

Make the **smart** choice for your future.
READY FOR A NEW JOB OR CAREER?



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 successes 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 Course

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

Fee: \$ 450

Follow us on Instagram and Facebook @nassaucommunitycollege

(Rev. 3/24)

For further information,
please visit ncc.edu/workforcedevelopment

CENTER FOR WORKFORCE DEVELOPMENT
Phone: 516.572.7487 | Email: cwd@ncc.edu

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

HOW TO REGISTER FOR NON-CREDIT COURSES

EMAIL-IN

CWD@ncc.edu

MAIL-IN

Nassau Community College
Center for Workforce Development
One Education Drive
Garden City, NY 11530-6793

WALK-IN

356 East Road
(on NCC Campus)

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.

Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal.

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.