

CAREER AND PROFESSIONAL DEVELOPMENT PROGRAMS

Interested in beginning a new career, building your own business, or improving your skills or credentials? Then consider taking a course offered by the Center for Workforce Development. Whether your interest is engineering or health care, project management or entrepreneurship, investing in your professional development can have huge returns! For more information, contact the Center for Workforce Development (CWD) at 516-572-7487.

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. For more information, contact the Center for Workforce Development at 516-572-7487.

TRAIN TO BE AN EMERGENCY MEDICAL TECHNICIAN (EMT - BASIC) IN 4 MONTHS



EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) (CED 1211 A1)

In partnership with the Nassau County Emergency Medical Services Academy, NCC is offering the approved New York State Department of Health Emergency Medical Technician - Basic (EMT-B) course which will prepare you to become a certified EMT. The EMT is the basic level Emergency Medical Services (EMS) provider associated with an ambulance service or rescue squad. These technicians are skilled in the provision of basic life support for the many illnesses and accidents that require emergency medical treatment prior to arrival in a hospital emergency department. EMTs are trained in patient immobilization and packaging procedures needed to prevent further

injury and to provide safe transport to an appropriate medical facility.

During 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 of 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.

Instructor: Certified EMS Academy Instructor

CED 1211 A1 Meets: Tuesday and Thursday, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm and three, double-session Saturdays (11/18, 12/16, and 1/6), 9:00 – 3:30 for 41 sessions.

September 26, 2017 – January 18, 2018. The NYS written exam is scheduled for Thursday, January 18. **Registration must be received by September 19. Bring lunch on double-session Saturdays.**

Fee: \$1,400

COMPLETE PHARMACY TECHNICIAN TRAINING INCLUDING 80 HOUR EXTERNSHIP IN 6 MONTHS!

PHARMACY TECHNICIAN (CED 1254 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 120 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. The course will also review various work settings and the skills needed to assist a pharmacist. 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, 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 cost. VA Approved*.**

Instructors: Thomas Frisco, Nasreen Dharsee-Dungersi, and Jessica Smith

CED 1254 A1 Meets: Monday and Wednesday, 6:00pm-9:00pm for 32 classroom sessions.

September 25, 2017 – January 29, 2018

Externship: 80 hour Field/Placement will be scheduled between January 22 – April 4.

Classroom sessions during the externship period will meet on 8 additional Wednesdays, until April 4, 6:00pm-9:00pm.

Fee: \$2,250

*VA students taking certified courses are required to sign attendance documents daily to maintain approval under the GI bill.



PATIENT CARE TECHNICIAN

While courses may also be taken individually, a student who is interested in taking the Patient Care Technician Certification exam which is offered by National Healthcareer Association (NHA) should complete the following courses:

- Certified Nursing Assistant (below)
- Phlebotomy Technician (p. 33)
- Medical Terminology (p. 33)
- EKG Technician (to be offered Spring 2018)
- First Aid and CPR (p. 16)

COMPLETE 120 HOUR CNA TRAINING IN UNDER 3 MONTHS!



CERTIFIED NURSING ASSISTANT (CED 1243 A1)

In partnership with the VEEB School of Nursing, NCC is offering a Certified Nursing Assistant (CNA) program. Students will learn 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 and assisted living facilities, and this course prepares students to provide nursing care to the elderly and those with cognitive and mental disabilities.

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 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.

Textbook, materials, background check and certifying exam are additional. Students will need to purchase light blue scrubs and a stethoscope. Registration and copy of high school diploma must be received by **September 14** and required background check and health screening documentation must be submitted by **September 21**.

Instructors: Licensed Nurses from VEEB School of Nursing

CED 1243 A1 Meets: Monday and Wednesday 6:00pm-9:00pm and Saturdays on campus 8:00am-2:30pm (on 9/23, 10/7, 10/14, and 10/21), and on Saturdays at nursing home from 8:00am to 1:00pm (on 10/28, 11/4, 11/11, 11/18, 12/2, and 12/9).

September 23 to December 13

Fee: \$1,600

PHLEBOTOMY TECHNICIAN (CED 1261 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 puncture methods. During the lab sessions, students will 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 cost. Students are also required to purchase scrubs.**

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

CED 1261 A1 Meets: Tuesday and Thursday, 6:00pm-9:30pm, and three Saturdays (10/21, 11/4, and 12/2), 9:00am-3:00pm for 24 sessions. **Bring lunch on Saturdays.**

October 3 – December 14

Clinical Externship Hours: 40 hours (optional) to begin after December 14 course completion.

Fee: \$1,795



MEDICAL TERMINOLOGY (CED 1262 A1)

This course will provide students with an introduction to medical terminology, with a comprehensive guide to identifying, analyzing, and understanding the basic root words, suffixes, and prefixes. Students will also receive instruction on the associated systems of the human body, major drug classifications, diagnostic tests and treatment procedures, medical abbreviations and symbols, and common medical terms. **Textbook and materials provided.**

CED 1262 A1 Meets: Monday and Wednesday, 6:00pm-9:00pm for 5 sessions.

October 16 – October 30.

Fee: \$275



DENTAL ASSISTING PROGRAM (CED 1265 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 the student 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. This course which includes lectures and labs covers key areas and topics. Administrative Aspects include introduction to the dental office; the legal aspects of dentistry; 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. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

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 80 hour program, provide a resume, and may be required to complete a drug screening, background check and/or medical exam and proof of immunization. **Textbook and materials are included. Background check and drug screening are additional cost.** Students are also required to purchase scrubs.

Students who complete this program may pursue the Dental Assistant National Board (DANB) Certified Dental Assistant (CDA) certification. Students must have a HS 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). Students must then gain 3,500 hours of relevant work experience over a two to four year period and complete another accredited course (24 credit hours) through a NY State Education Office of Professions approved program to complete the General Chairside (GC) component of the exam and apply for certification in New York State. See www.op.nysed.gov/prof/dent/dentasst.htm for further information. **The cost of the DANB exam is not included.**

CED 1265 A1 Meets: Tuesday and Thursday, 6:00pm-9:30pm, and two Saturdays (10/21 and 11/18) 9:00am-2:30pm.

October 10 - December 19 for 22 sessions. Bring lunch on Saturdays.

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

Fee: \$1,350

3D PRINTING – INTRO TO DRONES

3D PRINTING/DRONES

WORKPLACE INNOVATION



PRIMER ON 3D PRINTING WITH FOCUS ON CLASSROOM INTEGRATION (CED 1250 A1)

In this class students will be introduced to this exciting technology and the objects that can be made with a 3D printer. Projects will be discussed so teachers can readily incorporate 3D printing into a 21st century classroom to inspire the next generation of engineers, architects, industrial designers, artists and business people.

In this 3D primer, students will be taught the basics from setting up and maintaining 3D printer equipment to common terminology and best practices on how to navigate and utilize transformation tools available on AutoDesk123. Students will take a look at 3D content creation through 3D modeling and scanning, and with a 3D printer in the classroom, see how this technology works firsthand. Students will go online to discover, explore, and share 3D printing designs including creative communities like Thingiverse® Discussion Groups and research other open source designs, community resources and tools for bringing 3D into the classroom. While developed for educators, this course is open to all those interested in learning the fundamentals of 3D Printing on a Makerbot® 5th Generation Replicator. **ONE-DAY WORKSHOP. Bring lunch and USB drive.**

Instructor: Marc Leonard

CED 1250 A1 Meets: Friday, November 10, 9:00am-3:00pm

Fee: \$175

INTRODUCTION & COMMERCIAL ASPECTS OF DRONES, UNMANNED AIRCRAFT SYSTEMS (CED 1256 A1)

Students will be introduced to and become familiar with the integral components and operation of a typical drone. They will be provided with a broad understanding of the Unmanned Aerial Vehicles Industry and the commercial operation and uses of drones, utilizing both classroom and hands-on learning with Drone “flying time.” Students will also be introduced to current and future perspectives of UAS/UAVs. Topics discussed will include: the development of unmanned aircraft systems with respect to commercial uses; federal responsibility, the path to commercial operations with and without a pilot’s license; the UAS Industry and various trade and industry organizations. Required equipment is additional cost. If purchasing, a *Drone/UAV-SYMA X5HW* or any other version of the SYMA X5 series is suggested.

Instructor: James Record, MBA, FAA Part 107 (Drone) Remote Pilot Certificate and Type Rated Air Transport Pilot

CED 1256 A1 Meets: Tuesday, 6:00pm-9:00pm for 6 sessions.

October 10 – November 14

Fee: \$495



ENGINEERING, GREEN DESIGN AND OSHA



LEED® GREEN ASSOCIATE CERTIFICATION (CED 1236 A1)

Offered in partnership with the US Green Building Council Long Island Chapter, Leadership in Energy and Environmental Design (LEED®) accreditation distinguishes building professionals with the knowledge and skills to successfully steward the LEED certification process. LEED® Green Associates have demonstrated a thorough understanding of green building practices and principles and the LEED Rating System. Topics covered include: Intro, Water, and Innovation in Design (D); Location and Transportation (LT); Sustainable Sites (SS); Integrative Process; Energy and Atmosphere (EA) - Part of Materials and Resources (MR); Indoor Environmental Quality (IEQ) -MR, Part 2; and, Review - Practice Exam.

The LEED® Green Associate credential demonstrates a solid and current foundation in green building principles and practices. LEED® Green Associates enjoy a broad understanding of sustainability that bolsters their careers and enhances their lives. The LEED® Green Associate credential denotes basic knowledge of green design, construction and operations. Professions that may be interested in the LEED® Green Associate include marketers to lawyers, landscape architects to education professionals, and product manufacturers to policymakers, as well as professions in real estate, planning, manufacturing, leasing, sales, and those new to green building.

Students will be provided with a copy of all study materials. LEED® Green Associates earn their credential by passing a computer-based exam. **The exam fee is additional.**

Instructor: USGBC-LI Instructors

CED 1236 A1 Meets: Tuesday and Thursday, 6:00pm-9:00pm for six sessions.

October 10 – October 26

Fee: \$375

LEED®

FUNDAMENTALS OF ENGINEERING EXAM PREPARATION (FORMERLY ENGINEER IN TRAINING EXAM) (CED 1219 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

CED 1219 A1 Meets: Saturday 8:30am-12:30pm for 27 sessions.

September 23, 2017 – May 19, 2018 (No classes on holiday weeks)

Fee: \$1,095

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 for private sector personnel 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 50-question closed book exam with a 76% to receive a Certificate of Completion.

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

November 13, 14, 15, 16

Fee: \$750

There is a "Grace Period" of 90 days between expiration of the OSHA 500 Trainer authorization and completing the OSHA 502 update course, required at least once every four years to maintain trainer authorization. Participants in the update courses must submit a copy of their expired/ expiring 500 OSHA Trainer Card.

* 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 corresponding **510 standards pre-requisite** course. You may do so **in person** at one of the five Region II (AOTC) Atlantic OSHA Training sites: (Rutgers School of Public Health in Piscataway/ Somerset, NJ; NCC in Garden City, NY; NYC College of Technology in Brooklyn, NY; SUNY Buffalo; or UMET/Universidad Metropolitana in San Juan, Puerto Rico), and **submit a copy of proof of certification**.
2. You must **pass both a closed-book written exam** with an 80% and an **oral presentation** at the end of the Trainer course in order to receive trainer authorization.
3. Your registration is **not complete until confirmed** by Rutgers School of Public Health.

For further information on OSHA at NCC please contact:

Kathleen Benedetto at kathleen.benedetto@ncc.edu or Donna Pesiri at donna.pesiri@ncc.edu or call 516.572.7487

ADVANCE YOUR CAREER WITH CAPM® OR PMP® CERTIFICATION

By completing the CAPM® Course (CED 1222), a student will receive the required minimum 23 hours of instruction to sit for the Project Management Institute's CAPM® certifying exam. By also completing two of three additional courses, a student will have the additional required contact hours to sit for the Project Management Professional (PMP®) certifying exam.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®) (CED 1222 A1)

Project Management is an in-demand field with strong earning potential. Knowledgeable, competent, trained Project Managers can improve business performance by bringing quality products to market on schedule, while controlling cost. If you have been thinking about taking courses to formalize your understanding of project management, making a career change, or learning tangible skills to help you stand out in your current role, this may be the course for you.

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 learn the fundamental knowledge, terminology and processes of effective project management. The course will cover the 10 knowledge areas (Project Integration, Scope, Time, Cost, Quality, Human Resource, Communication, Risk, Procurement, and Stakeholder Management). The material is presented with a practical approach to provide skills and knowledge that can be applied immediately in the workplace, while also preparing students to test for certification. A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—(Fifth Edition), Project Management Institute, Inc., 2013 is required at 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. For information on the CAPM® exam, go to <http://www.pmi.org>. CAPM® and PMBOK® which are registered trademarks of the Project Management Institute, Inc. VA Approved*.

Instructor: Peter Landini

CED 1222 A1 Meets: Thursday, 5:45pm-10:00pm for 6 sessions.

October 26 – December 7

Fee: \$450

*VA students taking certified courses are required to sign attendance documents daily to maintain approval under the GI bill.

MICROSOFT® PROJECT (CED 1252 A1, W1)

Microsoft® Project is a powerful tool which assists project managers in setting timelines, managing resources and tracking finances. In this introductory course, students will be taught how to utilize this software to create and adjust project schedules, tasks and timelines. Also how to format project calendars to reflect unique working hours and office holidays and how to create reports to share insights with colleagues and clients are reviewed. Basic knowledge of project management techniques and Windows applications is required. The course can be used to partially satisfy the classroom training hours required to sit for CAPM® exam.

ONE-DAY WORKSHOP. Bring lunch.

Instructor: Jordan Spiro

CED 1252 A1 Meets: Saturday, October 21, 8:00am-4:30pm.

CED 1252 W1 Meets: Saturday, January 20, 8:00am-4:30pm.

Fee: \$175

PROJECT MANAGEMENT: LEADERSHIP AND COMMUNICATION (CED 1255 A1)

A project manager is often 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 org 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

CED 1255 A1 Meets: Monday and Tuesday, 6:00pm-9:45pm for 2 sessions.

October 2 and October 3

Fee: \$160

AGILE PROJECT MANAGEMENT USING SCRUM (CED 1263 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

CED 1263 A1 Meets: Monday, 6:00pm-10:00pm for 3 sessions.

September 11, 18, 25

Fee: \$240

