Workforce Development Scholarships and funded training opportunities may be available. For the latest on availability and eligibility, visit our webpage at **www.ncc.edu/continuingeducation/workforcedevelopment/.**

For more information on any of the workforce or professional development courses, contact the Center for Workforce Development (CWD) at **cwd@ncc.edu.**

Google Career Certificate

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

GOOGLE IT SUPPORT: Learn the fundamentals of IT support, covering topics such as troubleshooting, customer service, operating systems, networking, and security. You'll gain the skills needed to start a career in IT support or advance your existing IT skills.

GOOGLE DATA ANALYTICS: Data analysts make use of data to help inform important business decisions. Develop confidence navigating the data life cycle using tools and platforms to process, analyze, visualize, and gain insights from data.

GOOGLE DIGITAL MARKETING & E-COMMERCE: Learn the fundamentals to help businesses grow their online presence and sales. You'll learn how to manage digital marketing campaigns, attract and engage customers, and measure performance through analytics.

GOOGLE UX DESIGN: Learn user experience (UX) design principles and methodologies. You'll learn to conduct user research, create wireframes and prototypes, and apply design thinking to create intuitive and engaging user experiences across various digital platforms.

GOOGLE PROJECT MANAGEMENT: Project managers are responsible for planning and overseeing projects to ensure they are completed efficiently. Learn the foundations of traditional project management and agile principles while applying these methodologies to real-world scenarios.

GOOGLE IT AUTOMATION WITH PYTHON: This certificate covers the foundations of IT support and automation skills with Python, providing a comprehensive understanding of IT systems and the ability to automate routine tasks effectively.

ADVANCED LEVEL COURSES (REQUIRES COMPLETION OF GOOGLE DATA ANALYTICS CERTIFICATE)

GOOGLE ADVANCED DATA ANALYSIS: This certificate builds on your data analytics skills and experience to take your career to the next level. It's designed for graduates of the *Google Data Analytics Certificate* or people with equivalent data analytics experience. Expand your knowledge with practical, hands-on projects, featuring Jupyter Notebook, Python, and Tableau.

GOOGLE BUSINESS INTELLIGENCE: This certificate builds on your data analytics skills and experience to take your career to the next level. It's designed for graduates of the *Google Data Analytics Certificate* or people with equivalent data analytics experience. Expand your knowledge with practical, hands-on projects, featuring BigQuery, SQL, and Tableau.

For more information on the program and entry requirements, visit **www.ncc.edu/continuingeducation/workforcedevelopment/pds/Google_Cert.pdf.**

Health Care Careers

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.** An optional, 40-hour Clinical Externship is available after course completion. Students must comply with entry requirements, including a resume, background check, drug screening, medical exam and provide proof of immunizations. **Background check and drug screening are additional related costs.** Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Students must have a high school diploma or equivalent and a current government-issued photo ID to take the exam. **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, Wednesday and Thursday, 6:00pm-9:30pm.
May 28 – July 30
The NHA certifying exam is scheduled for August 6.
Registrations accepted through May 7.

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 in order to meet the requirement for performing EKGs on live individuals. **The course has 60 hours of instructor-led sessions in the classroom.** Students must attend all classes and complete assignments, including all practical skills. Entry requirements for the optional 40-hour Clinical Internship could include a resume, background check, drug screening, and a medical exam/proof of immunization. A government-issued photo ID is also required.
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, 6:00pm-9:00pm.
May 15 – July 29
The NHA certifying exam date is scheduled for August 5.
Registrations accepted through May 2.

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.** 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.** Entry requirements for the optional 80-hour Clinical Externship could include a resume; background check, drug screening; a medical exam/proof of immunization, which are additional costs. A government-provided photo ID is also required. **The course fee includes the 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, 6:00pm-9:30pm.
May 30 – August 20
Registrations accepted through May 16.

Fee: $1,350

DIALYSIS TECHNICIAN PROGRAM

Offered in partnership with Condensed Curriculum International (CCI), students are provided with the knowledge needed by an entry-level Dialysis Technician trainee. Primarily a lecture course, this course covers the key principles of kidney function/failure, dialysis therapy, kidney dialysis machines, dialyzer preparation and reprocessing, how to assist dialysis patients in managing their disease and treatment; and monitoring and recording vital signs. **The course has 50 hours of instruction. 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, **https://bonent.org/certified-hemodialysis-technologist-technician-cht/**. 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. Students must purchase blue (any shade) scrubs.

CE1 266 C1 ON-CAMPUS COURSE Meets:
Tuesday and Thursday, 6:00pm-9:00pm.
June 11 – August 8
*Registrations accepted through **June 4.***

Fee: $1,050

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 the Center for 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.

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 operatory, 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 and 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/.** 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 5 – August 8
*Registrations accepted through **May 29.***

Fee: $1,350

Mental Health First Aid

MENTAL HEALTH FIRST AID FOR ADULTS

Similar to traditional First Aid and CPR, Mental Health First Aid (MHFA) provides assistance to a person exhibiting a mental health problem or experiencing a crisis, until professional treatment is obtained or the crisis resolves. People who enroll in local Mental Health First Aid courses will be taught a five-step action plan to help loved ones, colleagues, neighbors, and others cope with mental health or substance use problems. Mental Health First Aid is an evidence-based public education and prevention tool. It improves the public's knowledge of mental health and substance use problems and connects people with care for their mental health or substance use issues. This course is for ages 18 and over. Students who successfully complete the course will receive their Mental Health First Aid certification.

CE1 267 C1 ON-CAMPUS COURSE Meets:
Saturday, July 27, 8:00am-4:30pm.
*Registrations accepted through **July 18.***
Register online. **https://workforcedevelopment.ncc.edu/nassau**

Fee: $145

Project Management-CAPM

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)

This course cover topics included in the 2023 Certified Associate in Project Management (CAPM®) exam, an entry-level certification. This course will cover Project Management Fundamentals and Core Concepts, Predictive Plan-Based Methodologies, Agile Frameworks/Methodologies, and Business Analysis Frameworks.

A textbook/software bundle based on the new Rita Mulcahy's 2023 CAPM® Exam Prep book is required for this course at extra cost. Students are expected to read and study during the course as well as after the course to properly prepare for the exam. Students will need a computer and internet access. Students completing the course will receive a Certificate of Completion from Nassau Community College. The exam is an additional cost. For more information on the CAPM® exam, please visit **https://www.pmi.org/certifications/certified-associate-capm.**

CE1 222 C1 ON-CAMPUS COURSE Meets:
Tuesday and Thursday, 6:00pm-9:30pm for 11 sessions.
June 6 – July 18 (July 18 session ends at 10:00pm)
*Registrations accepted through **May 24.***
Register online. **https://workforcedevelopment.ncc.edu/nassau**

Fee: $795

Commercial Driver's License

COMMERCIAL DRIVER'S LICENSE

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 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 web site **www.ncc.edu/continuingeducation/workforcedevelopment/cdl_training.shtml** for more information:

Instructor: Certified CDL Instructors
CE1 290 C1 ON-CAMPUS COURSE Meets:
Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.
May 28 – June 21
CE1 290 C2 ON-CAMPUS COURSE Meets:
Saturday, Sunday 7:00am–5:30pm.
June 15 – August 11 (No Classes July 6 & 7)
CE1 290 C3 ON-CAMPUS COURSE Meets:
Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.
July 22 – August 15
CE1 290 C4 ON-CAMPUS COURSE Meets:
Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.
August 19 – September 12 (No class September 2, instead class on September 6)

Fee: $4,950

Community Health Programs

Choose one of the programs and complete in as little as Four Months! For more information, please call 516.572.7487 or email CWD@ncc.edu.

Nassau Community College offers two distinctive programs: Community Health Worker (CHW) and Community Mental Health Worker (CMHW). Tailor your choice based on your interests and needs, with employment opportunities available in both fields.

The Community Health Worker Program equips students to become frontline public health workers, providing health and social service support to individuals while enhancing community capacity. Through activities like education, counseling, and advocacy, CHWs work with healthcare teams, conducting home visits and facilitating patient appointments to improve health outcomes. This program opens doors to diverse career pathways in healthcare and social services.

The Community Mental Health Worker Program follows the wellness and recovery model in mental health. This multi-faceted program trains front-line health workers to deliver culturally responsive mental health and recovery services. CMHWs help individuals and communities access resources, provide care coordination, and support program clients in improving their health and well-being through education and coordination of care and services.

Both programs include a field internship with local agencies and institutions.

Semester	Community Health Worker	Community Mental Health Worker
Summer 2024	**CE1 272 ON-CAMPUS COURSE** Meets: Tuesdays, Thursdays, Fridays, 10:00am-3:30pm. **May to August, 2024**	**CE1 291 ON-CAMPUS COURSE** Meets: Mondays, Wednesdays, Fridays, 10:00am-3:30pm. **May to September, 2024**
Fall 2024	To inquire, call 516.572.7487 or email CWD@ncc.edu.	To inquire, call 516.572.7487 or email CWD@ncc.edu.

PROGRAM INFORMATION:

- Earn Six College Credits
  - HMS 117 - Introduction to Social Work 3cr-(CHW)
  - HMS 200 - Human Services Skills-3cr- (CMHW)
  - HMS 205 - Internship -3cr
- Non-Credit and skills Training to include: Fundamentals, Computer Literacy, Employment Readiness and more
- Six additional Certifications
  - CPR and First-Aid
  - Suicide Prevention
  - Mental Health First Aid
  - Epilepsy Recognition and First Aid
  - Alzheimer's and Dementia Recognition.
  - Narcan

MINIMUM REQUIREMENTS:

- 18 Years of age or older
- High School Diploma or Equivalent required
- Basic Computer Skills
- Valid New York State Driver's License
- Proven eligibility to work in the U.S.
- Must be Unemployed or Underemployed if you are seeking a tuition-free scholarship
- Interest in health and human service-related work
- Desire to support individuals toward self-sufficiency and well-being

Fee Options:
a. Tuition Scholarships available for eligible students.
b. Paying students should call on 516.572.7487.

For more information please call 516.572.7487 or email CWD@ncc.edu.

Workplace Skills

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 C1 ON-CAMPUS OR OPTION TO STREAM WITH ZOOM Course Meets:
Monday and Wednesday, 6:00pm-9:00pm.
June 5 – July 17
Registrations accepted through May 23.
Register online. **https://workforcedevelopment.ncc.edu/nassau**

Fee: $ 450

ARTIFICIAL INTELLIGENCE (AI)

Dive into the future with our summer AI course geared to enhance your workforce environment! Join us for a nine-hour exploration covering various AI platforms like TensorFlow, PyTorch, and IBM Watson, and how they can be leveraged in the workplace. Understand the differences of these platforms, the ethical considerations of AI, and their impact on employees. Led by industry professionals, this interactive course offers practical insights and skills to navigate the AI landscape responsibly and unlock the limitless potential of Artificial Intelligence! This will be an exhilarating nine-hour journey into the realm of AI platforms, ethics, and practical applications in the workplace!
CE1 403 C1 ON-CAMPUS Course Meets
Saturday, 10:00am-1:00pm.
June 1 – June 15 for 3 sessions
Registrations accepted through May 21.
Register online. **https://workforcedevelopment.ncc.edu/nassau**

Fee: $250

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://careertraining.ed2go.com/nassaucc/training-programs/

Workforce Development Registration Form

HOW TO REGISTER FOR WORKFORCE DEVELOPMENT 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.

Please use this registration form to register for classes on pages 12 through 14 of this brochure.

NASSAU COMMUNITY COLLEGE

One Education Drive
Garden City, NY 11530

Summer 2024

SEE OUR SUMMER COURSES

Learn a new language!

Follow us on Facebook and Instagram
@nassaucommunitycollege

ncc.edu/continuingeducation
ced@ncc.edu