

## HEALTH CARE

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.



### **EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) (CE1 211 A1) – FOUR-MONTH COURSE!**

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 you 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 class time, students will complete the American Heart Association CPR course. In addition to classroom training, students must complete a clinical

experience of 10 hours in an emergency room or a local hospital and have an opportunity for a ride-along. Students must also complete three on-line classes provided free of charge by FEMA. The textbook is required for the first day of class. Students should expect homework assignments after each class.

To qualify for the NYS Department of Health (NYSDOH) certifying exam, students must attend all classes, complete all assignments, 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 Emergency Medical Technician certification from NYSDOH. Students must be 18 years of age by the written exam date. Content meets the requirement for the National Registry Exam. **Textbook and medical supplies are additional costs.**

**Instructor:** Certified EMS Academy Instructor

**CE1 211 A1 Meets:** Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm.

**September 19, 2019 – January 14, 2020.** The NYS written exam is scheduled for **Thursday, January 16, 2020.** **Registration accepted through September 10, 2019.**

**Fee: \$1,400**

### **CERTIFIED NURSING ASSISTANT (CE1 243 A1) – THREE-MONTH COURSE!**

In partnership with the VEEB School of Nursing, NCC is offering a Certified Nursing Assistant (CNA) program. Students will be taught patient care techniques such as 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. Students will also have the opportunity to earn their Basic Life Support for Healthcare Providers certification during the course. Clinical rotations will be conducted during designated Saturdays at a local nursing home; students must arrange transportation. Students must be 18 years of age or older, have a high school diploma or equivalent, complete a background check\* and meet health screening requirements.

**Textbooks, materials, background check\* and certifying exam are additional costs.** Students will need to purchase light blue scrubs and a stethoscope. Registration and a copy of high school diploma must be received by **September 16, 2019** and required background check and health screening documentation must be submitted by **October 4, 2019.**

**Instructors:** Licensed Nurses from VEEB School of Nursing  
**CE1 243 A1 Meets:** Monday, Wednesday, and Thursday 6:00pm-9:00pm, and Saturdays at local nursing home, 8:00am-1:00pm (10/26, 11/2, 11/9, 11/16, 11/23, 12/7)

**September 23 – December 11**

**Fee: \$1,700**

### **PHLEBOTOMY TECHNICIAN (CE1 261 A1)**

In this 90-hour program, students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures for lab analysis. Classroom and lab work includes: terminology; anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in techniques to perform punctures. During the lab sessions, students will perform phlebotomy on a practice arm and then perform venipunctures on other students.

An optional, 40-hour clinical externship rotation is available for no additional fee. To be eligible for the clinical rotation, students must successfully complete the 90-hour program, provide a resume, and may be required to complete a drug screening, background check\* and/or medical exam and provide proof of immunizations.

**Textbook and materials are included. Background check\* and drug screening are additional costs.** Students are also required to purchase light blue scrubs.

Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Student must have a high school diploma or equivalent and a current government-issued photo ID. The cost of the exam is not included. **NHA exam is scheduled for Thursday, December 19.**

**CE1 261 A1 Meets:** Monday and Thursday, 6:00pm-9:30pm, and four Saturdays (10/19, 11/2, 11/23, and 12/14) 9:00am-2:30 pm for 24 sessions. **Bring lunch on Saturdays.**

**October 3 – December 16**

**Clinical Externship Hours:** 40 hours (optional) to begin after December 16 course completion.

**Fee: \$1,795**

**PHARMACY TECHNICIAN (CE1 254 A1)**

Using a combination of classroom and externship experience, this course will prepare students to sit for the Pharmacy Technician Certification Board (PTCB) exam. During 100 hours of classroom training, students will learn pharmacology, drug classification, purpose, and interaction. Students will study how to interpret a prescription, calculate dosages, prevent medication errors, and fill prescriptions. Professional communication/teamwork, pharmacy ethics, law, regulations and safety will be stressed. Review and practice for the certification exam is also included. During an 80-hour externship experience, students will acquire valuable experience while working alongside a licensed pharmacist.

Students must comply with Field Placement/Externship entry requirements as specified by the host company, including background check\*, drug screening and a government-provided photo ID. A high school diploma or equivalent is required.

**Textbooks, other materials, background check\*/drug screening, and certifying exam are additional costs.**

**Instructors:** Thomas Frisco, Kim Lee, and Nasreen Dharsee-Dungersi

**CE1 254 A1 Meets:** Monday and Wednesday, 6:00pm-9:00pm for 24 classroom sessions.

**October 7, 2019 – January 22, 2020**

**Classroom sessions during the externship period will meet on nine additional Wednesdays, from January 29, 2020 until April 1, 2020, from 6:00pm-9:00pm (April 1 will end at 10:00pm)**

**Externship:** 80-hour Field/Placement will be scheduled between January 29 – April 1.

**Fee:** \$1,950

**DENTAL ASSISTING PROGRAM (CE1 265 A1)**

The 80-hour Dental Assisting Program prepares students for entry-level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize students with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Administrative aspects include: introduction to the dental office; the legal aspects of dentistry; and policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas.

An optional, 40-hour clinical externship rotation is available for no additional fee. To be eligible for the clinical rotation, a student must successfully complete the 80-hour program, provide a resume, and may be required to complete a drug screening, background check and/or medical exam and provide proof of immunizations. **Textbook and materials are included. Background check\* and drug screening are additional costs. Students are also required to purchase light blue scrubs.**

Students who complete this program may pursue the Dental Assistant National Board (DANB) Certified Dental Assistant (CDA) certification. Students must have a high school diploma or equivalent, a current government-issued photo ID to take the exam, and the application requires disclosure of a Social Security number. This course prepares students to take two components of the DANB exam: Radiation Health and Safety (RHS) and Infection Control (ICE). With 3,500 hours of experience and CPR and Basic Life Support (BLS), the applicant can sit for the DANB General Chairside exam and earn DANB CDA certification. For further information, visit <http://www.op.nysed.gov/prof/dent/dentasst.htm>.

**The cost of the certification exams are not included.**

**CE1 265 A1 Meets:** Tuesday and Thursday, 6:00pm-9:30pm, and three Saturdays (10/26, 11/16 and 12/7) 9:00am-1:30pm for 22 sessions.

**October 15 – December 19. Bring lunch on Saturdays.**

**Clinical Externship:** 40 hours (optional) to begin after December 19 course completion.

**Fee:** \$795

**Fee:** \$1,350

**EKG TECHNICIAN (CE1 235 A1)**

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. In order 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, visit [www.nahpusa.com](http://www.nahpusa.com).

**Textbook, materials, and certifying exam costs are additional. NAHP exam is scheduled at NCC on Thursday, December 19, 2019.**

**Instructor:** Jeffrey Feinberg

**CE1 235 A1 Meets:** Monday and Wednesday, 6:30pm-9:30pm.

**October 2 – December 18**

## HEALTH CARE



### **CERTIFIED PERSONAL TRAINER (CE1 270 A1)**

Offered in partnership with World Instructor Training Schools (W.I.T.S.), this course offers students the nationally recognized fitness career training necessary to become a Certified Personal Trainer. This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on, practical lab to master the essential career skills and knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-on practical training labs with role-playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. In addition, students

have the option to complete a 30-hour employer internship at no additional cost. To be eligible for the internship, students may be required to complete a background check.\*

Students can register for the Certified Personal Trainer exams after providing proof of a current CPR/AED certification. Once both the written and practical exams are passed, students will attain Level 1 Certified Personal Trainer status and will then be able to complete the employer internship and advance to the Level 2 Certified Personal Trainer credential. The practical component of the program will take place at a nearby gym facility.

This program is accredited by the National Commission for Certifying Agencies (NCCA) and approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). For continuing education credits for massage therapists, the American Council on Education (ACE) has recommended three undergraduate academic credits for this course. Included in this course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. **Textbook is an additional cost. Required textbook is *Fitness Professional's Handbook-7th Edition* with Web Resource ISBN-13: 9781492523376 and is also available in an online version.**

**CE1 270 A1 Meets:** Tuesday and Thursday, 6:00pm-9:00pm for 10 sessions.

**October 15 – November 14 (National Certification Testing Tuesday, November 19 and Saturday, November 23, 2019)**

**Fee: \$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/internship 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/internship of any program.*



### **MENTAL HEALTH FIRST AID (CE1 267 A1)**

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 will be provided the text, *Mental Health First Aid*. Students who successfully complete the course will receive their Mental Health First Aid certification. Textbook is included. Registrations accepted until **October 16**.

**Instructor:** LaQuetta Solomon

**CE1 267 A1 Meets:** Saturday, November 2, 8:00am-4:30pm.

**ONE-DAY WORKSHOP. Bring lunch.**

**Fee: \$145**

# OSHA TRAINING COURSES AT NCC 500 SERIES

## OSHA 10 OUTREACH TRAINING FOR THE CONSTRUCTION INDUSTRY (CED 0010 A1)

No prerequisites. The OSHA (10-hour) Outreach Construction Training Program developed by the Occupational Safety and Health Administration (OSHA) promotes workplace safety and provides construction workers with a general awareness of the types of hazards commonly found on a construction site. The course also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Students receive a card acknowledging they have successfully completed the class.

**Instructor:** Linda Monaco

**CED 0010 A1 Meets:** Saturday, 9:00am-3:00pm for 2 sessions.

**October 19 and October 26**

**Fee: \$125**

## OSHA 10 OUTREACH TRAINING FOR GENERAL INDUSTRY (CED 0011 A1)

No prerequisites. The 10-hour General Industry Outreach Training Program introduces students to the policies, procedures and standards related to general industry safety and health as outlined in OSHA Act Part 1920. It is an entry level general industry worker's broad awareness on recognizing and preventing hazards on a general industry site including electrical, gas and slipping hazards. Students receive a card acknowledging they have successfully completed the class.

**Instructor:** Linda Monaco

**CED 0011 A1 Meets:** Saturday, 9:00am-3:00pm for 2 sessions.

**November 16 and November 23**

**Fee: \$125**

## OSHA

Training Courses at NCC 500 Series

Class materials and a copy of the CFR will be given to participants on the first day of all training courses. Participants may wish to bring a "flash drive" to save work – highly recommended, but not mandatory.

## OSHA 510 OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR CONSTRUCTION INDUSTRY (CED 510 A1) \*

No Prerequisites. This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. You must pass a closed book exam to receive a Certificate of Completion.

**CED 510 A1 Meets:** Monday – Thursday, 8:00am-4:00pm for 4 sessions.

**November 18, 19, 20, 21**

**Fee: \$750**

### \*IMPORTANT NOTE\* – NO EXCEPTIONS.

Anyone who intends to register at NCC for OSHA 500 Construction must comply with the following policy:

1. You must complete the OSHA 510 standards prerequisite course and submit a copy of proof of certification.
2. If you are taking the 500 Trainer course for the first time, you must submit the completed, signed and dated first 4pp. of a Prerequisite Verification Form in advance to Carl Donaldson at donaldcj@sph.rutgers.edu in order to determine whether you have the requisite five years of construction safety experience to qualify as a trainer.
3. Your registration is not complete until payment is received, proof of OSHA 510 completion is submitted and work experience is approved by The Rutgers School of Public Health.
4. You must pass both a written exam and an oral presentation at the end of the Trainer course (OSHA 500) in order to receive trainer authorization.

For further information on OSHA at NCC please contact: Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487

## ENGINEERING

### FUNDAMENTALS OF ENGINEERING EXAM PREPARATION (CE1 219 A1)

The FE Review Course effectively prepares you for the NCEES Fundamentals of Engineering (FE) Other Disciplines exam. This course is designed to provide the student with the knowledge, skills, and confidence to pass the exam. The Review Course will: provide structure for organizing your study; review key engineering concepts; help you diagnose areas for improvement; and provide opportunities for engagement with an instructor and peers.

This course covers all Knowledge Areas of the FE Other Disciplines exam: chemistry; dynamics; electricity, power and magnetism; engineering economics; ethics and professional practice; fluid mechanics and gas dynamics; fluid mechanics and dynamics of liquids; heat, mass and energy transfer; instrumentation and data acquisition; materials science; mathematics and advanced engineering mathematics; probability and statistics; safety, health and environment; statics; and strength of materials.

**Required Texts:** *FE Other Disciplines Review Manual, FE Other Disciplines Practice Problems and FE Reference Handbook.*

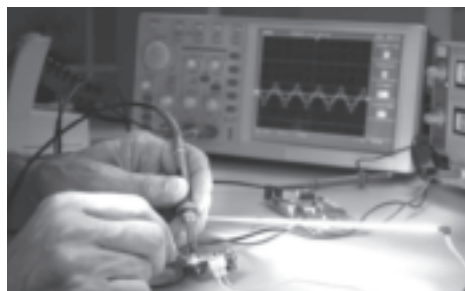
**Text cost is additional.**

**Instructor:** Craig Capria

**CE1 219 A1 Meets:** Saturday, 8:30am-12:30pm for 27 sessions.

**September 28, 2019 – May 9, 2020** (No classes on holiday weeks).

**Fee: \$1,095**



# PROJECT MANAGEMENT



## **CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) (CE1 222 A1)**

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

*A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition* Paperback, Project Management Institute, Inc. is required at an additional cost. Students completing the course will receive a Certificate of Completion from Nassau Community College, indicating the requisite 23 hours of project management education needed to apply for the CAPM® exam.

**Instructor:** Peter Landini

**CE1 222 A1 Meets:** Thursday, 6:00pm-9:30pm for 7 sessions. (12/5 class meets until 10:00pm; no class 11/28).

**October 17 – December 5**

**Fee:** \$495

## **LEAN SIX SIGMA – YELLOW BELT PREPARATION (CE1 271 A1)**

The student will be introduced to the concepts of Lean and Six Sigma, maximizing customer value and minimizing waste/defects. This course includes an overview of team roles and responsibilities and valuable quality improvement tools and methods commonly included on Lean Six Sigma Yellow Belt Certification exams. It also expands on PMBOK's Project Quality Management knowledge area as these practical tools are used by project managers.

Lean Six Sigma Tools include: Design, Measure, Analyze, Improve, and Control (DMAIC); Supplier Input Process Output Customer (SIPOC); Value Stream Mapping; Fishbone Pareto; and Control Charts. Lean Concepts of 5S, 8 Wastes, Kanban, Poka Yoke error prevention, and Kaizen as a culture of continuous improvement will also be covered. Students completing this course will be able to take a Lean Six Sigma Yellow Belt Certification at additional cost. As this course serves as an introduction in Lean Six Sigma methodology, previous knowledge or experience is not required.

**Instructor:** Peter Landini

**CE1 271 A1 Meets:** Monday, 6:00pm-10:00pm for 3 sessions.

**September 9 – September 23**

**Fee:** \$250

## **AGILE PROJECT MANAGEMENT USING SCRUM (CE1 263 A1)**

Over the past 10 years for technology-related projects, organizations have come to embrace Agile, an adaptive, change-driven project planning process. This introductory course includes the basics of Agile project management and how to use its tools and techniques effectively, such as scrum, sprints, and retrospectives. The focus is on fundamental scrum knowledge, terminology and concepts, covering topics included in the Professional Scrum Master (PSM Level 1) certification exam. The Scrum Guide is available free of charge from Scrum.org. While the course does not have specific prerequisites, the student should be familiar with basic concepts of software development, methodology, and project management. Students completing the course will receive a Certificate of Completion from Nassau Community College. For information regarding the PSM exam to obtain certification, visit the Scrum.org website.

**Instructor:** Peter Landini

**CE1 263 A1 Meets:** Monday, Wednesday, Thursday, 6:00pm-10:00pm for 3 sessions.

**December 9, 11, 12**

**Fee:** \$240

## **PROJECT MANAGEMENT: LEADERSHIP AND COMMUNICATION (CE1 255 B1)**

A project manager is assigned to lead a cross-function team to meet project objectives. In most cases, there is no formal authority and team members and stakeholders often sit higher on the organizational chart and in pay grade. The project manager must rely on strong leadership and clear communication skills to succeed.

This class will focus and expand upon the PMBOK® knowledge areas of Project Communication, Human Resources, and Stakeholder Management. The methodologies of leading without authority, building credibility and consensus, and establishing an environment that brings out the best in people will be explored.

**Instructor:** Peter Landini

**CE1 255 B1 Meets:** Monday, 6:00pm-9:45pm for 2 sessions.

**January 27 and February 3, 2020**

Registrations to be accepted beginning in November 2019.

**Fee:** \$160