

**Welcome** to the Project Management Graduate Certificate program! The Program Faculty Team is looking forward to a very successful academic year with you.

Here are answers to some common questions/issues/misconceptions experienced at the start of the term. Including insights from program alumni, we provide these with the intention of helping you benefit from, and succeed in, this program right from the start:

1. For more on COVID and Sheridan see this:

[https://www.sheridancollege.ca/news-and-events/coronavirus?utm\\_medium=email&utm\\_source=outlook&utm\\_campaign=coronavirus&utm\\_content=staff-email](https://www.sheridancollege.ca/news-and-events/coronavirus?utm_medium=email&utm_source=outlook&utm_campaign=coronavirus&utm_content=staff-email)

2. Classes that are in person but virtually, help for learning remotely is found here <https://www.sheridancollege.ca/news-and-events/coronavirus/remote-learning>
3. Classes that are in person are held at the Hazel McCallion Campus in Mississauga, Ontario; <http://www.sheridancollege.ca/about/campus-locations/hmc.aspx>
4. It is important that you attend this program as soon as it starts. It is unlike any other program, and history has shown us that it is very difficult, at best, to catch-up even after one missed week. If you decide to arrive late, or circumstance causes you to, unfortunately time does not exist for the faculty to help you overcome the deficit you will find yourself in.
5. This is a fulltime program; it is highly recommend that to be successful you limit your working+volunteering to less than 10 hours per week.
6. The program curriculum officially starts with the Graduate Certificate Orientation session taking place the week BEFORE classes start. An introduction to this program will be covered. This is the time for you to ensure that you are prepared for classes the following week. An invitation with further details will be sent by Student Services the month before classes start; please respond to it! This link will have the date and valuable term start-up information; [First Year Experience | Student Services | Sheridan College](#)
7. In Term 1, there are 18 hours of class time randomly scheduled between Monday and Friday, each starts anytime 8:00am to 10:00pm, as three-hour blocks of time, one for each of the six content courses. Usually, but there is no guarantee, there is an additional two 4-

hour blocks of time in your schedule (it may be labelled the same as one of the courses) are for group work which you must also be available for.

8. In Term 2, there are 12 hours of classroom time randomly scheduled between Monday and Friday, 8:00am and 10:00pm, as three-hour blocks of time, one for each of the four content courses. Additionally, there are two more 6-hour blocks of time in your schedule for the Capstone client project (Applications of PM course).
9. This particular graduate program does NOT have flexible timetables, and it does NOT permit swap/drop of courses; no exceptions are permitted. You will be provided with your timetable through Access Sheridan (use your username/password) by the middle of the month before classes start; contact the Registrars Office if you can't see your timetable.
10. The workload in this graduate program is much higher than normally experienced by graduates of 4 year University honours programs; it surprises almost everyone. In this particular program, students must plan for the amount of work outside the classroom to be very high. As such, please adjust commitments outside of the scheduled class times accordingly; to meet the program standards for class attendance, preparation and participation; timely submission of evaluations, academic performance; and especially for meeting/working with your teammates as mutually agreeable. You must schedule all employment/volunteer/ family/personal/health appointments outside your classroom/timetable days and hours.
11. This is a fulltime program; no exceptions are permitted. The timetable is FIXED. This program is integrated across courses, including extensive common group-based evaluations, requiring you to commit a minimum of 40 hours/week with flexibility for team meetings. You can expect 60 or more hours workload during evaluation time periods.
12. You will work in numerous different discipline-diverse groups throughout the program. Faculty, peers and project clients will assess your abilities to: collaborate with others, help transform your group into a proper team, enable your group to produce the required deliverables. Throughout the program, as both an individual and a team member, you will be personally seeking out and engaging with individuals and organizations/businesses in the local community; you need to be completely willing and fully capable of doing this.

13. All Faculty of Business programs are Mobile, so a laptop is required. Laptop requirements, and other network/computer information can be found here [Sheridan Program Laptop Requirements & Specifications \(sheridancollege.ca\)](#)  
Note: we provide a copy of MSOffice and MSPProject for your use while with us. Check to see if Apple products meet the requirements and are supported by IT - they must be able to run MSPProject (perhaps via MSAzure or dual boot ?). Your laptop **MUST** be newer to meet the requirements and ANY issues with it not are entirely yours to bear (e.g. not being able to do an evaluation means you **WILL** lose all those marks, there are **NO** alternative evaluations) ALL computer/network/software issues are to be addressed to the IT Support Centre.
14. For anyone needing to polish their basic Microsoft Office Word and PowerPoint skills, access “LinkedIn Learning” through the library portal; your new Sheridan username/password is required. We use D2L/Brightspace as the Learning Management System in all courses.
15. While it is recommended that you do not buy your textbooks until after you have attended your first classes, textbooks listed at the end of this document are accurate so you can start scouting for deals. Textbooks are available in the bookstore or other sources and textbook costs are not part of the program fees.
  - a. The courses are found on the program homepage under the courses tab <https://academics.sheridancollege.ca/programs/project-management>
  - b. The course outlines here do NOT reflect any changes due to remote delivery – evaluations and resources and content timing may be different than listed there: [Course Outline Search | Courses | Sheridan College](#)
16. Some important Sheridan dates in your academic year are listed here: <https://www.sheridancollege.ca/admissions/academic-calendar>
17. In Term 2, for the Applications of Project Management (BUSM58448) course, you will project manage a real project for a real client; this is the capstone project for the program. **During Term 1, you will find your Canadian-based client yourself, negotiate an appropriate project directly with them, and gather a team of 4 other class peers to work on it.** Approval of your client project scope, etc., and the team of 5-6 program colleagues, is required late in Term 1. What to do now? Decide what industry you want to work in upon graduation, and research companies in that industry. More details about this process will be

provided in Week 4 of the program at which point you will then be able to engage in deeper discussion/negotiation with the clients.

18. The co-op work term is an optional service provided by the Co-op Office; please address all questions/comments to them. There are standards for entry into the co-op work term, and to remain in the program. Once in the program you apply for the posted positions and compete against others for them; employers do the hiring. A Co-op Office representative will host an information session late in Term 1: application process & standards, job market forecast, paid/unpaid opportunities, turning job leads into a co-op placement.
19. Professional credential exams, such as those offered by such entities as the American Society for Quality (ASQ), International Project Management Association (IPMA), PRINCE2, or the Project Management Institute (PMI), are not part of this program; this includes application and/or preparation to write any of their credential exams. If you are interested, you are to arrange directly with them to join their organization, have your experience evaluated by them, and gain their approval to write one of their exams.
20. The Student Advisement Centre can help you obtain additional information and answer questions regarding programs, options, procedures, services and additional contacts.

<https://www.sheridancollege.ca/news-and-events/coronavirus/modified-services>

Please note that all web links in this document are working as of this date.

We're all looking forward to meeting you and we hope you enjoy your summer!

***The Program Faculty Team***

## **Textbooks**

The textbooks below (except #6 and #7) are **REQUIRED** for this program and **you must get the specified edition PLUS get the specified online access**. We have invested significant time to find GOOD textbooks with the lowest cost online resources, including a digital textbook. The Professors do not receive any compensation of any form ever from the publishers/authors for textbook selections; we select them solely to support your learning process/experience!

There are no substitutes permitted of any textbook or editions. There are no exceptions permitted for the requirement for online textbook website access. Using the purchased textbook websites online, testing for marks will be taking place and there are NO substitutes to this testing. The Connect and Mindtap access must be for the publisher in Canada per the ISBN given below; you can **NOT** share access.

New/used textbooks, and associated online access cards, can be purchased from Sheridan's bookstore which is ran by a for-profit company called Follett. UNLESS NOTED, you are free to purchase materials from any source you deem appropriate for your circumstance; e.g. the bookstore may provide advantages over the publisher website for you. You can buy a new printed book that comes with online access, or a used printed book PLUS buy online access, or you can just buy online access which comes with the digital textbook therein. Lastly, all Connect/Mindtap issues to be addressed to the publisher.

### **Term 1**

1. Larson/Gray, "Project Management: The Managerial Process", from McGraw-Hill. 8<sup>th</sup> edition 2021 **with Connect** access. 9781260242379
2. Kloppenborg/Anantatmula/Wells, "Contemporary Project Management", from Nelson. 4<sup>th</sup> edition 2019 **with Mindtap** access. 9781337616300.
3. Brewer/Garrison/Noreen/et al, "Introduction to Managerial Accounting", from McGraw-Hill. 6<sup>th</sup> Canadian Edition 2020 **with Connect** access. 9781260332995.
4. Stewart/Peacock/Belcourt, "Understanding Human Resources Management: A Canadian Perspective", 2nd edition 2023 **with Mindtap** access, Nelson. 9780176935535.
5. Rath, "Strengths Finder 2.0". Must buy new for unique code. 9781595620156.
6. "Step-By-Step MSProject" book by Microsoft. Free as a complete e-book in the Sheridan library. If you desire your own copy, new/used printed or digital will do, but wait for the instructor of the Software APPL56206 course to tell you which MSProject edition you'll be using.
7. Do not get this until the Professor of MGMT50199 confirms its use. Daft, "The Leadership Experience", from Nelson. 8<sup>th</sup> edition 2023. 9780357716380