

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. 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.
2. This is a full-time program; it is highly recommended that to be successful you limit your working +volunteering to less than 10 hours per week.
3. 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](#)
4. 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 may be an additional two 6-hour blocks of time in your schedule for group work which you must also be available for (it is likely labeled as MGMT 59402, it is not 12 more hours of that course; only the 3-hour block is that class!).
5. 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).
6. 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 Sheridan Central (use your username/password) approximately 3-4 weeks prior to the start of the term. For important information and enrollment dates please monitor <https://myotr.sheridancollege.ca/>
7. The workload in this graduate program is much higher than normally experienced by graduates of most four-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.

8. .This is a full-time 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.
9. You will work in a number of 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.
10. All Pilon School of Business (PSB) 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 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 being so 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 to be addressed to the [IT Support Centre](#).
11. For anyone needing to polish their basic Microsoft Office Word and PowerPoint skills, access "[LinkedIn Learning](#)" through the library portal; your Sheridan username/password is required. We use D2L/Brightspace as the Learning Management System in all courses.
12. 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 [Sheridan's 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:
<https://www.sheridancollege.ca/programs/courses/course-outline-search>
13. Important Sheridan dates in your academic year are listed here:
<https://www.sheridancollege.ca/admissions/academic-calendar>
14. 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 five other class section peers to work on it with you.** Approval of your client, project, and the team of five 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.

15. The co-op work term is an optional service provided by the Co-op Office; please address all questions/comments to sheridanworkscoop@sheridancollege.ca. 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.
16. Professional credential exams, such as those offered by such entities as the American Society for Quality (ASQ), International Institute for Business Analysis (IIBA), 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.
17. Student Advisement can help you get started at Sheridan and stay on track with your educational plan and goals, offering academic advice, answers, and support. <https://www.sheridancollege.ca/student-life/student-services/student-advisement>

Please note that all web links in this document are working as of the month it was posted by the Office of the Registrar.

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

The Program Faculty