PDP 0101. Successfully Managing People. 1.4 Hour.
Focuses on key elements to help students meet the current challenges in a changing environment. One’s results as a manager are dependent upon the results of others; therefore, to be successful one must effectively manage others. Offers students an opportunity to learn how to apply proven leadership techniques for coaching, counseling, delegating, motivating, and getting the job done through their direct reports. Uses discussions, case studies, and role-plays to explore the best business practices to successfully manage people.

PDP 0104. Financial Management. 1.4 Hour.
Offers students an opportunity to obtain the tools necessary for a professional to properly analyze and present the financial data required to succeed. Growth in management increases responsibilities in many areas other than one’s organizations’ service or product. The ability to communicate knowledgeably and confidently in financial matters is critical for success and advancement. An understanding of finance and accounting functions are essential to a manager’s skill set.

PDP 0105. Communicating with Impact. 1.4 Hour.
Explores and simplifies tenets of good communication. Whether one-on-one dialogue or more strategic, organizational communication, we know when it goes wrong. Seeks to distill decades of ingrained but complicated communication philosophies into simple, practical, and natural processes that get to the heart of an issue and drive clarity, understanding, and agreed-upon action.

PDP 0106. Coaching for High-Impact Performance. 1.4 Hour.
Seeks to enable students to evaluate their own coaching capabilities and then further develop skills and gain new insights. Coaching is a powerful management tool designed to impact business results by propelling individuals to a higher level of performance. Uses skill-building exercises, group discussion, and minimal lecture to offer students an opportunity to become proficient in coaching as a means of impacting individual and team performance.

PDP 0107. Developing Your Leadership Skills. 1.4 Hour.
Focuses on the skills, qualities, techniques, and tools needed to effectively lead teams and individuals. Leadership is a learned and valuable skill. To work successfully with people so that they produce desired results while feeling respected and motivated is a challenge. The ability to effectively coach and motivate teams and individuals is critical to success as a leader and success of a working group. This is an interactive program.

PDP 0108. Effective Negotiation Skills. 1.4 Hour.
Offers students an opportunity to obtain the information, techniques, and skill building to help achieve better agreements with customers, suppliers, and colleagues. In working with people, different business requirements and interests are typical. Building productive, long-term relationships requires the ability to address these various requirements and interests through principled negotiation.

PDP 0109. Strategic Planning: Tools for Success. 1.4 Hour.
Offers students an opportunity to obtain the tools for strategic planning that achieve lasting results—how to write an effective plan and how to ensure that it is fully implemented at every level of the organization. Strategic planning has the potential to help any organization or department not just to survive but to thrive, adapt to change, and “invent its future.” Even when plans are intelligent, many organizations struggle to fully implement them.

PDP 0112. Effective Business Writing Strategies. 1.4 Hour.
Offers students an opportunity to obtain the tools and techniques needed to communicate ideas and information to any reader and to master strategies for clear, persuasive, and successful writing, which is crucial to workplace performance.

PDP 0113. Managing Change and Transition. 1.4 Hour.
Creates a framework and strategy for dealing with change and transition. Change remains the only constant in business today. For organizations to stay viable, they must continually transform themselves, and their employees must be willing to change direction at warp speed. Uses case study analysis, group discussion, and individual and group exercises to offer students an opportunity to learn how to deal with ongoing change and transition.

PDP 0115. Assessing and Managing Conflict. 1.4 Hour.
Offers students an opportunity to deal effectively with interpersonal and group conflict. Organizations are faced with a greater potential for conflict than ever before. The uncertain marketplace, increased competition, and globalization all serve to magnify differences among people. People have conflicting ideas about what work is to be done and how it will get done. The challenge for managers is not to avoid conflict but rather to achieve productive conflict. This is an interactive seminar.

PDP 0117. Influencing Without Direct Authority. 1.4 Hour.
Examines principles, strategies, and techniques involved in influencing through persuasion in order to achieve positive results. As more companies reorganize along horizontal rather than vertical lines, the need emerges for people who are not in authority to get action from others within the organization in order to achieve business objectives. Lacking such authority, people must rely on influencing others through persuasion rather than mandate.

PDP 0118. Dynamic Listening Skills. 0.7 Hours.
Offers students an opportunity to learn effective listening techniques and strategies, as well as how to harness and apply the power of listening. In order to manage successfully, generate a productive environment, maintain or establish high morale, and get bottom-line results, listening is essential and must be active, not passive. This is a highly interactive workshop.

PDP 0123. Effective Time Management. 0.7 Hours.
Offers students an opportunity to learn how to use time more effectively. Successful time management is a continuous process of self-management. Explores the barriers people face in managing time and discusses techniques for overcoming those barriers. While individuals are different and face different work challenges, this program seeks to identify successful ideas and strategies to help control time and make it a manageable resource.

PDP 0127. Leadership Evening Certificate Program. 3.6 Hours.
Designed to help leaders get ready for their new challenges and responsibilities. It has been said that managers are deployed while leaders deploy themselves. Managerial leaders are also confident decision makers, and good decision makers can be a company’s competitive advantage. In today’s environment, there is a worldwide need for corporate leadership in every industry who can build organizations that are fast, flexible, healthy, ethical, and responsive. Examines the heart, soul, and mind of true leadership. Offers students an opportunity to learn what people expect from and respect in leaders and how to develop their unique leadership style for maximum impact. Explores leadership roles as strategist, change agent, coach, manager, communicator, mentor, and team member.
PDP 0128. Essentials of Project Management. 2.1 Hours.
Designed to deliver a competency-based technical project management boot camp to help early career project managers or those transitioning to the field to master fundamental project management competencies.
Offers participants an opportunity to learn the practical and theoretical concepts needed to lead complex technical projects, avoid common project management pitfalls, and develop a solid understanding of appropriate tools and methodologies, such as Agile. Studies how to analyze and visualize data and to communicate analytical findings with stakeholders.
Seeks to help participants obtain the collaboration and communication skills necessary to effectively work in teams to manage technical projects by working with others to complete the boot camp’s signature capstone project. Designed to prepare students to take the CAPM/PMP.

PDP 0129. Managing IT Projects. 2.1 Hours.
Offers students an opportunity to learn how to combine project management with quality management. Focuses on the process from initiation to closure. Using an integrated case study, students develop and review typical management deliverables that illustrate the ability of the project manager to control the success of projects. Offers students an opportunity to practice some essential tools that may be helpful on future projects.

PDP 0130. Project Plan and Schedule Control. 1.4 Hour.
Covers the “nuts and bolts” mechanics of planning a project and developing an effective project schedule. Most project managers agree that the core of any successful project is the planning and development of the schedule. The course, compliant with the Project Management Institute’s (PMI) framework, uses lecture, class discussion, and hands-on experience with a class case study.

PDP 0131. Project Management Simulation. 1.4 Hour.
Provides a comprehensive simulation of complex decisions typically encountered in the project environment. Using a simulation tool, students work in small groups to plan a project, allocate resources, and then assess the impact of their decisions made during the life of the project.
Offers students an opportunity to make trade-offs on quality, customer satisfaction, schedule, and budget in a fun and engaging environment, as well as to see both the short-term and long-term impact of decisions and to have an opportunity to reflect on the decision-making process.

PDP 0132. Project Risk Management. 1.4 Hour.
Provides a comprehensive description of the necessary knowledge and procedures to identify, analyze, respond to, and manage risks on a project. Provides a thorough treatment of the PMBOK Project Cost Management knowledge area. Offers students an opportunity to be prepared in all aspects of the PMI “Project Manager Competency Development Framework.” It goes beyond PMBOK in addressing the cost and pricing issues in project selection, cost-benefit analysis, developing the business case, and then executing and controlling the project using current quantitative methods such as earned value management. Employs practical hands-on learning methods through the use of case studies and interactive discussion.

PDP 0133. Project Cost Management. 1.4 Hour.
Offers students an opportunity to learn how to combine project management with quality management. Focuses on the process from initiation to closure. Using an integrated case study, students develop and review typical management deliverables that illustrate the ability of the project manager to control the success of projects. Offers students an opportunity to practice some essential tools that may be helpful on future projects.

PDP 0134. Quality Management for Projects. 1.4 Hour.
Provides a thorough treatment of the PMBOK Project Cost Management knowledge area. Offers students an opportunity to be prepared in all aspects of the PMI “Project Manager Competency Development Framework.” It goes beyond PMBOK in addressing the cost and pricing issues in project selection, cost-benefit analysis, developing the business case, and then executing and controlling the project using current quantitative methods such as earned value management. Employs practical hands-on learning methods through the use of case studies and interactive discussion.

PDP 0135. Communication Management for Projects. 1.4 Hour.
Focuces on the importance of having a communications plan, how information is distributed, reporting project progress, and creating useful project archives. Successful projects require effective communications among planners, stakeholders, and all concerned levels in an organization. Using an integrated case study, students are offered an opportunity to develop a plan that specifies the who, what, when, and how of the project communication. This course, based upon the PMBOK, covers how to complete projects in a timely manner by helping students work through the various processes of sending and receiving project information.

PDP 0136. Effective Project Leadership. 1.4 Hour.
Presents the competencies needed to apply project leadership to create the positive project environment. Project managers must be able to assess situations quickly and accurately to maximize project resources and minimize project threats. Offers students an opportunity to complete a project leadership assessment tool, learn the various methods of leadership and how the methods interact to create the project dynamic, and how to lead project resources to project success as defined by the project sponsor.

PDP 0137. Project Procurement and Contract Management. 1.4 Hour.
Presents the competencies needed to apply project leadership to create the positive project environment. Project managers must be able to assess situations quickly and accurately to maximize project resources and minimize project threats. Offers students an opportunity to complete a project leadership assessment tool, learn the various methods of leadership and how the methods interact to create the project dynamic, and how to lead project resources to project success as defined by the project sponsor.

PDP 0138. Effective Project Leadership. 1.4 Hour.
Presents the competencies needed to apply project leadership to create the positive project environment. Project managers must be able to assess situations quickly and accurately to maximize project resources and minimize project threats. Offers students an opportunity to complete a project leadership assessment tool, learn the various methods of leadership and how the methods interact to create the project dynamic, and how to lead project resources to project success as defined by the project sponsor.

PDP 0139. Project Procurement and Contract Management. 1.4 Hour.
Presents the competencies needed to apply project leadership to create the positive project environment. Project managers must be able to assess situations quickly and accurately to maximize project resources and minimize project threats. Offers students an opportunity to complete a project leadership assessment tool, learn the various methods of leadership and how the methods interact to create the project dynamic, and how to lead project resources to project success as defined by the project sponsor.

PDP 0140. PMP Examination Preparation. 1.4 Hour.
Designed to present the best management practices for self- and group study preparation for PMI’s certification exam: Project Management Professional (PMP). Offers students an opportunity to create a baseline assessment of test readiness, a thorough and complete review of the theory of project management as detailed in PMI’s Project Management Body of Knowledge (PMBOK), and a final assessment with personal study strategies. Utilizes the five process areas, the nine knowledge areas, and the thirty-nine processes contained in PMBOK in a hands-on environment.

PDP 0141. Project Management Evening Certificate Program. 5.6 Hours.
Offers students an opportunity to earn the Project Management certificate by providing a firm base of the Project Management Institute’s (PMI’s) Project Management Body of Knowledge (PMBOK). Offers a balance of critical and technical skills, tips, tools, and techniques needed to be a successful project leader. Students work on a team project as well as individual case studies. Savvy clients demand higher-quality products delivered faster and with greater efficiency. The need for organizations to develop sound, effective project management principles and practices is critical. Companies succeed or fail based on their ability to bring quality products and services to market in a timely manner. Topics include all aspects of project management, focusing on what makes a great project leader.
PDP 0150. New Product Development. 2.4 Hours.
Designed to help an organization’s drive for process consistency and discipline in new product development. Although new product development is a key competitive capability for manufacturers worldwide, many companies are unable to launch a new product on a timely basis—consistently. Top-performing companies understand that properly training employees leads to direct, measurable bottom-line benefits.
Several leading companies are already sponsoring New Product Development Professional (NPDP) certification across their corporations. The Product Development and Management Association (PDMA) is a nonprofit organization dedicated to advancing the art, science, and business of product development. The PDMA NPDP certification confirms mastery of NPD principles and best practices, enabling better job performance and helping corporations identify those with knowledge and experience to move into a leadership position.

PDP 0151. Project Management Simulation. 2.1 Hours.
Provides a comprehensive simulation of complex decisions typically encountered in the project environment. Using a simulation tool, students work in small groups to plan a project, allocate resources, and then assess the impact of their decisions made during the life of the project.
Offers students an opportunity to make trade-offs on quality, customer satisfaction, schedule, and budget in a fun and engaging environment, as well as to see both the short-term and long-term impact of decisions and to have an opportunity to reflect on the decision-making process. Offers project and functional managers and project leaders an opportunity to assess the impact of their project decisions in a realistic project environment.

PDP 0153. Coaching Skills. 0.7 Hours.
Offers students an opportunity to evaluate their capabilities as a coach and practice strategies to further enhance their coaching skills. In today's business world, coaching is an integral part of organizational life. Managers, supervisors, and team leaders need to be effective coaches who can support and instruct as well as motivate and empower their employees. Features a learn-by-doing format combining discussions, case studies, and role-plays. Offers students an opportunity to understand how to assess individual employee performance needs and how to choose the most appropriate coaching and leadership style.

PDP 0154. Optimizing Personal and Professional Effectiveness and Results. 0.4 Hours.
Explores various tools, skills, and behavioral drivers that influence productivity. Discusses enhancing and limiting behavioral styles. Offers students an opportunity to assess how various predominant behavior styles can impact their work.

PDP 0163. Strategic Thinking. 1.4 Hour.
Offers students an opportunity to understand how to address their own work challenges strategically and to learn about and practice using helpful tools and approaches that call on both analytical and creative skills. In today's highly competitive world, strategy cannot be developed in isolation by a planning group or an executive team. It must be a continual process that is part of the culture and work of the entire organization. Includes discussions and many exercises to create an active learning environment.

PDP 0177. PMP Certification Preparation Boot Camp. 2.4 Hours.
Seeks to present the best management practices for self- and group study preparation for the Project Management Institute’s (PMI) certification exam Project Management Professional (PMP). Offers students an opportunity to create a baseline assessment of test readiness; a thorough and complete review of the theory of project management as detailed in PMI’s Project Management Body of Knowledge (PMBOK); a final assessment with personal study strategies; and an opportunity to work in a hands-on environment with the five process areas, the nine knowledge areas, and the thirty-nine processes contained in PMBOK.

PDP 0178. PMP Examination Preparation. 1.6 Hour.
Designed to present the best management practices for self- and group study preparation for the Project Management Institute’s (PMI) certification exam Project Management Professional (PMP). Offers an opportunity to create a baseline assessment of the test readiness, a thorough and complete review of the theory of project management as detailed in PMI’s Project Management Body of Knowledge (PMBOK), and a final assessment with personal study strategies, as well as to work in a hands-on environment with the five process areas, the nine knowledge areas, and the thirty-nine processes contained in PMBOK.

PDP 0179. Project Planning and Schedule Control. 0.8 Hours.
Examines the “nuts and bolts” mechanics of planning a project and developing an effective project schedule using lecture, class discussion, and hands-on experience with a class case study. Most project managers agree that the core of any successful project is the planning and development of the schedule. This class complies with the Project Management Institute’s (PMI) framework.

PDP 0180. Essentials of Project Management and Schedule Control. 3.5 Hours.
Offers a broad overview of the concepts and practices used in managing projects. Students work in a hands-on environment with the five process areas, the nine knowledge areas, and the thirty-nine processes detailed in the Project Management Body of Knowledge (PMBOK). Uses practical exercises, class discussions, and lectures to offer students an opportunity to apply these best practices in a classroom environment. Covers the mechanics of planning a project and developing an effective project schedule. Utilizes lectures, class discussions, and hands-on experience with a class case study.

PDP 0181. Project Evaluation, Cost, and Earned Value. 3.5 Hours.
Covers the metrics for determining and reporting project performance. Examines both quantitative and qualitative approaches of evaluation, with an emphasis on earned value management, and stakeholder analysis and techniques for reporting performance results. Covers identification of stakeholder categories and methods for reporting progress to stakeholders. Offers project managers an opportunity to obtain the tools they need to develop reliable cost estimates by assessing necessary project resources, applying one or more cost-estimating methods, adjusting the estimates based on resource availability and project risk, and evaluating the quality of cost estimates prepared by others.
PDP 0182. Project Scope and Risk Management. 3.5 Hours.
Seeks to provide a comprehensive description of the necessary knowledge and procedures to identify, analyze, respond to, and manage risks on your project. Most project managers agree that the core of any successful project is the planning and development of the schedule. This course, compliant with the Project Management Institute’s (PMI) framework, covers the basics of scope management. Contains lecture, class discussion, and hands-on experience with a class case study. Offers students an opportunity to produce the major components of a risk response plan. Students also have an opportunity to work in small groups on a case study to learn the process of producing key risk deliverables.

PDP 0183. Project Management Simulation. 3.5 Hours.
Seeks to provide a comprehensive simulation of complex decisions typically encountered in the project environment. Using a simulation tool, students have an opportunity to work in small groups to plan a project, allocate resources, and then assess the impact of their decisions made during the life of the project. Uses a fun and engaging environment to offer students an opportunity to experience making trade-offs on quality, customer satisfaction, schedule, and budget. Allows for reflection on the decision-making process and to see both the short-term and long-term impact of decisions.

PDP 0184. Project Management Certificate Program Online. 1-4 Hours.
Offers a key applied-learning component of the Project Management Excellence Program (PMEP) offered at the Environmental Chemical Company. PMEP focuses on developing and enhancing capabilities of project managers as well as enhancing project management systems to ensure maintaining best-practice techniques and standards. Includes theoretical and practical aspects of managing projects.

PDP 0185. ECC Project Management Certificate Program Online. 9 Hours.
Focuses on developing and enhancing capabilities of ECC project managers, as well as enhancing project management systems, to ensure maintaining best-practice techniques and standards. This is a key applied-learning component of ECC’s Project Management Training Program (PMTP). Includes theoretical and practical aspects of managing projects. The online learning class gives ECC the opportunity to reinforce its vision and culture.

PDP 0186. Communication Management for Projects. 0.7 Hours.
Provides an in-depth review of project communications from project initiation through project closeout. Up to 90 percent of the job of a project manager can be spent in communication. Communication can be formal or informal, written, spoken, or nonverbal. Course topics are practiced using client-selected projects.

PDP 0187. Earned Value Management. 1.4 Hour.
Designed to introduce the concepts of performance measurement using earned value. Earned value management is a technique used to quantitatively assess the real progress of a project by understanding the work that was completed, the time taken to complete it, and the actual costs or effort. Offers students an opportunity to learn the fundamental tools and techniques for measuring project performance and how to convey this information to management.

PDP 0188. Leadership for Project Management. 2.8 Hours.
Seeks to provide a comprehensive and practical “tool kit” of skills to more effectively lead and manage projects for a construction business. Covers many aspects of “high-performance” techniques and strategies, including negotiation skills, managing up, and effectively influencing others. Examines individual and organizational factors that hinder managerial and leadership performance. Also covers topics that focus on motivating, coaching, and developing employees.

PDP 0189. Transitional Leadership. 0.8 Hours.
Focuses on the student’s personal response to change and ability as a leader to help others with their responses to change. Change is a process of transformation, not an event. Though it may be precipitated by a specific action upon or reaction to the external environment, implementing it takes time, patience, and leadership. Different people respond and “come on board” (or not) in different ways and at different rates.

PDP 0190. High-Impact Coaching. 1.6 Hour.
Offers a workshop designed to provide participants with a common language, process, and practical tools needed for leading and coaching others. Offers students an opportunity to explore and practice strategies for effective coaching. This workshop utilizes learning activities, such as role-plays and personal assessments, to help participants improve coaching skills.

PDP 0191. Leading Project Teams. 0.8 Hours.
Offers a hands-on workshop in which participants have an opportunity to learn how to orchestrate a team for one or more of the organization’s projects. Participants have an opportunity to learn practical tools and best practices to be more effective in managing the project team from start to finish. Introduces techniques used to improve team success.

PDP 0192. Critical Decisions. 0.8 Hours.
Seeks to provide participants with tools to avoid potential decision-making traps and pitfalls, improve individual decisions, and enrich group and organizational decisions. The ability to make effective critical decisions is a valuable and critical skill for leaders.

PDP 0200. Principles of Project Management Certificate Program. 3.6 Hours.
Seeks to relate standardized project management principles to students’ day-to-day, on-the-job activities. Covers usable tips, templates, and other tools; easily accessible reference sources; up-to-date information about careers within project management; a real-world case study project; interactive discussion with other students and the course instructor. Aligned with the Project Management Body of Knowledge (PMBOK), 4th edition, the Project Management Institute’s published standard for project management. Provides an introduction to project management; effective project startup processes; plans to address project risk; tested practices for staffing and communicating clearly with your project team; methods for accurately scoping project requirements, schedule, and budget; examples of performance metrics to maintain project quality; tools for maintaining control of the project throughout its life cycle; practice questions for the PMP exam.

PDP 0210. Coaching in the 21st Century: Preparing Student-Athletes for Life on and off the Field. 1.6 Hour.
Offers students an opportunity to develop theory and practical coaching skills. Focuses on leadership, positive youth coaching, healthy lifestyle promotion, violence prevention, and sportsmanship. May be repeated without limit.

PDP 0300. PMO Workshop. 0.7 Hours.
Description unavailable.

PDP 0301. IT Project Management and Scheduling. 3.5 Hours.
Offers students an opportunity to obtain the knowledge and processes to plan and manage scope, schedule, and risk for a successful IT project. Uses the PMBOK definitions to set the context for project processes, project life cycles, and project integration. Students work in small groups on a case study and real projects to produce a project charter, scope statement, work breakdown structure, schedule, and a basic risk assessment.
PDP 0302. IT Project Management and Scheduling. 2.8 Hours.
Offers students an opportunity to obtain the knowledge and processes to plan and manage scope, schedule, and risk for a successful IT project. Uses the PMBOK definitions to set the context for project processes, project life cycles, and project integration. Students work in small groups on a case study and real projects to produce a project charter, scope statement, work breakdown structure, schedule, and a basic risk assessment.

PDP 0302. IT Project Management. 2.8 Hours.
Addresses the practical fundamentals of preparing time estimates for project tasks, using interactive case studies in which students are encouraged to apply the learning directly to their work-related projects. Covers time-estimating practices ranging from the default "expert judgment" to more defined methods of analogous/top-down, parametric, range estimates and the use of reserves to contravene "padding estimates." A variety of parametric or thumb-rule methods are briefed, which may be calibrated to local practice based on recent project actual history. Demonstrates a computer-based tool that manages the estimating process to ensure consistent, credible results.

PDP 0304. Intermediate Project Management. 1.4 Hour.
Offers students an opportunity to obtain the knowledge and processes to plan and manage scope, schedule, and risk for a successful IT project. Uses the PMBOK definitions to set the context for project processes, project life cycles, and project integration. Students work in small groups on a case study and real projects to produce a project charter, scope statement, work breakdown structure, schedule, and a basic risk assessment.

PDP 0400. Behavioral Interviewing. 0.3 Hours.
Presents the behavioral event approach to interviewing job candidates. Examines the advantages of this approach over previous methods. Explores and discusses how to plan, conduct, and follow up effective selection interviewing in a format that is flexible and responsive to the needs of the audience. Discusses using behavioral event interviewing methods for obtaining the best insight into a candidate's strengths, weaknesses, and "job fit." Provides examples of appropriate questions and an opportunity to practice interviewing using this methodology.

PDP 0401. Customer Service Skills. 0.7 Hours.
Offers students an opportunity to learn how to identify and appreciate exceptional customer service principles and apply them to how they work; learn to change their customer service perceptions (mind-set) to be more successful; become adept at identifying the customer profile and the style; use goal-setting techniques for service providers; learn techniques to handle difficult customers and enjoy the job more; learn and use strategies to motivate internal customers; adapt communication style to gain the customer's confidence; learn to ask the right questions and go the "extra mile"; see requests and problems through to a satisfying resolution; manage the stress associated with providing quality customer service; and create a realistic workable personal action plan to apply the skills learned.

PDP 0402. Managing Change in the Workplace. 0.2 Hours.
Creates a framework and strategy for dealing with change and transition in the workplace. Through case study analysis, group discussion, and individual and group exercises, offers students an opportunity to learn how to deal with change and ongoing transition.

PDP 0403. Internal Consulting Skills. 0.2 Hours.
Covers the concepts, skills, and techniques needed to develop an effective internal consulting approach. Offers students an opportunity to learn how to share their expertise with their clients in a collaborative way, building commitment, and partnering for business success.

PDP 0404. Cost-Benefit Analysis. 0.7 Hours.
Intended for students who do not have financial backgrounds but do have an understanding of the importance of using financial concepts to analyze and make decisions that affect the bottom line in their daily work. Offers students an opportunity to learn, through a combination of lectures and hands-on activities, the meaning and significance of basic financial concepts. These concepts include return on investment, return on equity, present value, net present value, future value, capital budget, and time value of money. Discusses the use of cost-benefit analysis as a qualitative decision-making tool. Uses real-world problem scenarios illustrating these concepts to reinforce learning.

PDP 0500. Advanced Microsoft Excel for Windows XP. 0.7 Hours.
Offers students an opportunity to learn various advanced techniques for analyzing and manipulating data, including customizing the work area, advanced formula construction, using pivot tables, working with multiple worksheets, consolidating and analyzing data, using protection and display options, introduction to macros, and working with interactive Excel Web documents. Students should be familiar with Microsoft Windows or Excel, beginning and intermediate levels, or equivalent knowledge.

PDP 0501. Intermediate Microsoft Excel for Windows XP. 0.7 Hours.
Offers students an opportunity to learn the skills to represent data graphically, maintain and manage lists, sort and filter data, work with advanced formulas, and create and modify charts. Participants should be familiar with Microsoft Windows and Excel, beginning level, or equivalent knowledge.

PDP 0502. Intermediate Microsoft Word for Windows XP. 0.7 Hours.
Offers students an opportunity to learn Microsoft Word intermediate features for creating custom templates, managing tables and table data, inserting graphics, mail merges, sending form letters, and managing document changes. Participants should be familiar with Microsoft Windows and Word, beginning level, or equivalent knowledge.

PDP 0503. Intermediate Microsoft Outlook for Windows XP. 0.7 Hours.
Offers students an opportunity to learn how to sort, filter, and group items; use and create Outlook templates and forms; and share information by using public folders and Net Folders, as well as how to share and fax contacts, automatically record activities in the journal, and customize the Outlook environment. Students should have a basic understanding of Windows, the Internet, and the basic features of Outlook.

PDP 0505. Intermediate PowerPoint for Windows XP. 0.7 Hours.
Offers students an opportunity to learn how to customize templates and to make a presentation interactive by using hyperlinks and action buttons. Includes adding organization charts and diagrams, adding special effects, and creating Web presentations. Requires introduction to Windows XP and PowerPoint, beginning level, or equivalent knowledge.

PDP 0506. Intermediate Microsoft Access. 1.4 Hour.
Offers students an opportunity to enhance their database designs by using the principles of normalization and table relationships and learn how to query multiple tables for data that is used in customized forms and reports, as well as create data access pages to share data over an intranet or the Internet.
PDP 0507. APICS Certified Supply Chain Professional (CSCP) Learning System. 3.9 Hours.
Offers students an opportunity to develop into a supply chain leader who can create and execute a supply chain strategy that meets customer needs, reduces costs, and increases profits by following the APICS Certified Supply Chain Professional (CSCP) program. Customers in today's complex global marketplace expect high quality, low prices, fast turnaround, and on-time delivery. To successfully compete, organizations have improved supply chain management practices. As a result, well-trained, well-educated supply chain professionals are playing an increasingly important role in their organizations, and an APICS CSCP designation increases value to employers. To earn the APICS CSCP designation, candidates must meet eligibility requirements and pass the APICS CSCP exam.

PDP 0508. Project Portfolio and Recovery. 2.1 Hours.
Focuses on providing students with the tools to manage multiple projects in a competitive, increasingly technical business landscape. An ever growing number of project managers are being asked to manage multiple, sometimes interrelated, complex projects. The ability to manage multiple projects, their resources, and interproject relationships is now a cornerstone skill for the senior project manager. Provides templates, tools, and information necessary to conduct successful, productive, and meaningful project reviews. Discusses regular progress reviews and project audits in-depth. Focuses on adapting the review structure to the performing organization's project methodology and avoiding and early detection of troubled projects.

PDP 0509. Develop Your Leadership Skills. 0.4 Hours.
Offers students an opportunity to evaluate and strengthen their current leadership practices and to learn to adapt to the challenges of modern business leadership, as well as to approach leadership as a collaborative process between leaders, their employees, and others in the organization.

PDP 0510. Develop Emotional Intelligence. 0.4 Hours.
Offers students an opportunity to identify their own challenges and explore tools, techniques, skills, and perceptions to perform their role and manage their emotions with confidence and positive results. The ability to deal effectively with emotions in the workplace is critical to success as managers and service providers. As the pace of the world increases and the environment makes more and more demands on cognitive, emotional, and physical resources, emotional intelligence is increasingly critical as a skill set. Uses skill-building exercises and group discussion.

PDP 0511. Conflict Resolution. 0.4 Hours.
Offers students an opportunity to learn how to deal effectively with interpersonal and group conflict. Organizations are faced with a greater potential for conflict than ever before. The uncertain marketplace, increased competition, and globalization all serve to magnify differences among people. People have conflicting ideas about what work is to be done and how it will get done. The challenge for managers is not to avoid conflict but rather to achieve productive conflict.

PDP 0513. Building Effective Teams. 0.4 Hours.
Presents a successful team development process that facilitates the development of a new team or the revitalization of an existing team. The team structure adapts most easily to changing conditions and has the greatest potential for creative solutions and new approaches to work challenges. Offers students an opportunity to learn how to rapidly increase a team's effectiveness with the use of teamwork tools and skills.

PDP 0514. Listening Skills. 0.4 Hours.
Addresses a skill that is essential to everyone's success—listening. This skill must be active, not passive, in order to manage successfully, generate a productive environment, maintain or establish high morale, and get bottom-line results. Offers students an opportunity to learn effective listening techniques and strategies as well as how to harness and apply the power of listening.

PDP 0515. Project Scope Management. 0.4 Hours.
Offers students an opportunity to learn the "nuts and bolts" mechanics of scope management. Most project managers agree that the core of any successful project is the planning and development of the schedule. This class, compliant with the Project Management Institute's (PMI) framework, contains lecture, class discussion, and hands-on experience with a class case study.

PDP 0516. Influencing Without Direct Authority. 0.4 Hours.
Examines principles, strategies, and techniques involved in influencing through persuasion in order to achieve positive results. As more companies reorganize along horizontal rather than vertical lines, the need emerges for people who are not in authority to get action from others within the organization in order to achieve business objectives. Lacking such authority, people must rely on influencing others through persuasion rather than mandate.

PDP 0517. Positive Assertive Management. 0.4 Hours.
Offers students an opportunity to learn how to be empowered to state one's case, resolve conflict, and negotiate positive outcomes—and provide fail-proof techniques to insure one is heard.

PDP 0518. Strategic Planning. 0.4 Hours.
Offers students an opportunity to obtain tools for strategic planning that achieve lasting results. Strategic planning has the potential to help any organization or department not just to survive but to thrive, adapt to change, and "invent its future." Even when plans are intelligent, many organizations struggle to fully implement them.

PDP 0523. Earned Value Management. 0.4 Hours.
Introduces the concepts of performance measurement using earned value. Earned value management is a technique used to quantitatively assess the real progress of a project by understanding the work that was completed, the time taken to complete it, and the actual costs or effort. Offers students an opportunity to learn the fundamental tools and techniques for measuring project performance and how to convey this information to management.

PDP 0525. Technical Business Writing. 1.8 Hour.
Focuses on the principles of concise and effective writing for business. Offers students an opportunity to learn how to construct a direct, clear business letter and e-mail, how to construct a sentence, and how to organize and develop a paragraph. Emphasizes understanding the process and format of writing proposals and reports. Covers summarizing and writing a memo and short report. Since writing improves with rewriting, most of the class time is spent writing in class with instructor assistance. Reviews grammar and punctuation throughout the course.
PDP 0526. Construction Business Management. 3.6 Hours.
Offers students an intensive, practice-oriented introduction to construction law, with solid grounding in the legal principles on which the construction industry operates. Covers many aspects of “high-performance” techniques and strategies, including negotiation skills, strategic planning, and goal setting. Examines individual and organizational factors that hinder managerial and leadership performance. Focuses on effective operations management and an integrated operations management strategy to develop and maintain an efficient and smoothly run business. Includes budget formatting, budget development, budgeting techniques, variance reporting, and forecasting options.

PDP 0527. Assess Workplace Behavior. 0.4 Hours.
Explores the D.i.S.C. behavioral assessment tool to offer students an opportunity to learn how to accurately assess communication in the workplace. Most of us have learned that effective communication is driven by the right combination of voice tone, body language, and content. However, what can be difficult is finding the correct combination for any particular person. Intuitively, we may understand that some people need a more direct approach, while others might require more care and diplomacy.

PDP 0529. Construction Project Management. 4.5 Hours.
Covers best management practices for projects as identified by the Project Management Institute (PMI). These best practices address the nine knowledge areas of the Project Management Body of Knowledge (PMBOK): integration, scope, time, cost, human resources, communications, quality, risk, and procurement. Also covers earned value management and analysis, project selection, contract development, materials management, field operations, change management, project startup and alignment, submittal progress, productivity, scheduling, and contract changes.