



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/.

Synchronous Online courses were previously described as Remote via ZOOM. **Blended courses** combine FACE-TO-FACE and SYNCHRONOUS ONLINE via ZOOM instruction.



For more information on any of the workforce or professional development courses, contact the Center for Workforce Development (CWD) at [cwg@ncc.edu](mailto:cwd@ncc.edu), visit our webpage at www.ncc.edu/continuingeducation/workforcedevelopment/, or scan the QR code.



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 \$99. Otherwise, the course is fully funded. These courses are not instructor-led and are completely online.

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

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.



EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) – FOUR-MONTH COURSE!

Do you have an interest in helping others who are sick or injured? Do you want to make a difference and be an important part of an emergency team? This course is the first step on a pathway to a career as a paramedic or a variety of other careers in health care! In partnership with the Nassau County Emergency Medical Services Academy, NCC is offering an approved New York State Department of Health Emergency Medical Technician - Basic (EMT-B) course which will prepare students to become a certified EMT. An EMT is the basic level Emergency Medical Services (EMS) provider associated with an ambulance service or rescue squad.

During 132 hours of classroom training, including an American Heart Association (AHA) CPR certification, students will also complete 10 hours of ambulance or local hospital emergency room

rotations, as well as three online classes provided free of charge by the Federal Emergency Management Agency (FEMA). The textbook is required for the first day of class. Students should expect homework assignments and quizzes after each class. In order to successfully complete this intensive training course, students must have a sufficient ability to speak, read, and comprehend English. To qualify for the New York State Department of Health (NYSDOH) certifying exam, students must attend *all* classes, complete *all* assignments and quizzes, have a clear (no felonies) background check*, and pass the final written exam and practical skills exam. Students who pass the NYS exam will receive their Emergency Medical Technician certification from NYSDOH. Students must be 17 years of age by the written exam date. Content meets the requirement for the National Registry Exam. **Textbook, exam fee, medical supplies and AHA CPR course are additional costs.**

Instructor: Certified EMS Academy Instructor

CE1 211 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm.

January 11 – May 16. The NYS written exam is self-scheduled.

Registrations accepted through January 2.

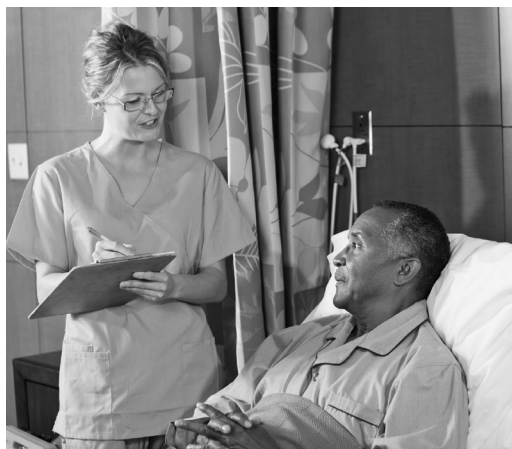
CE1 211 B2 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-4:00pm.

May 11 – August 15. The NYS written exam is self-scheduled.

Registrations accepted through April 26.

Fee: \$1,500



CERTIFIED NURSING ASSISTANT – FOUR-MONTH COURSE!

Do you have a desire to join a profession focused on the care of individuals, families and communities? With a growing elderly population on Long Island, the long-term care industry is expanding and the demand for Certified Nursing Assistants (CNAs) is increasing. In partnership with the VEEB Practical Nursing Program, NCC is offering a CNA program. Students will be taught patient care techniques such as personal grooming, feeding, transporting and administering treatments, as well as how to document patients' vital signs and symptoms. Course topics include: anatomy, physiology, nutrition, infection control, and legal and ethical policies. CNAs can work in a variety of settings including hospitals, nursing homes, adult day cares, private homes and assisted living facilities.

Students *must* complete the full 120 hours of training (90 classroom/lab hours and 30 clinical rotation hours) to sit for the New York State certifying exam. Clinical rotations will be conducted during designated Saturdays at a local nursing home; students must arrange their own transportation. Students must

be 18 years of age or older, have a high school diploma or equivalent, and meet vaccination (including Covid) and health screening requirements.

Textbooks, materials, make-up classes, and certifying exam are additional costs. Students will need to purchase blue scrubs and a stethoscope.

Instructors: Licensed Registered Nurses from VEEB Practical Nursing Program.

CE1 243 B1 ON-CAMPUS COURSE Meets:

Monday, Wednesday, and Thursday: 6:00pm-9:00pm on campus; Saturdays: 2/24, 3/2, 3/16, 3/23, 4/6, 4/13, 8:00am-1:00pm at a local nursing home.

January 22 – April 13

Registration and a copy of high school diploma must be received by January 8.

Fee: \$1,700



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. Offered in partnership with Condensed Curriculum International (CCI), 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.

Textbook and supplies are included. Students are required to purchase blue 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. **The cost of the exam is not included.**

CE1 261 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 6:00pm-9:00pm.

January 16 – May 7

The NHA exam is scheduled for May 14.

Registrations accepted through January 8.

Fee: \$ 1,895



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/. 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. Textbook is included. Students are required to purchase blue scrubs.**

Entry requirements for the 80-hour Clinical Externship could include a resume, background check*, drug screening; a medical exam/proof of immunization. A government-provided photo ID is also required. **Certifying exam is additional cost.**

CE1 254 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 6:00pm-9:00pm.

February 8 – May 23. Externship to be scheduled through June 23.

Registrations accepted through January 31.

Fee: \$1,350



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 30-hour Clinical Internship could include a resume, background check*, drug screening, and a medical exam/proof of immunization. A government-provided photo ID is also required.

To sit for the NHA certifying exam, candidates must meet the requirements specified by the NHA (<https://www.nhanow.com/get-certified/>), including a high school diploma or equivalent and ten successful EKGs on a live individual. **The course fee includes the textbook, scrubs, stethoscope and blood pressure cuff.** The certifying exam cost is additional.

CE1 235 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 6:00pm-9:00pm.

January 24 – April 10. Internship to be scheduled through May 10.

The NHA exam date is May 15.

Registrations accepted through January 10.

Fee: \$1,795

**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.*



MENTAL HEALTH FIRST AID FOR ADULTS

Similar to traditional First Aid and CPR, Mental Health First Aid (MHFA) is assistance provided 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 B1 ON-CAMPUS COURSE Meets:
Friday, 9:00am-3:30pm. TBD. Contact [cwg@ncc.edu](mailto:cwd@ncc.edu) for more information.

Fee: \$145

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 website www.ncc.edu/continuingeducation/workforcedevelopment/cdl_training.shtml for more information:

Instructor: Certified CDL Instructors

CE1 290 B1 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

January 8 – February 1 (no class January 15, instead class on January 19)

CE1 290 B2 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

February 5 – February 29 (no class February 19, instead class on February 23)

CE1 290 B3 ON-CAMPUS COURSE Meets:

Saturday, Sunday 7:00am-5:30pm.

February 24 – April 28 (no class March 9, 10, 30 and 31)

CE1 290 B4 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

March 4 – April 4 (no class March 11, 12, 13 and 14).

CE1 290 B5 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

April 8 – May 2 (no class April 23, instead class on April 26)

CE1 290 B6 ON-CAMPUS COURSE Meets:

Saturday, Sunday 7:00am-5:30pm.

May 4 – June 29 (no class May 25 and 26)

CE1 290 B7 ON-CAMPUS COURSE Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

May 6 – May 31 (no class May 27, instead class on May 31)

Fee: \$4,950



OSHA 500 SERIES TRAINING COURSES AT NCC

NCC partners with Rutgers University's School of Public Health to offer OSHA 500 Series training courses. Class materials and a copy of the CFR will be given to participants on the first day of all training courses. For further information on OSHA at NCC, please contact: Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487.

OSHA 500 TRAINER COURSE IN OCCUPATIONAL SAFETY & HEALTH STANDARD FOR CONSTRUCTION INDUSTRY

CED 500 B1 ON-CAMPUS COURSE Meets:
Monday-Thursday, 8:00am-4:00pm for 4 sessions.
January 8, 9, 10, 11
CED 500 B2 ON-CAMPUS COURSE Meets:
Monday-Thursday, 8:00am-4:00pm for 4 sessions.
May 6, 7, 8, 9

Fee: \$875

OSHA 502 FOR CONSTRUCTION INDUSTRY: TRAINER UPDATE

CED 502 B1 ON-CAMPUS COURSE Meets:
Monday-Wednesday, 8:00am-4:00pm for 3 sessions.
February 12, 13, 14

Fee: \$695

OSHA 510 OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR CONSTRUCTION

CED 510 B1 ON-CAMPUS COURSE Meets:
Monday-Thursday, 8:00am-4:00pm for 4 sessions.
March 18, 19, 20, 21

Fee: \$750

PROJECT MANAGEMENT



CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)

This course has been updated to 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. 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. For more information on the CAPM® exam, please visit <https://www.pmi.org/certifications/certified-associate-capm>.

CE1 222 B1 ON-CAMPUS COURSE Meets:

Thursday, 6:00pm-9:00pm for 13 sessions.

February 1 – May 9

Registrations accepted through January 23.

Fee: \$795

HUMAN RESOURCES MANAGEMENT

IN PARTNERSHIP WITH



BETTER WORKPLACES
BETTER WORLD™

SOCIETY FOR HUMAN RESOURCE MANAGEMENT CERTIFIED PROFESSIONAL/ SENIOR CERTIFIED PROFESSIONAL CERTIFICATION (SHRM-CP®/SHRM-SCP®) EARN THE MOST SOUGHT AFTER CREDENTIAL IN THE HUMAN RESOURCES MANAGEMENT PROFESSION!

Earning your SHRM® credential makes you a recognized expert and leader in the Human Resources (HR) field — and a valuable asset to your organization. HR teams are assuming increasing responsibilities in managing diverse staff and workplaces as well as setting strategic direction. SHRM®'s global HR

credentials provide you tangible recognition and prepare you for advancement. SHRM® certification is applicable across industries, geographic borders, job responsibilities, and career levels. SHRM® certifications directly link to on-the-job scenarios and realistic work situations. As the industry leader in HR professional development, SHRM® has supported more than 100,000 employers representing 115 million employees worldwide. Earning the SHRM-CP® / SHRM-SCP® will allow you to strengthen your HR body of knowledge and provide you an industry-recognized credential of your HR competencies. Our program is open to anyone that wants to attend. However, if you are seeking certification, please review SHRM®'s exam eligibility requirements at: www.shrm.org/certification/get-certified/Pages/eligibility-criteria.aspx. Included in the course fee are the required text and access to SHRM® online resources. The exam fee is not included.

Instructor: SHRM® Certified Instructor

CE1 287 R1 ZOOM and ONLINE COURSE Meets:

Saturday, 9:00am-12:00pm for 13 sessions.

February 3 – May 4

Registrations accepted through January 22.



Fee: \$1,250

COMMUNITY HEALTH WORKER PROGRAM

Complete in just 4 Months!

Please email for further information at Menad.Nafa@ncc.edu



The Community Health Worker (CHW) Program prepares students to be frontline public health workers who provide health and social service support to individuals in the community and also build community capacity by increasing health knowledge and self-sufficiency through activities such as community education, counseling, and advocacy. Working with a Community Care and Health Care team, CHWs conduct home visits, facilitate transportation and patient appointments, link patients to supportive services and teach patients self-management techniques with the goal of improving health outcomes. As a CHW student, your training will prepare you to work in a wide variety of healthcare and social service fields, which can lead to countless types of career pathways. This program includes a field internship with local agencies and institutions.

PROGRAM INFORMATION:

Earn Six College Credits

- HMS 117 - Introduction to Social Work -3cr
- HMS 205 - Internship -3cr

Non-Credit Training

- Six additional Certifications
- Suicide Prevention
- Employability Sessions
- CPR and First-Aid
- Epilepsy Recognition and First Aid
- Alzheimer's and Dementia Recognition Training
- Narcan Administration Certification
- Mental Health First Aid

MINIMUM REQUIREMENTS:

- Interest in health and human service related work
- Desire to support individuals toward self-sufficiency and well-being
- 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

COMMUNITY HEALTH WORKER

CE1 272 B1 ON-CAMPUS COURSE Meets:

Tuesday and Thursday, 10:00am-3:30pm, and

Friday, 10:00am-2:30pm.

May – August

Fee Options: a. Full and partial Tuition Scholarships for those who are eligible.

b. Fee for paying student is \$3,490.

COMMUNITY MENTAL HEALTH WORKER PROGRAM

Complete in just 5 Months!

Please email for further information at Menad.Nafa@ncc.edu



The Community Mental Health Worker (CMHW) Program is a multi-faceted program that is rooted in the mental health wellness and recovery model. Its purpose is to equip frontline health workers with the expertise needed to deliver culturally sensitive mental health and recovery services effectively. This program focuses on empowering individuals, families, and communities to enhance their self-reliance and access essential resources, including health insurance, housing, food, and quality healthcare information. Collaborating closely with healthcare teams and social services agencies, CMHWs facilitate short-term care coordination, linking clients with vital resources and support to enhance their overall health and well-being. This program includes a field internship within local agencies and institutions.

PROGRAM INFORMATION:

Earn Six College Credits

- HMS 200 - Human Services Skills-3cr
- HMS 205 - Internship -3cr

Non-Credit Training

- Six additional Certifications
- Suicide Prevention
- Employability Sessions
- CPR and First-Aid
- Epilepsy Recognition and First Aid
- Alzheimer's and Dementia Recognition Training
- Narcan Administration Certification
- NAMI Certification
- Mental Health First Aid

MINIMUM REQUIREMENTS:

- Interest in mental health and human service related work
- Desire to support individuals toward self-sufficiency and well-being
- 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

COMMUNITY MENTAL HEALTH WORKER

CE1 291 B1 ON-CAMPUS COURSE Meets:

Monday and Wednesday, 10:00am-3:30pm, and

Friday, 10:00am-2:30pm.

April – August

Fee Options: a. Full Tuition Scholarships for those who are eligible.

b. Fee for paying student is \$4,490.



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. This course focuses on job search techniques and skills necessary for many jobs, including job etiquette, communications, cultural competency, and computer literacy. Specific topics include: Microsoft applications, e.g., Excel, Word, Adobe, Artificial Intelligence, and PowerPoint, data and graphing; resume preparation, cover and thank you letters, interviewing skills, workplace etiquette, time management; diversity and inclusion, unconscious bias, cross-cultural communications, planning, listening skills,

conflict management, meeting management, and project management. This course which aligns with common industry expectations has 45 hours of instructor-led sessions in the classroom as well as practice and hands-on-skills.

CE1 402 B1 ON-CAMPUS Course Meets:

Saturday, 9:00am-1:05pm.

January 20 – April 20

Registrations accepted through **January 10**.

Fee: \$ 450



CHILD CARE WORKER PROGRAM

Interested in entering the early childhood profession, a growing field of great opportunity and also looking for a career pathway, and to learn how to be an effective teacher of young children? Then a childcare worker may be the right career path for you! Childcare Workers (CCW) attend to children's needs while helping to foster early development. NCC will be offering a **new full year with 144 hours of instructor- led training**. Students must also complete an Apprenticeship. The first cohort is expected to start in January and continue through December 2024.

Topics include: health safety and nutrition, foundations of child development and theories; early education learning environments, curriculum and learning activities, child planning and assessment of learning, and early childhood professionals, communities and families.

The entry requirements include. interest in early education and human development related work, a high school diploma/GED, 18 years of age, ability to pass a background check with clearance to work with children and families, and a valid NYS driver's license. Supplies and books are included. At the end of the program, the student will qualify to take the Child Development Associate (CDA) certification exam.

For more information and the schedule, contact [cwg@ncc.edu](mailto:cwd@ncc.edu) or 516.572.7487.

Fee: \$3,600



ONLINE COURSES AND CERTIFICATION PREP CLASSES



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/>

HOW TO REGISTER FOR NON-CREDIT COURSES

FAX-IN

516.828.3507

EMAIL-IN

ced@ncc.edu

MAIL-IN

Nassau Community College

Office of Workforce Development & Lifelong Learning

One Education Drive

Garden City, NY 11530-6793

(Make check payable to: Nassau Community College)

WALK-IN

355 East Road (on NCC Campus)

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Like us on Facebook "Continuing Education" at Nassau Community College

SPECIAL NOTE

- **Checks or Money Order:** No fee
- **Credit Card Processing fee of 2.75% applies ONLY if a student pays online through the NCC portal** (i.e., \$100 course will be charged at \$102.75).
- You will then receive confirmation and specifics regarding your class including required text, classroom assignment (if on campus), and access links for remote or online classes.
- Upon registration, we will email you a receipt with the course location map and a parking pass (for student/visitor parking only).
- Non-credit classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.
- Please be advised, by submitting your registration form, you are accepting the terms of our refund policy (page 31)

Any questions throughout this process may be sent to
CED@ncc.edu or call 516.572.7472 | CWD@ncc.edu or call 516.572.7487
LC@ncc.edu or call 516.572.7062 | Testing@ncc.edu or call 516.572.7667

CLASSES WILL NOT MEET, EXCEPT WHERE NOTED

January 1, 15, February 19, March 9-15, 29-31,

April 22 (no evening classes) -23, May 27



Lifelong Learning is proud to announce an exciting new online registration platform in development for upcoming classes and programs. In the near future, Lifelong Learning students will be able to select, register and pay online through the CampusCE registration portal. **Students should continue to register via the registration form on last page of this brochure to ensure a space in your desired class. More information is forthcoming and will be found on the NCC website.**