

BUSINESS AND RETIREMENT

Participation in Zoom workshops requires the use of a device with Zoom audio/video conferencing capability.
For questions regarding computer access, please email ced@ncc.edu

SMALL BUSINESS ACCOUNTING AND RECORD KEEPING

This course focuses on instruction in standard bookkeeping procedures and the small professional, service merchandising and retail sole proprietorships. Emphasis is given to journals, posting, preparation of a trial balance and financial statement, and procedures for handling petty cash, bank deposits, withdrawals, and payroll.

Book required: Small Business Accounting, Lita Epstein with Susan Myers/Wiley, ISBN: 978-0-470- 19863-6. *Book is only a reference; all chapters will not be covered.

Instructor: Kimmy Tao

CE9 942 C1 ON-CAMPUS COURSE Meets: Thursday, 6:00pm-8:00pm.

Starts June 15 for 8 sessions.

Fee: \$250

NOTARY

This course will prepare you to sit for the Notary Public exam given by the State of New York. Information on how to register for the Exam and New York State preparation materials will be distributed. The course will discuss the New York State Notary Public License Law, including customary notarial functions.

ONE-DAY WORKSHOP.

Instructor: Simone Freeman

CE9 490 R1 SYNCHRONOUS ONLINE (ZOOM)

COURSE Meets: Saturday, July 29, 10:00am-1:30pm.

Fee: \$80

MEDICAL BILLING/INVOICING

This course is designed for individuals who are considering returning to the workforce in a medical office setting, or exploring the field. Topics covered in this course include distinguishing the difference between procedure (CPT) and diagnostic (ICD-10) codes, and the use of modifiers. In addition, physician fee schedules, evaluation and management codes, completing a CMS 1500 form, filing a claim, collections, and medical office procedures will be discussed. Bring a notebook.

Required text: Medical Billing 101, 2015 Edition, by Michelle Rimmer; ISBN# 978-1-1339-3674-9; publisher-Delmar Learning.

Instructor: Mary Ann Norton

CE8 045 C1 ON-CAMPUS COURSE Meets: Monday, 7:00pm-9:00pm.

Starts June 5 for 8 sessions.

Fee: \$250

ASSET PROTECTION 2023

This interactive course will cover the new estate tax laws as well as long term care asset protection strategies. Learn the best ways to transfer assets to the next generations without completely relinquishing control. We will discuss family business succession planning, LLCs, LLPs, and various trust options to protect real estate and other assets from transfer taxes, long term care claims, divorces, and other liabilities.

ONE-DAY WORKSHOP.

Instructor: Ann Margaret Carrozza, Esq.

CE9 486 R1 SYNCHRONOUS ONLINE (ZOOM)

COURSE Meets: Wednesday, June 7, 7:00pm-8:30pm.

Fee: \$50

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.

Instructor: Richard Jack

CE9 633 C1 ON-CAMPUS COURSE Meets: Tuesday, June 6, 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.

Instructor: Richard Jack

CE9 653 C1 ON-CAMPUS COURSE Meets: Tuesday, June 20, 7:00pm-9:00pm.

Fee: \$50

RESUME WRITING IN THE JOB SEARCH PROCESS

This course will primarily focus on the process of resume writing that is necessary for obtaining an interview in the current job market. It will also expand to include effective strategies on "seeking" the job you are searching for, interviewing techniques dos and don'ts, cover letters and getting started on the proper footing in your new position.

TWO-DAY WORKSHOP.

Instructor: Staff

CE9 639 C1 ON-CAMPUS COURSE Meets: Tuesday, June 13 and 20, 11:00am-1:00pm.

Fee: \$80



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