



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/.

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, visit our webpage at 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.

CEI 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.

CEI 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. 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.**

CEI 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.**

CEI 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.

CEI 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

HEALTH CARE - WORKFORCE DEVELOPMENT



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 or email 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/. 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 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 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.

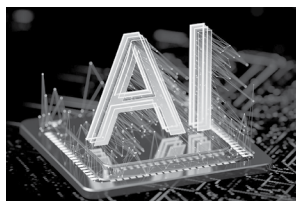
CE1 402 C1 BLENDED COURSE Meets:

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:

Tuesday, 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!

Google

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



For more information on the program and entry requirements, visit 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://careertraining.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

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

HOW TO REGISTER FOR WORKFORCE DEVELOPMENT COURSES

EMAIL-IN

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.

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?

- | | |
|--|---|
| <input type="checkbox"/> Brochure/Mail | <input type="checkbox"/> Family/Friend |
| <input type="checkbox"/> Website | <input type="checkbox"/> Facebook/Instagram |
| <input type="checkbox"/> Email | <input type="checkbox"/> Google |
| <input type="checkbox"/> 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.

Summer 2025

See what is happening this summer at NCC!

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ced@ncc.edu

