

NEW! PROJECT MANAGEMENT CERTIFICATE



Does your occupation involve leading a team in designing, developing, and implementing projects?

Keyano College, in partnership with the MacEwan School of Business Continuing Education, is pleased to offer a new Project Management Certificate in Fort McMurray. The certificate has been customized to meet the needs of project managers in the oil sands industry.

Grant MacEwan University is a registered education provider with the Project Management Institute (PMI), all of our instructors are PMP certified and the courses are aligned with the PMI PMBOK. The Project Management Certificate will introduce technical or non-technical individuals as well as new project managers to the principles and techniques of effective project management. The certificate culminates in a one day "Project Closeout" seminar where you will be given the opportunity to review the skills you have acquired and lessons learned a project from your workplace.

The Project Management Certificate is comprised of seven modules. While not

mandatory, it is strongly recommended that the modules be taken and completed in the order in which they are listed. The certificate will be awarded after completion of the final course. All courses earn PMI Professional Development Units (PDUs). The certificate can be completed in one 4-month term. The cost of the complete certificate is \$4430.00+ GST. A *Guide to the Project Management Book of Knowledge (PMBOK)* 4th ed is included in the fee.

COURSES

The Basics of Project Management (3 day)

This first comprehensive course of the project management certificate provides participants with an excellent level of understanding of the five Project Management Processes (Initiating, Planning, Executing, Controlling and Closing) that will enhance overall performance and success rate of any project in any type of organization or industry. It will integrate processes, tools and templates in a manner that can be readily applied in the work place.

Please note: Completion of this course is a prerequisite for the project management certificate. This course requirement may be waived with permission of the program coordinator. Please call 780-791-4858 for more information.

Course Code: CEPM101-01

Jan 21-23
8:30-5:00 pm
\$750.00

Th-S
Room: BL140
23 hrs

Course Code: CEPM101-02

Apr 15-17
8:30-5:00 pm
\$750.00

Th-S
Room: BL144
23 hrs

Quality and Scope Management (2 day)

Scope definition and control is critical to project success. This second course in the project management certificate will develop skills in determining what is in and out of scope. You will also learn effective ways of setting and measuring customer satisfaction objectives.

Course Code: CEPM102-01

Feb 5-6
8:30-4:30 pm
\$595.00

F-S
Room: BL144
14 hrs

Course Code: CEPM102-02

Apr 30-May 1
8:30-4:30 pm
\$595.00

F-S
Room: BL142
14 hrs

Time and Cost Management (3 day)

This third course in the project management certificate will provide many processes and tools for estimating resource requirements and allocating tasks to the people on your project. Techniques learned include how to use GANTT charts, program evaluation review technique (PERT), Project network diagrams and Critical Path. This course will also provide you with the skills and tools to estimate and track the costs of your project including Earned value methodology to measure and report the combined impact of cost and schedule variances.

Course Code: CEPM103-01

Feb 18-20
8:30-4:30 pm
\$750.00

Th-S
Room: BL144
21 hrs

Course Code: CEPM103-01

May 13-15
8:30-4:30 pm
\$750.00

Th-S
Room: BL140
21 hrs

COURSES	WINTER 2010	SPRING 2010
The Basics of Project Management	Jan 21-23	Apr 15-17
Quality and Scope Management	Feb 5-6	Apr 30-May 1
Time and Cost Management	Feb 18-20	May 13-15
Communications and Human Resource Management	Mar 4-6	May 27-29
Procurement Management	Mar 19-20	June 11-12
Risk Management	Apr 9-10	June 18-19
Project Closeout	Apr 23	June 25
OPTIONAL PROJECT MANAGEMENT SOFTWARE APPLICATION COURSES:		
MS Project Phase 1		May 17-18
MS Project Phase 2		June 14-15
Primavera Introduction	Mar 16-18	
Primavera Advanced		June 1-3



OPTIONAL PROJECT MANAGEMENT SOFTWARE APPLICATION COURSES

MS Project - Phase I (*MCA)

Course Code: CEMSPM011-01
 May 12-13 M-T
 8:30 – 4:30 pm Room: BL133
 \$399.00 14 Hrs

MS Project - Phase 2

Prerequisite: Microsoft Project Phase 1
 Course Code: CEMSPM021-01
 June 14-15 M-T
 8:30 – 4:30 pm Room: BL133
 \$399.00 + GST 14 Hrs

Primavera Course 102 - Project Management Scheduling & Control

Course Code: CEPRIMA001-01
 Mar 16-18 T – Th
 8:30 – 4:30 pm Room: BL133
 \$1,495.00 + GST 21 Hrs

Primavera Courses 106 - P/106-R – Advanced Project Management in P6

Prerequisite: Primavera Course 102
 Course Code: CEPRIMA002-01
 June 1-3 T - Th
 8:30 – 4:30 pm Room: BL133
 \$1,795.00 + GST 21 Hrs

Communications and Human Resource Management (3 day)

Effective communication is the most important factor in achieving project success. This fourth course in the project management certificate will assist you in enhancing your communication and leadership skills, managing conflicts and helping your team to cope with change and the stress associated with project management.

Course Code: CEPM104-01
 Mar 4-6 Th-S
 8:30-4:30 pm Room: BL144
 \$750.00 21 hrs

Course Code: CEPM104-01
 May 27-29 Th-S
 8:30-4:30 pm Room: BL140
 \$750.00 21 hrs

Procurement Management (2 day)

Have you ever had difficulty negotiating contracts or defining the activities required by the vendor on your project? This fifth course in the project management certificate will provide you with information on how to solicit, negotiate, administer and monitor contracts and associated changes. You will also learn how to develop a Statement of Work, RFP and contract.

Course Code: CEPM105-01
 Mar 19-20 F-S
 8:30-4:30 pm Room: BL232
 \$595.00 14 hrs

Course Code: CEPM105-01
 June 11-12 F-S
 8:30-4:30 pm Room: BL140
 \$595.00 14 hrs

Risk Management Strategies (2 day)

In the sixth course in the project management certificate, you will become familiar with the types of risks and effective ways to determine the probability and impact of the risks that could haunt your project. You will also learn how to plan for and respond to these risks. Topics include: types of risks, risk management, risk response control and value based risks.

Course Code: CEPM106-01
 Apr 9-10 F-S
 8:30-4:30 pm Room: BL144
 \$595.00 14 hrs

Course Code: CEPM106-01
 June 18-19 F-S
 8:30-4:30 pm Room: BL140
 \$595.00 14 hrs

Project Close Out (1 day)

In the final class of the in the project management certificate, students will review the major teaching points from the previous classes to help enable them to apply the principles, concepts and techniques to a real project in the students' work. Students will discuss lessons learned on projects in their workplace.

Course Code: CEPM107-01
 Apr 23 F
 8:30-4:30 pm Room: BL230
 \$395.00 7 hrs

Course Code: CEPM107-01
 June 25 F
 8:30-4:30 pm Room: BL142
 \$395.00 7 hrs

PMP Prep (6 day)

PMP certification attests to your mastery of and commitment to project management best practices, and to your ability to bring globally-recognized, standardized project management knowledge to the work you do.

This 42-hour training course is designed to help you pass the PMP exam by coaching you on what to expect, teaching you the format and structure of the exam, and providing tips and study methods to help you prepare. It provides an overview of all the domains tested on the PMP certification exam and prepares you for questions on professional responsibility. The course curriculum covers:

- format and structure of the exam
- tips and study methods
- overview of all the domains tested
- preparation for questions on professional responsibility

NOTE: Fee does not include PMI membership, exam fee, or application fee. PMBOK 4th ed provided.

CEPM500-01
 May 6-8 & 13-15 Th-S
 8:30 - 4:30 pm Room: BL104
 \$1,495.00 + GST 42 Hrs