Project Administration

Diploma

Program Objective

Project Management is a function of business that is growing in relevance, recognition, and scope. The Project Administration program is positioned as an entry-level access point to this profession and will give students a competitive advantage in this untapped market segment. The program provides the basic foundation towards industry certification through the Project Management Institute (PMI), specifically the Certified Associate in Project Management (CAPM) designation. This certification will give students opportunities for career growth and advancement.

This program provides students with:

- The knowledge and skills necessary to lead and/or assist in the coordination and/or administration of projects for a variety of business sectors
- The basic foundation towards industry certification through the Project Management Institute (PMI), specifically the Certified Associate in Project Management (CAPM) certification
- Professional skills in high demand by employers, including negotiating, decision making, team-work, communication, customer service, leadership, research, and problem solving
- A solid knowledge of project administration and management practices and principles
- Proficiency in Microsoft Office applications

Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available for those who qualify.

Graduation requirements:
Students must achieve a 75% average to obtain a diploma.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Program Prerequisites

Keyboarding speed of a least 25 WPM and knowledge of how personal computers work and may be used.

Career Opportunities

Graduates of this program are employed in healthcare and social assistance, public administration, wholesale trade, finance and insurance, retail, and other services. Careers that correspond with the skills learned in this program are:

- Administrative Officer
- Administrative Services Coordinator
- Business Services Officer
- Implementation Officer
- Office Coordinator
- Planning Officer
- Public Trustee

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Required Skills and Personal Attributes

To be successful as a Project Administrator, individuals must possess the ability to:

- Learn new skills and knowledge
- Multi-task
- Use effective problem solving and decision making skills
- Efficiently manage time and stress
- Work collaboratively and effectively as part of a team
- Recognize the dynamics and politics of an organization
- Be self-motivated, energetic, confident, and creative
- Enjoy working with people
- Be tactful and use good listening skills
- Communicate verbally and in writing with people from all walks of life

Academy of Learning
CAREER COLLEGE

Duties and Responsibilities

Project Administrators perform a wide range of project management support and administrative duties. Specific job duties vary with education and experience. Duties may include:

- Assisting and supporting all activities related to managing projects, including preparation for meetings, project documentation, and monitoring project timelines and deliverables on behalf of the Project Manager, as well as assisting in creating work plans, schedules and meeting agendas
- Coordinating and monitoring project scheduling while updating the project management system
- Maintaining documentation (e.g., including any upgrades to plans, schedules, funding, and status reports)
- Preparing project status reports in order to provide updates to management and ensuring all procedures are followed for all aspects of projects
- Using project management and other software and applicable templates to prepare documentation, track and monitor information, and maintain databases
- Developing customized project tools (e.g., templates for collecting/reporting information)
- Assisting in forecasting, tracking and managing project budgets, and purchasing orders and invoices.

Competencies upon Completion
Core Courses

- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Word Processing**
  Advanced level of proficiency in Microsoft Word
- **Spreadsheets**
  Intermediate level of proficiency in Microsoft Excel
- **Database Management**
  Basic level of proficiency in Microsoft Access
- **Office Skills**
  Office Procedures Levels 1 and 2, Basic Bookkeeping Level 1, basic level of proficiency in Microsoft Outlook, and Internet Fundamentals
- **Graphics/Presentation**
  Advanced level of proficiency in Microsoft PowerPoint
- **Business Skills**
  Business Essentials, Business Verbal Communication, Business Negotiations & Contracts, Business Financial Management, Business Supervisory Skills, Business Presentations, Business Correspondence Level 1 and Level 2, Grammar Essentials for Business Writing, Business Math, Customer Service, Project Level 1 and Level 2, Management Fundamentals, and Project Management Fundamentals Levels 1 and 2
- **Job Readiness/Employability Skills**
  Job Search and Résumé Writing and Employment Success Strategies