



*15.7 million  
new project  
management  
roles will be  
added globally  
across seven  
project-intensive  
industries by  
2020!*

## Project Management & Quality E-Learning Programs

With courses to prepare students to sit for both Project Management Institute and American Association for Quality exams, we provide students the best way to get a leg up in today's highly competitive job market. It's imperative that students have the skills necessary to start their jobs on day one and these courses alongside the nationally-recognized certifications will signal to employers that you're the best candidate for the job. These valuable skill sets and certifications ensure job-seekers have the expertise necessary to implement cost-saving, waste-reducing strategies in their current position or for their next employer. More and more, students seeking employment in a variety of fields – from healthcare, to business, to IT professions – require a fundamental understanding of project management from inception to execution. Without question, Lean Enterprise and Six Sigma techniques are in high-demand from employers and will ensure your workforce gains a competitive edge. Browse our extensive catalog below to see how these Project Management and Quality courses can work for you!

Programs	Certification	Contact Hours	Tuition
Lean Enterprise Certification 1	AAQ Lean	40	\$ 1,359
Managing Multiple Projects		20	\$ 289
Practical Problem Solving Skills		20	\$ 289
Project Management Essentials		20	\$ 289
Project Management Professional	PMI PMP	35	\$ 1,299
Project Risk & Cost Analysis		20	\$ 289
Certified Associate in Project Management	PMI CAPM	23	\$ 899
Six Sigma Black Belt	AAQ Six Sigma	48	\$ 1,899
Six Sigma Green Belt	AAQ Six Sigma	48	\$ 929



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## Lean Enterprise Certification I

A “Lean Enterprise” can be defined as one that “performs without waste.” Despite constant efforts to the contrary, many organizations waste anywhere from 70-90% of available resources and staff through improper management or ineffective use of materials, time, information, equipment and inventory. The Lean Enterprise Certification will help participants to overcome these difficulties by applying Lean Enterprise principles and practices throughout their own organization. Projects offered throughout the course will offer participants in-depth experience implementing all the necessary steps to achieve successful results across multiple functions and operations in any organization. Creating improvements across businesses from top to bottom, this course is ideal for individuals responsible for managing or participating in performance improvement activities particularly in the following industries: Electronics, Healthcare, IT, Biotechnology, Manufacturing, Food and Beverage, Energy, Education, Government, Law Enforcement, and Telecommunications. **This course will prepare students to sit for the Lean Essentials I Certification exam from the American Society for Quality.**

## Managing Multiple Projects

Managing Multiple Projects is one of the most pressing challenges in today’s workplace. Keeping all of them going at once and completing them successfully both on time and on budget requires great skill and discipline. For any employee, these skills can be of tremendous value to ensure you’re making the most of your time and working through these projects like a true professional. The Managing Multiple Projects course helps participants to achieve positive results on all of their assignments by applying tools and techniques that ensure all of these projects succeed. Participants will gain insight into various multitasking strategies, planning and scheduling multiple projects at once, analyzing and evaluating schedules, prioritizing project work, and effective task delegation alongside specific strategies for monitoring and controlling multiple projects. The Managing Multiple Projects course provides students with an overview of the principal issues involved in the simultaneous management of several projects.

## Practical Problem-Solving Skills in the Workplace

Effective problem solving skills are an invaluable asset for any employee in today’s fast-paced workplace. Being able to analyze problems, identify the potential severity of a problem and assess the impact of alternative solutions are skills that anyone can use, particularly as they comprise a structure for making quick decisions necessary to keep up with the relentless pace of business today. The Practical Problem Solving in the Workplace course is ideal for helping employees to work more efficiently together, as well as with customers, partners and vendors. Participants will learn to identify various problems that require their attention, propose viable, practical solutions that actually address the problem posed and evaluate the various options available to address the issue head on. Participants will then gain a fundamental understanding of how to implement a solution following this evaluation and learn to apply useful solutions to similar situations going forward.

## Project Risk and Cost Analysis

Risk and uncertainty are inherent in all projects, particularly in the most complex of industries. The resulting costs that accompany these risks can increase the overall cost for individual projects and must be taken into account from the outset. That’s why planning and anticipation of potential issues is one of the most important first steps in successful project execution. Project managers of all types can benefit from the Project Risk and Cost Analysis course in order to properly identify, assess and control the uncertainties and potential costs of any project so as to anticipate issues that may arise along the way and mitigate the potential negative effects as best as possible. Participants in this course will discover various approaches used by successful companies and government agencies to identify, assess and quantify both risks and their potential impacts – the costs. In completing this course, participants will learn useful management techniques and response strategies alongside effective ways to monitor, control, and communicate risks to all applicable stakeholders throughout the project life cycle.

## Project Management Professional

Project Management Professional (PMP®) training and certification prepares participants to earn the most important industry-recognized credentials for project managers. The PMP® credential demonstrates to prospective and current employers that individuals have the experience, education and competency to successfully lead and direct projects in accordance with accepted best practices. The Project Management Professional course provides the 35 hours of project management training to apply for Project Management Professional (PMP) exam and will assist students in preparing for the exam as effectively as possible. Students will learn the terminology, tools, and techniques that are required to take a project from the initiating process to planning, executing, controlling, and closing. In addition to providing students with an overview of key concepts from PMI’s *A Guide to the Project Management Body of Knowledge*, Fourth Edition (PMBOK), **this course is designed to prepare students to sit for the the PMP® Exam.**

## Certified Associate in Project Management (CAPM®)

The Certified Associate in Project Management course will assist in preparing students for the Certified Associate in Project Management (CAPM®) exam. Students will learn the terminology, tools, and techniques that are required to take a project all the way from the initiating process through to the planning, executing, controlling and, finally, closing stages. In addition to providing students with an overview of key concepts outlined in the Project Management Institute’s (PMI) *A Guide to the Project Management Body of Knowledge*, Fourth Edition (PMBOK), **this course is designed to prepare students to sit for the CAPM® Exam.** Geared toward individuals who are or will be working on projects and would like to learn a standards-based approach to project management and to obtain international credentials and recognition as a Certified Associate in Project Management, the CAPM course is a great solution for those new to project management, changing careers or already serving as subject matter experts on project teams. will ensure students will be able to identify the roles and responsibilities for project associates and utilize the processes, inputs, outputs, tools and techniques used in the during the project management process.

**Prerequisites:** Students interested in completing the CAPM course will require a high school diploma (or the global equivalent) **and** at least 1500 hours of previous project experience **or** 23 hours of project management education before taking the CAPM exam.

## Six Sigma Black Belt

Six Sigma Black Belt certification is designed for high-performance employees and leaders of business improvement projects that have already completed their Six Sigma Green Belt training. Providing participants with a thorough knowledge of Six Sigma philosophies and principles, this course ensures participants have a deep understanding of team leadership and team dynamics as well as the various roles and responsibilities individual team members can take on. Building upon participants’ existing knowledge and practice, the Six Sigma Black Belt course will help participants to master advanced statistical analysis tools, identify opportunities with solutions that can be implemented immediately and to deliver measurable results right away in order to increase an organization’s return on investment. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. **This course will also prepare an individual to sit for the Six Sigma Black Belt Certification exam offered by the American Association for Quality.**

## Six Sigma Green Belt

The Six Sigma Green Belt certification helps professionals to strengthen organizations by employing the core concepts of Six Sigma geared toward enhanced problem-solving skills with an emphasis on the DMAIC (Define, Measure, Analyze, Improve, and Control) model. Six Sigma Green Belt professionals are tasked with supporting the project lead, most likely a Six Sigma Black Belt and provides a stepping stone to this advanced classification as well. Successful participants in this class will be poised to work on small, defined Six Sigma projects within an organization requiring less oversight by the assigned manager (presumably a Six Sigma Black Belt). This ability to free up supervisory time reduces costs and increases productivity for entire projects which present significant value to both current and prospective employers. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. **This course will prepare an individual to sit for the Six Sigma Green Belt Certification exam offered by the American Association for Quality.**

## Project Management Essentials

Effective project management skills are important to working professionals in any industry. The Project Management Essentials course offers participants the opportunity to define, plan and execute a project no matter how simple or complex the end goal. Participants will gain the tools and knowledge necessary to deliver successful projects both on time and on budget, while meeting any performance specifications determined from the outset. Blending theory with practical examples and case studies, the Project Management Essentials course serves as a great stepping stone toward becoming a Certified Associate in Project Management (CAPM).

