**PROJECT MANAGEMENT**

Welcome to the 2021 – 2022 academic year.

We are looking forward to meeting you. Your success is central to our mission at Holland College and the **Project Management Post-Graduate Certificate Program**.

Please reach out to us should you have questions. We are here to support you every step of the way in your journey, from your first day to the graduation stage.

**INSTRUCTOR CONTACT INFORMATION**

Esther Duncan ejduncan@hollandcollege.com

Patricia Uptegrove pguptegrove@hollandcollege.com

**IMPORTANT DATES**

**Start Date & Time:** Classes begin September 1, 2021 at 10:00 a.m.

**Location of Classrooms:** Room 223 (Sept 1-17, 2021)

 Room 505 (Sept 20, 2021 – Apr 22, 2022

 The Tourism & Culinary Centre (TCC)

**Semester Break:** Last teaching day is December 10, 2021

 Students return on January 6, 2022

**February Break**: February 21 – 28, 2022

**End of 2021-22:** Friday, April 22, 2022

**Graduation:** To be announced

**SPECIAL NOTES**

**Technology Requirements:**

All students should have a Wi-Fi capable laptop computer available for in-class work as outlined in the program requirements.

**Technology Etiquette:**

Technology use is an integral part of this program. It is expected that students will use technology in a manner that is appropriate to the learning environment, respectful to their peers, and as required for classroom activities.

**Travel**

When making travel arrangements, be sure to note the start and end date of the semesters to avoid missing classes.

**Dress Code:**

The dress code is business casual.

**Program Workload Considerations:**

With the exception of BUSI-3000 (at the start of the program) and PROJ-3225 (at the end of the program) courses require an average of 3 to 4 hours of in-class instruction per week. Students should allocate an average of 5 to 10 hours per week for assignments, group work, and readings.

**RESOURCES – Project Management (2021-20220:**

All resources (print, digital) will be made available by the instructor before classes begin.