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. In July 2020, PMI® will begin to offer the new version of the Project Management Professional (PMP®) exam. The new exam will have 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®.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)®
Learn the fundamental knowledge and processes of effective project management in the ten knowledge areas: Project Integration, Scope, Schedule, Cost, Quality, Resource, Communication, Risk, Procurement, and Stakeholder Management. Required textbook, which is not included, is A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Sixth Edition, PMI, 2017. Prior knowledge or experience is not necessary. A minimum of a high school diploma is required to take the exam.
CE1 222 B1 Meets: Thursday, 6:00pm-9:30pm. (5/14 meets until 10:00pm). March 26 – May 14, 2020.
CE1 222 C1 Meets: Thursday, 6:00pm-9:30pm. (7/30 meets until 10:00pm). June 11 – July 30, 2020. Registration begins April 1.
Fee: $495

MICROSOFT® PROJECT
This powerful tool assists project managers in setting timelines, managing resources and tracking finances. In this introductory course, students will be taught to create and adjust schedules and tasks, how to format project calendars to reflect unique working hours, and how to create reports to share with colleagues and clients. Basic knowledge of project management techniques and Windows applications are required. The course can be used to partially satisfy the classroom training hours required to sit for the PMP® exam. One-Day Workshop. Bring lunch.
CE1 252 B1 Meets: Saturday, 8:00am- 4:30pm. May 16, 2020.
Fee: $175

LEAN SIX SIGMA – YELLOW BELT PREPARATION
This course will introduce the concepts of Lean and Six Sigma and includes an overview of team roles and valuable quality improvement tools and methods commonly included on Lean Six Sigma Yellow Belt Certification exams. It expands on PMBOK’s Project Quality Management knowledge area as these practical tools are used by project managers. Lean Six Sigma Tools include: DMAIC, SIPOC, Value Stream Mapping, Fishbone Pareto, and Control Charts. Lean Concepts of error prevention, and Kaizen as a culture of continuous improvement will also be covered. Lean Six Sigma Yellow Belt Certification can be taken at additional cost. Previous knowledge or experience is not required.
CE1 271 B1 Meets: Monday, 6:00pm-10:00pm. March 2 – March 16, 2020.
Fee: $260

AGILE PROJECT MANAGEMENT USING SCRUM
This introductory course includes the basics of Agile – an adaptive, change-driven project management process, and how to use its techniques effectively. The focus is on topics included in the Professional Scrum Master (PSM Level 1) certification exam. The student should be familiar with basic concepts of software development methodology and project management. This course can serve as foundational knowledge in preparing for the new PMP®.
CE1 263 B1 Meets: Thursday, 6:00pm-10:00pm. May 21 – June 4, 2020.
Fee: $260

PROJECT MANAGEMENT: LEADERSHIP & COMMUNICATION
This course will expand upon the PMBOK® knowledge areas of Project Leadership, 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. This course can serve as foundational knowledge in preparing for PMP®.
CE1 255 C1 Meets: Saturday, 9:00am-5:00pm. August 1. One-Day Workshop. Bring Lunch. Registration begins April 1.
Fee: $160

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For further information, please visit ncc.edu/workforcedevelopment
CENTER FOR WORKFORCE DEVELOPMENT
Phone: 516.572.7487
Email: cwd@ncc.edu

(Rev. 10/19)
REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING
Nassau Community College
One Education Drive
Garden City, New York 11530-6793

Make check payable to: Nassau Community College
OR fax the form with credit card information to: 516.828.3507

Last Name ____________________________________________

Complete First Name ____________________________________________

Address ____________________________________________

City __________________________ Zip __________

Home Phone: ( ) __________________________

Cell Phone: ( ) __________________________

Work Phone: ( ) __________________________

*Birthdate: mm/dd/yyyy __ __/ __ __/ __ __ __ 

*required* Have you ever taken any courses at NCC? □ Yes □ No

e-mail: ____________________________ NCC ID #: __________

COURSE SELECTION

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Total Amount:

Non-Credit Refund Policy: The fee is refundable when a course is canceled by the College. The fee is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning prior to the beginning of the class. A 50% refund of the fee may be made to the student who has applied in writing to the Office of Workforce Development & Lifelong Learning prior to the second session of the class. NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING. Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

CREDIT CARD PAYMENT INSTRUCTIONS:

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

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection cost processes.

Step 1: Print Cardholder’s name (as it appears on the credit card).

Step 2: Provide Cardholder’s signature:

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