SAN JACINTO COLLEGE
Continuing and Professional Development
Course Overview for

PROGRAM AREA: Business and Professions
TITLE: Project Management Hybrid Certificate
CONTINUING EDUCATION UNITS: 7.7 (Duration: 77 hours)

OVERVIEW:
San Jacinto College has established a program designed to give participants a solid foundation in the concepts, tools, and techniques of project management. In today’s business environment, organizations must develop project managers who can successfully complete individual projects on time and within budget. San Jacinto College’s comprehensive certificate program covers the key processes and core competencies with effective project management practices.

This program covers the full cycle of project management, including project initiation, planning, execution, control, and closing. In addition, it emphasizes the essential human aspects of leading a project team when using recognized and proven concepts and practices. The program curriculum is based on the Project Management Institute’s (PMI) Project Management Body of Knowledge (PMBOK®). Our certificate program focuses specifically on the practical and successful application of project management skills in the business world.

WHO SHOULD ATTEND:
Beginning to intermediate project managers in all fields who are familiar with the basic tools and skills of the trade. Professional wanting to learn about the Project Management skill-set to improve their processes.

PREREQUISITE:
Those with less than two years experience in project management should take the San Jacinto College course Introduction to Project Management or have taken an equivalent course from another PMI registered education provider.
MODULES:
In this program, we will discuss the following modules:

### Project Management Course

<table>
<thead>
<tr>
<th>SESSIONS and E-LEARNING MODULES</th>
<th>VIRTUAL CLASSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>TIME</td>
</tr>
<tr>
<td>Project Management Kick-off</td>
<td>30 min</td>
</tr>
<tr>
<td><strong>Session One</strong></td>
<td>TIME</td>
</tr>
<tr>
<td>e-learning modules must be completed prior to class</td>
<td>1 hr</td>
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<tr>
<td>Introducing the Project</td>
<td>3 hrs</td>
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<tr>
<td>Work Breakdown Structure (WBS)</td>
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<tr>
<td><strong>Session Two</strong></td>
<td>TIME</td>
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<tr>
<td>Scheduling Part 1</td>
<td>1 hr</td>
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<tr>
<td>Scheduling Part 2</td>
<td></td>
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<tr>
<td>Assigning Human Resources</td>
<td></td>
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<tr>
<td><strong>Session Three</strong></td>
<td>TIME</td>
</tr>
<tr>
<td>Executing the Project</td>
<td>1 hr</td>
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<tr>
<td>Controlling - Earned Value Management</td>
<td></td>
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<tr>
<td>Managing Project Changes</td>
<td></td>
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<tr>
<td>Closing the Project</td>
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**Totals:**
- e-Learning = 10 hrs
- Virtual = 3.5 hrs

<table>
<thead>
<tr>
<th>Onsite Hands-on Application of Tools and Methods</th>
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<tbody>
<tr>
<td>Project Simulation</td>
<td>2 days</td>
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<tr>
<td>Completion/Certification Exam</td>
<td></td>
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MATERIALS:
e-Learning modules, downloadable module student guides, Project Management templates, forms, etc.

BLENDING LEARNING:
Our blended learning program is a better and faster way to learn Project Management. It features the latest online teaching technologies to increase value and accessibility.

Multimedia blended/e-Learning:
- Offers flexibility: learn anywhere, 24/7
- Accommodates different learning styles
- Learn at your own pace; go back, review
• Online virtual classes for coaching
• Students come to class on a more even learning level

Live Simulation Project:
• Applies tools in a simulated manner
• Use of e-Learning as Just-In-Time Repository
• Project Management practices, processes and vocabulary

On-the-job support:
• One-year access to the e-Learning, reference materials and job aids
• Increased retention with better knowledge transfer to the workplace
• Personal mentoring and coaching from the experts

TECHNOLOGY REQUIREMENTS:
IE 6 Browser, Screen size of 1280x800 pixels, Flash version 9.0.47.0, Session cookies enabled, Java Script enabled, internet connection

OVERVIEW OF THE CLASSROOM COMPONENT:
The live classroom component of the blended Project Management Series is designed to enhance and expand the online modules students first go through. The classroom training content consists of interactive exercises designed to allow course participants to practice, and experience in a group setting, key learning points and tools they were exposed to in the online component of the blended training. Online elements reinforced, and practical application workflow and tools use are the focus, applying “tactile learning” principles.

There are a number of small exercises such as working on a project charter as well as a simulated project consisting of a series of more extensive group work. The exercise is based on a real life business preparation process for a major initiative, with which all will be generally familiar for initial comfort.

In this project, small groups similar to real project teams work together to:
• Clarify the scope, quality, cost, and time constraints of the project
• Develop a project schedule, adjust the project schedule to meet requirements
• Determine how the project is progressing and how well the spending is tracking with the original estimates

Participants also work together to plan a short project, assign resources to the project, do the project, and finally report results. This is one of several exercises in addition to others that are designed to allow hands-on application of key concepts from the online modules, and to practice key tools and methods. Instructor facilitation is provided to the teams. Completion reports can be provided.
The classroom component of blended training can be presented as a series of small sessions (including virtually as an option) or as one longer session of approximately one and one-half days following the online work completion.

The classroom training is designed for 2-6 groups of five participants each. The groups simulate the experience of working in a project team on a goal-focused project.

**CERTIFICATE REQUIREMENTS:**
A Certificate of Completion for this course recognizes understanding and ability to apply Project Management knowledge.

**Requirements:**
- A grade of 80% on e-Learning modules
- A passing grade of 80% on a final exam
- Active participation in all virtual sessions
- Classroom participation in simulation project

This course can be counted toward the contact training hours requires for the PMI© CAPM© and PMP© exams, and is a major step in preparing for these exams. This training can also be counted toward required PDUs for currently registers PMPs©.