demonstrate college level proficiency. More than 2,900 colleges and universities award credit by exams!
Over 60 exams to choose from!

Prior to taking an exam, check with the college of your choice to determine which credits are accepted and score requirements.

For registration forms and test dates visit www.ncc.edu/clep
Questions? call 516.572.9947 or email clep@ncc.edu
Who can benefit from earning college credits by exam?

• College students looking to place into advanced level courses.
• Students fluent in Spanish, French or German can earn 3 to 12 credits depending on the college awarding credits! Nassau offers 6 credits for language exams.
• Graduate students needing to meet prerequisite requirements.
• High school students looking to jumpstart college credits.
• Home schooled students.
• New York City teacher’s & paraprofessionals looking to increase their salary.
• Civil service candidates requiring college credits.
• Educators seeking new or additional certifications.

CLEP

The exam fee of $80 is paid online, in advance at www.clep.collegeboard.org
Print your College Board exam registration ticket and include a copy with your NCC CLEP registration.

Visit www.ncc.edu/clep and print an NCC CLEP registration form, select your choice of test date (listed on the website) and mail the NCC registration form, your administration fee of $50 (check or money order payable to NCC) plus a copy of your College Board registration ticket. There is an additional fee for exams with essays. Register early. Sessions fill up quickly.

DSST

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

Visit www.ncc.edu/clep and print an NCC DSST registration form. Select your choice of test date (listed on the website) and mail the registration form along with your administration fee of $50 check or money order payable to NCC. For a list of exams and sample questions visit: http://getcollegecredit.com

The fee for exams starts at $80 payable the day of testing by credit card.
**Test of Essential Academic Skills (TEAS)**  
**Computer Based Exam - Same Day Scoring**

Many nursing programs, including Nassau Community College, require the Test of Essential Academic Skills (TEAS). The TEAS offers colleges an additional standardized assessment tool to review applicant skill levels. Nassau is a public test site for any candidate requiring the exam. Register, schedule, and pay for the exam at www.atitesting.com.

Nassau candidates for Fall 2017 must have their application and test scores submitted by Friday, March 31, 2017.

**TEAS REVIEW COURSE (CED 9606 B1, B2)**  
The Test of Essential Academic Skills (TEAS) is used as part of the admissions process by many Nursing and Allied Health schools. Review the skills needed for success and prepare for your ATI TEAS exam with 36 hours (9 sessions) of instructor led classes. Students should purchase the ATI TEAS Study Manual 6th edition, and bring it to the first class. (Available at the college bookstore 516.572.7168). Schedule and pay for your exam at www.atitesting.com. **Bring lunch on Saturday.**

**CED 9606 B1**  
Meets: Monday, Wednesday 6:00pm-9:00pm, and Saturday, 9:00am-3:30pm for 9 sessions. **Starts January 23**

**CED 9606 B2**  
Meets: Tuesday, Thursday, 6:00pm-9:00pm, and Saturday, 9:00am-3:30pm for 9 sessions. **Starts February 28**  
Fee: $290

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Spring 2017

The Community Testing Center, offering computer based testing, provides a centralized, proctored test environment for educational needs and workforce certifications. Contact 516.572.7699 for information.

The following exams will be offered:

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<td>Coding Specialist (NRCCS)</td>
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<th>Medical Administrative Assistant</th>
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<td>Medical Laboratory Assistant</td>
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<td></td>
<td>Patient Care Technician</td>
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</tbody>
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*Med CA Certifications, www.medcainc.com:*

| Start date is May 17, 2017 at 6 p.m. |
| Applications must be received by May 1, 2017. |
| Nassau is a test location only. |
| Certification will be issued accordingly to certifying organization guidelines |

Visit www.ncc.edu/ced for updates, schedules and information on registering for exams.
NEW HIGH SCHOOL EQUIVALENCY (TASC) MATH REVIEW (PREVIOUSLY GED) (CED 9458 B1)
Prerequisites: Students should have a basic knowledge of arithmetic, algebra and geometric principles.
This course is designed for students whose math skills are sufficient for taking the High School Equivalency (HSE) math test, but feel they need a brush-up before taking the test. It is an intensive program of math which will include a review of problem solving techniques and general math topics. Included in the course are: concepts in algebra, geometry, number relations; data analysis and statistics, including writing and solving equations; determining rates of change; graphing and coordinate geometry; interpreting bar charts, circle graphs in association with numerical estimation; and determination of problem solving parameters.
Book required for the first session: Kaplan, TASC Strategies, Practice and Reviews 2015-2016. Available at the college bookstore (516.572.7168).
STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION!
Instructor: Staff
CED 9458 B1 Meets: Monday, 7:00pm-9:00pm for 4 sessions.
Starts March 6
Fee: $100

NEW HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY GED) (CED 9459 B1)
This course is designed to review some of the language skills measured on the High School Equivalency (HSE) language arts tests. Participants will review reading, writing, vocabulary and test taking skills to help them prepare for the new High School Equivalency (HSE) Exam.
Book required for the first session: Kaplan, TASC Strategies, Practice and Reviews 2015-2016. Available at the college bookstore (516.572.7168).
Instructor: Ed Carter, M.A.
CED 9459 B1 Meets: Wednesday, 7:00pm-9:00pm for 4 sessions.
Starts March 8
Fee: $100

PHYSICAL THERAPIST ASSISTANT PROGRAM
Are you interested in an active and rewarding career in healthcare? Consider becoming a Physical Therapist Assistant and join the ranks of one of the fastest growing fields on Long Island and the nation. The NYS Department of Labor predicts a 32 percent growth in the field by 2020. A Physical Therapist Assistant works under the supervision of a Physical Therapist and employment opportunities exist in out-patient offices, hospitals, nursing and rehabilitation centers, schools and more.
HIGHLIGHTS INCLUDE:

• Associates Degree
• Small classes
• Affordable tuition
• Accredited through the American Physical Therapy Association
• Eligibility for National Board Exam

For more information, Call Allied Health Sciences 516.572.9640
www.ncc.edu/ProgramsandCourses/AcademicDepartments/AlliedHealthSciences/PhysicalTherapy
Discover...

PARALEGAL STUDIES
At Nassau Community College
Approved by the American Bar Association

Are you interested in the law? Consider becoming a paralegal, and join the ranks of one of the fastest growing professions in recent years. A paralegal works under the supervision of an attorney, and employment opportunities exist in law firms, title companies, banks, corporations, the court system, and the government.

Two types of programs are available:
Certificate Program for College Graduates
AAS Degrees for High School Graduates

- Small Classes
- Affordable Tuition
- Full or Part-Time Study
- Attend Day, Evening or Weekend
- Internship Opportunities
- Placement Assistance
- Career Counseling, including Resume
- Writing and Interview Workshops

For more information:
call 516.572.7774
or e-mail: paralegal@ncc.edu

Discover...
PARALEGAL STUDIES
At Nassau Community College
Approved by the American Bar Association

Are you interested in the law? Consider becoming a paralegal, and join the ranks of one of the fastest growing professions in recent years. A paralegal works under the supervision of an attorney, and employment opportunities exist in law firms, title companies, banks, corporations, the court system, and the government.

Two types of programs are available:
Certificate Program for College Graduates
AAS Degrees for High School Graduates

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- Full or Part-Time Study
- Attend Day, Evening or Weekend
- Internship Opportunities
- Placement Assistance
- Career Counseling, including Resume
- Writing and Interview Workshops

For more information:
call 516.572.7774
or e-mail: paralegal@ncc.edu

LEGAL OFFICE PROFESSIONAL

A.A.S. DEGREE AND ONE-YEAR CERTIFICATE
ADMINISTRATIVE BUSINESS TECHNOLOGY DEPARTMENT

The Administrative Business Technology Legal Program is designed to give the graduate a broad understanding of law office procedures and practice in the preparation of pleadings, court documents and legal instruments. Students are given the opportunity to apply their classroom skills through supervised work experience in law firms on Long Island and in Manhattan or in the Nassau County District Attorney’s Office.

GRADUATES ARE PREPARED FOR A CAREER AS A LEGAL OFFICE PROFESSIONAL.

CAREER OPPORTUNITIES EXIST IN:
- Law Firms
- Corporations
- The Court System
- Title Companies
- Government Agencies
- Real Estate Offices
- Legal Departments of Corporations

STUDENTS RECEIVE INSTRUCTION IN:
- Microsoft Word, PowerPoint, Access, Outlook, Excel, Publisher, Adobe Fireworks, Adobe Dreamweaver, WordPerfect

FOR ADDITIONAL INFORMATION
Contact the Administrative Business Technology Department at 516.572.7288 x0

The Engineering Physics, Technology Department Offers:

- Civil Engineering Technology, AAS
- Electrical Engineering Technology, AAS
- Engineering Science Program, AS
- Computer Repair Technology, AAS
- Construction Management, Certificate
- Liberal Arts & Sciences – Architecture

CONTACT THE ENGINEERING DEPARTMENT
516.572.7272

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HOW TO REGISTER...

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

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

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

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

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

FAX-IN:
516.828.3507

SPECIAL NOTE

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

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

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

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

CLASSES WILL NOT MEET, EXCEPT WHERE NOTED

JANUARY 16, FEBRUARY 17-24,
APRIL 1-2 & 10-16
REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING
Nassau Community College
One Education Drive
Garden City, New York 11530-6793

Make check payable to: Nassau Community College
OR fax the form with credit card information to: 516.828.3507

Last Name ________________________________

Complete First Name ____________________________

Address ____________________________________________

City __________________________ Zip __________

Home Phone: ( ) ____________________________

Cell Phone: ( ) __________________________

Work Phone: ( ) __________________________

*Birthdate: mm/dd/yyyy __ __/ __ __/ __ __ __

Have you ever taken any courses *required* at NCC?

Yes __ __ No __ __

e-mail: ____________________________ NCC ID #: __________

COURSE SELECTION

<table>
<thead>
<tr>
<th>CED #</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
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</table>

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 PAYMENT INSTRUCTIONS:

I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

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

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

Step 2: Provide Cardholder’s signature: ____________________________

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

Step 4: Card Information:

PLEASE Check ONE: VISA  Mastercard  Discover  American Express

Card Number: ____________________________ Date of Expiration: __ __/ __ __ __ __

The deadline for mailing in registration is: Thursday, February 16, 2017

Beyond deadline, please call for class availability.
Continuing Education & Workforce Development

PROGRAMS AND COURSES
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Two FREE Workforce Programs
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Hospitality Career Pathway Program  Pg. 36  

EXAMS & TEST PREP.  Pg. 37-39  
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