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CERTIFICATION COURSE TRACK

PROJECT MANAGEMENT FUNDAMENTALS
In this course, you will learn 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 intrafunctional organizations, cross-functional matrix, and task force organizations. You will learn how to construct a work breakdown structure and create a project task network. This is a prerequisite course for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM)® certification course. Students without prior PM training should register for this course before taking the Practical Approach to PM.

Course: PMC019 15 Hours
$217 + $122 fee = $339; Non-Md. residents add $160

Rockville Campus
CRN#: 25717  2 Sessions  S,U
10/28-10/29  8:30 a.m.-5 p.m.

Distance Learning
CRN#: 25718  5 Sessions  M,T,W,R,F
11/13-11/17  6-9 p.m.

A PRACTICAL APPROACH TO PROJECT MANAGEMENT
This course is intended as a prerequisite to the Project Management Professional (PMP)® Certification Prep course and the Certified Associate in Project Management (CAPM)® Prep. It provides mandatory classroom hours as well as important preparatory knowledge for the PMP® prep course. Project Management Fundamentals is a prerequisite to this course for students with no prior PM training. This course is certified by the Project Management Institute (PMI)®. Textbooks available at Rockville Campus bookstore. TWA.

Course: PMC013 36 Hours
$597 + $338 fee = $935; Non-Md. residents add $400

Gaithersburg Business Training Center/Hybrid
CRN#: 25712  7 Sessions  M,R,S
9/14-9/30  6-9 p.m. (M,R - 9/14-9/25)
No class 9/28  8:30 a.m.-5 p.m. (S - 9/16-9/30)

CRN#: 25713  10 Sessions  M,S
11/4-12/9  9 a.m.-4 p.m. (S)
No class 11/25

CRN#: 25714  12 Sessions  T,R
11/28-1/11  6-9 p.m.
No class 12/26, 12/28

Position yourself for a big career move with PMP® certification.

Did you know that more than 1.5 million project management jobs are created each year? Position yourself for success with Project Management Professional (PMP)® certification. PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.

PROJECT MANAGEMENT PROFESSIONAL (PMP)® CERTIFICATION PREP

Prepare for the internationally recognized Project Management Professional (PMP)® certification exam. It 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. Prerequisites: Project Management Fundamentals and A Practical Approach to Project Management. This course is certified by the Project Management Institute (PMI)®. TWA.

Course: PMC004 48 Hours
$1,039 + $710 fee = $1,749; Non-Md. residents add $800

Germantown Campus / Hybrid
CRN#: 25709  9 Sessions  M,S
10/2-10/30  6-9 p.m. (M - 10/2-10/23)
8:30 a.m.-5 p.m. (S - 10/7-10/28)
5:30-9:30 p.m. (M - 10/30 only)

This course will be offered again January 22-March 17, 2018.

These courses are certified by the Project Management Institute (PMI). Montgomery College is a designated Global Registered Education Provider for the Project Management Institute®. The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc. PMP, CAPM, and PMBOK are registered marks of the Project Management Institute, Inc.

▲=Tuition Installment Plan; ♥=VA-Approved; TWA =Tuition Waiver Applies

www.montgomerycollege.edu/wdce/bits/projectmanagement.html
PROJECT MANAGEMENT PROFESSIONAL (PMP)® BOOT CAMP ▲ ▼
This course thoroughly prepares you for the internationally recognized Project Management Professional (PMP)® certification exam. It 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: Students registering for this course should have already attended Project Management courses. This course is certified by the Project Management Institute (PMI)®. Textbooks are available at Rockville Campus Bookstore. TWA
Course: PMC008 48 Hours
$1,039 + $710 fee = $1,749; Non-Md. residents add $800
Gaithersburg Business Training Center
CRN#: 25710 6 Sessions M,T,W,R,F,S
12/11-12/16 8:30 a.m.-5 p.m.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)® PREP ♥
Prepare for the Project Management Institute (PMI)® 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 library of global standards, A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fifth Edition, Project Management Institute, Inc. 2013. Upon completion of this course, you may apply to take the CAPM® Certification exam. Prerequisites: Project Management Fundamentals and A Practical Approach to Project Management. This course is certified by the Project Management Institute (PMI)®. Textbooks are available at the Rockville Campus Bookstore. TWA
Course: PMC002 24 Hours
$354 + $295 fee = $649; Non-Md. residents add $300
Gaithersburg Business Training Center
CRN#: 25708 3 Sessions S
12/2-12/16 8:30 a.m.-5 p.m.

RISK MANAGEMENT PROFESSIONAL (PMI-RMP)® CERTIFICATION EXAM PREP
If you manage projects, you manage risk. The PMI-RMP® credential will make you stand out as an accomplished risk management professional, or as an added specialization to the PMP® certification. This interactive and engaging course provides the knowledge you need to pass the PMI-RMP® Exam. Montgomery College's PMI-RMP® instructor is credentialed and has both real-world project risk management and adult education experiences. TWA
Course: PMC028 32 Hours
$400 + $429 fee = $829; Non-Md. residents add $400
Gaithersburg Business Training Center
CRN#: 25725 10 Sessions W,S
9/13-11/18 6-9 p.m. (W)
9 a.m.-1 p.m. (S)
No Class 11/8, 11/15

For more information contact:
Transcie Almonte at 240-567-3828 or e-mail:
transcie.almonte@montgomerycollege.edu

PM Elective Courses

PMP® APPLICATION WORKSHOP
Have you decided to take your career in the next level by pursuing PMI's Project Management Professional (PMP)® Certification? Then this course is for you. In this course, you will get individualized consulting on completing your application form to sit for the PMP® exam. Many certified professionals say it is one of the most complicated application forms they have completed. Our instructor, Mary K. Pedigo, PMP, gets requests from confused project managers for assistance completing their application forms. We are pleased to offer this course where students can get answers to their specific questions and customized instructions completing the rigorous application process. Students are encouraged to bring their laptops and records of project management experience for individualized assistance.
Course: PMC017 3.5 Hours
$50 + $35 fee = $85; Non-Md. residents add $50
Distance Learning
CRN#: 25716 1 Session T
10/3 6-9:30 p.m.

EFFICIENT PROJECT MANAGEMENT WITH MIND MAPPING
Mind mapping is an effective project management tool to save time and improve communication with the team and other stakeholders in an effective and creative way. A mind map is a graphical diagram consisting of nodes, branches, colors, and icons used to convey ideas efficiently. Learn how to create and apply mind maps in project management and get links to a variety of free templates that you can use immediately to get started with mind maps. This powerful project management technique can be used for strategic planning, requirements, work breakdown structure, risk identification, accelerated learning, and project planning. If you are interested in using mind mapping as an alternative to (or enhancement of) project management software, this course is a good place to start. (4 PDUs)
Prerequisites: none.
Course: PMC015 4 Hours
$80 + $75 fee = $155; Non-Md. residents add $120
Gaithersburg Business Training Center
CRN#: 25715 1 Session T
10/17 6-9 p.m.

INTRODUCTION TO AGILE PROJECT MANAGEMENT
Project Management practitioners are increasingly embracing Agile as a technique for managing successful projects. It is a topic of growing importance in project management. Whether you are a PMP® credential holder or an individual working on Agile project teams, this course will introduce you to the basics of Agile. Understand the values and principles of Agile and identify methodologies of Agile PM. Learn how to combine Agile approach with existing PM tools and see the benefits of Agile PM. This course is certified by the Project Management Institute (PMI)®. Textbooks are available at the Rockville Campus Bookstore. (15 PDUs) TWA
Course: PMC011 15 Hours
$217 + $122 fee = $339; Non-Md. residents add $160
Distance Learning
CRN#: 25711 5 Sessions M,W,F
10/9-10/18 6-9 p.m.

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**Elective Courses**

**ADVANCED PROJECT MANAGEMENT**

It's easy to forget the "manager" part of your "project manager" title among the other range of activities you are responsible for. However, your management skills are an important part of your success as a project manager, so it is crucial that you grow both of those skill sets. There are also advanced project management techniques that you can master to help bring your projects to successful completion. Students for this course should have a thorough understanding of project management, including topics such as preparing a statement of work, setting project goals, scheduling, budgeting, managing project risks, and executing a project. TWA

**Course:** PMC027  
15 Hours  
$200 + $249 fee = $449; Non-Md. residents add $225  
**Rockville Campus**  
CRN#: 25724  
2 Sessions  
U.S  
9/9-9/10  
8:30 a.m.-5 p.m.

**LEAN/SIX SIGMA YELLOW BELT**

This course prepares you to participate in process improvement events and projects, and is the first stepping stone towards Green and Black Belt Certifications. The Yellow Belt certification provides an introduction to the techniques of Continuous Process Improvement (CPI), its metrics, and basic improvement methodologies. Learn the Theory of Constraints as a toll for identifying bottlenecks and constraints that keep systems/processes from achieving a desired level of performance. Experience the effects of system dynamics by participating in several hands-on simulations. TWA

**Course:** MGT412  
15 Hours  
$320 + $100 fee = $420; Non-Md. residents add $225  
**Gaithersburg Business Training Center**  
CRN#: 25694  
2 Sessions  
S  
12/2-12/9  
8:30 a.m.-5 p.m.

**BUSINESS PROCESS MANAGEMENT**

A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs. This course will enable you to develop a strategic plan supporting the organizations values, vision and mission. Business process management best practices learned will help you and your organization leverage processes to achieve your goals and be successful. TWA

**Course:** PMC023  
8 Hours  
$199 + $90 fee = $289; Non-Md. residents add $140  
**Distance Learning**  
CRN#: 25720  
4 Sessions  
T,R  
10/17-10/26  
6-8 p.m.

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**TIME MANAGEMENT: GET ORGANIZED FOR PEAK PERFORMANCE**  
**NEW**

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to the disorganization. If you are a project manager, you have not only your own productivity to consider, you have a team of people who might be contributing to the disorganization! Many people find that they flip from one task to another, trying to get everything done. TWA

**Course:** PMC026  
7 Hours  
$125 + $149 fee = $274; Non-Md. residents add $140  
**Gaithersburg Business Training Center**  
CRN#: 25723  
2 Sessions  
F  
9/29-10/6  
6-9:30 p.m.

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NEW

**TOP PROJECT MANAGEMENT SOFTWARE**

Top Project Management apps can help you plan, track, and report the work, discussions, and messages related to your project. If your teams juggle deadlines, resources, and deliverables, they need a project management app. In this course, we will explore and compare top services that can help keep your teams on track. This course will cover the following topics: basic features of top products; team communication; collaboration; project planning; project execution; pros & cons of each app. TWA.

**Course: PMC024** 8 Hours
$150 + $149 fee = $299; Non-Md. residents add $140

**Gaithersburg Business Training Center**
CRN#: 25721 2 Sessions F
11/3-11/10 6-10 p.m.

**LEADERSHIP SKILLS FOR SUPERVISORS AND PROJECT MANAGERS**

Supervisors and Project Managers represent an important force in their organizations. You have the power to turn on or turn off the productivity of the people who report to you. You are the crucial interface between the employee and the senior managers of the organization. This course takes a unique perspective on the hot topic of leadership and will give you the skills in communication, coaching, and conflict that you need to be successful. TWA.

**Course: PMC022** 8 Hours
$199 + $90 fee = $289; Non-Md. residents add $140

**Distance Learning**
CRN#: 25719 4 Sessions M,R
12/4-12/14 6-8 p.m.

**HOW TO BUILD DYNAMIC (EFFECTIVE) TEAMS**

Do you want to develop your team leadership skills and unleash the talent of your team members? This class will focus on how to identify your strengths, interests, and needs through self-assessments and how to use this knowledge to build better teams. We will discuss your results and actions needed to connect better with others to build strong and effective teams. This 15-hour class is highly interactive and will involve the introduction of actionable steps to continue the process after the class is over. Teams are an important building block of successful organizations. With teams at the core of corporate strategy, an organization's success can depend on how the team members operate together. TWA.

**Course: PMC025** 15 Hours
$200 + $299 fee = $499; Non-Md. residents add $225

**Rockville Campus**
CRN#: 25722 2 Sessions S
10/14-10/21 8:30 a.m.-5 p.m.

For more information contact:
Transcie Almonte at 240-567-3828 or e-mail: transcie.almonte@montgomerycollege.edu

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Learn what Project Management Certification can do for you in your professional career.

**ONLINE! OCTOBER 19, 2017**

**Cost:** Completely FREE!

Please e-mail noel.lazaro@montgomerycollege.edu to reserve a seat.

www.montgomerycollege.edu/wdce/bits/projectmanagement.html