

BUSINESS & MANAGEMENT

Project Management Certificate

Increase your employment opportunities and boost your job performance by earning the Certified Associate in Project Management (CAPM) or the Project Management Professional (PMP) credential from the Project Management Institute (PMI).

If you are a project manager, project team member, coordinator or assistant, you will benefit by learning the PMI method of project management. Experience a high-quality program, taught by working professionals that is consistent with the PMI body of knowledge and a complete exam preparation program to increase the likelihood of passing the PMI exam.

We welcome all students who are currently, or have previously performed, basic project management activities or who have a basic understanding of project management. For PMI certification, additional requirements may apply.

See www.pmi.org for complete certification requirements.

Requirements to Earn a Middlesex County College Project Management Certificate:

To earn a Certificate, you must successfully complete 36 hours of instruction by enrolling in **Project Management Levels I-X** on the following pages.

Is it not necessary to enroll in the full certificate program. However, it is important to comply with the prerequisites listed for each course.

Total Program Cost: \$999 (Save \$191)

Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:

10 required courses: \$1,190 if paid separately.

Required Textbook:

There is one textbook required for all courses and it is available at the College Bookstore.

Instructor:

D. Anderson



Project Management I: Knowledge Areas and Processes

CEU 0.3

Project Management I includes an overview of the nine knowledge areas designated by PMI: Project integration, scope, time, cost, quality, human resources, communications, risk management, and project procurement.

Tuition: \$65 + general fee \$34. Total \$99

BSPM 001-52 Saturday, 9 a.m.-Noon, September 23

BSPM 001-53 Thursday 7-10 p.m., November 9

Project Management II: Project Integration

CEU 0.3

Become acquainted with the fundamentals of taking a project from beginning to end, while using basic project planning, execution and management tools that follow the PMI body of knowledge.

Prerequisite: Project Management I or equivalent knowledge

Tuition: \$65 + general fee \$34. Total \$99

BSPM 002-52 Saturday, 1-4 p.m., September 23

BSPM 002-53 Monday 7-10 p.m., November 13



MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

To purchase books online: Go to middlesexcc.bncollege.com

See page 95 for detailed instructions.



Project Management III: Managing the Project Scope

CEU 0.3

Project scope management is a method to determine which processes and procedures are within the project's scope and which are not. Main topics include protecting the integrity of the project's scope through planning, defining and verifying the project's main focus as well as associated labor.

Prerequisite: Project Management I and II or equivalent knowledge

Tuition: \$65 + general fee \$34. Total \$99

BSPM 003-52 Saturday, 9 a.m.-Noon, October 7

BSPM 003-53 Thursday, 7-10 p.m., November 16

Project Management IV: Quality

CEU 0.3

If the deliverable doesn't have the desired result, it has no value, even if it is completed on time, on budget and within the project's scope. Learn how to prepare and plan for a project's quality, determine a quality policy, implement quality control, and track the project's quality process.

Prerequisite: Project Management I-III or equivalent knowledge

Tuition: \$65 + general fee \$34. Total \$99

BSPM 006-52 Saturday, 1-4 p.m., October 7

BSPM 006-53 Monday, 7-10 p.m., November 20

Project Management V: Managing Time

CEU 0.6

The ability to estimate, manage and account for time is a critical skill for the successful project manager. Learn how to meet the project's completion date by using the Work Breakdown Structure (WBS), estimating time, sequencing activities, finding the critical path and slack, as well as developing and controlling the schedule.

Prerequisite: Project Management I-IV or equivalent knowledge

Tuition: \$140 + general fee \$59. Total \$199

BSPM 004-52 Saturday, 9 a.m.-4 p.m., October 14

BSPM 004-53 Monday & Thursday, 7-10 p.m., November 27, 30

Project Management VI: Managing Cost

CEU 0.6

A key element in determining the feasibility of projects is cost. Several methods of estimating can be used to prepare a cost estimate: analogous, parametric, bottom-up and top-down. Join us and learn about the methods listed.

Prerequisite: Project Management I-V or equivalent knowledge

Tuition: \$140 + general fee \$59. Total \$199

BSPM 005-52 Saturday, 9 a.m.-4 p.m., October 21

BSPM 005-53 Monday & Thursday, 7-10 p.m., December 4, 7



Project Management VII: Human Resources

CEU 0.3

Many consider the human capital component of project management as the most essential, the most valuable and the most difficult to control. To assist you to effectively lead, you will learn about Maslow's hierarchy of needs, Herzberg's theory of motivation, theory of X and Y, theory Z, and expectancy theory.

Prerequisite: Project Management I-VI or equivalent knowledge

Tuition: \$65 + general fee \$34. Total \$99

BSPM 007-52 Saturday, 9 a.m.-Noon, October 28

BSPM 007-53 Monday, 7-10 p.m., December 11

Project Management VIII: Project Communications and Stakeholder Management

CEU 0.3

The ability to communicate effectively with your project stakeholders is a valuable asset for a project manager. In addition to learning how to plan, manage and control communications, become familiar with the new PMI knowledge area, stakeholder management. The new module is about learning to identify stakeholders, plan stakeholder management, and manage and control stakeholder engagement.

Prerequisite: Project Management I-VII or equivalent knowledge

Tuition: \$65 + general fee \$34. Total \$99

BSPM 008-52 Saturday, 1-4 p.m., October 28

BSPM 008-53 Thursday, 7-10 p.m., December 14

Project Management IX: Risk Management

CEU 0.3

Gain an understanding of how to plan for risk, elements of a plan, tools used to identify risk, the use of qualitative and quantitative analysis and the probability-impact matrix.

Prerequisite: Project Management I-VIII or equivalent knowledge

Tuition: \$65 + general fee \$34. Total \$99

BSPM 009-52 Saturday, 9 a.m.-Noon, November 4

BSPM 009-53 Monday, 7-10 p.m., December 18

Project Management X: Project Procurement

CEU 0.3

Acquire an understanding of the basics of procurement planning, make/buy analysis, vendor selection, choosing a contract type and contract administration.

Prerequisite: Project Management I-IX or equivalent knowledge

Tuition: \$65 + general fee \$34. Total \$99

BSPM 010-52 Saturday, 1-4 p.m., November 4

BSPM 010-53 Thursday, 7-10 p.m., December 21