

# Project Management Certification Registration Form

## Three Ways to Register

Call NSU: (813) 740-2774

Fax: your completed registration form to (813) 740-2776

Mail: your completed registration form to: NSU Course Registration/PM;  
9503 Princess Palm Avenue, Tampa, Florida 33619

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Check appropriate box(es)  
Course Title

Course Title	Location	Start Date	End Date	Price
<input type="checkbox"/> Project Management Certification Program	Tampa	1/14/03	6/12/03	\$4,100
<input type="checkbox"/> Project Management Basics	Tampa	1/14/03	1/30/03	\$995
<input type="checkbox"/> Scheduling and Cost Control	Tampa	2/18/03	3/6/03	\$995
<input type="checkbox"/> Project Risk Management	Tampa	3/25/03	4/10/03	\$995
<input type="checkbox"/> Project Leadership and Communication	Tampa	4/29/03	5/15/03	\$995
<input type="checkbox"/> Project Management Professional Certification Preparation	Tampa	6/3/03	6/19/03	\$995

## Method of Payment

Check or Money Order # \_\_\_\_\_ enclosed

Purchase Order # \_\_\_\_\_

Charge:  VISA  MasterCard  American Express  Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name as it Appears on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Please use one form per person.

Please photocopy this form for additional registrations.

# PROJECT MANAGEMENT CERTIFICATION

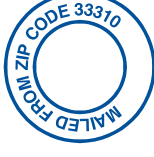
Classes begin  
January 14, 2003,  
6:00 pm-9:00 pm

## Project Management Certificate Program:

- Project Management Basics
- Scheduling and Cost Control
- Project Risk Management
- Project Leadership and Communication
- Project Management Professional Certification Preparation



NOVA SOUTHEASTERN UNIVERSITY  
Fischler Graduate School Education and Human Services  
1750 NE 167th Street  
North Miami Beach, Florida 33162-3017



**Want to move up?  
Project management  
certification  
is the answer.**



# **Project Management Certification**



**Convenient evening  
schedule beginning  
at Tampa  
January 14, 2003**



## Project Managers Are in Great Demand

According to the Project Management Institute, "Project Managers are in high demand across all types of professions. Businesses are paying to get project management practitioners and to keep them on staff once they are certified."

### Program Benefits

- Convenient evening scheduling after work hours
- Better absorption of learning courses spread out over three weeks
- Certified and experienced instructors
- 20 PDUs (Professional Development Units) per class
- Courses may be taken individually or as a part of the certification program

### Overview of Our Project Management Certificate Program

- Project Management Basics
- Scheduling and Cost Control
- Project Risk Management
- Project Leadership and Communications
- Project Management Professional Certification Preparation

After completing these courses you will be ready to go for the Project Management Professional certification (PMP®). The coveted PMP® is an often required certification from the Project Management Institute (PMI®).

### Project Management Course Topics

Project Management Basics

- Overview of project management
- Overview of PMI® and the PMBOK®
- PM life cycle
- PM knowledge areas
- Professional responsibilities



### Scheduling and Cost Control

- Project kick-off
- Requirements
- WBS
- Time estimating
- Cost estimating
- Scheduling
- Baselines
- Change management
- Earned value
- Project closeout

### Project Risk Management

- Risk management planning
- Risk identification
- Risk analysis
- Risk response
- Risk monitoring and control

### Project Leadership and Communication

- Leader vs. manager
- Leadership styles
- Change
- Team development
- Communication
- Personalities
- Conflict management
- Negotiation

### Project Management Professional Certification Preparation

- How and what to study
- Test format
- Focus review of the nine knowledge areas
- Focus review of the five life cycles
- Non-PMBOK® covered areas on the exam



## Instructors

Wayne Brantley, M.S. in Education, PMP® —Brantley has taught and consulted project management around the world to Fortune 500 companies. He has more than 17 years experience from the Air Force as a project manager for AF technology training and curriculum development programs. Brantley has spoken at numerous Project Management Institute (PMI®) meetings and conferences and has been adjunct faculty at Villanova University, Boston University, Carnegie-Mellon, George Washington University, and the University of Alaska. Currently he is the director of program management at Bisk Education.

*"Wayne's style of teaching is very conducive to learning project management skills. He encourages participation and welcomes questions before proceeding to the next topic. His thorough knowledge of the course material is quite evident in his presentation."*

Scott Skare, software engineer, Sprint

## Registration

### Course Fee

The cost of each course is \$995. The cost for the five-course Project Management Certification Program is \$4,975. Participants who register for the certificate program will receive a 10 percent discount (\$4,475). If more than one person from the same organization attends, each will receive the 10 percent discount.

**Fee includes participant workbooks and textbooks.**

### Three Ways to Register:

**Call NSU:** (813) 740-2774

**Fax:** your completed registration form to (813) 740-2776

**Mail:** Return self-addressed registration form to  
**Nova Southeastern University**  
9503 Princess Palm Avenue  
Tampa, Florida 33619

### Registration Deadline

Register by January 3, 2003. The program must have a minimum of eight participants to start and will admit a maximum of 25 participants. Enroll early to guarantee space.

## When:

Each 18-hour course lasts three weeks with classes held twice each week (Tuesdays and Thursdays), in three-hour evening sessions from **6:00 p.m.–9:00 p.m.**

### Project Management Basics—\$995

January 14 and 16  
January 21 and 23  
January 28 and 30

### Scheduling and Cost Control—\$995

February 18 and 20  
February 25 and 27  
March 4 and 6

### Project Risk Management—\$995

March 25 and 27  
April 1 and 3  
April 8 and 10

### Project Leadership and Communication—\$995

April 29 and May 1  
May 6 and 8  
May 13 and 15

### Project Management Professional Certification Preparation (12 hours)—\$995

June 3 and 5  
June 10 and 12  
June 17 and 19

## Where:

Nova Southeastern University  
Tampa Student Educational Center  
9503 Princess Palm Avenue  
Tampa, Florida 33619

**For additional information,  
call NSU at (813) 740-2774**



### **Confirmation and Directions:**

You will be sent a confirmation letter with directions upon registration.

### **For additional information, call NSU at (813) 740-2774**

### **Payment and Cancellation Policy**

Company purchase orders will be accepted, but must be sent along with your completed registration form. Payment in full is due at the time of registration. VISA/MC/AMEX/DISCOVER and checks accepted.

Requests for cancellations made prior to January 3, 2003 will receive a full refund.

Requests received after January 3 will incur a \$150 processing fee. Substitutions can be made at any time—even on-site. All cancellations must be made in writing. Registrants who fail to attend are liable for the entire course fee.

NSU reserves the right to cancel or reschedule any course and to change instructors.