![Sheridan | Pilon School of Business]

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. Four courses are all synchronous virtual delivery; help for learning remotely is found here https://www.sheridancollege.ca/news-and-events/coronavirus/remote-learning

2. Seven courses are all synchronous in person at the Hazel McCallion Campus in Mississauga, Ontario; http://www.sheridancollege.ca/about/campus-locations/hmc.aspx

3. It is important that you attend this program as soon <u>as it starts</u>. 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.

4. 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.

5. The program curriculum officially starts with the <u>Graduate Certificate Orientation</u> 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

6. In Term 1, there are 18 hours of class time randomly scheduled between Monday and Friday, each starts anytime 8:00am to 7:00pm, 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 6-hour blocks of time in your schedule (it is labelled as MGMT 59402, it is not 12 more hours of that course; only the 3-hour block is that class!) are for group work which you must also be available for.

7. In Term 2, there are 12 hours of classroom time randomly scheduled between Monday and Friday, each starts anytime between 8:00am and 7:00pm, 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 (BUSM 58448 Applications of PM course).

8. 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.

9. <u>The workload in this graduate program is much higher than normally experienced by graduates of 4 year University honours programs</u>; 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.

10. 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 <u>with flexibility for team meetings</u>. You can expect 60 or more hours workload during evaluation time periods.

11. 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.

12. All Faculty of Business programs are Mobile, so a laptop is required. Laptop <u>requirements</u>, and other network/computer information can be found here
    [Sheridan Program Laptop Requirements & Specifications (sheridancollege.ca)](https://sheridancollege.ca)

Brampton | Mississauga | Oakville

The Sheridan College Institute of
Technology and Advanced Learning
4180 Duke of York Boulevard
Mississauga, Ontario L5B 0G5

T 905 845 9430
F 905 815 4023
sheridancollege.ca

Note: we provide a copy of MSOffice and MSProject 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 MSProject (perhaps via MSAzure). 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.

13. 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.

14. 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

15. Some important Sheridan dates in your academic year are listed here:
    https://www.sheridancollege.ca/admissions/academic-calendar

16. In Term 2, for the Applications of Project Management (BUSM 58448) 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 a client yourself, negotiate an appropriate project directly with them, and gather a team of 4-5 other class section peers to work on it.** Approval of your client, project, 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 2 of the program at which point you will then be able to engage in deeper discussion/negotiation with the clients.

Brampton | Mississauga | Oakville

The Sheridan College Institute of   T 905 845 9430
Technology and Advanced Learning   F 905 815 4023
4180 Duke of York Boulevard   sheridancollege.ca
Mississauga, Ontario L5B 0G5

17. 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.

18. 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.

19. 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 the month it was posted by the Registrar Office!

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

Brampton | Mississauga | Oakville

The Sheridan College Institute of Technology and Advanced Learning
4180 Duke of York Boulevard
Mississauga, Ontario L5B 0G5

T 905 845 9430
F 905 815 4023
sheridancollege.ca

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. The 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. 8th edition 2021 **with Connect** access. 9781260242379
2. Kloppenborg/Anantatmula/Wells, "Contemporary Project Management", from Nelson. 4th edition 2019 **with Mindtap** access. 9781337616300.
3. Brewer/Garrison/Noreen/et al, "Introduction to Managerial Accounting", from McGraw-Hill. 6th 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. 8th edition 2023. 9780357716380

Brampton | Mississauga | Oakville

The Sheridan College Institute of
Technology and Advanced Learning
4180 Duke of York Boulevard
Mississauga, Ontario L5B 0G5

T 905 845 9430
F 905 815 4023
sheridancollege.ca