

Project Management Certificate Program Overview

Certificate requires a total of 156 course hours

REQUIRED COURSES

144 hours total

Principles of Project Management	12 hours
Project Planning and Scheduling	18 hours
MS Project for Project Managers	18 hours
Managing Project Communication and Team Dynamics	12 hours
Project Execution, Monitoring and Controlling	15 hours
Principles of Requirements Management	18 hours
Project Resource Management	9 hours
Project Process Development and Improvement	9 hours
Project Management Practicum	33 hours

ELECTIVES

12 hours total

Technical Skills

Agile Project Management	8 hours
CAPM® Exam Preparation	18 hours
Earned Value	6 hours
Excel for Project Managers	8 hours
PMP® Exam Preparation	21 hours
Project Procurement and Contract Management	6 hours
SharePoint Foundations: Level 1	14 hours
Understanding and Developing a Work Breakdown Structure	6 hours
Understanding Budgets	9 hours

Soft Skills

Cultivating Collaboration: Building Strong Teams	6 hours
Delivering Great Presentations	15 hours
Ethics and Project Management	3 hours
Facilitating Meetings for Better Results	6 hours
It's Not What We Say It's How We Say It! Part 1	3 hours
It's Not What We Say It's How We Say It! Part 2	3 hours
Leadership Choices	21 hours
Managing People	15 hours

FOR MORE INFORMATION:

- Get full course and schedule information at www.gotobcc.com/ce/pm
- Attend a free Project Management Certificate information session. Call (425) 564-2263 for dates
- Questions about the program? Contact Business & Professional Programs at (425) 564-3172

Project Management Certificate Program

Register by phone at (425) 564-2263
or online at www.gotobcc.com



Professional. Practical. Results-oriented.

- Curriculum developed by local project management experts
- Classes count toward education requirements for the PMP® and CAPM® certifications
- Bellevue College Continuing Education is a Project Management Institute Registered Education Provider

This practical, real world approach to project management teaches skills you can start using today to enhance your career and improve the productivity of your workplace. Choose electives from a broad range of business and professional subject areas to tailor the certificate to your career needs. With our flexible program, you can start any time you like and take as few as one or two classes a week. Evening and weekend classes are available.

ATTEND A FREE INFORMATION SESSION

Meet with staff for an overview of the program, the courses that best meet your career goals and how to get started.

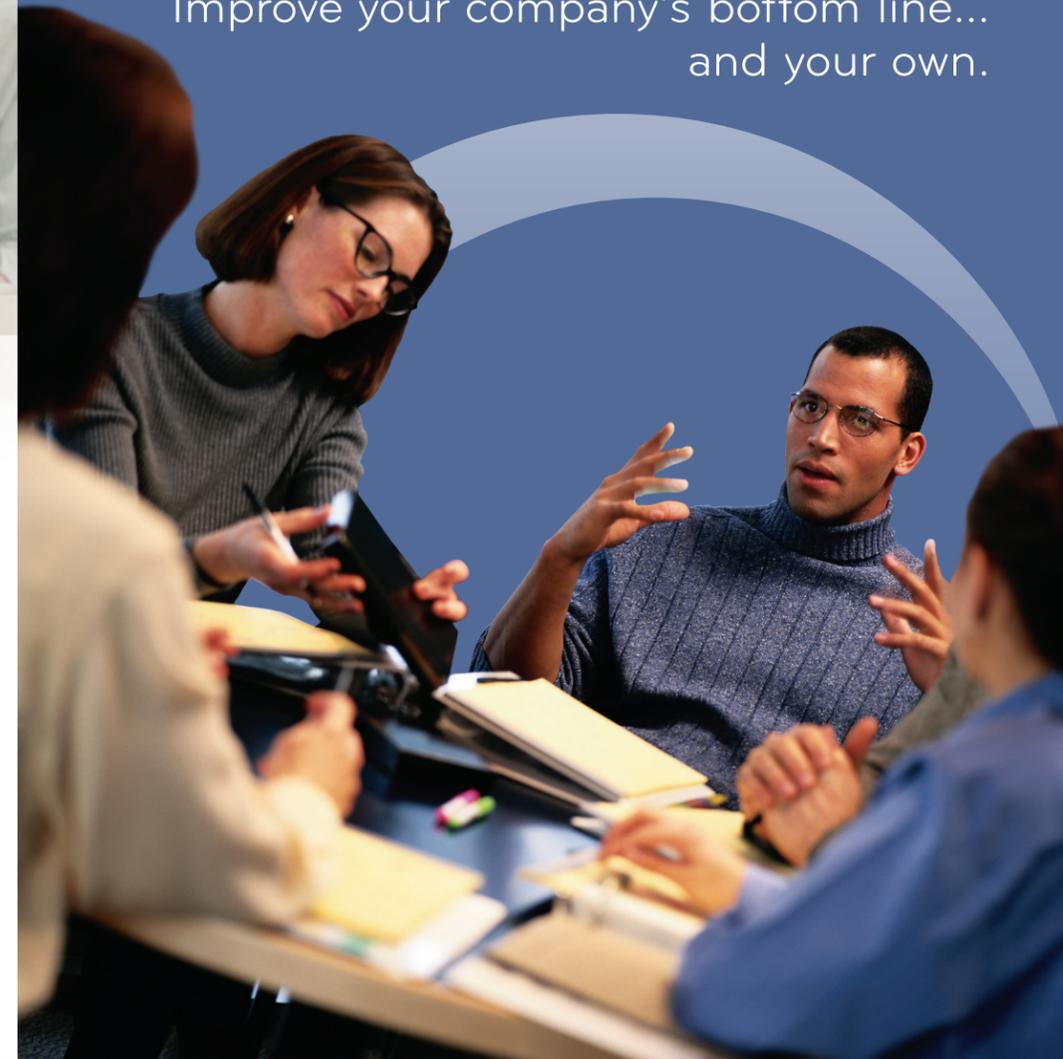
Find out more at www.gotobcc.com/ce/pm

CONTINUING EDUCATION



Project Management Certificate Program

Improve your company's bottom line...
and your own.



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PROJECT MANAGEMENT COURSES

Principles of Project Management

This foundation course examines the project management framework, key terminology, project management context, project management processes, the project life cycle and organizational designs. This course emphasizes tools and techniques that are critical during the initiating process. Obtain hands-on practice such as reviewing a Statement of Work, identifying stakeholders and conducting business case analysis.

Project Planning and Scheduling

A comprehensive project plan and a precise schedule are foundational components of a project. This course will cover: using planning and scheduling techniques that will establish the course of a project and facilitate moving the project forward, building an accurate, resource driven project schedule and creating a realistic budget. In addition, prepare project planning documents and create processes for risk management, change management and quality control. Prerequisite: Principles of Project Management or equivalent.

MS Project for Project Managers

Gain hands-on experience using MS Project software for planning, control and execution. Topics: setting up projects, entering tasks/resources, linking tasks, setting up/assigning resources, saving a baseline, addressing constraints/deadlines, changing task types, sorting/grouping/filtering and reporting status. Note: not Apple compatible. Prerequisites: Windows Introduction, Principles of Project Management and Project Planning and Scheduling.

Managing Project Communication and Team Dynamics

Communication and working effectively with teams is a critical, but often overlooked, component of effective project management. In this class, develop essential communication skills for project management success. Create a project communication plan and learn to use communication tools, techniques and best practices for managing a project team. Prerequisites: Principles of Project Management or equivalent.

Project Execution, Monitoring and Controlling

Precise execution of a project is critical to success. In this course, develop skills to perform tasks for the work-driven phase of a project. Use tools to evaluate the progress of a project, identify preventative actions to avoid issues, apply corrective action where needed and document project performance. Students will obtain practice implementing project management processes (change control, quality and communications) to ensure that a project is on track to a successful outcome. Prerequisites: Principles of Project Management and Project Planning and Scheduling or equivalent.

Principles of Requirements Management

Knowing how to develop, track and manage requirements are valuable skills. In this course, learn the fundamentals of developing and managing requirements over product and service development life cycle processes. Practice applying key tools and techniques for collecting, analyzing, documenting and tracking requirements successfully over a product or service life cycle. Other topics include: interaction between requirements management and project management processes (Initiation, Planning, Execution, Monitoring and Controlling and Closing).

Project Resource Management

The course provides a systematic method for applying techniques and identifying the issues that can result in cost overruns, delayed schedules or failure to meet performance standards. Course topics include: resource identification, estimating techniques and planning phases, which take place during project definition and planning, risk triggers, performance issues and contract management which take place during project execution, monitoring, controlling and closure. Prerequisite: Principles of Project Management or equivalent.

Project Process Development and Improvement

Identifying, developing and applying processes and process improvements are critical components of successfully managing projects. In this class, students will develop skills to develop and implement processes that are critical for project success. Create process flow diagrams and apply those skills to develop a change management plan using industry tools, techniques and best practices. Prerequisite: Principles of Project Management or equivalent.

Project Management Practicum

In this capstone course, apply and synthesize the skills, knowledge and techniques learned in previous Project Management courses. Work with a team on an actual project, receiving valuable feedback from the group and the instructor. Class requires in-class work as well as 6-10 hours of work outside of class each week. Prerequisite: Completion of all other required Project Management Certificate courses.

ELECTIVE COURSES

TECHNICAL SKILLS

Agile Project Management

Agile provides a supportive framework for software development projects. See how Agile compares to classic project management methods. If you are new to Agile you will learn how to apply fundamental techniques. We will provide best practices, tools and discussions on how companies are using Agile. Topics: iterative delivery of value, anticipating change, reducing project risk and maintaining focus on priorities. Prerequisite: Experience with software projects and basic computer literacy.

CAPM® Exam Preparation

Prepare efficiently and effectively for the CAPM® Exam using tried-and-true strategies of internationally recognized CAPM® exam expert Rita Mulcahy. Review core PMBOK® Guide concepts and terms. Reinforce what you've learned with exercises, games and practice exams. Learn test-taking tips to help you avoid pitfalls on exam day. Prerequisite: Project Execution, Monitoring and Controlling or equivalent. Recommended: Earned Value.

Earned Value

The most common and powerful tool for the collection of information on, and reporting of, project status is the Earned Value Management System. This system integrates both cost and schedule to provide accurate tracking of project tasks. Learn to track performance by collecting information and measuring project status against a predetermined baseline. Practice techniques for creating and monitoring results to achieve positive project outcomes. Prerequisite: Principles of Project Management or equivalent.

Excel for Project Managers

Manage a project with Excel's powerful features. Topics: filtering/sorting data, creating multiple workbooks for multi-project management, generating sample project status reports, developing a project style calendar and performing analysis on earned value to monitor/manage projects. Prerequisites: Excel: Level 2 and Principles of Project Management.

PMP® Exam Preparation

This course utilizes proven strategies of internationally recognized PMP® exam expert Rita Mulcahy to help students successfully prepare for the PMP exam. Review core PMBOK® Guide concepts and terms. Reinforce your skills with exercises and practice exams. Learn test-taking tips to help you avoid pitfalls on exam day. Prerequisite: Project Execution, Monitoring and Controlling or equivalent. Recommended: Earned Value.

Project Procurement and Contract Management

Learn about key procurement concepts based on the PMBOK® Guide. Examine key terms and activities that every PM needs to know. Recommended: Principles of Project Management or equivalent.

SharePoint Foundations: Level 1

Windows SharePoint combines familiar Office tools, adds the latest technology and extends the functionality of applications and the Web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website and then you will create and manage your own team site. Prerequisite: Familiarity with MS Office software.

Understanding and Developing a Work Breakdown Structure

A Work Breakdown Structure (WBS) gives stakeholders a vision of the project scope, provides a framework for deliverables and ensures that you have accounted for all the work to be performed while eliminating superfluous work that's not included in the scope. Learn how the WBS can give structure and coherence to a project by providing the basis for creating tasks, a schedule and costs for budget estimates. Recommended: Principles of Project Management or equivalent.

Understanding Budgets

As a manager, you don't need to know how to do high-level accounting, but you do need to understand where the figures come from and what they mean. Understanding the budget process will improve your decision-making intelligence, provide product strategy analysis and enable you to present budgets to senior management. Learn to analyze financial statements and use ratios to analyze the performance of profit centers and cost information.

SOFT SKILLS

Cultivating Collaboration: Building Strong Teams

Build strong teams and foster spirit, pride, commitment and trust. There are definitive team development stages and roles for each member. Practice developing and sustaining cooperative working relationships at all phases of team development. Explore ways to motivate and inspire others and promote cooperative working relationships. Promote participative leadership and empower your team.

Delivering Great Presentations

Presentation skills are among the most valuable assets an employee can develop to increase effectiveness in the workplace. This class focuses on how to prepare, design and deliver presentations for optimum individual performance. Explore techniques for effective presentations, directly apply these in a series of in-class presentations and receive constructive feedback on individual performance. Prerequisite: Ability to create presentations in tools like PowerPoint, Keynote or equivalent.

Ethics and Project Management

Explore the role of ethics in planning and executing projects. Learn to ethically navigate situations that include: lapses in ethical judgment, poor performance related to ethics, pressures project managers face regarding ethics, how to ensure ethical behavior and how to deal with unethical behavior. Recommended Prerequisite: Principles of Project Management or equivalent.

Facilitating Meetings for Better Results

Meetings are an important part of business culture. Make yours as results-driven as possible by becoming a more effective meeting facilitator as you use proven, skillful planning and execution techniques. Participants in this course will explore how to make better use of time, establish a greater meeting presence, gain participant respect, develop best practices, learn new ways to encourage participation, interact more effectively and establish practical action plans.

It's Not What We Say It's How We Say It! Part 1

The words we use, tone of voice and body language dramatically affect how people respond to us. Communicate with confidence by learning specific ways to: get cooperation without forcing your ideas, be positive yet direct, handle annoying behavior tactfully and learn the 12 words that "push people's buttons."

It's Not What We Say It's How We Say It! Part 2

When tempers flare, verbal attacks and complaints can easily put people on the defensive. How we respond is crucial to the outcome. Navigate tense conversations with confidence drawing upon skills used in mediation and hostile negotiations. Learn and practice a powerful three-step process that quickly calms negative emotions, gets to the bottom of the real issue and transforms difficult conversations into satisfying solutions. Recommended: It's Not What We Say It's How We Say It! Part 1.

Leadership Choices

Leaders work on the strategic level; managers on the operational level. Leaders provide the vision; managers make it happen. Throughout the course, you'll develop key competencies to help you increase your ability to influence others, build and maintain credibility, collaborate effectively and guide your people to a better future. Prerequisites: Must be currently leading teams and/or projects or have recent experience with the same.

Managing People

A manager's job is to get results through others. As simple as this proposition sounds, managing people requires a unique skill set. This "hands on" course will provide guidelines and techniques to successfully develop high performing teams. Drawing on management models and lessons from the experts, students will gain practical insight in the art of managing others. Students will practice management skills in the classroom to reinforce key concepts.

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FOR COMPLETE COURSE AND
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