



PROFESSIONAL STUDIES  
& INDUSTRY TRAINING

# Applied Project

# Management

# Certificate Program

## THE PROGRAM

Professional Studies and Industry Training at Camosun College, in partnership with the Applied Management Centre (AMC), welcome students seeking practical, hands-on training to the Certificate in Applied Project Management program.

This six-course, 220-hour program is taught online by expert instructors with decades of experience across a variety of industries. Using a real or potential project of your own design, you'll work through the process of initiating, planning, delivering, and continuously improving a project with the support of your instructors and your online classmates. Finish the program in 14 weeks, or spread your studies out over up to 2 years as your schedule and your busy life allow.

## THE COURSES

### Project Initiation & Charter Development (1 week)

Learn the fundamentals of project management for organizations, including how to select and start up a project. Gain practical experience in identifying project requirements, establishing effective objectives, defining the role of a project manager, and creating a project charter.

### Project Project Planning, Scheduling & Budgeting (5 weeks)

Develop valuable project planning skills by creating a comprehensive project plan. You will learn how to define the scope of a project, create a work breakdown structure, estimate resource requirements, develop a complete budget, anticipate and manage risk, and create a realistic, optimized schedule. These essential processes will form the backbone of your project and help you to communicate your plans, avoid surprises, and stay on track.

### Project Execution & Control (3 weeks)

Put your plan into action. You will learn how to execute and control the progress of your project, including how to track project tasks, measure performance, control change with informed decision-making, and take corrective action to recover variances. Learn how to use modeling and software to support project execution, and to track and manage contracts and procurement processes.

### Project Leadership & Communications (2 weeks)

Build the skills you'll need to communicate your needs and vision to both the decision makers and the hands-on executions teams in your organization. You will learn how to develop a communications plan, manage stakeholder expectations, negotiate with project stakeholders, and report on your project's progress and performance. In addition, you'll learn the skills and competencies necessary to be a true leader, ready to manage and motivate your team to achieve success.

### Project Closing & Continuous Improvement (1 week)

How a project ends is as important as how it begins. You will work through an administrative closure and a financial closure, and learn how to transfer the project to operations. Looking back over your project, you'll learn how to capture lessons learned and to ensure continuous improvement on future projects. You will also explore the Organizational Project Management Maturity Model (OPM3)®.

### Applied Project Management Integration Project (2 weeks)

In this capstone course, you will apply the various concepts, skills, and experiences from all the previous courses to a comprehensive, integrated project, and to the writing of a knowledge exam.



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# FREQUENTLY ASKED QUESTIONS

## Who is this program for?

This program is suitable for anyone who wants to learn to manage projects better. You do not have to be in a project management job, although many of our students are working as project managers, supervisors, or project coordinators. It helps to have experience working on projects in some capacity so that you can put the learning into context, but it does not matter which industry you work in.

Past students have come from a wide range of backgrounds. They have included people without any experience managing projects, to people with more than 30 years' experience managing large, multi-year projects. Some students have little formal education, while others have advanced degrees and their PMP® credential already. The one thing they have in common is that after the program they all state they have learned a lot from taking part.

## How much work is involved?

Each course is designed into weekly modules that require 12-15 hours per week to complete, including the practical assignments. These are average numbers based on feedback from thousands of students who have taken the program. Each student's time requirement will be different depending on their experience and their efficiency with the tools.

## How will this prepare me for my PMP?

The PMP® credential requires education in the form of a high school diploma or degree, 35 hours of project management training, at least 36 months of project management experience, and an exam. Completing this course helps you meet these requirements. The program provides more than six times the required amount of project management training, and course content is regularly updated to match the current version of A Guide to the Project Management Body of Knowledge, (PMBOK® Guide). We also provide guidance on studying for the exam.

## What are the prerequisites for this program?

The courses in the program must be taken in order, although you can spread them out over several terms. You must also have a reasonable level of computer literacy, and you must have sufficient proficiency in English to communicate effectively and to demonstrate to the instructors what you have learned.

## How does online learning work?

The online learning in our program is 'asynchronous', which means that you can work whenever it suits you, rather than needing to be online at the same time as the instructors or other participants. The courses are accessible from anywhere with an internet connection.

The courses are divided into modules that follow a weekly schedule. Each week you will learn one or two modules. You will also complete a practical assignment that applies the skills learned that week. This helps you to pace your progress through the courses, ensuring that you do not fall behind.

The content of each module includes readings, online videos, samples, templates and exercises. There is also an assignment, which helps you learn the techniques and see how they are applied to a sample project. You may then practice using the skills in a project of your own.

Our program uses a variety of tools such as discussion forums, blogs, wikis, group activities and email. These allow you to collaborate with the other participants and the instructor. The instructors are also available by appointment for consultation by phone and remote desktop sharing. You can choose to receive as much or as little guidance as you wish to help you progress through the learning process.

**REGISTER TODAY** Visit [bit.ly/ProSITapm](https://bit.ly/ProSITapm) or scan this code to learn more:



# COSTS & DATES

## Project Initiation & Charter Development

**AMPC 500V** • \$478.38 • 1 week  
Fall 2024 • Sep 07 – Sep 12  
Winter 2025 • Jan 11 – Jan 16  
Spring 2025 • Apr 26 – May 01

## Project Planning, Scheduling & Budgeting

**AMPC 501V** • \$1,978.80 • 5 weeks  
Fall 2024 • Sep 14 – Oct 17  
Winter 2025 • Jan 18 – Feb 20  
Spring 2025 • May 03 – Jun 05

## Project Execution & Control

**AMPC 502V** • \$1,192.38 • 3 weeks  
Fall 2024 • Oct 19 – Nov 07  
Winter 2025 • Feb 22 – Mar 13  
Spring 2025 • Jun 7 – Jun 26

## Project Leadership & Communications

**AMPC 503V** • \$795.60 • 2 weeks  
Fall 2024 • Nov 09 – Nov 21  
Winter 2025 • Mar 15 – Mar 27  
Spring 2025 • Jun 28 – Jul 10

## Project Closing & Continuous Improvement

**AMPC 504V** • \$478.38 • 1 week  
Fall 2024 • Nov 23 – Nov 28  
Winter 2025 • Mar 29 – Apr 03  
Spring 2025 • Jul 12 – Jul 17

## Applied Project Management Integration Project

**AMPC 505V** • \$969 • 2 weeks  
Fall 2024 • Nov 30 – Dec 12  
Winter 2025 • Apr 05 – Apr 17  
Spring 2025 • Jul 19 – Jul 31

**Total Cost:** \$5,892.54

Prices subject to change. Software an additional -\$175.

**Total Time:** 14 weeks

## FREE INFO SESSIONS

**AMPC 990V** • FREE