

# Center for Workforce Development

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



## NASSAU COUNTY WORKFORCE DEVELOPMENT SCHOLARSHIPS

Scholarships for the following workforce development training courses are available for Nassau County residents. The funding aims to expand the College's employment training programs and will provide scholarships for eligible students to (re)train for positions in demand. Intended to be a positive step towards economic independence, this funding will provide students with a career pathway, either through enhancing credentials to advance in an existing career or obtain skills to enter a new career. To learn more about the programs and to apply, please visit the workforce development website: [www.ncc.edu/continuingeducation/workforcedevelopment/](http://www.ncc.edu/continuingeducation/workforcedevelopment/).

To qualify for a scholarship, an applicant must meet the following criteria: be a Nassau County resident; have a high school diploma or equivalent; be 17 years of age or older; have access to a computer and Wi-Fi; and be able to document that his or her household income does not exceed 80% of the Area Median Income. Further specifics on the eligibility requirements and the CDBG application form can both be found at: [www.ncc.edu/continuingeducation/workforcedevelopment/](http://www.ncc.edu/continuingeducation/workforcedevelopment/).

## 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 also increase your earning power. **SPECIAL NOTE:** Maintaining the health and safety of the NCC community is of the utmost importance and as such the College has implemented a screening and testing program to detect COVID-19 cases on the campus. This requirement is to help ensure health and safety. Participation in the surveillance testing program is mandatory for all students enrolled in face-to-face classes in order to remain eligible for in-person class attendance verification.



### DENTAL ASSISTING PROGRAM

Students are prepared for entry-level positions in one of the fastest growing health care positions. The course covers all areas of pre-clinical and administrative aspects of dental assisting required to function as an assistant in the dental practice. **The course has 80 hours of instructor-led sessions in the classroom.** Note: If necessary, for health and safety, this course could transition to remote format via Zoom video conferencing; computer and internet access would be required. 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/](http://www.danb.org/). For further NYS information, visit Registered Dental Assistant License Requirements at [www.op.nysed.gov/prof/dent/dentcdalic.htm](http://www.op.nysed.gov/prof/dent/dentcdalic.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 if health and safety guidelines allow. To be eligible for the clinical rotation, 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.** For more information, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/DentalAssisting.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/DentalAssisting.pdf).

**CE1 275 C1 ON-CAMPUS COURSE** Meets:  
Monday, Tuesday and Thursday, 6:00pm-9:00pm.

**June 15-August 17**

**\$1,350**



### EKG TECHNICIAN PROGRAM

Using a combination of classroom and lab instruction, this 60-hour course will prepare students to sit for the EKG Technician certification exam. 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. Students will be taught to use and operate the ECG equipment. Lab sessions will provide hands-on practice, as well as allow students to meet the requirement for performing EKGs on live individuals. Students must attend all classes and complete assignments, including all practical skills. To sit for the certifying exam, candidates must meet the requirements specified by the National Association for Health Professionals (NAHP), including a high school diploma or equivalent. For more information, go to [www.nahpusa.com](http://www.nahpusa.com). Textbook, materials, and certifying exam costs are additional. The NAHP exam date will be scheduled in the Summer. For more information, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/EKGTechnician.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/EKGTechnician.pdf).

**Scheduled certification exam date: August 25, 2021**

**Jeffrey Feinberg**

**CE1 235 C1 ON-CAMPUS COURSE** Meets:

Monday, Wednesday, and Thursday 10:00am-1:00pm.

**July 7-August 19**

**\$895**

## HEALTH CARE COURSES OFFERED ONLINE

Nassau Community College (NCC) in partnership with Condensed Curriculum International (CCI) is pleased to offer the following health care courses. Courses which have remote and online components will require a computer or tablet with a browser and internet access for Zoom. With your first login into the online system, you will be provided with technical requirements to set up your computer, links to load the appropriate software, and if necessary, to adjust settings and enable cookies and pop ups. A help desk is available.

## PHARMACY TECHNICIAN PROGRAM

Students will be prepared to sit for the Pharmacy Technician Certification Board (PTCB) exam. [www.ptcb.org/](http://www.ptcb.org/). 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.

**The course is a remote format with 80 hours of instructor-led classes via Zoom video conferencing and access to the online system. E-book is included.** An optional, 80-hour Clinical Externship for no extra fee may be available after course completion if health and safety guidelines allow. Students must comply with Externship entry requirements including a 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.** For more information, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/Pharmacy\\_Tech\\_Flyer.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/Pharmacy_Tech_Flyer.pdf).

**CE1 276 R1 ZOOM and ONLINE COURSE** Meets:  
Monday, Wednesday and Thursday, 6:00pm-9:00pm.

**June 21- August 23**

**\$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 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 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

Similar to traditional First Aid and CPR, Mental Health First Aid is help provided to a person developing 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 problems. Students must complete a two-hour online pre-work activity which will be followed by an instructor-led five-hour remote virtual class via Zoom videoconferencing. Each student will have access to a downloadable text, *Mental Health First Aid*. Students who successfully complete the course will receive their Mental Health First Aid certification. Registrations accepted until June 25, 2021. For more information, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/MentalHealthFirstAid\\_Flyer.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/MentalHealthFirstAid_Flyer.pdf).

**Sandra Ouedraogo**

**CE1 267 R1 ZOOM COURSE** Meets:

Saturday, July 10, 9:00am-3:00pm.

**\$145**

## ONLINE COURSES AND CERTIFICATION PREP CLASSES | ed2go

Nassau Community College is excited to offer more alternatives in the areas of 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:**

### Business/Non-Profit

- Certified Credit Counselor
- Certified Financial Health Counselor
- Court Interpreter (Spanish/English)
- Federal Court Interpreter
- Grant Writing + Non-Profit Management
- Lean Six Sigma Green Belt
- Lean Six Sigma Black Belt
- Mastering Project Management with PMP®
- Non-Profit Management
- PMI Risk Management Professional
- Professional Interpreter
- Professional Translator

### Skilled Trades

- Certified Indoor Environmentalist Prep
- CNC Machinist
- Composites Technician
- Foundations of Plumbing
- HVAC/R Certified Technician
- HVAC/R Simulations for Field Technicians
- HVAC/R Technician
- Maintenance Technician
- Residential Electrician
- Robotics Technician
- Welder Technician
- Toolmaker

ed2go offers self-paced courses totally online. Sign in day or night to complete lessons, assignments, quizzes and exams. There are a variety of economical and tailored courses to fit your needs.

For the full list of available courses, registration and payment information, technology requirements and support, please visit our website: [www.ncc.edu/continuingeducation/workforcedevelopment/](http://www.ncc.edu/continuingeducation/workforcedevelopment/) and click on the ed2go box on the left, or simply browse at: <https://careertraining.ed2go.com/nassaucc/training-programs/>.

## PROJECT MANAGEMENT



### ADVANCE YOUR CAREER WITH CAPM® OR PMP® CERTIFICATION

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®). The new PMP® exam introduced on January 2, 2021 has additional emphasis on using the Agile approach and the skills necessary to lead the project team. Consider registering for our Agile and Leadership courses which provide foundational knowledge as you build your career portfolio toward becoming a PMP®. For more information on PMP®, visit the PMI® website at [www.pmi.org/](http://www.pmi.org/).

### AGILE PROJECT MANAGEMENT USING SCRUM

This introductory course includes the basics of Agile project management, an adaptive change-driven project planning process and how to use its tools and techniques effectively, such as scrum, sprints, and retrospectives. The focus is on fundamental scrum knowledge covering topics included in the Professional Scrum Master (PSM Level 1) certification exam. *The Scrum Guide* is available free of charge from [Scrum.org](http://Scrum.org). While the course does not have specific prerequisites, the student should be familiar with basic concepts of software development and project management. For information regarding the PSM certifying exam, visit [Scrum.org](http://Scrum.org). This course can serve as foundational knowledge in preparing for the new PMP®. **This course is an instructor-led course in a remote format and requires 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.** For more information, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/Project\\_Management.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/Project_Management.pdf).

Peter Landini

CE1 263 R2 YouTube Live COURSE Meets:

Thursday, 6:00pm-10:00pm for 3 sessions.

June 3-June 17

### CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)

This course will cover topics included in the CAPM® exam, an entry-level certification designed for those with little or no project management 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 obtain the requisite 23 hours of project management education needed to apply for the CAPM® exam. **This course is an instructor-led course in a remote format and requires 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.** For more information, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/Project\\_Management.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/Project_Management.pdf). **ONE-DAY WORKSHOP.**

Peter Landini

CE1 222 R2 YouTube Live COURSE Meets:

Thursday, 6:00pm-9:30pm for 7 sessions.

June 24-August 5 (8/5 class meets until 10:00pm)

\$260

\$495



# Workforce Development & Lifelong Learning Registration Form

## REGISTRATION:

Download the form and complete all information below. "Save as" your last name. Attach the completed document to an email and send it to **CED@ncc.edu** or fax it to **516.828.3507**. Provide a separate registration form for each individual registering. **Do not mail your registration form to the College. CLASSES WILL NOT MEET ON MAY 31, JULY 4-5.**

## HOW TO REGISTER FOR NON-CREDIT COURSES

### STEP 1:

Email this registration form to **ced@ncc.edu** or fax it to **516.828.3507**. You can find a fillable version of the form on our website <https://www.ncc.edu/continuingeducation/CEDRegForm.pdf>

### STEP 2:

We will confirm receipt of your registration form and send you directions on how to make your payment. You will have the option to pay online using a credit card or to mail your check to a lockbox address.

### STEP 3:

You will then receive confirmation of your registration and specifics regarding your class including required text, classroom assignment (if on campus) and access links for remote or online classes.

The College has established a clear set of standards and responsibilities for all community members while on campus. The use of face coverings, physical distancing, quarantining as required and cooperation with screening via the College's app or paper based screening form is required.

Any questions throughout this process, may be sent to **ced@ncc.edu**

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

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount :			\$	

### PAYMENT INSTRUCTIONS:

**DO NOT SEND PAYMENT AT THIS TIME.** After your registration form is processed you will receive an email with payment directions. You will have an option to pay online with a credit card or by check. Payment must be made within 3 business days of receiving the email, or your registration may be forfeited. If you do not receive an email within a week of submitting your registration, please check your spam folder. If you do not receive payment instructions, contact **CED@ncc.edu**. **YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE AND SAT PREP courses.**

### REGISTRATION CONFIRMATION:

After payment is received you will receive an email with course access instructions. If you have not received an email within a week before the start of the class, please contact **CED@ncc.edu**.

#### HOW DID YOU HEAR ABOUT OUR COURSES?

- Brochure/Mail     Family/Friend  
 Website         Facebook/Instagram  
 Email               Google  
 Other: \_\_\_\_\_

**Non-Credit Refund Policy:** The fee is refundable when a course is canceled by the College. The fee is refundable to the student whose emailed request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning 24 hours prior to the beginning of the class. A 50% refund of the fee may be made to the student, prior to the second session of the class. Requests for refunds should be emailed to **CED@ncc.edu**.

**NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING.** Please be advised that if a refund is due it will take approximately 4-6 weeks to be processed.

If you have not been contacted within a week of submitting your registration form, please email us at **ced@ncc.edu**.