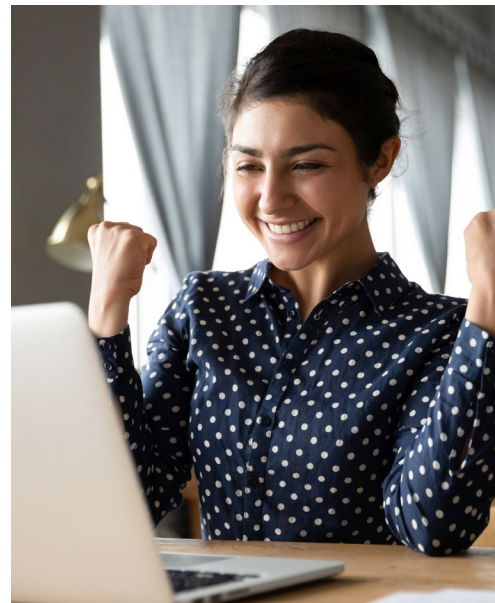## Make the **smart** choice for your future.
READY FOR A NEW JOB OR CAREER?

EMPLOYMENT READINESS

Are you ready to pursue and gain success in a new job and career? Employment Readiness is designed to provide students the knowledge and skills for successes in many kinds of workplace settings. Key topics include:

- **Computer Literacy:** Excel, Word, and PowerPoint, data and graphing.
- **Cultural Competency:** diversity and inclusion, unconscious bias, and cross-cultural communications.
- **Professional Skills:** listening skills, conflict management, meeting management, project management, and leadership skills.
- **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 Course
Fee: $450

The current course schedule can be found at **CWD Course Schedule**.

Online registration is available at **https://workforcedevelopment.ncc.edu/nassau** .
For more information on the Center for Workforce Development, click **NCC Workforce Development**
or scan the QR code below.

Follow us on Instagram and Facebook @nassaucommunitycollege   (Rev. 11/24)

For further information,
please visit **ncc.edu/workforcedevelopment**

CENTER FOR WORKFORCE DEVELOPMENT
Phone: 516.572.7487 | Email: cwd@ncc.edu

NCC
NASSAU COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK

WORKFORCE DEVELOPMENT REGISTRATION FORM

HOW TO REGISTER FOR WORKFORCE DEVELOPMENT COURSES

EMAIL-IN
CWD@ncc.edu

MAIL-IN
Nassau Community College
Center for Workforce Development
One Education Drive
Garden City, NY 11530-6793

WALK-IN
356 East Road
(on NCC Campus)

HOW DID YOU HEAR ABOUT OUR COURSES?

❑ **Brochure/Mail**   ❑ **Family/Friend**

❑ **Website**   ❑ **Facebook/Instagram**

❑ **Email**   ❑ **Google**

❑ **Other:** _____

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 18 OR OLDER TO REGISTER FOR MOST CWD COURSES. EMAIL CWD@ncc.edu FOR EXCEPTIONS.

CED #	COURSE TITLE	DAY	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 the accompanying Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.*

CREDIT CARD PAYMENT INSTRUCTIONS:

❑ I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal (i.e., $100 course will be charged at $102.75).

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:** __ __/__ __ __ __

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.

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.**