

ADVANCE YOUR CAREER WITH CAPM® OR PMP® CERTIFICATION



Project Management is an in-demand field with strong earning potential. If you have been thinking of formalizing your understanding of Project Management, making a career change, or learning tangible skills for your current role, consider taking these courses.

By completing the **CAPM®** course, a student will receive the required minimum 23 hours of instruction to sit for the Project Management Institute's (PMI)® CAPM® certifying exam. By also completing two of three additional courses, a student would have the required contact education hours to sit for the Project Management Professional (PMP)® certifying exam. For information on the exams, visit <http://www.pmi.org/>. CAPM®, PMBOK®, PMP® are registered marks of the Project Management Institute, Inc.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)®

Learn the fundamental knowledge, terminology and processes of effective project management in the ten knowledge areas:

*Project Integration • Scope • Schedule • Cost • Quality • Resource
Communication • Risk • Procurement • Stakeholder Management*

Required textbook, which is not included, is *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*—Sixth Edition, PMI, 2017. Prior knowledge or experience is not necessary. A minimum of a high school diploma is required to take the CAPM® exam.

CE1 222 A1 Meets: Thursday, 6:00pm-9:30pm for 7 sessions (Note: December 5, 2019 class meets until 10:00pm; no class November 28, 2019).

October 17 - December 5, 2019

Fee: \$495

NEW

LEAN SIX SIGMA – YELLOW BELT PREPARATION

This course will introduce the concepts of Lean and Six Sigma and includes an overview of team roles and responsibilities and valuable quality improvement tools and methods commonly included on Lean Six Sigma Yellow Belt Certification exams. It also expands on PMBOK's Project Quality Management knowledge area as these practical tools are used by project managers.

Lean Six Sigma Tools include: Design, Measure, Analyze, Improve, and Control (DMAIC); Supplier Input Process Output Customer (SIPOC); Value Stream Mapping; Fishbone Pareto; and Control Charts. Lean Concepts of 5S, 8 Wastes, Kanban, Poka Yoke error prevention, and Kaizen as a culture of continuous improvement will also be covered.

Lean Six Sigma Yellow Belt Certification can be taken at additional cost. Previous knowledge or experience in Lean Six Sigma is not required.

CE1 271 A1 Meets: Monday, 6:00pm-10:00pm. **September 9 - September 23, 2019**

Fee: \$250

AGILE PROJECT MANAGEMENT USING SCRUM

This introductory course includes the basics of Agile – an adaptive, change-driven project planning and project management process, and how to use its tools and techniques effectively. The focus is on fundamental Scrum knowledge, terminology and concepts, covering topics included in the Professional Scrum Master (PSM Level 1) certification exam. The student should be familiar with basic concepts of software development methodology and project management.

CE1 263 A1 Meets: Monday, Wednesday, Thursday 6:00pm-10:00pm for 3 sessions. **December 9, 11, 12, 2019.**

Fee: \$240

PROJECT MANAGEMENT: LEADERSHIP & COMMUNICATION

This class will expand upon the PMBOK® knowledge areas of Project Leadership, Communication, Human Resources, and Stakeholder Management. The methodologies of leading without authority, building credibility and consensus, and establishing an environment that brings out the best in people will be explored.

CE1 255 B1 Meets: Monday, **January 27 and February 3, 2020**, 6:00pm - 9:45pm.

Spring Semester: Registrations to be accepted in November, 2019.

Fee: \$160

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