

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.

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 • Schedule • Cost • Quality • Resource
Communication • Risk • Procurement • 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 CAPM® exam.

CE1 222 A1 Meets: Thursday, 6:00pm-9:30pm for 7 sessions (Note: December 5, 2019 class meets until 10:00pm; no class November 28, 2019).

October 17 - December 5, 2019

Fee: \$495

NEW

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 responsibilities and valuable quality improvement tools and methods commonly included on Lean Six Sigma Yellow Belt Certification exams. It also expands on PMBOK's Project Quality Management knowledge area as these practical tools are used by project managers.

Lean Six Sigma Tools include: Design, Measure, Analyze, Improve, and Control (DMAIC); Supplier Input Process Output Customer (SIPOC); Value Stream Mapping; Fishbone Pareto; and Control Charts. Lean Concepts of 5S, 8 Wastes, Kanban, Poka Yoke 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 in Lean Six Sigma is not required.

CE1 271 A1 Meets: Monday, 6:00pm-10:00pm. **September 9 - September 23, 2019**

Fee: \$250

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 student should be familiar with basic concepts of software development methodology and project management.

CE1 263 A1 Meets: Monday, Wednesday, Thursday 6:00pm-10:00pm for 3 sessions. **December 9, 11, 12, 2019.**

Fee: \$240

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.

CE1 255 B1 Meets: Monday, **January 27 and February 2, 2020**, 6:00pm - 9:45pm.

Spring Semester: Registrations to be accepted in November, 2019.

Fee: \$160



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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?

- ☐ Brochure/Mail ☐ Family/Friend
☐ Website ☐ Facebook/Instagram
☐ Email ☐ Google
☐ 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: 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: _____

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:** ____/____/____

