

# Nassau Community College CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



## Summer 2025



### Registration for Lifelong Learning classes just got easier!

Lifelong Learning/Continuing Education students are now able to select, register, and pay with a credit or debit card for the entire course fee online through the NCC Continuing Education registration portal OR by scanning the QR code OR using this link to access our website: <https://continuinged.ncc.edu/nassau>

Follow us on Facebook and Instagram

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[ncc.edu/continuingeducation](https://ncc.edu/continuingeducation)

[ced@ncc.edu](mailto:ced@ncc.edu)



# Lifelong Learning Registration Form

## REGISTRATION FOR LIFELONG LEARNING CLASSES JUST GOT EASIER!

Lifelong Learning/continuing education students are now able to select, register, and pay with a credit or debit card for the entire course fee online through the NCC Continuing Education registration portal OR by scanning the QR code OR using this link to access our website:



<https://continuinged.ncc.edu/nassau/category/category.aspx>

If registering through CampusCE, our online registration portal, you will receive emails with your receipt and a link to your parking pass (for students/visitor parking only). You must print out the parking pass and display it on your windshield or risk a Nassau County parking ticket. and remember that incomplete registrations will not reserve your spot in class!

Students may also register in person  
**IF PAYING BY CHECK or MONEY ORDER.**

In that case, fill out this form and walk in to our Office:  
355 East Rd  
Garden City, NY 11530

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ \*Cell Phone: ( ) \_\_\_\_\_

\*Birthdate: mm/dd/yyyy \_\_\_/\_\_\_/\_\_\_\_\_ I identify my gender as: \_\_\_\_\_

Have you ever taken any courses at NCC?  Yes  No NCC ID# N00 \_\_\_\_\_

\*Preferred E-mail: \_\_\_\_\_

Alternate E-mail: \_\_\_\_\_

*\*required information*

### COURSE SELECTION

YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE PREP COURSES.

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount:			\$	

Au Pair

By submitting this registration form, I am accepting the terms of the refund policy noted below.



Please note that incomplete registrations will not reserve your spot in class.  
If you receive an email, registered not paid, please log back into your account and provide your credit card payment.

**SPECIAL NOTE:** We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by email. Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve recordkeeping, transcripts or certificates, except where noted. **If you have any questions, call 516.572.7472 or e-mail: ced@ncc.edu**

**CLASSES WILL NOT MEET ON May 23-26, July 3-6.**  
PLEASE REGISTER EARLY! and remember that incomplete registrations will not reserve your spot in class!

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

**The deadline for mailing in registration is May 22, 2025. Beyond deadline, please call for class availability.**



## Continuing Education Several Ways:

**Instructor led:** Non-credit courses featured in this brochure via ASYNCHRONOUS ONLINE (ZOOM), or where specified meeting on campus and complemented with ASYNCHRONOUS ONLINE (ZOOM) or other online learning systems.

**ed2go:** For self-paced or instructor-led online courses flexible to meet your needs, see our ed2go link.

The full list of available courses, registration and payment information, technology requirements and support can be found at:  
<http://www.ed2go.com/nassauc/>.

## COURSES PREVIOUSLY DESCRIBED AS REMOTE VIA ZOOM ARE NOW DESIGNATED SYNCHRONOUS ONLINE.

### SYNCHRONOUS ONLINE (ZOOM) INSTRUCTIONS

Participating in SOME of these workshops requires the use of a device with SYNCHRONOUS ONLINE (ZOOM) audio/video conferencing capability.

Instructors are responsible for setting up the SYNCHRONOUS ONLINE (ZOOM) environment. We must have an accurate email address/phone number on record.

For information about how to join a SYNCHRONOUS ONLINE (ZOOM) meeting as well as a link to join a test meeting, visit

<https://support.zoom.us/hc/en-us/articles/115002262083/>

For information about system requirements, visit

<https://support.zoom.us/hc/en-us/articles/201362023-system-requirements-for-windows-macos-and-linux>.

For questions regarding computer access, please email [ced@ncc.edu](mailto:ced@ncc.edu).

## BUSINESS SKILLS

### RESUME AND COVER LETTER BOOTCAMP

Whether you're applying to your first job or changing careers after years in one field, crafting a strong resume and cover letter is key to landing the interview. In this workshop, you'll learn strategies for organizing your resume, writing active descriptions of your work experiences, knowing what to prioritize in your cover letter, and presenting the information in a coherent fashion. This workshop will involve group lessons and one-on-one guidance. Participants should bring their cover letter and resume IF they have one, and their preferred writing tools (pen/paper or laptop).  
**CE9 818 C1 ON-CAMPUS COURSE** Meets: Monday-Thursday, 6:30pm-8:30pm.  
**June 23, 24, 25, 26.** **Fee: \$120**

### NOTARY

This is a SYNCHRONOUS CLASS (ZOOM). 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.**  
**CE9 490 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE** Meets: Saturday, June 14, 10:00am-1:30pm.  
**Fee: \$80**

### ICD-10-CM/PCS CODING

This course is an introduction to Diagnosis coding, ICD-10-CM (International Classification of Disease, 10th Ed.) The course will provide detailed lessons, accompanied by coding exercises, to broaden and reinforce your knowledge. Billing and reimbursement from Medicare and health insurance companies will be covered. The focus of this class is to learn how to assign an ICD-10 code based on a diagnosis statement, and completing coding exercises for reinforcement.

**Book required:** *Principles of ICD-10-CM Coding*, 3rd Ed., Deborah J. Glider; ISBN: 978-1-60359-948-1, AMA, publisher  
**Coding Manual:** ICD-10-CM, from 2014-present edition. A 2018 or 2019 edition is not necessary.

**CE9 538 C1 ON-CAMPUS COURSE** Meets:

Monday, 7:00pm-9:00pm.

**Starts June 2 for 8 sessions.**

**Fee: \$250**

### ADVANCED ICD-10/CPT CODING

This course is geared toward the newer coder in the medical coding industry who would like to sharpen their skills. Basic ICD-10/CPT coding is recommended in order to register for this course. This class will offer coding drills and exercises, as well as up-to-date information emerging from the medical coding field. This course can be used as a springboard to prepare for national

coding certifications. There will also be an introduction to HCPCS coding. **Please bring a notebook.**

**Book required:** *ICD-10 and CPT Coding* books from 2011-present edition. A 2018 or 2019 edition is not necessary.

**CE9 393 C1 ON-CAMPUS** Meets:

Tuesday, 7:00pm-9:00pm.

**Starts July 29 for 4 sessions.**

**Fee: \$150**

### CURRENT PROCEDURAL TERMINOLOGY CODING

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

**Book required:** *Current Procedural Terminology Coding* book (any year from 2000 on).

**CE9 553 C1 ON-CAMPUS** Meets:

Tuesday, 7:00pm-9:00pm.

**Starts June 17 for 4 sessions.**

**Fee: \$150**

## COMPUTER SKILLS

**FOR MS OFFICE COMPUTER APPLICATIONS OFFERINGS IT IS RECOMMENDED STUDENTS HAVE THE SOFTWARE ON THEIR DEVICES UTILIZING 365/2016/2019/2021 VERSION.**

### COMPUTER FOR BEGINNERS

This hands-on course is designed to present the key hardware components of microcomputers, as well as the programs designed to control them. Software such as Windows, MS Word, Excel and Internet will be covered.

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

**CE9 217 C1 ON-CAMPUS COURSE** Meets:

Saturday, May 31, 10:00am-4:00pm.

**Fee: \$150**

### MICROSOFT OUTLOOK FOR BEGINNERS 365/2016/2019/2021

Basic knowledge of Microsoft recommended.

Professionals stand to gain by knowing how to maximize the potential of their office communications with Microsoft Outlook. Learn how to connect to Outlook for the first time, send, receive and store emails, update and organize your contacts, handle calendars, address books for storing contacts, task reminder features, and the journal. Connecting social media and favorite

website updates to Outlook will also be discussed. This **ONE-DAY WORKSHOP** is a part lecture, part hands-on class.

**CE9 577 C1 ON-CAMPUS COURSE** Meets:

Sunday, June 22, 10:00am-1:00pm.

**Fee: \$75**

### INTRODUCTION: MICROSOFT WINDOWS 10

In this course you will be shown how to use Microsoft Windows 10. Topics will include basic functions such as copying and pasting, creating, renaming, managing files and folders, and desktop icons. We will also be looking into the Microsoft Windows 10 built-in apps and learn how to use them.

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

**CE9 642 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 7, 10:00am-4:00pm.

**Fee: \$150**

### INTRODUCTION: MICROSOFT WORD 365/2016/2019/2021

Knowledge of Microsoft Windows recommended.

This workshop teaches the basics of one of the most popular word processing packages for Windows.

Topics include creating, editing and formatting, saving and printing documents, creating basic tables, and using various features such as spell/grammar check, autocorrect, clip-art, and WordArt.

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

**CE9 098 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 14, 10:00am-4:00pm.

**Fee: \$150**

### INTERMEDIATE: MICROSOFT WORD 365/2016/2019/2021

Knowledge of Introductory Microsoft Word (CE9 098) recommended.

This workshop will allow you to build on the skills gained in the Introduction to Microsoft Word 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.**

**CE9 137 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 28, 10:00am-4:00pm.

**Fee: \$150**

### INTRODUCTION: MICROSOFT EXCEL 365/2016/2019/2021

Knowledge of Microsoft Windows recommended.

This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics include examining the Excel Windows screen, creating and editing a spreadsheet, enhancing, and formatting the spreadsheet, basic formulas and functions, saving and printing a spreadsheet, and charting basics.



**ONE-DAY WORKSHOP. Bring lunch.**  
**CE9 099 C1 ON-CAMPUS COURSE** Meets:  
 Saturday, June 7, 10:00am-4:00pm.  
**CE9 099 C2 ON-CAMPUS COURSE** Meets:  
 Saturday, July 12, 10:00am-4:00pm.

**Fee: \$150**

**CLASE NUEVA**  
**INTRODUCCION: MICROSOFT EXCEL**

Se recomienda tener un conocimiento básico de navegación y escritura en la computadora.

Este taller enseña los conceptos básicos de uno de los paquetes de cálculo más populares para Windows. Los temas incluyen examinar la pantalla de Excel Windows, crear y editar una hoja de cálculo, mejorar y formatear la hoja de cálculo, fórmulas y funciones básicas, guardar e imprimir una hoja de cálculo y conceptos básicos de gráficos.

**LA CLASE ES UN SOLO DIA.**

**CE9 842 C1 CURSO EN EL CAMPUS** se imparte:  
 Sábado, 21 de Junio, 1:30pm-4:30pm.

**Precio: \$75**

**INTERMEDIATE:**  
**MICROSOFT EXCEL 365/2016/2019/2021**

Knowledge of Introduction Microsoft Excel (CE9 099) recommended.

Topics focus on review of conditional functions to process information, utilize data and conditional formatting to identify trends in data sets based on defined rules. Various examples will be used. PivotTables for report creation, charts to visualize data, and conditional formatting to identify trends in data sets based on user-defined rules. Various data sets will be used.

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

**CE9 138 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 21, 10:00am-4:00pm.

**CE9 138 C2 ON-CAMPUS COURSE** Meets:

Saturday, July 26, 10:00am-4:00pm.

**Fee: \$150**

**ADVANCED:**  
**MICROSOFT EXCEL 365/2016/2019/2021**

Knowledge of Intermediate Microsoft Excel (CE9 138) recommended.

Topics cover the match and retrieve "vlookup" function, name ranges to label and access data sets, macros to automate steps, and nested "IF" functions to leverage more complex function usage. Various examples and data sets will be used.

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

**CE9 148 C1 ON-CAMPUS COURSE** Meets:

Saturday, August 2, 10:00am-4:00pm.

**Fee: \$150**

**FORMULAS AND CHARTS IN EXCEL I**

Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Learn how to create simple formulas in Excel such as sum, maximum, minimum, average, and count. Also create and edit charts such as column, bar, and pie, how to add labels to a pie chart and how to place a chart on a separate worksheet.

**ONE-DAY WORKSHOP.**

**CE9 572 C1 ON-CAMPUS COURSE** Meets:

Tuesday, July 8, 6:30pm-9:30pm.

**Fee: \$75**

**FORMULAS AND CHARTS IN EXCEL II**

Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9 572). Create more advanced formulas in Excel, including the "if" function, applying absolute referencing to cells that will remain constant, grouping worksheets together, creating formulas for all grouped worksheets, and creating and filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.

**ONE-DAY WORKSHOP.**

**CE9 573 C1 ON-CAMPUS COURSE** Meets:

Tuesday, July 15, 6:30pm-9:30pm.

**Fee: \$75**

**INTRODUCTION:**  
**MICROSOFT POWERPOINT 365/2016/2019/2021**

Knowledge of Microsoft Windows (CE9 642) 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.**

**CE9 136 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 28, 10:00am-4:00pm.

**Fee: \$150**

**NEW**

**INTRODUCTION TO MAC OS**

Discover the power of your Apple Mac OS with our complete course tailored for beginners. Unlock the full potential of your device while uncovering invaluable tips and tricks. The journey commences with an exploration of desktop fundamentals, gradually delving into functionalities such as navigating the Finder, mastering multi-touch gestures, leveraging Launchpad, and harnessing Mission Control, among others. The course extends beyond the fundamentals, equipping you with the necessary skills. Join us and elevate your Mac experience to new heights.

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

**CE9 834 C1 ON-CAMPUS COURSE** Meets:

Saturday, July 26, 10:00am-4:00pm.

**Fee: \$150**

**iPHONE 101**

In this course you will learn how to efficiently operate an iPhone by using the default applications and hidden tools and features. Topics will include sending and receiving text messages, picture messages, emails, navigating the internet, managing an address book, creating notes, taking pictures, utilizing the calendar, and using an alarm clock. iPhone required with charging cable.

**ONE-DAY WORKSHOP.**

**CE9 780 C1 ON-CAMPUS COURSE** Meets:

Sunday, June 8, 10:00am-1:00pm.

**Fee: \$75**

**INTRODUCTION TO GOOGLE SUITE**

This workshop will teach you the basics in using Google Drive, Google Docs (word processing), Google Sheets (spreadsheet), and Google Slides (presentation). Basic fundamental topics covered are file/folder handling, creating/editing/formatting, tables, formulas and functions, charts, creating electronic slideshows, and simple collaboration. Please be advised students must have a Gmail email account for class.

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

**CE9 714 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 14, 10:00am-4:00pm.

**Fee: \$150**

**NEW**

**INTRODUCTION:**  
**ORACLE SQL DEV WEB:**  
**DATA QUERIES AND DATABASE MANAGEMENT**

**Prerequisites:** proficient with a web browser and basic Microsoft Excel experience or equivalent.

Embark on a hands-on workshop into data sets and structures with an Oracle SQL Developer specialist. Work with Oracle SQL Developer Web's interface, run potent queries, and export data. We will apply Oracle SQL queries to a scenario-based small business system model created for this course. Join us and harness the power of data-driven decision-making. Register now!

**ONE-DAY WORKSHOP.**

**CE9 830 C1 ON-CAMPUS COURSE** Meets:

Saturday, May 31, 1:30pm-4:30pm.

**Fee: \$75**

**NEW**

**INTERMEDIATE:**  
**ORACLE SQL DEV WEB: DATA MODELS FOCUS**

**Prerequisites:** Introduction to SQL Developer Web workshop (CE9 830) or equivalent.

Take your data skills to the next level with a data-driven specialist. In this exciting three-hour session, you'll explore Oracle SQL Developer Web, explore advanced querying techniques, and hone your data modeling skills. With hands-on instruction and expert guidance, you'll be supported through data activities in this course. Don't miss this chance to unlock your potential in the world of data. Register now!

**ONE-DAY WORKSHOP.**

**CE9 831 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 7, 1:30pm-4:30pm.

**Fee: \$75**

**AUTOCAD INTRODUCTORY LEVEL**

A course designed for those with no AutoCAD experience. This seminar is designed to acquaint the beginner with AutoCAD as a tool to create working drawings. Topics will include the following: the AutoCAD menu structure, file creation, formatting, using object snaps, draw commands including lines, arcs, rectangles, polygon, and hatching. Modifying commands including erase, copy, move, offset, trim, extend, stretch, mirror, array, fillet and scaling, drawing and modifying text, and dimensioning will be covered. Creation of blocks and templates, use of symbol libraries including furniture, windows and doors, concepts of model space and paper space are explored, as well as plotting drawings.

**CE9 217 C1 ON-CAMPUS COURSE** Meets:

Saturday, 9:00am-12:00pm.

**Starts June 7 for 7 sessions.**

**Fee: \$325**

**CUTTING THE CABLE CORD**

This course is a SYNCHRONOUS ONLINE (ZOOM).

Ever thought about dropping your expensive bundle of cable/satellite television services? With a high-speed Internet service and right combination of television/hardware devices, you may be able to save money by switching to using the myriad of streaming services available today. Depending on your viewing habits and channels that you cannot live without, you may be able to save considerable money on your television services. This course will go through your options and the research required to help make your decision to cut the cord!

**ONE-DAY WORKSHOP.**

**CE9 759 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE**

Meets: Sunday, June 22, 10:00am-12:00pm.

**Fee: \$60**

**NEW**

**HOW TO CREATE YOUR OWN AI**

This is a SYNCHRONOUS ONLINE (ZOOM).

This workshop will teach the background and usage of generative Artificial Intelligence. Overview of generative AI, installing AI on your own computer, knowing the usage of prompts, and some advantages and disadvantages of having this type of AI. A great way to seek answers without being monitored by anyone but yourself, giving privacy in your own home. Topics will be covered on both the Windows and MacBook Pro systems. What better way to get into and understand the workings of AI if you haven't yet? This workshop is a lecture/demonstration only!

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

**CE9 836 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE**

Meets: Sunday, July 20, 10:00am-4:00pm.

**Fee: \$150**

**AI TOOLS FOR EVERYONE:**  
**DISCOVER, LEARN, AND APPLY**

Have you ever wondered how AI might fit into your life or business? Whether you're curious or looking for ways to innovate, this workshop is designed for you. We'll demystify powerful AI tools like ChatGPT, DALL-E, and Midjourney, making them accessible and relatable. Learn how ChatGPT can streamline communications, how DALL-E crafts unique visuals, and the diverse applications of Midjourney. From enhancing personal tasks to boosting business productivity, we'll cover the basics and the potential. Experience firsthand the magic of AI, tailored for both beginners and business-minded individuals, as we look towards a smarter, AI-enhanced future.

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

**CE9 811 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 21, 10:00am-4:00pm.

**Fee: \$150**

**NEW**

**AI ETHICS, MORALITY, AND BIAS**

In this course, you will learn about how Artificial Intelligence and the ethics involved in AI touch our world and your everyday life. Where we are, how we got here, and what is coming. Learn and discuss how Ethics, Morality, Bias, Fairness, and Legal Issues affect the technology systems you interact with every day. Where should we all be heading? Tailored for both curious beginners and individuals in business and the IT field.

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

**CE9 827 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 7, 10:00am-4:00pm.

**Fee: \$150**

**COMPUTER AND IDENTITY SECURITY**

This is a SYNCHRONOUS (ZOOM).

This three-hour course will teach the basics of keeping your computer and personal information safe while you enjoy the benefits of the Internet. Some of the highlights are computer security, anti-virus software, what is a firewall, how to hide your computer from hackers, handling SPAM, managing user IDs and passwords, how to use your Windows XP backup tool, and how to secure personal information.

**ONE-DAY WORKSHOP.**

**CE9 322 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE** Meets: Sunday, June 8, 10:00am-1:00pm.

Fee: \$75

**NEW EMERGENCY PREPAREDNESS WITH YOUR DIGITAL DEVICES**

This workshop will teach you how you to keep your phone, tablets, computers, and other electronic devices working during an emergency such as a hurricane, major storm, or when the power goes out. This workshop is a LECTURE ONLY class.

**ONE-DAY WORKSHOP.**

**CE9 844 C1 ON-CAMPUS COURSE** Meets: Sunday, July 13, 10:00am-1:00pm.

Fee: \$75

**HOW TO DECLUTTER YOUR DIGITAL LIFE**

This workshop will teach you how to transfer your photos, videos, and music files from your mobile devices and digital camera to your computer, and how to scan your documents and pictures to your computer. You will learn how to organize and backup these files using different storage media devices. This course will also cover how to manage your overflowing e-mails (g-mail and yahoo). We will also cover how to securely manage your

numerous Internet accounts and passwords, and how to encrypt your important files. **This workshop is a lecture only!**

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

**CE9 596 C1 ON-CAMPUS COURSE** Meets: Saturday, July 26, 10:00am-4:00pm.

Fee: \$150

**HOW TO USE THE CLOUD**

This workshop will teach you what, why and how to use the Cloud storage on the Internet for personal use. You will learn how to store and access your photos, music, and documents through your computer, smartphone, and tablet devices. Also, we will discuss how to find free and paid Cloud storage sites on the Internet. This workshop is a LECTURE ONLY class.

**ONE-DAY WORKSHOP.**

**CE9 481 C1 ON-CAMPUS COURSE** Meets: Saturday, July 19, 10:00am-1:00pm.

Fee: \$75

**NEW INTRODUCTION: BUYING AND SELLING ONLINE**

Dive into the dynamic world of e-commerce with our engaging three-hour workshop! This workshop aims to give participants a comprehensive understanding of buying and selling online from home. From setting up online items for sale to understanding e-commerce platforms (starting with eBay and Craigslist) and online transaction practices, get equipped with practical skills to navigate the online marketplace.

**ONE-DAY WORKSHOP.**

**CE9 832 C1 ON-CAMPUS COURSE** Meets: Saturday, June 14, 1:30pm-4:30pm.

Fee: \$75

**ALL QUICKBOOKS CLASSES WILL USE QUICKBOOKS DESKTOP PRO 2021/2022****INTRODUCTION TO QUICKBOOKS**

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

**CE9 569 C1 ON-CAMPUS COURSE** Meets: Tuesday, June 3 and 10, 6:30pm-9:30pm.

Fee: \$150

**QUICKBOOKS II**

Knowledge of Introduction to QuickBooks (CE9 569) recommended.

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

**CE9 570 C1 ON-CAMPUS COURSE** Meets: Tuesday, June 17 and 24, 6:30pm-9:30pm.

Fee: \$150

**QUICKBOOKS SPECIAL FEATURES**

Knowledge of Introduction to QuickBooks (CE9 569) and QuickBooks II (CE9 570) recommended.

Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, writing QuickBooks letters, templates, and managing inventory.

**ONE-DAY WORKSHOP.**

**CE9 571 C1 ON-CAMPUS COURSE** Meets: Tuesday, July 1, 6:30pm-9:30pm.

Fee: \$75

**HEARTSAVER CPR/AED - ADULT, CHILD, INFANTS**

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.**

**CE9 307 C1 ON-CAMPUS COURSE** Meets: Saturday, June 7, 9:30am-1:00pm.

**CE9 307 C2 ON-CAMPUS COURSE** Meets: Saturday, June 21, 9:30am-1:00pm.

Fee: \$100

**FAMILY AND FRIENDS ADULTS, CHILD AND INFANT CPR COURSE**

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

**ONE-DAY WORKSHOP.**

**CE9 309 C1 ON-CAMPUS COURSE** Meets: Tuesday, June 17, 7:00pm-10:00pm.

Fee: \$100

**\*PEDIATRIC FIRST AID**

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

**Materials Fee:** Those wishing an American Heart Association First Aid or CPR card must pay a material fee of \$30 payable that day of class. No fee for those NOT pursuing a card.

\*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.

**ONE-DAY WORKSHOP.**

**CE9 531 C1 ON-CAMPUS COURSE** Meets: Saturday, July 19, 9:30am-1:30pm.

Fee: \$100

## FAMILY CARE

**THE POWER OF THE INTERACTIVE READ ALOUD**

In this series, parents and caregivers will be exposed to diverse, high interest and high-quality picture books and learn ways to read with their child in a meaningful way. Parents will learn strategies to help build comprehension and foster independence in the process. **Please do not bring children to class.**

**Target Student:** Grades 1-5

**Requested Materials:** Library card (helpful but not required), composition notebook or spiral notebook (1), post-its, pocket folder (1), writing instrument (pencil/pen) (1).

**CE9 816 C1 ON-CAMPUS COURSE** Meets: Saturday, 8:30am-10:30am.

**Starts May 31 for 5 sessions.**

Fee: \$150

**USING POETRY TO INSPIRE YOUR RELUCTANT READER**

In this series, parents and caregivers will be exposed to poems of all types. They will learn, step by step, how to use poems at home to encourage engagement, increase motivation, and build comprehension for the reluctant reader. **Please do not bring children to class.**

**Target Student:** Grades 1 - 5

**Requested Materials:** Composition notebook or spiral notebook (1), pocket folder (1), highlighter (1), writing instrument (pencil/pen) (1).

**CE9 817 C1 ON-CAMPUS COURSE** Meets: Saturday, 11:00am-1:00pm.

**Starts May 31 for 5 sessions.**

Fee: \$150

# HEALTH AND FITNESS



## LEARNING NEW WAYS TO CONNECT TO SPIRIT

In this course you will have the opportunity to understand the origins of Reiki and receive its healing benefits. You will also learn and experience other healing modalities such as: Qigong, Light Language, experiential meditations, introduction to your galactic origins, and learning how to connect to your spirit guides. Whether you are a certified energy healer or you simply wish to increase your spiritual awareness, this course will open doorways to that area of thought. Integrating heart and mind consciousness, to then merge into your daily lives or your healing practice, are the gifts you will receive after completion.

**CE9 840 C1 ON-CAMPUS COURSE** Meets:

Wednesday, 7:00pm-9:00pm.

**Starts July 16 for 6 sessions.**

**Fee: \$200**

## PICKLEBALL 101

Learn to play the newest and hottest court sport around! Pickleball is a paddle sport that combines elements of tennis, badminton, and ping-pong using a paddle and plastic ball. It is a game that is appropriate for players of all ages and skill levels. Sessions will be comprised of group lessons, rules, and actual game play. Rules for pickleball are simple, making it a great introductory sport. **Please wear sneakers and comfortable clothing. Students may bring their own paddle or one will be provided.**

Section	Day	Meet Dates	Time	Fee
CE9 789 C1	Friday	5/30, 6/6, 13, 20, 27	6:15 PM-7:15 PM	\$200
CE9 789 C2	Sunday	6/1, 8, 15, 22, 29	10:00 AM-11:00 AM	\$200
CE9 789 C3	Friday	5/30, 6/6, 13, 20, 27	8:15 PM-9:15 PM	\$200
CE9 789 C4	Sunday	6/1, 8, 15, 22, 29	12:00 PM-1:00 PM	\$200
CE9 789 C5	Monday	6/2, 9, 16, 23, 30	6:15 PM-7:15 PM	\$200
CE9 789 C6	Monday	6/2, 9, 16, 23, 30	8:15 PM-9:15 PM	\$200

## ADVANCED BEGINNER PICKLEBALL

This course will enhance skills in regard to dinking, serving speed and placement, ground strokes and forehand and backhand power. Students will be taught how to use the punch volley, long dink and lob as an offensive, while developing better court placement and an overall strategy for a winning game! **Please wear sneakers and comfortable clothing. Students can bring their own paddle or one can be provided.**

Section	Day	Meet Dates	Time	Fee
CE9 805 C1	Friday	5/30, 6/6, 13, 20, 27	7:15 PM-8:15 PM	\$200
CE9 805 C2	Sunday	6/1, 8, 15, 22, 29	9:00 AM-10:00 AM	\$200
CE9 805 C3	Sunday	6/1, 8, 15, 22, 29	11:00 AM-12:00 PM	\$200
CE9 805 C4	Sunday	6/1, 8, 15, 22, 29	1:00 PM-2:00 PM	\$200
CE9 805 C5	Monday	6/2, 9, 16, 23, 30	7:15 PM-8:15 PM	\$200

# PERSONAL INTEREST

## DRAWING FOR BEGINNER AND INTERMEDIATE LEVELS

This is a foundation course, touching on such primary matters as perspective, drawing aids, composition, and value. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.

**CE9 452 C1 ON-CAMPUS COURSE** Meets:

Monday, 6:30pm-8:30pm.

**Starts June 2 for 6 sessions.**

**Fee: \$200**

## DRAWING PORTRAITS

This class is designed for the novice as well as the practiced; delve into the fundamentals of drawing portraits! Learn how to achieve likeness and experience self-expression through the art of portraiture. Study the structure of the human head, practice measuring facial proportions, and model form using light and shadow. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.

**CE9 768 C1 ON-CAMPUS COURSE** Meets:

Wednesday, 6:30pm-8:30pm.

**Starts June 4 for 6 sessions.**

**Fee: \$200**

## PAINT WITH ACRYLICS

Work with acrylic paints using many different techniques. Acrylics can be used as solid colors, or just add water for many different effects, landscapes, still life scenes, people, anything you want to paint can be done with acrylics! A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.

**CE9 662 C1 ON-CAMPUS COURSE** Meets:

Saturday, 10:00am-12:00pm for 6 sessions.

**June 21, 28, July 12, 19, 26, August 16.**

**Fee: \$200**

## WATERCOLOR PAINTING

In this mainly demonstration class, students will learn to use various types of watercolor techniques and brushes. The lecturer will demonstrate wet on wet techniques, wet on dry, color layering, and how to get solid colors with your paint. A supply list will be provided on the first night of class to apply techniques at home. Students are then encouraged to bring their work to class.

**Material Expenses:** \$50 approx.

**CE9 661 C1 ON-CAMPUS COURSE** Meets:

Saturday, 10:00am-12:00pm.

**Starts June 7 for 6 sessions.**

**Fee: \$200**

## TECHNIQUES IN WATERCOLOR

In this class you will see demonstrated all the "shop tricks" in watercolor painting. Students will learn to avoid common pitfalls and advance their abilities. Includes demonstrations of color and design, wet on wet, and dry-brush techniques.

Each week three photos will be emailed to students who will be asked to choose their favorite and send in their vote. After all the votes come in, the week's project will be announced. Students are encouraged to send their photos for possible class projects. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.

**CE9 784 C1 ON-CAMPUS COURSE** Meets:

Saturday, 12:30pm-2:30pm.

**Starts June 7 for 6 sessions.**

**Fee: \$200**

## CREATE ART PLAYFULLY

Cultivate creativity through playful activity. You don't have to be an artist to rediscover the joy of sketching and doodling with abandon while improving focus and cognition. Create a new piece each session, or build upon a few, it's up to you! Have fun and support fine motor skills through collage and mixed media; explore color theory and find your Zen Palette. No art experience required! Bring your existing water-based art media. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.

**CE9 769 C1 ON-CAMPUS COURSE** Meets:

Wednesday, 6:30pm-8:30pm.

**Starts July 23 for 6 sessions.**

**Fee: \$200**

## NEW CHUNKY BLANKET KNITTING

What better gift for any season than to create your very own chunky hand-crocheted blanket for a loved one or yourself? No prior crocheting/knitting experience needed nor needles! Create these cozy blankets with your own hands!

**Materials:** Bring 6 Skeins "Bernat Blanket Big Yarn" (Purchased at Michael's, Joann's, Amazon)

**CE9 822 C1 ON-CAMPUS COURSE** Meets:

Thursday, 12:00pm-2:00pm.

**Starts June 5 for 4 sessions.**

**CE9 822 C2 ON-CAMPUS COURSE** Meets:

Saturday, 10:00am-12:00pm.

**Starts June 14 for 4 sessions.**

**Fee: \$100**

## SEWING BASICS

Don't be afraid of your sewing machine! In this class, you will learn how to thread the machine, wind a bobbin, sew simple stitches, and do basic machine maintenance. We will discuss different fabrics, their uses, how they're sold, and how and where to buy them. Learn how to layout and adjust patterns. We will sew on test fabric, which will be provided. By the last two sessions, we will complete an apron and a reusable shopping bag. **Please bring your own sewing machine to class. Please familiarize yourself with the basic operations of your sewing machine, and read the manual before registering for this class.** A supply list will be provided prior to the start of class.

**Material Expenses:** \$15 approx. payable that day of class.

**CE9 690 C1 ON-CAMPUS COURSE** Meets:

Monday, 7:00pm-9:00pm.

**Starts June 2 for 4 sessions.**

**Fee: \$140**

## SEWING BEYOND THE BASICS

If you have mastered the use of your sewing machine and are ready to learn new skills - this class is for you. We'll learn how to install a zipper, make button holes and apply elastic. In this six-week long class we'll make 2 different types of zippered bags and a pair of lounge/ pajama pants. **Please bring your own sewing machine to class. Please familiarize yourself with the basic operations of your sewing machine, and read the manual before registering for this class.**

**Materials needed:** ¼ yard each of two matching woven (non-stretch) and a 9" zipper in coordinating color (fat quarters are ok for this project).

**CE9 808 C1 ON-CAMPUS COURSE** Meets:

Thursday, 7:00pm-9:00pm.

**Starts June 5 for 6 sessions.**

**Fee: \$200**

## NEW SEWING BAGS AND TOTES

Learn to sew simple bags and totes in this workshop. The first project includes a small zippered clutch and will progress to a cross-body bag with an over-the-shoulder strap. We will learn various types of hardware used on bags and how to use them in home sewing. **Please bring your own sewing machine to class. Please familiarize yourself with the basic operations of your sewing machine, and read the manual before registering for this class.**

**Materials needed:** 2 'fat quarters' or 1/4" yard each of 2 different, but complimentary woven (non - stretch) fabrics, and a 9-inch zipper to the first class.

**CE9 841 C1 ON-CAMPUS COURSE** Meets:

Tuesday, 7:00pm-9:00pm.

**Starts June 3 for 4 sessions.**

**Fee: \$140**



**INTRODUCTION TO LEARNING THE GUITAR**

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

**Book required:** *Alfred's Basic Guitar Method Book 1.*

**CE9 493 C1 ON-CAMPUS COURSE Meets:**  
Wednesday, 6:30pm-8:00pm.

**Starts June 4 for 10 sessions. Fee: \$200**

**INTRODUCTION TO PORTRAIT PHOTOGRAPHY AND LIGHTING**

This course will demonstrate basic portrait lighting techniques. Students will explore DIY lighting and will be introduced to more professional lighting equipment. Learn how to set up your own studio with limited space, equipment, and budget. Topics include basic lighting principles, hard vs soft light, light modifiers, mood setting techniques to enhance composition, and more. A film or digital camera and basic knowledge of camera settings is required for this class.

**CE5 117 C1 ON-CAMPUS COURSE Meets:**

Thursday, 7:00pm-9:00pm.

**Starts June 5 for 6 sessions. Fee: \$200**

**THE ART OF PHOTOGRAPHY**

This course will help you to transform your snapshots into memorable photographs. Focus will be placed on camera handling, composition, framing and lighting. This course is suitable for students with a "point and shoot" camera and 35mm auto/manual SLR camera. We will simplify the technology and concentrate on the art of photography. Students should have pictures available.

**CE5 055 C1 ON-CAMPUS COURSE Meets:**

Wednesday, 7:00pm-9:00pm.

**Starts June 4 for 6 sessions. Fee: \$200**

**CELESTIAL NAVIGATION**

Learn the history of navigation and the use of the sextant with real life problems. All charts, forms and tables will be provided. The last class will be held at the beach where students will take a sun shot with a sextant and plot their position. This class is for those who want to learn about the history of non-instrument as well as the use of the sextant.

**CE9 896 C1 ON-CAMPUS COURSE Meets:**

Saturday, 9:00am-11:00am.

**Starts June 7 for 5 sessions. Fee: \$150**

**EXPLORE THE WORLD OF ACTING**

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

**CE9 617 C1 ON-CAMPUS COURSE Meets:**

Tuesday, 6:00pm-8:00pm.

**Starts June 3 for 6 sessions. Fee: \$200**

**WRITERS WRITE**

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

**CE9 692 C1 ON-CAMPUS COURSE Meets:**

Monday, 8:00pm-10:00pm.

**Starts June 2 for 6 sessions. Fee: \$200**

**POETRY WORKSHOP**

Poetry is a creative art that allows us to share our life with others. All writers can benefit from the practice of poetry. Through in-class writing exercises designed to generate ideas and develop drafts, students will write the poems that will later be shared with the group for critique and encouragement. Literary publications and submission process will also be discussed.

**CE9 432 C1 ON-CAMPUS COURSE Meets:**

Monday, 6:00pm-8:00pm.

**Starts June 2 for 6 sessions. Fee: \$200**

**NEW**

**CHINESE CALLIGRAPHY**

中国书法 – A Path to Ancient Wisdom "One soft brush, one drop of ink, one piece of rice paper, simply we can start". In this class, students will not only practice the abstract art form of Chinese Calligraphy but will also engage in meditation. Calligraphy is always a path of peace and refinement of self. Feed the soul, cultivate the heart, and gain all the ancient wisdom when combining these two ancient art forms. This class will allow students to find fulfillment not in the pursuit of external distractions, but in the simple act of creating beauty with their own hands. A supply list will be provided prior to the start of class.

**Material Expenses:** \$75 approx.

**CE9 833 C1 ON-CAMPUS COURSE Meets:**

Saturday, 10:00am-12:00pm.

**Starts May 17 for 6 sessions. Fee: \$200**

**SUCCESS FOR LIFE**

Great opportunities are often produced as a by-product of hard work, convenient timing, and most importantly, selling yourself for being a great fit, known as the "it" factor. Developing social skills and enhancing emotional intelligence is a double-edged sword for success in relationships with friends, colleagues, employers or partners. This seminar is intended to discuss in depth how understanding human psychology, as well cultivating excellent personal skills, increases the likelihood of success in all aspects of life.

**ONE DAY WORKSHOP.**

**CE9 809 C1 ON-CAMPUS COURSE Meets:**

Saturday, June 14, 10:00am-1:00pm.

**Fee: \$60**

**NEW**

**DANCING WITH THE ORISHAS**

This workshop will introduce participants to the intricate world of Afro-Cuban beliefs and practices; a mixture of African, European, and to a minor extent, native and Chinese traditions. The instructor will focus on richness, complexity, and the intersectionality of their histories by highlighting their emergence and the significant role they have played within Cuban society as cultural, social, and even political brokers.

**ONE-DAY WORKSHOP.**

**CE9 820 C1 ON-CAMPUS COURSE Meets:**

Tuesday, June 10, 6:30pm-9:00pm.

**Fee: \$50**

**NEW**

**BUDGETING - CHANGE YOUR THINKING, CHANGE YOUR LIFE!**

It's all about finances! Find out why the word "budget" is your friend and not a 6-letter curse word! It can change your life for the better so you control your financial life and it doesn't control you! **Please bring a pen or pencil and a calculator or have a calculator app on your phone.**

**ONE-DAY WORKSHOP.**

**CE9 824 C1 ON-CAMPUS COURSE Meets:**

Tuesday, July 8, 7:00pm-9:00pm.

**Fee: \$40**

**NEW**

**PAY DOWN/ELIMINATE DEBT - CHANGE YOUR THINKING, CHANGE YOUR LIFE!**

It's all about finances. Discover the ways you can pay down your debt and eliminate it so that you can control your financial life and it doesn't control you! Find the places you have hidden "passive income" and use it to eliminate your debt. As Benjamin Franklin said, "Think what you do when you run in debt; you give another power over your liberty".

**Please bring a pen or pencil and a calculator or have a calculator app on your phone.**

**ONE-DAY WORKSHOP.**

**CE9 825 C1 ON-CAMPUS COURSE Meets:**

Tuesday, July 15, 7:00pm-9:00pm.

**Fee: \$40**

**NEW**

**MANAGING YOUR CREDIT - CHANGE YOUR THINKING, CHANGE YOUR LIFE**

Control your financial future, don't let your finances control your life! Find out how your credit score determines your options in life. What is a great credit score? Why is it important? How can I get a great one and what difference will it make to me and my family?

**Please bring a pen or pencil and a calculator or have a calculator app on your phone.**

**ONE-DAY WORKSHOP.**

**CE9 826 C1 ON-CAMPUS COURSE Meets:**

Tuesday, July 22, 7:00pm-9:00pm.

**Fee: \$40**

**PET CARE**

**AMERICAN RED CROSS PET FIRST AID: DOGS**

This course covers first aid procedures such as treatment of burns, fractures, heat stroke, bandaging, and cleaning wounds on your pet dog. CPR and rescue breathing techniques, as well as relief of choking are taught and practiced on mannequins. Animal first aid kits as well as emergency travel kits will be shown and discussed.

**Do not bring dogs to class.**

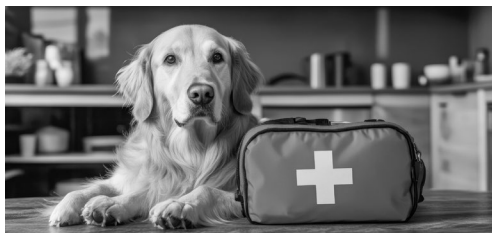
**ONE-DAY WORKSHOP.**

**Material Fee:** \$5 payable that day of class.

**CE9 377 C1 ON-CAMPUS COURSE Meets:**

Saturday, June 28, 9:30am-1:00pm.

**Fee: \$95**



**BACK TO INVESTMENT BASICS**

It is all too common nowadays for investment brokers and "investment advisors" to position their clients' investment money in mutual funds, ETFs or other vehicles that are aggregated together with a multitude of other investors. For the most part, advisors and investment brokers have been utilizing funds or similar vehicles rather than choosing individual securities as a growing trend for decades. Learn the "basics" on how to oversee the management of your portfolio!

**ONE-DAY WORKSHOP.**

**CE9 633 C1 ON-CAMPUS COURSE Meets:**

Tuesday, June 10, 7:00pm-9:00pm.

**Fee: \$50**

**ELDERCARE MEDICAL COSTS**

This course will discuss strategies and the importance of planning ahead to protect hard earned assets in the face of rising non-insured, nursing home, assisted living, and personal medical eldercare costs.

**ONE-DAY WORKSHOP.**

**CE9 653 C1 ON-CAMPUS COURSE Meets:**

Tuesday, June 24, 7:00pm-9:00pm.

**Fee: \$50**

**RETIREMENT PLANNING**

**THE ABC'S AND D'S OF MEDICARE**

Understanding Medicare doesn't need to be your new full-time job. Medicare can be complicated; enrollment errors can be costly and may follow you for years. This informative session will educate you about the component parts of Medicare, including hospitalization, outpatient services and drug coverage.

Learn about enrollment periods and how to transition from employer coverage to Medicare. Discover the differences between Original Medicare, Medicare Advantage, and Medicare Supplement plans. In addition, we will explore programs for people with limited income and resources.

**ONE-DAY WORKSHOP.**

**CE9 586 C1 ON-CAMPUS COURSE Meets:**

Tuesday, July 15, 7:00pm-9:00pm.

**Fee: \$50**



NCC's Language Center offers English courses specifically for non-native English speakers. These classes focus on speaking, listening, reading, and writing. Our goal is to help students strengthen their English language skills to interact comfortably in community, social, business, and work situations. Students may be required to purchase a textbook or other educational material.

**LANGUAGE CENTER CLASSES WILL BE OFFERED ON CAMPUS OR VIA SYNCHRONOUS ONLINE (ZOOM).**

**SYNCHRONOUS ONLINE COURSES** will be instructed using email and video conferencing (ZOOM) and will meet online during the days and times listed. Participation requires the use of a device with **SYNCHRONOUS ONLINE (ZOOM)** audio/conferencing capability. Please provide the correct email and phone number so that your teacher can provide you with the ZOOM information for your class.



**NEW STUDENTS** must complete the **Language Center Assessment Test**. To access the test, scan the QR code or follow the link to our webpage: <https://forms.office.com/r/ta7QztjQkk>

Students who need help with registration may send an email to [LC@ncc.edu](mailto:LC@ncc.edu) for assistance or call us at (516) 572-7062.

Returning ESL students can now register and pay for courses online. For more information, please email us at [LC@ncc.edu](mailto:LC@ncc.edu).

**Financial Aid is not available for these classes.**

## ENGLISH LANGUAGE 2025 SUMMER SESSION

Deadline to take Test: **May 12, 2025** | Registration Deadline: **May 27, 2025**



### INTRODUCTION TO THE ENGLISH LANGUAGE

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

**CE5 206 C4 ON-CAMPUS COURSE** Meets:  
Saturday, 8:30am-3:00pm.

**Starts June 7 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 1

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

**CE5 207 C1 ON-CAMPUS COURSE** Meets:  
Monday & Wednesday, 9:15am-12:15pm.

**Starts June 2 for 16 sessions.**

**CE5 207 C4 ON-CAMPUS COURSE** Meets:  
Saturday, 8:30am-3:00pm.

**Starts June 7 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 2

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

**CE5 208 C1 ON-CAMPUS COURSE** Meets:  
Monday & Wednesday, 9:15am-12:15pm.

**Starts June 2 for 16 sessions.**

**CE5 208 C4 ON-CAMPUS COURSE** Meets:  
Saturday, 8:30am-3:00pm.

**Starts June 7 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 3

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

**CE5 209 C1 ON-CAMPUS COURSE** Meets:  
Monday & Wednesday, 9:15am-12:15pm.

**Starts June 2 for 16 sessions.**

**CE5 209 C4 ON-CAMPUS COURSE** Meets:  
Saturday, 8:30am-3:00pm.

**Starts June 7 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 4

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

**CE5 210 C1 ON-CAMPUS COURSE** Meets:  
Monday & Wednesday, 9:15am-12:15pm.

**Starts June 2 for 16 sessions.**

**CE5 210 C4 ON-CAMPUS COURSE** Meets:  
Saturday, 8:30am-3:00pm.

**Starts June 7 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 5

**Prerequisite:** This course is designed for new students at Level 5, as well as for those who have completed English Language Skills 4 or the TOEFL Preparation class in the Language Center.

Non-Native English speakers can strengthen reading, writing, listening and speaking skills. U.S. and global cultures, among other topics of interest, will be explored. Lessons will include activities such as lectures, news reports, films, writing essays and reading.

**CE5 230 C1 ON-CAMPUS COURSE** Meets:  
Monday & Wednesday, 9:15am-12:15pm.

**Starts June 2 for 16 sessions.**

**Fee: \$395**

### CONVERSATION SKILLS 2

This course is designed to increase the oral proficiency of level 3 and 4 English Language Skills students (CE5 209, CE5 210). Class members will speak and interact with the instructor and other students. Conversations, group work, and/or role-playing will help students speak clearly, using improved grammar and newly acquired vocabulary words.

**CE5 230 C1 ON-CAMPUS COURSE** Meets:  
Tuesday and Thursday, 9:30am-11:30am.

**Starts June 3 for 16 sessions.**

**Fee: \$275**

### PRONUNCIATION SKILLS

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.

**CE5 122 C4 ON-CAMPUS COURSE** Meets:  
Saturday, 9:00am-12:00pm.

**Starts June 7 for 8 sessions.**

**Fee: \$210**

### TOEFL PREPARATION

For advanced students who wish to take the TOEFL test in order to transfer into a school or apply for a job requiring a TOEFL score. This intensive class emphasizes test-taking strategies to improve test performance. Students will focus on building strong reading, comprehension, speaking, listening, writing and grammar skills, as well as vocabulary development.

**CE3 TFL C4 ON-CAMPUS COURSE** Meets: Saturday,  
8:30am-3:00pm.

**Starts June 7 for 8 sessions.**

**Fee: \$395**



## CLASES DE INGLES - SEMESTRE DE VERANO

El Centro de Idiomas ofrece cursos de inglés para estudiantes cuyo idioma natal no es inglés. Las clases se enfocan en hablar, escuchar, leer y escribir. Nuestro objetivo es ayudar a los estudiantes a fortalecer sus habilidades en el idioma inglés para desenvolverse cómodamente en la comunidad y en situaciones sociales, de negocios y de trabajo. Podría ser necesario que los estudiantes deban adquirir un libro u otro material educativo.



### LAS CLASES SE OFRECERAN EN EL CAMPUS O EN LINEA EN FORMA SIMULTANEA (ZOOM).

Los cursos en línea en forma simultánea se impartirán a través del uso de correo electrónico y videoconferencia y se reunirán en línea durante los días y horarios indicados. Para participar en estos cursos, se requiere el uso de un dispositivo con capacidad de conferencia audio/video en línea en forma simultánea (ZOOM). Por favor proporcionar un correo electrónico y teléfono correctos para que su profesor pueda proporcionarle los datos ZOOM de su clase.



Los **ESTUDIANTES NUEVOS DE INGLES** deben completar el "Test de Evaluación" del Centro de Idiomas. Para acceder a este test, escanee el código QR o siga el enlace a nuestra página web: <https://forms.office.com/r/ta7QztjQkk>

Los estudiantes que necesiten ayuda con la registración pueden enviar un correo electrónico a LC@ncc.edu solicitando ayuda o pueden llamarnos al (516) 572-7062.

Los estudiantes antiguos de ESL pueden registrarse y pagar por sus cursos en línea. Para obtener más información, envíenos un correo electrónico a LC@ncc.edu.

**No hay ayuda financiera disponible para estas clases.**

Fecha Límite para tomar Test: **Mayo 12, 2025** | Fecha Límite de Registración: **Mayo 27, 2025**

### INTRODUCCION AL IDIOMA DE INGLES

En esta clase, los estudiantes cuya lengua materna es diferente al inglés aprenderán las habilidades básicas del idioma inglés. Las lecciones incluirán el alfabeto, los números, y el principio de deletreo y pronunciación. Los estudiantes también estudiarán palabras y frases del vocabulario común y empezarán a entender el idioma inglés escrito y hablado; practicarán actividades tales como obtener direcciones, decir la hora, hacer citas y manejar el dinero.

**CE5 206 C4 CURSO EN EL CAMPUS** se imparte:

Sábados, 8:30am-3:00pm.

**Inicio 7 de Junio por 8 sesiones.**

**Precio: \$395**

### HABILIDADES EN EL IDIOMA INGLES 1

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

**CE5 207 C1 CURSO EN EL CAMPUS** se imparte:

Lunes y Miércoles, 9:15am-12:15pm.

**Inicio 2 de Junio por 16 sesiones.**

**CE5 207 C4 CURSO EN EL CAMPUS** se imparte:

Sábados, 8:30am-3:00pm.

**Inicio 7 de Junio por 8 sesiones.**

**Precio: \$395**

### HABILIDADES EN EL IDIOMA INGLES 2

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

**CE5 208 C1 CURSO EN EL CAMPUS** se imparte:

Lunes y Miércoles, 9:15am-12:15pm.

**Inicio 2 de Junio por 16 sesiones.**

**CE5 208 C4 CURSO EN EL CAMPUS** se imparte:

Sábados, 8:30am-3:00pm.

**Inicio 7 de Junio por 8 sesiones.**

**Precio: \$395**

### CLASE NUEVA

#### INTRODUCCION: MICROSOFT EXCEL

Se recomienda tener un conocimiento básico de navegación y escritura en la computadora.

Este taller enseña los conceptos básicos de uno de los paquetes de cálculo más populares para Windows. Los temas incluyen examinar la pantalla de Excel Windows, crear y editar una hoja de cálculo, mejorar y formatear la hoja de cálculo, fórmulas y funciones básicas, guardar e imprimir una hoja de cálculo y conceptos básicos de gráficos.

**LA CLASE ES UN SOLO DIA.**

**CE9 842 C1 CURSO EN EL CAMPUS** se imparte:

Sábado, 21 de Junio, 1:30pm-4:30pm.

**Precio: \$75**



## LANGUAGES FROM AROUND THE WORLD 2025 SUMMER SESSION

Registration Deadline: **May 27, 2025**

### INTRODUCTION TO FRENCH

This is a SYNCHRONOUS ONLINE (ZOOM).

This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the French language. This beginning level class will emphasize basic skills in reading, writing, speaking, listening, and pronunciation, leading to basic French conversation.

**CE5 177 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**  
Meets: Monday, 6:30pm-8:30pm.  
**Starts June 2 for 8 sessions.** **Fee: \$200**

### FRENCH 1

This is a SYNCHRONOUS ONLINE (ZOOM).

**Prerequisite:** Introduction to French (CE5 177) or its equivalent. This class is for students with a basic knowledge of French who want to brush up on and/or expand their language skills. In this course, students will continue to learn the essential grammatical structures of the French language, develop vocabulary, and improve pronunciation.

**CE5 181 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**  
Meets: Wednesday, 6:30pm-8:30pm.  
**Starts June 4 for 8 sessions.** **Fee: \$200**

### INTRODUCTION TO ITALIAN

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

**CE5 167 C3 ON-CAMPUS COURSE** Meets:  
Monday, 6:30pm-8:30pm.  
**Starts June 2 for 8 sessions.** **Fee: \$200**

### ITALIAN 1

**Prerequisite:** Introduction to Italian (CE5 167) or its equivalent. A continuation of the Introduction to Italian class, this course will further expose students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.

**CE5 168 C3 ON-CAMPUS COURSE** Meets:  
Tuesday, 6:30pm-8:30pm.  
**Starts June 3 for 8 sessions.** **Fee: \$200**

### ITALIAN 2

**Prerequisite:** Italian 1 (CE5 168) or its equivalent. This course is for students with a basic knowledge of Italian who want to brush up and/or expand their language skills. Students will continue to learn the essential grammatical structures of the language, develop their vocabulary, and improve their pronunciation for more fluent conversation.

**CE5 169 C3 ON-CAMPUS COURSE** Meets:  
Thursday, 6:30pm-8:30pm.  
**Starts June 5 for 8 sessions.** **Fee: \$200**

**NEW**

### ITALIAN ENRICHMENT

This class is designed to meet the needs of students who have become proficient in Italian. Lessons will guide class members in further strengthening their conversational and related skills. Students will also have the opportunity to explore new areas of language arts, including complicated linguistic structures, and they will continue to develop a more extensive Italian vocabulary.

**CE5 188 C3 ON-CAMPUS COURSE** Meets:  
Wednesday, 6:30pm-8:30pm.  
**Starts June 4 for 8 sessions.** **Fee: \$200**

### INTRODUCTION TO SPANISH

This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Spanish language. Fundamental skills in reading, writing, speaking, listening, and pronunciation will be emphasized, eventually leading to basic conversation.

**CE5 164 C3 ON-CAMPUS COURSE** Meets:  
Monday, 6:30pm-8:30pm.  
**Starts June 2 for 8 sessions.**  
**CE5 164 C4 ON-CAMPUS COURSE** Meets:  
Saturday, 9:30am-11:30am.  
**Starts June 7 for 8 sessions.** **Fee: \$200**

### SPANISH 1

This is a SYNCHRONOUS ONLINE (ZOOM).  
**Prerequisite:** Introduction to Spanish (CE5 164) or its equivalent. A continuation of Introduction to Spanish, this class will work on grammar and vocabulary. Students will practice pronunciation and learn Spanish phrases and conversations needed in everyday life.

**CE5 165 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**  
Meets: Tuesday, 6:30pm-8:30pm.  
**Starts June 3 for 8 sessions.** **Fee: \$200**

### SPANISH 2

This is a SYNCHRONOUS ONLINE (ZOOM).  
**Prerequisite:** Spanish 1 (CE5 165) or its equivalent. This course is for students with a basic knowledge of Spanish who want to brush up and/or expand their conversational skills. In this class, students will continue to learn the essential grammatical structures of Spanish, develop vocabulary, and improve Spanish pronunciation for more fluent conversation.

**CE5 166 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**  
Meets: Thursday, 6:30pm-8:30pm.  
**Starts June 5 for 8 sessions.** **Fee: \$200**

## COLLEGE PREP/TEST PREPARATION

### TEAS REVIEW FOR THOSE CONSIDERING A CAREER IN THE MEDICAL/HEALTH FIELD

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 48 hours of instructor led classes. **Students should purchase the MOMENTRIX TEST PREPARATION: ATI TEAS 7 ISBN-13: 978-1516720002 and bring it to the first class.** Schedule and pay for your exam at [www.atitesting.com](http://www.atitesting.com)  
**CE9 812 C1 ON-CAMPUS COURSE** Meets:  
Tuesday and Thursday, 6:30pm-9:30pm (6-English, 5-Math, and 5-Science).  
**Starts July 29 for 16 sessions.** **Fee: \$450**



### HIGH SCHOOL EQUIVALENCY MATH REVIEW (GED)

**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 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:** *GED Test Prep 2024-2025* by Caren Van Slyke, published by Kaplan. **STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR (OR HAVE ACCESS TO A DIGITAL VERSION OF THE CALCULATOR) AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION.**

**CE9 763 C1 ON-CAMPUS COURSE** Meets:  
Tuesday, 6:30pm-8:30pm.  
**Starts June 3 for 6 sessions.** **Fee: \$175**

### HIGH SCHOOL EQUIVALENCY LANGUAGE SKILLS REVIEW (GED)

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 High School Equivalency Exam.

**Book required for the first session:** *GED Test Prep 2024-2025* by Caren Van Slyke, published by Kaplan.  
**CE9 764 C1 ON CAMPUS COURSE** Meets:  
Thursday, 6:30pm-8:30pm.  
**Starts June 5 for 6 sessions.** **Fee \$175**

## THE COMMUNITY PROGRAMS & TESTING CENTER

Building U, Entrance 4 West side, across from the college theatre  
Open only during scheduled exams

[www.ncc.edu/ced](http://www.ncc.edu/ced) for updates, schedules and information on registering for exams

### Test of Essential Academic Skills TEAS

[https://www.ncc.edu/continuingeducation/teas\\_exam.shtml](https://www.ncc.edu/continuingeducation/teas_exam.shtml)

Email: TEAS@ncc.edu Fee: \$137

The Test of Essential Academic Skills is a standardized, entrance exam for students applying to nursing and allied health programs in the United States. It is often used to determine the preparedness of potential students. Nassau is a public test site for any candidate requiring the exam. **All candidates register, schedule and pay for the exam at [www.atitesting.com](http://www.atitesting.com)**

Nassau Community College, currently requires the Test of Essential Academic Skills (TEAS) for admission to: Radiologic Technology (A.A.S.), Radiation Therapy (A.A.S.), Nursing Multi-Award (A.S., B.S.N.).

Before registering for the TEAS, check the program requirements for: testing; minimum scores; repeat attempts.



### College Level Exam Program CLEP

<https://www.ncc.edu/continuingeducation/collegelevelexamprogram.shtml>

Email: clep@ncc.edu

Register for exam:

<https://clep.collegeboard.org/>

Fee \$95 or free with Modern State Voucher

Find your date and register: <https://continuinged.ncc.edu/nassau>

Fee \$50 is not-refundable by NCC, but may be reimbursed by Modern States for candidates completing the free class

Passing a CLEP exam can save you time and money at 2,900 colleges and institutions.

- To receive credit, students must take a CLEP exam and earn a qualifying score. Colleges, universities and agencies set their own CLEP credit policies and determine which exams they accept. Contact your college or visit <https://clep.collegeboard.org/> for school policy.
- Decide which exam to take. Consider using Modern States Education Alliance to prepare AND save the \$97 College Board fee. The free online CLEP® review courses at [www.modernstates.org](http://www.modernstates.org) will prepare you for the CLEP exam. When you complete the coursework and practice questions, you may be eligible for a CLEP voucher to pay for your CLEP exam and reimbursement for the NCC administrative fee of \$50.00!
- Register for a CLEP exam at <https://clep.collegeboard.org/>
- Visit <https://continuinged.ncc.edu/nassau/course/course.aspx?catId=17> to select your date and pay the NCC administrative fee of \$50.00.
- Bring your College Board registration ticket and government issued photo ID on the day of the exam.

## GED® HIGH SCHOOL EQUIVALENCY

[www.ncc.edu/hse](http://www.ncc.edu/hse) Email: [ged@ncc.edu](mailto:ged@ncc.edu)

Register for exam: <https://ged.com/> | No Fee QR code is below

### Review classes: CED@ncc.edu

On campus review, starting June 3 for Math and June 5th for Language Arts.

Online: <https://www.ed2go.com/nassaucc/>

All exam scheduling is done on-line <https://ged.com/>  
There is NOT an option to test remotely in New York.

The GED® Test includes four sections:

- Reasoning Through Language Arts (RLA\*)
- Mathematical Reasoning
- Science
- Social Studies

### TO REGISTER, CREATE YOUR FREE ACCOUNT: <https://ged.com/>

- Select New York as your testing location
- Options will be presented for fee-based GED® prep classes, study guides for purchase, free practice questions, tutorials and additional purchases, if you choose.



To discover alternative paths to earning your high school equivalency visit:

<http://www.acces.nysed.gov/hse/high-school-equivalency-hse>



## IMPAIRED DRIVER PROGRAM

<https://dmv.ny.gov/tickets/about-impaired-driver-program>

[www.ncc.edu/idp](http://www.ncc.edu/idp)

Email: IDP@ncc.edu

Register: at DMV

Payment to NCC: \$233

Nassau Community College is an approved provider for the Department of Motor Vehicles 16-hour Impaired Driver Program IDP. Class schedules vary with weekend or weeknight options. For motorists with a NY state license, initial registration occurs at your local DMV. For out of state violations, questions about upcoming class schedules or any other IDP inquiries, email IDP@ncc.edu

### NOTA:

Si usted necesita un instructor que hable español, favor de enviar un correo electrónico a IDP@ncc.edu.

Las clases bilingües generalmente están disponibles los jueves en la noche y sábados en la mañana.



## Nassau Community College Skilled Trades Interest Form





# HEALTH CARE - WORKFORCE DEVELOPMENT



Workforce Development Scholarships and funded training opportunities may be available for residents of Nassau County. For the latest on availability and eligibility, visit our webpage at [www.ncc.edu/workforcedevelopment/](http://www.ncc.edu/workforcedevelopment/).

Online registration <https://workforcedevelopment.ncc.edu/nassau> is available for select CWD courses; all course descriptions are available, with directions on how to register.

For more information on any of the workforce or professional development courses, contact Workforce Development at [cwd@ncc.edu](mailto:cwd@ncc.edu), visit our webpage at [www.ncc.edu/workforcedevelopment/](http://www.ncc.edu/workforcedevelopment/).



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 increase your earning power.



## PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and microcollection for testing purposes. The course will cover all aspects related to blood collection and develop comprehensive skills to perform venipunctures for lab analysis. **The course has 90 hours of instruction.** The content includes: terminology; anatomy and physiology; blood collection procedures; specimen hands-on practice;

and training in techniques to perform punctures. During the course, students will perform phlebotomy on a practice arm and then perform venipunctures on other students.

**Students are required to purchase the textbook and blue (any shade) scrubs.** To sit for the National Healthcareer Association (NHA) certifying exam, candidates must meet the requirements specified by NHA <https://www.nhanow.com/get-certified> including a high school diploma or equivalent, a current government-issued photo ID, and 20 venipunctures and 10 capillary sticks on a live individual.

**The course fee includes the NHA Study Guide, Practice Test and the cost of a one-time NHA/CPT Certifying Exam.**

**CE1 261 C1 ON-CAMPUS COURSE** Meets:

Tuesday and Thursday, 5:30pm-9:30pm.

**May 20 – July 31, and 4 Thursday sessions from July 3 through July 24 end at 10:00pm.**

**The NHA certifying exam is scheduled for August 7.**

*Registrations accepted through May 6.*

**Fee: \$1,895**



## EKG TECHNICIAN

Do you have an interest in making a life-changing difference by helping people of all ages prevent and treat heart disease? If so, this comprehensive course will prepare students to sit for the National Healthcareer Association (NHA) certification exam and become a certified EKG (Electrocardiogram) Technician. Students will be introduced to the basic anatomy and physiology terminology associated with the heart and circulatory systems, signs and symptoms of diseases, and the

electrophysiology/conduction system of the heart. Other topics that are covered include medical terminology, medical ethics, legal aspects of patient contact, and stress testing. Students will be taught to use and operate ECG equipment. Lab sessions will provide hands-on practice for proper lead placement, 12-lead placement, and other clinical practices. Students will practice on other students in the class to meet the requirement for performing EKGs on live individuals. **The course has 60 hours of instructor-led sessions.** Students must attend all classes and complete assignments, including all practical skills.

To sit for the NHA certifying exam, candidates must meet the requirements specified by NHA <https://www.nhanow.com/get-certified> including a high school diploma or equivalent and ten successful EKGs on a live individual. **Students are required to purchase the textbook, blue (any shade) scrubs and a blood pressure cuff and stethoscope.** The course fee includes the NHA Study Guide, Practice Test, and the cost of a one-time NHA/CET Certifying Exam.

**CE1 235 C1 ON-CAMPUS COURSE** Meets:

Monday and Wednesday, 5:30pm-9:30pm.

**June 2 – July 21**

**The NHA certifying exam date is scheduled for July 28.**

*Registrations accepted through May 13.*

**Fee: \$1,795**



## PHARMACY TECHNICIAN PROGRAM

Do you want to help others feel better and ensure that they have the necessary medication? This course will prepare students for the Pharmacy Technician Certification Board (PTCB) exam [www.ptcb.org/credentials/certified-pharmacy-technician](http://www.ptcb.org/credentials/certified-pharmacy-technician). Students will be taught pharmacology, drug classification, purpose, and interaction. Students will study how to interpret a prescription, calculate dosages, prevent medication errors, fill prescriptions, and inventory control. Also included is a

review of the top 200 drugs, both generic and brand names. The course has 80 hours of instruction. **Students are required to purchase textbook and blue (any shade) scrubs.** A government-provided photo ID is also required to sit for the exam. **The course fee includes the Practice Bank, Pre-PTCE Practice Exam, and the cost of a one-time PTCB/PTCE Certifying Exam.**

**CE1 254 C1 ON-CAMPUS COURSE** Meets:

Tuesday and Thursday, 5:30pm-9:30pm.

May 27 – July 31

*Registrations accepted through May 6.*

**Fee: \$1,350**



## BLS FOR HEALTHCARE PROVIDERS (BLS -HCP)

The American Heart Association's (AHA) course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. The course is geared towards prehospital providers, e.g., EMTs, paramedics, fire fighters, and in-facility hospital providers who are required to be BLS credentialed. Upon successful completion of the course,

students receive a course completion card, valid for two years.

The course instruction includes: high-quality CPR for adults, children, and infants, the AHA Chain of Survival, specifically the BLS components, important early use of an AED, effective ventilations using a barrier device, importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR, and relief of foreign-body airway obstruction (choking) for adults, children and infants. **The fee for supplies and certification is not included and must be paid to the instructor during the course; the fee is \$30.**

**CE1 273 C1 ON-CAMPUS COURSE** Meets:

**Saturday, June 28, 9:00am-4:00pm.** 30 minutes break. **Bring lunch.**

*Registrations accepted through June 7. Register online. <https://workforcedevelopment.ncc.edu/nassau>*

**Fee: \$99**

## BLS HCP RENEWAL

The AHA BLS-HCP renewal courses covers similar content to the BLS HPC as described above. Students must present a valid BLS-HCP provider card to instructor in class. **Book is not included.** **The fee for the certification renewal is \$10 and must be paid to the instructor during the course.**

**CE1 409 C1 ON-CAMPUS COURSE** Meets:

Tuesday and Wednesday, 6:00pm-9:00pm for 2 sessions.

**June 17 and 18**

*Registrations accepted through May 27. Register online. <https://workforcedevelopment.ncc.edu/nassau>*

**Fee: \$99**



## EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) –THREE -MONTH COURSE!

This NYS approved Basic (EMT-B) course prepares students to become a certified EMT. Student must attend all sessions, complete all assignments and have a clear background check. **This course fills up fast.** For more information, visit [https://www.ncc.edu/continuingeducation/workforcedevelopment/pds/EMT\\_Flyer.pdf](https://www.ncc.edu/continuingeducation/workforcedevelopment/pds/EMT_Flyer.pdf) or email [cwd@ncc.edu](mailto:cwd@ncc.edu). Textbook, exam fee, medical supplies, and AHA CPR course are additional costs.

**CE1 211 B2 ON-CAMPUS COURSE** Meets:

Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-4:00pm.

**May 17 – August 21**

**The NYS written exam is self-scheduled.**

Registrations accepted through **April 24**, unless course is previously filled.

**Fee: \$1,500**

## DENTAL ASSISTING PROGRAM

This course prepares students for entry-level Dental Assistant positions in one of the fastest growing health care areas. Offered in partnership with Condensed Curriculum International (CCI), this course covers topics in pre-clinical and administrative aspects of dental assisting. Primarily a lecture course, the following key topics are covered: legal aspects of dentistry including policies and guidelines, introductory oral anatomy, dental operator, and dental equipment, introductory tooth structure including primary and permanent teeth. **The course has 80 hours of instructor-led sessions in the classroom and by ZOOM. Students will need a computer and internet access. Textbook is included.**

This course prepares students to take two components of the Dental Assistant National Board (DANB) exam: Radiation Health and Safety (RHS) and Infection Control (ICE). Students should have a high school diploma or equivalent and must have a current government-issued photo ID to take the exam; the application requires disclosure of a Social Security number. For more information on the requirements for the third General Chairside Assisting (GC) exam, visit [www.danb.org/](http://www.danb.org/). For further NYS information, visit Registered Dental Assistant License Requirements at <https://www.op.nysed.gov/professions/registered-dental-assistants/license-requirements>. The cost of the certification exams is not included.

An optional, 40-hour Clinical Externship at no additional cost is available after course completion.

To be eligible, a student must successfully complete the program, and may be required to complete a drug screening, background check and/or medical exam and provide proof of immunization. **Background check and drug screening are related additional costs. Student must purchase blue (any shade) scrubs.**

**CE1 275 C1 BLENDED COURSE** Meets:

**Monday and Wednesday in the Classroom, and Thursday by ZOOM, 6:00pm-9:00pm.**

**June 4 - August 4**

Registrations accepted through **May 14**.

**Fee: \$1,350**

*\*Applicants will be responsible to complete a background check. Once registered, a student will be provided information on completing the background check. Students are required to pay the cost of the background check. If you have been convicted of a felony, you should contact r Workforce Development prior to registering for this program. A felony conviction may prevent you from participating in a clinical rotation or externship portion of the program. All cases will be reviewed on an individual basis. If it is determined that a student is not eligible to go into a clinical setting, the student may be allowed to continue with only the classroom portion of the program and may not meet requirements to sit for a certifying exam. The refund policy will be adhered to regardless of a student's eligibility for the clinical rotation/externship of any program.*

# COMMERCIAL DRIVER'S LICENSE - WORKFORCE DEVELOPMENT



In partnership with Ancora Corporate Training, NCC is offering a Commercial Driver's License (CDL) Class A training program. Students may be able to earn a CDL in as little as five weeks. CDL Class A Drivers transport goods between locations using tractor trailers and heavy trucks with a gross vehicle weight (GVW) capacity of more than 26,000 pounds. In order to pass a skills test to acquire a CDL, students must master performing a full vehicle inspection, range maneuvers, and proper operation of the vehicle on public roadways. Job skills and qualifications for a CDL driver include:

- Valid Driver's License in New York State (NYS) and Resident of New York
- Be comfortable operating heavy machinery
- Ability to drive safely, regardless of weather or time of day
- Have strong eyesight and hearing, and be in good physical health
- Successfully pass a Department of Transportation (DOT) Physical, and DOT Drug Test
- Have a driving record that meets criteria
- 21 years of age or older
- Prove your legal presence/right to work in the United States and show Social Security card
- Sufficient ability to read and speak English
- Pass the CDL Permit Exam

As required by NYS, the student needs to attend all sessions, master all skills and knowledge in order to pass the road test. Study/homework is expected. The fee includes the use of materials in class, enrollment checks (driving record, drug test, and physical) and learner's permit study guide. Partial scholarships are available for eligible students. A course starts each month. Visit our website [www.ncc.edu/continuingeducation/workforcedevelopment/cdl\\_training.shtml](http://www.ncc.edu/continuingeducation/workforcedevelopment/cdl_training.shtml) for more information:



**CE1 290 C1 ON-CAMPUS COURSE** Meets:

Monday-Thursday, 7:00am-5:30pm.

**May 27 – June 19 (No Class May 26, instead class on May 30)**

**CE1 290 C2 ON-CAMPUS COURSE** Meets:

Monday-Thursday, 7:00am-5:30pm.

**June 23 – July 17**

**CE1 290 C3 ON-CAMPUS COURSE** Meets:

Monday-Thursday, 7:00am-5:30pm.

**July 21 – August 14**

**CE1 290 C4 ON-CAMPUS COURSE** Meets:

Saturday and Sunday, 7:00am-5:30pm.

**July 12 – September 7 (No class August 30 and 31)**

**Fee: \$4,950**

# WORKPLACE SKILLS - WORKFORCE DEVELOPMENT



## EMPLOYMENT READINESS

Are you ready to pursue and gain success in a new job and career? Employment Readiness is designed to provide students the knowledge and skills for success in many kinds of workplace settings. Key topics include:

- **Computer Literacy:** Excel, Word, and PowerPoint, data, and graphing.
- **Cultural Competency:** diversity and inclusion, unconscious bias, and cross-cultural communications.

- **Professional Skills:** listening skills, conflict management, meeting management, and project management.
- **Job Search Skills:** resume preparation, cover and thank you letters, interviewing skills.
- This course, which aligns with common industry expectations, has 36 hours of instructor-led sessions as well as practice and hands-on-skills.

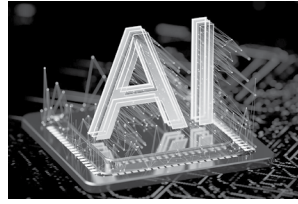
**CE1 402 C1 BLENDED COURSE** Meets:

Tuesday in the Classroom, and Thursday by ZOOM 6:00pm-9:00pm.

**June 17 – July 24 for 12 sessions.**

Registrations accepted through May 27. Register online. <https://workforcedevelopment.ncc.edu/nassau>

**Fee: \$ 450**



## ARTIFICIAL INTELLIGENCE (AI) FOR THE WORKPLACE: MULTIPLE PLATFORMS AND PRACTICAL APPLICATIONS

This course is for workforce professionals across various industries, who want to utilize Artificial Intelligence (AI) to boost productivity, streamline operations, and enhance decision-making. You will explore major AI platforms, such as ChatGPT, Google Gemini, Microsoft Copilot and more. You will gain practical insights into how these tools

can be applied to real-world workforce tasks such as project management, customer service, data analytics, and more, and you can immediately start implementing new tools.

Through interactive demonstrations and hands-on exercises, you will learn how to customize AI platforms to automate repetitive tasks, analyze large datasets, and drive innovation. By learning the role of AI in workforce transformation, you will be better prepared to navigate the rapidly changing job market and improve the efficiency of your workflows or teams. You will feel more prepared for changes in the future.

**CE1 403 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE** Meets:

Monday, 6:00pm-9:00pm.

**June 10 – June 24 for 3 sessions.**

Registrations accepted through May 20. Register online. <https://workforcedevelopment.ncc.edu/nassau>

**Fee: \$250**

# GOOGLE CERTIFICATES- WORKFORCE DEVELOPMENT

## GET STARTED IN A HIGH-GROWTH FIELD WITH A PROFESSIONAL CERTIFICATE FROM GOOGLE!

\$52,000 to \$92,000 median entry-level salary. 75% of Google certificate grads report career improvement. Great opportunity for high school students, graduates, professionals in the field, and more!



Nassau Community College (NCC) is pleased to offer professional Google Career Certificates for a registration fee of \$149. Nassau County residents could qualify for a scholarship. These courses are not instructor led and they are completely online.

Register online. <https://workforcedevelopment.ncc.edu/nassau>

**Several courses are available:**

- **GOOGLE IT SUPPORT**
- **GOOGLE DATA ANALYTICS**
- **GOOGLE DIGITAL MARKETING & E-COMMERCE**
- **GOOGLE UX DESIGN**
- **GOOGLE PROJECT MANAGEMENT**
- **GOOGLE IT AUTOMATION WITH PYTHON**
- **GOOGLE ADVANCED DATA ANALYTICS**
- **GOOGLE BUSINESS INTELLIGENCE**



For more information on the program and entry requirements, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/Google\\_Cert.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/Google_Cert.pdf).



## ONLINE COURSES AND CERTIFICATION PREP CLASSES | ed2go



With a partnership with ed2go, NCC is offering self-paced workforce development courses totally online.

Sign in day or night to complete lessons, assignments, quizzes and exams.

For the full list of available courses, registration and payment information, technology requirements and support, please visit our ed2go box at:

<https://careertaining.ed2go.com/nassaucc/training-programs/>



# Workforce Development Registration Form



## 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 email.

If you have any questions, call 516.572.7487 or e-mail: [cwd@ncc.edu](mailto:cwd@ncc.edu)

**CLASSES WILL NOT MEET ON  
May 24-26, July 4-6.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ \*Cell Phone: ( ) \_\_\_\_\_

\*Birthdate: mm/dd/yyyy \_\_\_\_/\_\_\_\_/\_\_\_\_ I identify my gender as: \_\_\_\_\_

Have you ever taken any courses at NCC?  Yes  No NCC ID# N00 \_\_\_\_\_

\*Preferred E-mail: \_\_\_\_\_

Alternate E-mail: \_\_\_\_\_

*\*required information*

## COURSE SELECTION

YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE PREP COURSES.

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount:				\$

By submitting this registration form, I am accepting the terms of the refund policy noted below.

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

## 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.

**Step 1:** Print Cardholder's name: \_\_\_\_\_  
(as it appears on the credit card)

**Step 2:** Provide Cardholder's signature: \_\_\_\_\_

**Step 3:** Card Information:

**PLEASE Check ONE:**  VISA  Mastercard  Discover  American Express

**Card Number:** \_\_\_\_\_ **Date of Expiration:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## HOW DID YOU HEAR ABOUT OUR COURSES?

- Brochure/Mail  Family/Friend  
 Website  Facebook/Instagram  
 Email  Google  
 Other: \_\_\_\_\_

**Non-Credit Refund Policy:** Fee is refundable when a course is canceled by the College. For a program or course offered by the Center for Workforce Development (CWD), a refund request must be received in writing at least seven (7) days prior to the start of the course to be honored by CWD. Please be advised that if a refund is due, it will take approximately 2-3 weeks to be processed.

## HOW TO REGISTER FOR WORKFORCE DEVELOPMENT COURSES

### EMAIL-IN

[CWD@ncc.edu](mailto:CWD@ncc.edu)

### WALK-IN

356 East Road (on NCC Campus)

### ONLINE

Available for select CWD courses at <https://workforcedevelopment.ncc.edu/nassau>. All course descriptions are available, with directions on how to register.

# Summer 2025

## See what is happening this summer at NCC!

Art	Pg. 6
Artificial Intelligence	Pg. 4
CLEP-College credit by exam	Pg. 11
Computer Courses	Pg. 3-5
ed2go	Pg. 3, 11, 14
Finance	Pg. 7
Pickleball	Pg. 6
Sewing	Pg. 6
TEAS Prep/Exam	Pg. 10, 11

### LANGUAGE CENTER

English Language Skills	Pg. 8-9
Foreign Languages	Pg. 10
Información en Español	Pg. 9

### WORKFORCE DEVELOPMENT

Artificial Intelligence	Pg. 14
Commercial Driver's License	Pg. 13
Employment Readiness	Pg. 14
Google Career Certificates	Pg. 14
Health Care	Pg. 12-13



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