

ADVANCE YOUR CAREER WITH CAPM® OR PMP® CERTIFICATION



Project Management is an in-demand field with strong earning potential. If you have been thinking of formalizing your understanding of Project Management, making a career change, or learning tangible skills for your current role, consider taking these courses during the Fall 2017.

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. By also completing two of three additional courses, a student would have the required contact education hours to sit for the Project Management Professional (PMP)® certifying exam. For information on the exams, visit <http://www.pmi.org/>. CAPM®, PMBOK®, PMP® are registered marks of the Project Management Institute, Inc.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)®

Learn the fundamental knowledge, terminology and processes of effective project management in the ten knowledge areas:

*Project Integration • Scope • Time • Cost • Quality • Human Resources
Communication • Risk • Procurement • Stakeholder Management*

Required textbook which is not included is *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*—Fifth Edition, PMI, 2013. Prior knowledge or experience is not necessary. A minimum of a high school diploma is required to take the CAPM® exam. VA APPROVED. VA students taking certified courses are required to sign attendance documents daily to maintain approval under GI bill.

CED 1222 A1 Meets: Thursday, 5:45pm-10:00pm for 6 sessions. October 26 - December 7

Fee: \$450

MICROSOFT® PROJECT

This powerful tool assists Project Managers in setting timelines, managing resources and tracking finances. In this one-day introductory course, students will be taught how to use this software to create and adjust project schedule, tasks and timelines. Basic knowledge of project management techniques and Windows applications is required.

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 & COMMUNICATION

This class 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.

CED 1255 A1 Meets: Monday and Tuesday, 6:00pm-9:45pm, October 2 and 3 for 2 sessions.

Fee: \$160

AGILE PROJECT MANAGEMENT USING SCRUM

This introductory course includes the basics of Agile – an adaptive, change-driven project planning and project management process, and how to use its tools and techniques effectively. 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 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. For more information regarding PSM certification, visit Scrum.org .

CED 1263 A1 Meets: Monday, 6:00pm-10:00pm for 3 sessions. September 11, 18, 25.

Fee: \$240

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For further information,
please visit ncc.edu/workforcedevelopment

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

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

**YOU MUST BE 18 OR OLDER TO
REGISTER WITH THE EXCEPTION
OF ALTERNATIVES, HSE, AND SAT
PROGRAMS.**

HOW DID YOU HEAR ABOUT OUR COURSES?

- | | |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Website | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Other |

Last Name _____

Complete First Name _____

Address _____

City _____ Zip _____

Home Phone: () _____

Male

Cell Phone: () _____

Female

Work Phone: () _____

*Birthdate: mm/dd/yyyy ____/____/_____
required

Have you ever taken any courses
at NCC? Yes
 No

e-mail: _____ NCC ID #: _____

COURSE SELECTION

CED #	SECTION	COURSE TITLE	DAY	FEE
Total Amount :				

Non-Credit Refund Policy: Tuition is refundable when a course is canceled by the College. Tuition is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Continuing Education prior to the beginning of the class. A 50% refund of tuition may be made to the student who has applied in writing to the Office of Workforce Development & Continuing Education prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.** Please be advised that if a refund is due it will take approximately 8 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: _____

Step 3: Please read: 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.

Step 4: Card Information:

PLEASE Check ONE: VISA Mastercard Discover American Express

Card Number: _____ Date of Expiration: ____/____/_____

