

HEALTH CARE CAREERS

The health care industry on Long Island is one of the fastest growing sectors and is well positioned to continue its growth. Consider beginning your employment in this sector by training for one of the following entry-level positions. Over time, you can advance your career by earning additional credentials that will also increase your earning power.

Nassau Community College (NCC) in partnership with Condensed Curriculum Inc. (CCI) is pleased to offer the following health care courses online.

These courses are online and available anytime, anywhere. Features of the online program include:

- Access to the online learning management system including recorded webinars, videos, flashcards, open discussion boards; with up to 350 hours of training that can be accessed over a six-month period
- Pre- and post-assessments and online performance tracking
- 24 x 7 instructor guidance and instructor monitoring as you progress toward completion
- Career guidance through the "Career Services Website."

Technology Requirements: You need a computer or tablet with a browser and internet access. Note: After registration and during your first log into your course, you will run "test computer", and you will be provided links to load the appropriate software, and if necessary, to adjust settings and enable cookies and pop ups. A help desk is available. You can preview a demo of online courses at www.healthtoday.com.



DIALYSIS TECHNICIAN ONLINE PROGRAM

Students are provided with the knowledge needed to perform the duties required of an entry-level Dialysis Technician trainee. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery, as well as maintain equipment. Technicians work with patients during dialysis procedures and monitor and record vital signs. The program covers the key principles of kidney function and failure and dialysis therapy, kidney dialysis machines, dialyzer preparation and reprocessing, as well as how to assist dialysis patients in managing their disease and treatment. The course is online training, including videos, flashcards, open discussion boards, quizzes and a final. **Textbook is included.**

Students with a high school diploma and who complete a minimum of one year of employment as a Dialysis Technician at an End-Stage Renal Disease (ESRD) or medical facility can apply to take the Board of Nephrology Examiners Nursing Technology (BONENT) Certified Hemodialysis Technician certifying exam. A current, government-issued ID and a clear record with no felonies is required to take the exam.

This training is appropriate for RNs, EMTs, CNAs, PCTs and other health care professionals interested in specializing in dialysis. For those without healthcare experience, this course will provide basic dialysis treatment knowledge to make the student more marketable in applying for an employee training program at a Dialysis Treatment Center.

CE1 274 OL1 Online Course Starts June 20.

\$1,050



DENTAL ASSISTING ONLINE PROGRAM

Students are prepared for entry-level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize students with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Administrative aspects include: introduction to the dental office; the legal aspects of dentistry; and policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental handpieces; sterilization; and other areas. The course is online training, including videos, flashcards, open discussion boards, quizzes and a final. **Textbook is included.**

Students who complete this program may pursue the Dental Assistant National Board (DANB) Certified Dental Assistant (CDA) certification. Students must have a high school diploma or equivalent, a current government-issued photo ID to take the exam, and the application requires disclosure of a Social Security number. This course prepares students to take two components of the DANB exam: Radiation Health and Safety (RHS) and Infection Control (ICE). With 3,500 hours of experience and CPR and Basic Life Support (BLS), the applicant can sit for the DANB General Chairside exam and earn DANB CDA certification. For further information, visit <http://www.op.nysed.gov/prof/dent/dentasst.htm>. **The cost of the certification exams is not included.**

An optional, 40-hour Clinical Externship for no additional cost may be available after course completion and only if it is safe to do so. To be eligible for the clinical rotation, a student must successfully complete the program, provide a resume, 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.**

CE1 275 OL1 Online Course Starts June 20.

\$1,350



PHARMACY TECHNICIAN ONLINE PROGRAM

Students will be prepared to sit for the Pharmacy Technician Certification Board (PTCB) exam. Students will learn 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 and generic and brand names. Professional communication/teamwork, pharmacy ethics, law, regulations and safety will be covered. The course is online training, including videos, flashcards, open discussion boards, quizzes and a final. A high school diploma or equivalent is required to take the PTCB exam. Textbook is included.

An optional, 80-hour Clinical Externship for no extra fee may be available after course completion and only if it is safe to do so. Students must comply with Externship entry requirements including a resume, background check*, drug screening, and may require a medical exam and proof of immunization. A government-provided photo ID is also required. **Background check*/drug screening, and certifying exam are related additional costs.**

CE1 276 OL1 Online Course Starts June 20.

\$1,350

**Applicants will be responsible to complete a background check to participate in an externship. 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 the Center for Workforce Development prior to registering for this program. A felony conviction may prevent you from participating in a clinical rotation/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 or online 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.*

PROJECT MANAGEMENT

Project Management is an in-demand field with strong earning potential. By completing the CAPM® course, a student will receive the required minimum 23 hours of instruction to sit for the Project Management Institute's (PMI®) CAPM® certifying exam. By passing the CAPM® exam, additional educational hours are not required for Project Management Professional (PMP®). However, the new PMP® exam to be introduced on July 1, 2020 will have additional emphasis on using the Agile approach and the skills necessary to lead the project team. Consider registering for our Agile and Leadership courses in the Fall which provide foundational knowledge as you build your career portfolio toward becoming a PMP®.

ADVANCE YOUR CAREER WITH CAPM OR PMP CERTIFICATION

Knowledgeable, competent, trained Project Managers can improve business performance by bringing quality products to market on schedule while controlling costs. This course will cover topics included in the Certified Associate in Project Management (CAPM®) exam, an entry-level certification designed for those with little or no project experience. Students will be taught the fundamental knowledge, terminology and processes of effective project management. The course will cover the 10 knowledge areas, including: Project Integration; Scope; Schedule; Cost; Quality; Resource; Communication; Risk; Procurement; and Stakeholder Management.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition Paperback, Project Management Institute, Inc. is required at an additional cost and can be purchased online. Students completing the course will receive a Certificate of Completion from Nassau Community College, indicating the requisite 23 hours of project management education needed to apply for the CAPM® exam. **Course requirements are a computer or tablet with internet access, and the ability to access YouTube Live and a Google folder which will contain the slides for the class.**

Peter Landini

CE1 222 R1: Thursday, 6:00pm-9:30pm for 7 sessions. (7/30 class meets until 10:00pm; no class 7/2).

Remote Course Dates: June 11 – July 30.

\$495



REMOTE COURSES USING ZOOM VIDEO CONFERENCING

The following courses will be taught remotely using Zoom. You will need to access the Zoom software via your laptop or tablet. Your device must have speakers, a microphone, and reliable internet access.

[CLICK HERE FOR INFORMATION ABOUT HOW TO JOIN A ZOOM MEETING AS WELL AS A LINK TO JOIN A TEST MEETING.](#)

[CLICK HERE FOR INFORMATION ABOUT SYSTEM REQUIREMENTS.](#)

You will be provided a Zoom meeting link in an email before your course starts.



HOW TO SUCCEED AT WORKING FROM HOME

Working from home offers a great amount of flexibility, yet it is still a professional job and it needs to be treated as such. Some activities transfer seamlessly from an office to a work-from-home environment, while others require adjustment, and new home-based considerations come into play that would not normally surface at the workplace. In this three-hour course, you will learn best work-at-home practices, like setting office hours, having a dedicated office space, and avoiding home-bound distractions. You will practice how to apply critical thinking, organizational and communication skills to keep your mindset sharp and focused and block out distractions. Through interactive discussion and roleplay, you will understand the importance of staying connected and the value of appropriate equipment and virtual technology.

Maria Arianas

CE1 277 R1: Wednesday, July 8, 6:00pm-9:00pm.

CE1 277 R2: Thursday, July 9, 6:00pm-9:00pm.

CE1 277 R3: Saturday, July 11, 9:00am-12:00pm.

\$45

CULTURAL COMPETENCE AND MANAGING UNCONSCIOUS BIAS

This two-session course covers cultural competence, an ability to interact effectively with people of different cultures. Cultural competence comprises four components: (a) awareness of one's own cultural worldview, (b) attitude towards cultural differences, (c) knowledge of different cultural practices and worldviews, and (d) cross-cultural skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures. This program will introduce participants to the concepts of cultural competency and help with their understanding of the importance of communicating with people of cultures other than their own, utilizing the

receiver's perspectives, and having a greater chance that the messages are understood. The second session of this training introduces the concept of unconscious (implicit) bias-social stereotypes about certain groups of people that individuals form outside their own conscious awareness. Unconscious bias is far more prevalent than conscious prejudice and often incompatible with one's conscious values. The workshop focuses on becoming aware of your implicit biases and discusses strategies to reduce it.

Glenn Courounis

CE1 278 R1: Tuesday, July 21 and July 28, 6:00pm-8:00pm.

CE1 278 R2: Wednesday, August 5 and August 12, 9:30am-11:30am.

\$60

EMOTIONAL INTELLIGENCE AND MANAGING CHANGE

This two-session course covers Emotional Intelligence (EQ) in the Workplace and Managing Change during challenging times. EQ is about making emotions work for you, not against you. It can be argued that emotional intelligence is the most critical skill a manager can develop to increase effectiveness. Applying personal and social competence is critically important during times of change. The second half of this course is dedicated to understanding the models of change in the workplace, learning techniques to overcoming resistance to change, and developing your own plan to manage changes in their workplace.

Glenn Courounis

CE1 279 R1: Tuesday, July 7 and July 14, 6:00pm-8:30pm.

CE1 279 R2: Wednesday, July 22 and July 29, 9:30am-12:00pm.

\$75

ART AND SCIENCE OF LEADERSHIP

Leadership is both an art and a science. This two-part series focuses on key management topics for supervisors including: Leadership, Performance Management, and Teamwork. The focus is on leadership and management competencies, skills and styles and emphasizes the approaches to enhance management effectiveness. People management, team-building and communication skills are reviewed. Several activities and modeling of real-life experiences enhance the learning experience.

Glenn Courounis

CE1 280 R1: Tuesday, June 23 and June 30, 6:00pm-9:00pm.

CE1 280 R2: Wednesday, July 8 and July 15, 9:30am-12:30pm.

\$90



CONDUCTING EFFECTIVE MEETINGS

This course will address conducting effective meetings in the workplace as well as remotely. Identify the different types of meetings (including virtual meetings). The sessions will help you determine key best practices to keeping the meetings engaging, focused, and impactful and provide you tools and resources to conduct effective meetings.

Isabel Chatelain

CE1 281 R1: Monday, June 22 and June 29, 7:00pm-8:30pm.

CE1 281 R2: Monday, July 20 and July 27, 12:00pm-1:30pm.

\$45

DEBUNKING DIVERSITY INCLUSION IN THE WORKPLACE

This course will: clearly define diversity and equity inclusion. You will be taught to debunk the taboos surrounding diversity inclusion. During the sessions, you will be part of discussions on Title VII and EEOC Guidelines, how to work cohesively with your clients/customers, colleagues, and leadership based on EEOC guidelines.

Isabel Chatelain

CE1 282 R1: Wednesday, July 15 and July 22, 7:00pm-8:30pm.

CE1 282 R2: Wednesday, August 5 and August 12, 12:00pm-1:30pm.

\$45

Center for Workforce Development

COMMUNICATING WITH CONFIDENCE AND CLARITY

Communication is critical to your success. This course will look at three fundamental skill sets: sending, hearing and connecting---things like asking great questions, demonstrating interest and adapting to other's styles; and, choosing the right words. You will be taught to structure your message in an organized, impactful way to help avoid any communications breakdown. The course will also cover actionable strategies, processes, and skills to address most business communications with greater confidence.

Audrey Halpern

CE1 283 R1: Saturday, July 25 and August 1, 10:00am-1:00pm.

\$90

COMMUNICATION SKILLS FOR TECH PROFESSIONALS

This course will help the student recognize the differences in communication needs/expectations of technical vs. nontechnical professionals. Covered topics include: understanding the impact of generational characteristics on communication within and outside of technical areas; analyzing your own work situation based on communication needs and expectations; distinguishing communication style preferences to better understand and influence others; identifying the strengths and limitations of your communication style; determining when to use open and closed-ended questions; demonstrating and applying the effective use of informing, directing and criticizing. You will develop an action plan to apply these techniques to individual work situations.

Audrey Halpern

CE1 284 R1: Saturday, July 11 and July 18, 10:00am-1:00pm.

\$90

MARKETING IN TIME OF CRISIS

What happens when something occurs beyond your organization's control? Does it impact how you sell products, acquire new customers or communicate with existing customers? As we all witnessed with the emergence of COVID-19 and other world events, we will need to rely on new marketing approaches, tracking and fundamentally change our online advertising funnel. This course will focus on how to apply guerilla marketing approaches by utilizing a zero-marketing budget to that of a paid marketing budget in a time of crisis.

Angela Ambrosini

CE1 285 R1: Monday, July 6-27, 6:00pm-8:30pm for 4 sessions.

\$150

Online Courses and Certification Prep Classes | ed2go

Nassau Community College is excited to offer more alternatives in the areas of personal enrichment, professional skills, and workforce development training through our partnership with ed2go. Ed2go online learning can help you get the job, the raise, or the promotion in a wide range of careers including: Court Interpreter (Spanish/English), Certified Six Sigma Green and Black Belt, Robotics Technician, PMI Risk Management, Certified Credit Counselor and much more.

Ed2go offers instructor-led and self-paced courses totally online. Whether in a cohort, or independently, learners have the flexibility and convenience online learning provides. The catalog offers a variety of economical and tailored courses to fit your needs.



For the catalog of available courses, registration and payment information, technology requirements and support please see the links below:

www.ed2go.com/nassaucc

www.careertraining.ed2go.com/nassaucc