



Project Management Certificate

Continuing Education & Customized Training

Five Easy Registration Options

Online: century.augusoft.net

Phone: 651.779.3341

Fax: 651.779.5802

Mail to: Century College, CECT Dept.
3300 Century Avenue North
White Bear Lake, MN 55110

In Person: East Campus
Mon–Thu 8 am–7 pm
Fri 8 am–4 pm

Questions?

Contact **Joan Peterson**,
at joan.peterson@century.edu
or **651.773.1743**.

These programs can also be brought
to your business or organization!
Call Joan for more details.



More than ever, we are being asked to do more with less. Resources are scarcer, deadlines are shorter, and budgets have never been tighter. To be competitive, you must know how to plan, schedule and control projects, and effective project managers are in great demand. Our Project Management Certificate Program will teach you to build and manage project teams to complete complex goal-oriented task and achieve results.

Take each of the following six classes:

- Principles of Successful Project Management
- Time Management: Work Smarter Not Harder
- How to Build High Performance Teams

- Microsoft Office 2010 Project Level I
- Microsoft Office 2010 Project Level II
- Budget Management Strategies for Project Managers

Upon completion, please email joan.peterson@century.edu to receive your Project Management Certificate.

TAKE 6 AND SAVE \$92

Enroll in all six Project Management classes at the same time and save **10 percent off** the total cost.

Principles of Successful Project Management

Project management is one of the fastest growing disciplines today. Learn the basic principles of project management and how you can apply them in your own work setting. Specific project review questions are provided along with template tables to help you track, maintain, and learn from every project you are involved with. Improve your efficiency and reduce your costs and stress with proven tools that work!

You will learn how to:

- Understand key principles such as origin of projects, project life cycle, milestone charting, defining projects, and evaluation
- Understand GANTT project management charts and read GANTT profiles
- Get accurate cost and time estimates from work breakdown structures
- Develop reasonable project scope – and limit “scope creep”
- Use practical tools that will help you manage every one of your projects

REQUIRED TEXTBOOK: *Project Management*, approx. \$15. Online book code 1SUP 0030.

East Campus, Rm E2313 \$230

Tues, Sept 27, 2011 9 am–4 pm
Tues, Jan 31, 2012 9 am–4 pm

Time Management: Work Smarter Not Harder

Every organization is being forced to do more with less people. Discover how to get more done in less time with less stress and frustration. Cut your time in meetings, on the phone, searching for files, in one-on-one conversation, decision-making, negotiations, setting and achieving goals, handling paperwork, etc. Get yourself organized and working efficiently with proven methods!

You will learn how to:

- Recognize the seven major time-wasters and how to counteract each one
- Take a personal efficiency inventory and discover your time management strengths and areas needing improvement
- Balance work, personal, and family time

East Campus, Rm E2313 \$135

Thurs, Dec 8, 2011 8:30 am–12:30 pm
Thurs, Mar 22, 2012 8:30 am–12:30 pm

How to Build High Performance Teams

Assigning several individuals to work together does not create a team but a well formed team is a synergistic endeavor in which great things can be accomplished. The team involves many unique individuals at different levels of skills, abilities, and motivation. Through the dynamics of true teamwork, a task force—or even an entire

organization—can accomplish far more than any one person could ever achieve alone.

You will learn how to:

- Recognize the factors contributing to the dysfunction of a team
- Address issues such as absence of trust, fear of conflict, lack of communication, avoidance of accountability, and inattention to results.

East Campus, Rm E2313 \$135

Wed, Oct 12, 2011 8:30 am–12:30 pm
Wed, Feb 8, 2012 8:30 am–12:30 pm

Microsoft Office Project 2010 Level I

Learn to use Microsoft Project 2010, a powerful project management tool. Level I covers creating a project plan file including resources and resource assignments, tasks, breakdown structures, and determining the order of plan implementation.

REQUIRED TEXTBOOK: *Microsoft Office Project 2010: Level 1*, approx. \$20. Online book code 1CPT 0105.

East Campus, Rm E2207 \$169

Mon, Sept 19, 2011 8:30 am–4 pm
Mon, Apr 30, 2012 8:30 am–4 pm



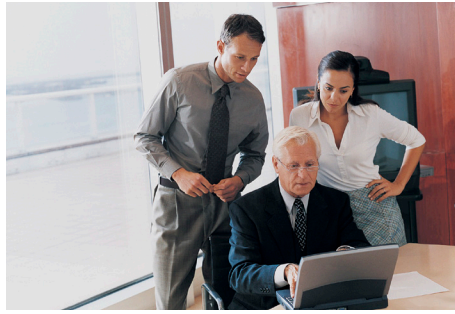
Microsoft Office Project 2010 Level II

This course is the second course in the Microsoft Project 2010 series. This course builds upon Microsoft Project 2010 Level 1 and gives you the opportunity to work with a project plan beyond implementation phase. You will exchange project plan data with other applications, update project plan custom reports, reuse project plan information, and collaborate on project plans with others. **PREREQUISITE:** Microsoft Office Project Level I

REQUIRED TEXTBOOK: *Microsoft Office Project 2010: Level 2*, approx. \$20. Online book code 1CPT 0106.

East Campus, Rm E2207 \$169

Mon, Sept 26, 2011 8:30 am–4 pm
 Mon, May 7, 2012 8:30 am–4 pm



Budget Management Strategies for Project Managers

Learn to delegate and monitor work so projects are completed on time and within an approved budget. Working in teams, you will build and modify project budgets using a variety of estimating techniques and corrective action methods.

East Campus, Rm E2207 \$89

Mon, Oct 3, 2011 8:30 am–12 pm
 Mon, May 14, 2012 8:30 am–12 pm

Textbook Information

Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at centurycollegebookstore.com

Century College is an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 voice, 1.800.228.1978 x3354 toll free, 651.773.1715 TTY or through the Minnesota Relay Service at 1.800.627.3529

Project Management Certificate Program Registration Form

Please fill out all information completely. Date of birth **or** social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name _____ Date of Birth ____/____/____ Home Phone (____) _____

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ Male ___ Female

Business Name _____ Business Phone (____) _____

Business Address _____ City _____ State _____ Zip _____

E-mail address _____

Course Name	Course Date	Course Fee
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Course Fees: \$ _____

PAYMENT INFORMATION

- Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College).
- Business purchase order attached
- Please charge to my: ___ VISA ___ MasterCard ___ Discover Account # _____ - _____ - _____ - _____

Cardholder's Name _____ Exp. Date ____/____/____