

# BUSINESS SOLUTIONS

## Project Management Certificate

### Why You Should Attend:

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).

### Who Should Attend?

Any project manager, project team member, coordinator or assistant will benefit by learning the PMI method of project management.

### What You Can Expect:

- A high-quality program, taught by working professionals that is consistent with the PMI body of knowledge.
- A complete exam preparation program to increase the likelihood of passing the PMI exam.

### Requirements to Attend:

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](http://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 necessary to Enroll in the Certificate Program?

No. 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 001-44** Saturday, 9 a.m.-Noon, September 26

## Project Management II: Project Integration

CEU 0.3

Upon completion of this course, you will be 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.

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

**Prerequisite:** Project Management I or equivalent knowledge

**BSPM 002-44** Saturday, 1-4 p.m., September 26

## 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 project's scope through planning, defining and verifying the project's main focus as well as associated labor.

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

**Prerequisite:** Project Management I and II or equivalent knowledge

**BSPM 003-44** Saturday, 9 a.m.-Noon, October 3

## 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. At course completion you will know how to prepare and plan for a project's quality, determine a quality policy, implement quality control, and how to track the project's quality process.

*Tuition \$65 + general fee \$34. Total \$99,*

**Prerequisite:** Project Management I-V or equivalent knowledge

**BSPM 006-44** Saturday, 1-4 p.m., October 3

## 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.

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

**Prerequisite:** Project Management I-III or equivalent knowledge

**BSPM 004-44** Saturday, 9 a.m.-4 p.m., October 10

## 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.

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

**Prerequisite:** Project Management I-IV or equivalent knowledge

**BSPM 005-44** Saturday, 9 a.m.-4 p.m., October 17

## Project Management X: Project Procurement

CEU 0.3

Upon completion of this course, you will understand the basics of procurement planning, make/buy analysis, vendor selection, choosing a contract type and contract administration.

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

**Prerequisite:** Project Management I-IX or equivalent knowledge

**BSPM 010-44** Saturday, 1-4 p.m., November 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.

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

**Prerequisite:** Project Management I-VI or equivalent knowledge

**BSPM 007-44** Saturday, 9 a.m.-Noon, October 24

## Project Management VIII: Project Communications and Stakeholder Management

CEU 0.3

The ability to communicate effectively with your project stakeholders is one of the most valuable assets a project manager can have. In addition to learning how to plan, manage and control communications, this course reflects the new PMI knowledge area, stakeholder management. The new module is about learning to identify stakeholders, plan stakeholder management, manage stakeholder engagement and control stakeholder engagement.

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

**Prerequisite:** Project Management I-VII or equivalent knowledge

**BSPM 008-44** Saturday, 1-4 p.m., October 24

## Project Management IX: Risk Management

CEU 0.3

This course includes learning 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.

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

**Prerequisite:** Project Management I-VIII or equivalent knowledge

**BSPM 009-44** Saturday, 9 a.m.-Noon, November 7

The must-have credential for  
facility management  
professionals

Brookdale Community College  
[brookdalecc.edu/fmp](http://brookdalecc.edu/fmp)

