Area of Interest: Business

**Project Management (Co-op and Non Co-op Version)**

Ontario College Graduate Certificate  
1 Year  
Ottawa Campus

**Our Program**

*Sought after discipline that transforms your leadership qualities into a career.*

The one-year Project Management Ontario College Graduate Certificate program prepares you for a rewarding career in project management. Project management is a highly sought discipline that applies technical, leadership and business strategy skills to plan and execute projects effectively and efficiently. There is a growing demand for project managers in the global economy.

Our experienced faculty are dedicated to preparing you to thrive in a project leadership position. Algonquin College is a Registered Education Provider (REP) with the Project Management Institute (PMI)* and is approved by the PMI to issue Professional Development Units (PDUs) for its training programs.

Learn to move a project along its lifecycle phases through the application of concepts, strategies and best practices. Acquire creative, practical and advanced expertise that contributes to ensuring overall project success via the combination of in-class and practical learning activities. Get hands-on project experience via a work integrated learning opportunity, which serves as a vehicle for incorporating and applying skills obtained during the academic studies and providing an opportunity to handle real-life situations.

Learn the tools, perspective and expertise necessary to successfully achieve results and deliver value. Develop a critical understanding of ten knowledge areas according to A Guide to the Project Management Body of Knowledge (PMBOK)*.

Students also have the option to gain real-world experience through a paid co-operative education (co-op) work term (see Additional Information for more details). Please note that places in the co-op version of the program are subject to availability.

Upon graduation, you may find employment as a project management practitioner in a wide range of national, international, profit and non-profit organizations. You could also pursue a career as a (n):

- Assistant or junior project manager
- Project administrator
- Project control officer
- Project coordinator
- Project manager
- Project scheduler
- Project team leader

PMI and PMBOK are registered marks of the Project Management Institute, Inc.

**SUCCESS FACTORS**

This program is well suited for individuals who:
• Have strong leadership skills.
• Are motivated to lead small, large and complex projects.
• Are focused and committed to attaining goals and on time delivery.
• Are creative and strategic thinkers.
• Are interested in how people and projects drive performance in organizations.
• Possess strong communication skills.
• Adapt well to change.
• Are able to work in a team environment.

Employment
Graduates may pursue careers as assistant or junior project managers, project administrators, project control officers, project coordinators, project managers, project schedulers, project team leaders, and directors in public and private sectors.

Learning Outcomes
The graduate has reliably demonstrated the ability to:

1. Manage the scope, cost, schedule, and quality of a project, and create and adapt plans in response to external and internal issues.

2. Align projects to organizations’ strategic plans and provide business justifications throughout the project lifecycle.

3. Define project goals, constraints, deliverables, performance criteria, control needs, and resource requirements in consultation with stakeholders.

4. Interact with teams and stakeholders in a professional manner, respecting differences, to support a collaborative project environment.

5. Use technology tools for communication, collaboration, information management, and decision support.

6. Promote operational effectiveness and sound project management practices by applying communication and leadership strategies.

7. Apply appropriate legal and ethical standards in the management of projects.

8. Adapt project management strategies to project selection, resource management, contract administration and operations management in a variety of economic sectors.

9. Enhance communication in organizations and outline the role of leadership, culture and policy differences impacting projects.

10. Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

Program of Study
Level: 01

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<tr>
<th>Courses</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACC4100 Project Cost Management and Finance</td>
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<td>COM4100 Project Communication Management</td>
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<tr>
<td>MGT4104 Project Management Fundamentals</td>
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<tr>
<td>MGT4105 Project Scope Management</td>
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<tr>
<td>MGT4109 Project Time Management and Technology</td>
<td>56.0</td>
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<td>MGT4206 International Project Management</td>
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Level: 02

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<td>HRM4200 Project Human Resources and Stakeholder Management</td>
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<tr>
<td>MGT4108 Project Quality Management</td>
<td>42.0</td>
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<td>MGT4202 Project Risk Management</td>
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<td>MGT4203 Project Procurement Management</td>
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<td>MGT4205 Leadership and Corporate Social Responsibility (Csr)</td>
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<tr>
<td>MGT4209 Applied Project Management</td>
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Co-op: 01

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<td>WKT2301 Program Management Co-op-work Term</td>
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Fees for the 2020/2021 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at [http://www.algonquincollege.com/fee-estimator](http://www.algonquincollege.com/fee-estimator).

Further information on fees can be found by visiting the Registrar`s Office website at [http://www.algonquincollege.com/ro](http://www.algonquincollege.com/ro).

Fees are subject to change.

Additional program related expenses include:

Books and supplies cost approximately $1300, plus the purchase/supply of your own laptop.

Admission Requirements for the 2021/2022 Academic Year

Program Eligibility

- Ontario College Diploma, Ontario College Advanced Diploma or Degree or equivalent.

- Applicants with international transcripts must provide proof of the subject specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).

- IELTS-International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band OR TOEFL-Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading 22; Listening 22; Speaking 22; Writing 22.

Admission Requirements for 2020/2021 Academic Year

Program Eligibility

- Ontario College Diploma, Ontario College Advanced Diploma or Degree or equivalent.

- International applicants must provide proof of the subject specific requirements noted above along with proof of either: (IELTS / TOEFL) IELTS-International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL-Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading 22; Listening 22; Speaking 22; Writing 22.

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• Applicants with international transcripts must provide proof of the subject specific requirements noted above and may be required to provide proof of language proficiency.

Application Information

PROJECT MANAGEMENT
Program Code 1312X01FWO

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca
60 Corporate Court
Guelph, Ontario
N1G 5J3
1-888-892-2228

Applications are available online at the following link: http://www.ontariocolleges.ca/ . A $95 fee applies.

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at https://algonquincollege.force.com/myACint/ or by contacting the Registrar`s Office.

For further information on the admissions process, contact:

Registrar`s Office
Algonquin College
1385 Woodroffe Ave
Ottawa, ON K2G 1V8
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
TTY: 613-727-7766
Fax: 613-727-7632
Email: AskUs@algonquincollege.com

Additional Information

Programs at Algonquin College are Bring Your Own Device (BYOD). To see the BYOD requirements for your program, please visit: http://www7.algonquincollege.com/byod .

Apply directly to the non co-op version of this program through OntarioColleges.ca or our International Application Portal. Qualified students may elect to participate in the co-op version, two terms prior to the first co-op work term. Subject to availability.

Cooperative education (co-op) allows students to integrate their classroom learning with a real-world experience through paid work terms. Two academic terms prior to the cooperative education work term, students are required to actively participate in and successfully complete the self-directed co-op online readiness activities and in-person workshops.

Students must actively conduct a guided, self-directed job search and are responsible for securing approved program-related paid co-op employment. Students compete for co-op positions alongside students from Algonquin and other Canadian and international colleges and universities. Algonquin College`s Co-op Department provides assistance in developing co-op job opportunities and facilitates the overall process, but does not guarantee that a student will obtain employment in a co-op work term. Co-op students may be required to re-locate to take part in the co-op employment opportunities available in their industry and must cover all associated expenses, e.g. travel, work permits, visa applications, accommodation, and all other incurred expenses.

International students enrolled in a co-op program are required by Immigration, Refugees and Citizenship Canada (IRCC) to have a valid Co-op/Internship Work Permit prior to commencing
their work term. Without this document, International students are not legally eligible to engage in work in Canada that is a mandatory part of an academic program.

Co-op work terms are typically 14 weeks in duration and are completed during a term when students are not taking courses.

The Project Management Fundamentals (MGT4104) course is a prerequisite for all Level 02 courses.

In order to access required professional standards and resources for the program of study, you are required to become members of the Project Management Institute (PMI) for a fee of $32 (USD). For additional professional development and networking opportunities, you are highly encouraged to become members of the local PMI chapter for a cost of $5 (USD).

Note: We recommend a concurrent work week of no more than 15 hours per week, if you work, to optimize your chance of program success.

For more information contact Angela Clermont, Program Coordinator, at 613-727-4723 ext, 6286 or mailto:clermoa@algonquincollege.com.

Course Descriptions

**ACC4100 Project Cost Management and Finance**

Project team members and managers must have a solid grasp of management finance and accounting principles in order to make strategic business decisions. Students learn key accounting principles, terminologies, standards, processes and techniques, and prepare and analyze financial statements that help in the formulation, estimation and evaluation of a project's economic outcomes. Students also explore the importance of using budgets for planning, project estimation techniques, financial ratios, activity-based costing, control and forecasting.

Prerequisite(s): none
Corequisite(s): none

**COM4100 Project Communication Management**

Communication is one of the most important factors that drive value. Significant amount of information is exchanged between project participants, stakeholders and customers. Students explore the role of effective communications in a project environment, and manage the flow of communication by formulating and evaluating communication plans. Students examine ways to establish and sustain relationships with project stakeholders, collect and retrieve information, as well as analyze various communication models, technology, tools and techniques needed for effective communication.

Prerequisite(s): none
Corequisite(s): none

**HRM4200 Project Human Resources and Stakeholder Management**

By examining human resource processes and stakeholder needs, students become more effective at developing and managing the project team throughout the different phases of the project life cycle. Students apply key concepts, tools and techniques to develop a project team and assess performance, particularly in the context of a rapidly changing environment and project priorities. Students learn how to identify stakeholders, interpret their needs and develop a stakeholder management strategy, as well as focus on managing stakeholders’ expectations within the context of project management. Motivation, performance management, team building and conflict control are some of the principal theories in a project environment that are discussed and exercised through case studies and analytical reviews.

Prerequisite(s): COM4100 and MGT4104
Corequisite(s): none

**MGT4104 Project Management Fundamentals**

Managing projects is an essential component in today's business environment and mastering...
Project Management (Co-op and Non Co-op Version)

Concepts, tools and techniques can help manage projects more efficiently. Students focus on the fundamental principles of project management: how to initiate, plan and execute a project that meets objectives and satisfies stakeholders' expectations. Through a simulation, students examine key project management principles, tools and techniques and learn the concepts behind the foundation of project management.

Prerequisite(s): none
Corerequisite(s): none

**MGT4105 Project Scope Management**

Effective project scope management is a critical function of every project manager. Students examine how projects are the catalysts to most business transformations and how projects relate to organizational strategies. Best practices for keeping the scope under control during the execution phase are investigated. Exploration of the differences between predictive and adaptive models of planning and controlling projects inform students when to use either method. Students acquire practical skills in project scope management through the use of case studies, exercises and group discussions.

Prerequisite(s): none
Corerequisite(s): none

**MGT4108 Project Quality Management**

Students apply quality management principles, quality frameworks and standards, as well as explore relationships between quality planning, assurance and control. Students examine the customer perspective on quality, including how quality is measured, validated and controlled. Students define various process improvement tools and techniques and how to employ them in projects. Students use a mixture of theoretical knowledge and practical application by engaging in a variety of hands-on and case study activities.

Prerequisite(s): MGT4104
Corerequisite(s): none

**MGT4109 Project Time Management and Technology**

Developing the project schedule and budget are vital elements of project planning and control. Using current technology, students learn techniques to create and analyze project schedules containing time and cost. Students acquire skills and techniques required to organize teams at critical phases in a project schedule, update project plans, enter tasks and dependencies and track overall progress. Students learn the importance of planning, estimating, budgeting and scheduling resources in advancing a project. Emphasis is also placed on grouping tasks, developing a Work Breakdown Structure and network diagrams, refining elements in the critical path, assessing project progress and reporting status against a defined project baseline.

Prerequisite(s): none
Corerequisite(s): none

**MGT4202 Project Risk Management**

Risk Management provides the means to systematically manage uncertainty and increase the likelihood of meeting project objectives. Students explore and apply risk management processes of identification, analysis, response and control to manage risk throughout the project lifecycle. Detailed theoretical and practical experiences are provided to help students apply the Risk Management Framework in a project environment. Through project and case-based activities, students also analyze and apply various tools and techniques, formulate strategies, and develop creative-thinking and problem-solving skills to minimize risks and maximize opportunities throughout the project lifecycle.

Prerequisite(s): COM4100 and MGT4104
Corerequisite(s): none
MGT4203 Project Procurement Management

Procurement is the process by which project goods and services are acquired. Students analyze the procurement cycle and study its detailed stages from the requirement stage to the contract close out stage including identification and definition of requirements, bidding and selection, evaluation, negotiation and award of contract. Primary and secondary interactions occurring in the procurement cycle are analyzed. Students discover the legal implications of contracts and their role in overall project success. By examining contract management, students gain insight into contracting basics, contract types and make vs. buy decisions. Through group discussions and case studies students use tools and methods to prepare a Request for Proposal and Statements of Work, as well as analyze the risks associated with the different types of contracts.

Prerequisite(s): MGT4104
Corerequisite(s): none

MGT4205 Leadership and Corporate Social Responsibility (Csr)

Leading successful projects requires strong management and leadership skills. At the heart of a good leader, project managers need to: possess excellent people skills, motivate others, interact effectively and provide constructive feedback. It is essential to integrate these skills into day-to-day project management activities. Students examine leadership theories, and identify leadership styles in the project team environment and how it supports business success and positive corporate image. Students examine business cases and apply CSR methods, tools, principles and practices to help resolve corporate and social ethical issues at an individual, organizational and societal level.

Prerequisite(s): COM4100 and MGT4104
Corerequisite(s): none

MGT4206 International Project Management

Multinational companies have an increasing number of projects that require project management practitioners to have a strong understanding of international policies and possess cross-cultural knowledge. Students explore various levels of business involvement in international markets, combining theoretical and historical concepts of business and trade, as well as the implications of legislative and regulatory practices on international projects. Students analyze international markets and assess the influence of politics, culture and economics on international projects. Furthermore, students discover how to plan and execute international projects, communicate cross-cultural skills and manage virtual teams.

Prerequisite(s): none
Corerequisite(s): none

MGT4209 Applied Project Management

Applied projects serve as vehicles for incorporating all skills obtained and provide opportunity to handle real life challenges. Through a hands-on project, students manage the full project life cycle, from the initiation through to completion phase. Students benefit by leveraging acquired knowledge, applying essential tools and techniques to accurately translate customer requirements into successful project deliverables.

Prerequisite(s): ACC4100 and COM4100 and MGT4104 and MGT4105 and MGT4109 and MGT4206
Corerequisite(s): none

WKT2301 Program Management Co-op-work Term

Students complete a paid full-time work term with an employer off campus. The College provides assistance in finding a placement through its Cooperative Education Office. The placement is monitored by the College and assignments, including a final report, must be completed. Prerequisites: ACC4100 and COM4100 and MGT4104 and MGT4105 and MGT4109 and MGT4206 and HRM4200 and MGT4108 and MGT4202 and MGT4203 and MGT4205 and MGT4209

Prerequisite(s): ACC4100 and COM4100 and HRM4200 and MGT4104 and MGT4105 and MGT4108 and MGT4109 and MGT4202 and MGT4203 and MGT4205 and MGT4206 and MGT4209
Corerequisite(s): none