



## Continuing Education & Customized Training

### Project Management Certificate Program

#### Five Easy Registration Options

**Online:** [century.augusoft.net](http://century.augusoft.net)

**Phone:** 651.779.3341

**Fax:** 651.779.5802

**Mail to:** Century College, CECT Dept.  
3300 Century Ave N  
White Bear Lake, MN 55110

**In Person:** East Campus, Rm E2330  
Mon–Thu 8:00am–7:00pm  
Fri 8:00am–4:00pm

#### Questions?

Contact **Joan Peterson**,  
at [joan.peterson@century.edu](mailto:joan.peterson@century.edu)  
or **651.773.1743**.

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



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, please email [cassie.morrisette@century.edu](mailto:cassie.morrisette@century.edu) to receive your Project Management Certificate.

## 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!

In this session, 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*, approximately \$25. Online book code 1SUP 0030.

East Campus, Rm 2313 **\$225**

- **Tues, Nov 2** 9:00am-4:00pm
- **Thurs, Apr 14, 2011** 9:00am-4:00pm

## 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!

In this session, you will learn how to:

- Recognize 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
- Balance work, personal, and family time

East Campus, Rm 2313 **\$130**

- **Tuesday, Oct 26** 8:30am-12:30pm
- **Thurs, Apr 7, 2011** 8:30am-12:30pm

## 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.

In this session, 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 **\$130**

- **Thursday, Oct 28** 8:30am-12:30pm
- **Thurs, Feb 24, 2011** 8:30am-12:30pm

## 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.

East Campus, Rm E2207 **\$169**

- **Monday, Sept 20** 8:30am-4:00pm
- **Monday, May 2, 2011** 8:30am-4:00pm



## 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.

East Campus, Rm E2207 **\$169**

- **Monday, Sept 27** 8:30am-4:00pm
- **Monday, May 9, 2011** 8:30am-4:00pm



## 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**

- **Sat, Oct 2** 8:30am-12:00pm
- **Mon, May 16, 2011** 8:30am-12:00pm

## 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](http://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 # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Confidential—to be used in registration system as your Student ID.) \_\_\_ 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 \_\_\_\_/\_\_\_\_/\_\_\_\_