

## Make the **smart** choice for your future. **ADVANCE YOUR CAREER AT LOW-COST WITH PROJECT MANAGEMENT COURSES**



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 costs.

By completing the Certified Associate in Project Management (CAPM®) course, a student will receive the required minimum instruction to sit for the Project Management Institute's (PMI)® CAPM® certifying exam. Consider CAPM® certification as your first step toward becoming a PMP®.

### **Certified Associate In Project Management (CAPM®)**

This course has been updated to cover topics included in the 2023 Certified Associate in Project Management (CAPM®) exam, an entry-level certification. This course will cover Project Management Fundamentals and Core Concepts, Predictive Plan-Based Methodologies, Agile Frameworks / Methodologies, and Business Analysis Frameworks.

A textbook/software bundle based on the new Rita Mulcahy's 2023 CAPM® Prep book and CAPM® Exam Simulator is required for this course at extra cost. Students are expected to read and study during the course, as well as create a plan for study after the course, in order to properly prepare for the CAPM® exam. Students will need a computer and internet access. Students completing the course will receive a Certificate of Completion from Nassau Community College. The exam is an additional cost. For more information on the CAPM® exam, please visit <https://www.pmi.org/certifications/certified-associate-capm> .

**CE1 222 ON-CAMPUS**

**Fee: \$795**

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. 7/24)

For further information,  
please visit [ncc.edu/workforcedevelopment](http://ncc.edu/workforcedevelopment)

**CENTER FOR WORKFORCE DEVELOPMENT**  
Phone: 516.572.7487 | Email: [cwd@ncc.edu](mailto:cwd@ncc.edu)

# 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.**