

Area of Interest: Business

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

Ontario College Graduate Certificate

Program Code: 1312X03FWO

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 tools, techniques, principles and performance domains 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 work term are subject to availability and academic eligibility. Please note admission to the co-op program does not guarantee a co-op placement.

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

### 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.

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

## 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:

- Manage the scope, cost, schedule, and quality of a project, and create and adapt plans in response to external and internal issues.
- Align projects to organizations' strategic plans and provide business justifications throughout the project lifecycle.
- Define project goals, constraints, deliverables, performance criteria, control needs, and resource requirements in consultation with stakeholders.
- Interact with teams and stakeholders in a professional manner, respecting differences, to support a collaborative project environment.
- Use technology tools for communication, collaboration, information management, and decision support.
- Promote operational effectiveness and sound project management practices by applying communication and leadership strategies.
- Apply appropriate legal and ethical standards in the management of projects.
- Adapt project management strategies to project selection, resource management, contract administration and operations management in a variety of economic sectors.
- Enhance communication in organizations and outline the role of leadership, culture and policy differences impacting projects.
- 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	Courses	Hours
ACC4100	Project Cost Management and Finance	42.0
COM4100	Effective Communications and Ethics	42.0
GEP1001	Cooperative Education and Job Readiness	21.0

MGT4104	Project Management Fundamentals	42.0
MGT4105	Project Scope Management	42.0
MGT4109	Project Time Management and Technology	56.0
MGT4206	International Project Management	42.0
<b>Level: 02</b>	<b>Courses</b>	<b>Hours</b>
HRM4200	Project Team and Stakeholder Management	42.0
MGT4108	Project Quality Management	42.0
MGT4202	Project Risk Management	42.0
MGT4203	Project Procurement Management	42.0
MGT4205	Leadership and Corporate Social Responsibility (CSR)	42.0
MGT4209	Applied Project Management	56.0
<b>Co-op: 01</b>	<b>Courses</b>	<b>Hours</b>
WKT2301	Project Management Co-Op Work Term	

## Fees for the 2024/2025 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at <https://www.algonquincollege.com/fee-estimator>.

Further information on fees can be found by visiting the Registrar's Office website at <https://www.algonquincollege.com/ro>.

Fees are subject to change.

Additional program related expenses include:

Books and supplies cost approximately \$1,100, plus the purchase/supply of your own laptop.

## Admission Requirements for the 2025/2026 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; OR Duolingo English Test (DET) Overall 120, minimum of 120 in Literacy and no score below 105.

## Admission Requirements for 2024/2025 Academic Year

### Program Eligibility

- Ontario College Diploma, Ontario College Advanced Diploma or Degree or equivalent.
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## Application Information

### PROJECT MANAGEMENT Program Code 1312X03FWO

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: <https://www.ontariocolleges.ca/>.

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  
Contact: <https://www.algonquincollege.com/ro>

## Additional Information

### CO-OP INFORMATION:

All applicants apply directly to the co-op version of this program through <https://www.ontariocolleges.ca/> or our International Application Portal. Applicants not wishing to pursue the co-op version will have the opportunity to opt-out after being admitted to the program but prior to the first co-op work term.

Co-operative 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 course, readiness activities and 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 College and other Canadian and international colleges and universities. Algonquin College's Co-op Department provides assistance in developing co-op job opportunities and guides 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 relocate 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.

Co-op work terms are typically 14 weeks in duration and are completed during a term when students are not taking courses. For more information on your program's co-op level(s), visit the courses tab on your program's webpage.

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 part of an academic program. The Co-op/Internship Work Permit does not authorize international students to work outside the requirements of their academic program.

For more information on co-op programs, the co-op work/study schedule, as well as general and program-specific co-op eligibility criteria, please visit <https://www.algonquincollege.com/coop>.

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).

## Contact Information

### Program Coordinator(s)

- Lindsay Hugenholtz Sherk, <mailto:hugenhl@algonquincollege.com>, 613-727-4723, ext. 5403

## 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

Corerequisite(s):none

### COM4100 Effective Communications and Ethics

In the Canadian marketplace, communications are expected to be effective, professional and ethical. A significant amount of information is exchanged in business contexts and between project participants, stakeholders and customers. Students explore what makes communications effective, different communication styles, how organizational environments impact communication and the communications management process. To prepare them for the demands of today's workplace, students practise professional writing and presentation techniques for business and project management deliverables such as email, memos, agendas, minutes, status reports, presentations, and reports. Students examine business acumen, various communication models, technology, tools and techniques needed for effective communication, and strategies to ensure that project communication are ethical.

Prerequisite(s): none

Corerequisite(s):none

### GEP1001 Cooperative Education and Job Readiness

Students are guided through a series of activities that prepare them to conduct a professional job search and succeed in the workplace. Through a detailed orientation students learn the cooperative education program policies and procedures related to searching and securing a work term opportunity. Students identify their strengths and transferable skills and participate in workshop-style sessions that focus on cover letter and resume development, interview techniques and job search strategies. Students learn how to navigate a web-based resource centre, which is

used to post employment and cooperative education job opportunities. Students reflect on workplace success, ethics and responsibilities.

Prerequisite(s): none

Corerequisite(s):none

### **HRM4200 Project Team and Stakeholder Management**

By examining human resource processes and stakeholder needs, students become more effective at developing and managing the project team, engaging stakeholders and communicating 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. Students develop project communication and engagement strategies and plans. 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

Corerequisite(s):none

### **MGT4104 Project Management Fundamentals**

Managing projects is an essential component in today's business environment and mastering 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 simulations, 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, decomposing a Work Breakdown Structure, developing 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 Project Management Co-Op Work Term**

Co-op work terms provide an experiential opportunity, which is directly related to the field of study. This co-op work term follows second term studies. The work term centres on the opportunity to develop and implement tools and techniques within a variety of project management functions allowing students to apply learned concepts and principles. Students completing co-op have the ability to integrate their theoretical knowledge and work experience with career opportunities. Employment is available in public sector and private sector organizations in Eastern Ontario.

Prerequisite(s): ACC4100 and COM4100 and GEP1001 and HRM4200 and MGT4104 and MGT4105 and MGT4108 and MGT4109 and MGT4202 and MGT4203 and MGT4205 and MGT4206 and MGT4209  
Corerequisite(s):none