



You will learn project management methods, define the best methods for a given project, and discover how to apply these skills to cost and scheduling tools such as Microsoft Project. Microsoft Project is the software of choice for project management planning and execution. To be competitive you must know how to plan, schedule and control projects. You need to get results faster with tighter budgets and leaner staffs. Project Management skills will help you achieve results. Learn to build and manage project teams to complete complex goal-oriented tasks.

Complete the following 6 courses to earn the Century College Project Management Certificate. Or, take any of the courses as stand-alone classes – either way, you will benefit by upgrading your project management skills.

- Principles of Project Management
- Time Management: Work Smarter Not Harder
- How to Build High Performance Teams
- Microsoft Project Level I
- Microsoft Project Level II
- Budget Management Strategies for Project Managers

Upon completion, email [cynthia.jahnke@century.edu](mailto:cynthia.jahnke@century.edu) to receive your Project Management Certificate.

## ■ Principles of Successful Project Management

*An all-time favorite course with critical information on managing projects at work and home – a must to attend!*

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. Learn key principles, including: origin of projects, project life cycle, milestone charting, work breakdown structures, GANTT charts, defining projects, scope, evaluation of projects, etc. Discover how to get accurate cost and time estimates from work breakdown structures, how to limit scope creep and how to “read” a GANTT profile for projects. 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, reduce your costs and stress with proven tools that work!

**Required textbook:** Project Management, approximately \$25. Online book code 1SUP 0030. 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 <http://centurycollegebookstore.com/>

*Michael Kiefer, Century College Instructor*

**All classes take place at Century College - East Campus, Room 2313; Class fee: \$225 + textbook**

- Thursday, November 12, 2009, 9:00am-4:00pm  
**Course Number: 20103-001552**
- Thursday, March 4, 2010, 9:00am-4:00pm  
**Course Number: 20105-000021**
- Wednesday, May 5, 2010, 9:00am-4:00pm  
**Course Number: 20105-001315**

## ■ Time Management: Work Smarter Not Harder

*Our highly-regarded instructor gives you tips and techniques on how to manage your time more effectively both at work and home!*

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! Learn the 7 major time-wasters and how to counteract each one. Take a personal efficiency inventory and discover your time management strengths and areas needing improvement. This workshop concludes with a special segment on balancing work, personal and family time.

*Michael Kiefer, Century College Instructor*

**All classes take place at Century College - East Campus, Room 2313; Class fee: \$130 including class materials**

- Thursday, December 3, 2009, 8:30am-12:30pm  
**Course Number: 20103-001556**
- Thursday, March 18, 2010, 8:30am-12:30pm  
**Course Number: 20105-000024**



- Thursday, April 29, 2010, 8:30am-12:30pm  
**Course Number: 20105-001314**

## ■ 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. Get to know the factors contributing to the dysfunction of a team: Learn how to handle absence of trust, fear of conflict, lack of communication, avoidance of accountability, and inattention to results. 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.

*Everett Doolittle, Century College Instructor*

**All classes take place at Century College - East Campus, Room 2313; Class fee: \$130 including class materials**

- Wednesday, December 9, 2009, 8:30am-12:30pm  
**Course Number: 20103-001557**
- Thursday, April 15, 2010, 12:30pm-4:30pm  
**Course Number: 20105-000029**
- Thursday, June 3, 2010, 8:30am-12:30pm  
**Course Number: 20105-001316**

## ■ Microsoft Office Project 2007 Level I

Learn to use Microsoft Project 2007, 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 2007: Level 1*, approximately \$20. Online book code 1CPT 0105. 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 <http://centurycollegebookstore.com/>

**Irene Stecher**, Century College Instructor

**All classes take place at Century College - East Campus, Room 2207; Class fee: \$169 + textbook**

- Monday, September 21, 2009, 8:30am-4:00pm  
**Course Number: 20103-001575**
- Monday, May 3, 2010, 8:30am-4:00pm  
**Course Number: 20105-000162**
- Thursday, May 13, 2010, 8:30am-4:00pm  
**Course Number: 20105-001309**

This document can be made available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.

## ■ Microsoft Office Project 2007 Level II

This course is the second course in the Microsoft Project 2007 series. This course builds upon Microsoft Project 2007 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. **Required Textbook:** *Microsoft Office Project 2007: Level 2*, approximately \$20. Online book code 1CPT 0106. 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 <http://centurycollegebookstore.com/>

**Irene Stecher**, Century College Instructor

**All classes take place at Century College - East Campus, Room 2207; Class fee: \$169 + textbook**

- Monday, September 28, 2009, 8:30am-4:00pm  
**Course Number: 20103-001581**
- Monday, May 10, 2010, 8:30am-4:00pm  
**Course Number: 20105-000167**
- Thursday, May 20, 2010, 8:30am-4:00pm  
**Course Number: 20105-001311**

## ■ Budget Management 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.

**Irene Stecher**, Century College Instructor

**All classes take place at Century College - East Campus, Room 2207; Class fee: \$89 including class materials**

- Monday, October 5, 2009, 8:30am-12:00pm  
**Course Number: 20103-001699**
- Monday, May 17, 2010, 8:30am-12:00pm  
**Course Number: 20105-001317**
- Thursday, May 27, 2010, 8:30am-12:00pm  
**Course Number: 20105-001318**

**To register, call 651-779-3341. For class information, call Joan Peterson at 651-773-1743 or email: [joan.peterson@century.edu](mailto:joan.peterson@century.edu)**

Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system.

## 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 # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Confidential- to be used in registration system as your Student ID.) \_\_\_ Male \_\_\_ Female

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

| Course Number    | Course Name | Course Fee |
|------------------|-------------|------------|
| 1. _____ - _____ | _____       | \$ _____   |
| 2. _____ - _____ | _____       | \$ _____   |
| 3. _____ - _____ | _____       | \$ _____   |
| 4. _____ - _____ | _____       | \$ _____   |

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 \_\_\_\_/\_\_\_\_/\_\_\_\_