

Montgomery College is a designated Global Registered Education Provider by the Project Management Institute.

# Montgomery College School of Project Management

Fall 2010

Certified as a provider and resource for project management training and development in Maryland, WD&CE offers open enrollment and contract training opportunities for individuals and businesses seeking the nationally and internationally recognized **Project Management Professional certification**. All courses below are PMI® certified.

## Project Management Professional (PMP®) Certification Prep

Prepare for the internationally recognized Project Management Professional (PMP®) certification exam. This course is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course you may apply to take the PMP® Certification exam. *Prerequisite: Successful Project Management (AMA035) and Project Management Essentials and Best Practices (MGT293).* This course is certified by Project Management Institute (PMI®). Textbooks are available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

**Course: MGT280 48 Hours 6 Sessions**

\$999 + \$400 fee = \$1,399; Non-Md. residents add \$650

### Gaithersburg Business Training Center

CRN: 25682

10/22–12/18 F,S 8:30 a.m.–5 p.m.

Class meets on: 10/22, 11/5, 11/20, 12/4, 12/11, 12/18

## Certified Associate in Project Management (CAPM® Prep)

This course helps prepare you for the Project Management Institute (PMI®) Certified Associate in Project Management (CAPM®) Certification exam. It is designed for entry-level to senior members of a project team who contribute specialized skills such as scheduling, logistics, or cost estimating. This credential signifies that the individual has knowledge of the principles and terminology of the PMBOK® Guide. Upon completion of this course, you may apply to take the CAPM® Certification exam.

*Prerequisite: Successful Project Management (AMA035) and Project Management Essentials and Best Practices (MGT293).* This course is certified by the Project Management Institute (PMI®). Textbooks are available at Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

**Course: MGT278 24 Hours 5 Sessions**

\$329 + \$160 fee = \$489; Non-Md. residents add \$225

### Gaithersburg Business Training Center

CRN: 25680

10/23–11/5 M,W,R,F,S 5:30–9:30 p.m. (M,W,R,S)  
8:30 a.m.–5 p.m.(S)

Class meets on: 10/23, 10/25, 10/28, 11/3, 11/5

## Successful Project Management

Learn the project management process including project selection and evaluation. Gain skills in developing a project plan defining the scope, phases, milestone goals, and purposes. The types of project organizations will be detailed, including intra-functional organizations, cross-functional matrix, and task force organizations. Learn how to construct a work breakdown structure and create a project task network. This course is certified by Project Management Institute (PMI®). Textbook included. Tuition waiver applies; seniors pay fee only.

**Course: AMA035 15 Hours 2 Sessions**

\$203 + \$89 fee = \$292; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN: 25639

9/11–9/18 S 8:30 a.m.–5 p.m.

CRN: 25158

10/23–10/30 S 8:30 a.m.–5 p.m.

## Project Management Essentials and Best Practices

This course is intended as a prerequisite to the Project Management Professional (PMP®) prep course, and it provides mandatory classroom hours as well as important preparatory knowledge for the PMP® prep course. This course is certified by Project Management Institute (PMI®). Textbooks are available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

**Course: MGT293 32 Hours**

\$504 + \$250 fee = \$754; Non-Md. residents add \$350

### Gaithersburg Business Training Center

CRN: 25671

9/25–10/16 M,W,S 8:30 a.m.–5 p.m.(S)

CRN: 25157

11/15–12/16 M,T,R 5:30 p.m.–9:30 p.m.

Class meets on: 11/15, 11/23, 12/2, 12/6, 12/9, 12/14, 12/16

Class on 12/14 meets from 8:30 a.m.–5 p.m.



Montgomery College

Workforce Development & Continuing Education

240-567-5188

www.montgomerycollege.edu/wdce



## Risk Management

Ignoring risks does not make them go away! Imagine preventing 90 percent of your project problems. How much could you improve project quality, cost, and schedule? Risk management is a project management methodology that includes risk planning, identification, qualification, risk response development, and control. Business and project managers need to understand what risks they face and adopt strategies for incorporating those opportunities into effective project management. This course includes techniques from international risk research and worldwide contributors, templates you can adapt and use in your projects, hundreds of risks and risk categories to help you identify risks, and a methodology to prevent many project problems. Project managers, project team members, technical staff, and managers can benefit from the risk management techniques and templates in this course. Since the course also covers the basics of risk management, it is also useful for those preparing for the PMI® certification exams. This course is certified by Project Management Institute (PMI®). Tuition waiver applies; seniors pay fee only.

**Course: MGT319      15 Hours      2 Sessions**

\$203 + \$89 fee = \$292; Non-Md.residents add \$140

**Gaithersburg Business Training Center**

CRN: 25677

11/18–11/19      R, F      8:30 a.m.–5 p.m.

## Earned Value Management

Earned Value (EV) is a management tool for tracking and communicating a project's status. Earned Value Management (EVM) will let you know the actual state of the project by comparing your current project performance against your plan. Knowing the project's performance will let you take actions needed to ensure that the project is completed on time and within budget. Like any tool, in order for EVM to be successful, it is very important that it is used correctly. EV is one of the most sophisticated and accurate methods for measuring and controlling project schedules and budgets. EV has been used extensively in large projects, especially in government projects. PMI is a strong supporter of the EV approach because of its ability to accurately monitor the schedule and cost variances for complex projects. Learn more about this powerful, highly respected technique, how to use it effectively, and how to create the desired reports for senior management and customers. This course is being offered for PMPs seeking to maintain their 60 PDUs.

**Course: MGT345      4 Hours      1 Session**

\$80 + \$45 fee = \$125; Non-Md.residents add \$120

**Gaithersburg Business Training Center**

CRN: 25703

12/3      F      5:30 p.m.–9:30 p.m.

## Negotiating for Project Managers and Other Professionals

This course teaches the basics of negotiations. Learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Course activities also cover the guidelines for conducting a successful negotiation and facilitating communication, questions a person should ask and appropriate responses, and situations that require a specific negotiation style. You will also learn how to gain control in a negotiation, use various negotiation tactics, and deal with unethical negotiation tactics. Tuition waiver applies; seniors pay fee only. This course is being offered for PMPs seeking to maintain their 60 PDUs.

**Course: MGT345      7.5 Hours      1 Session**

\$199 + \$50 fee = \$249; Non-Md.residents add \$140

**Gaithersburg Business Training Center**

CRN: 25881

9/24      F      9 a.m.–5 p.m.

## Project Teams

Learn how to resolve conflicts, reach consensus among team members, identify personal responsibilities and communication skills needed from team members, and improve team communication. Course activities also cover identifying team roles. How to avoid common pitfalls in project team meetings will be covered. You will also learn how to establish and improve project teams, set team goals, motivate teams, and manage a team during times of changes. Tuition waiver applies; seniors pay fee only. This course is being offered for PMPs seeking to maintain their 60 PDUs.

**Course: MGT347      7.5 Hours      1 Session**

\$199 + \$50 fee = \$249; Non-Md.residents add \$140

**Gaithersburg Business Training Center**

CRN: 25882

12/10      F      9 a.m.–5 p.m.



240-567-5188

<http://www.montgomerycollege.edu/wdce/bits/projectmanagement.html>