

PROFESSIONAL PROJECT ADMINISTRATOR

CERTIFICATE PROGRAM

Royal Roads University Professional and Continuing Studies, Métis Nation BC, and the Future Skills Centre have partnered together to deliver online training for up to 60 Métis students across British Columbia.

Next Cohort Commences April 12th, 2021



Royal Roads
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The **Professional Project Administrator – Certificate program**

is designed to connect Métis students with employment-focused online training for an in-demand segment of the economy. This program will provide the skills needed to set students on the path to a successful career in the rapidly growing profession of project administration.

Students in the Professional Project Administrator program will gain employable skills in: project management; proposal writing; budgeting; MS Office Suite for project administrators; data management and reporting; communication and presentation skills; and leadership. The skills developed through the PPA program are important to nearly every organization in the province, offering graduates a wide range of employment opportunities in areas such as healthcare and social services, public administration, construction and development, finance and insurance, retail, and other sectors.

PROGRAM OVERVIEW

Program length:	18 weeks, full-time
Delivery Format:	100% Online
Program Seats per cohort:	20 (3 cohorts in total)
Undergraduate Credits:	9 undergraduate credits
Industry Certification Preparation:	Students may be able to prepare for and take the Certified Associate in Project Management (CAPM) [®] examination through the Project Management Institute.
Cost:	The program is funded through the Government of Canada’s Future Skills Centre with additional supports from Métis Nation BC and Royal Roads University.

PROGRAM OUTCOMES:

- ✓ The knowledge and skills necessary for the coordination and/or administration of projects for a variety of business sectors.
- ✓ Professional skills in high demand by employers including: critical thinking and problem solving, decision making, teamwork, communication, resilience, and leadership.
- ✓ A solid knowledge of project administration and management practices and principles.
- ✓ Proficiency in Microsoft Office Applications.
- ✓ Preparation for industry certification as a Certified Associate in Project Management (CAPM) through the Project Management Institute (PMI).

To learn more about this program or to request an application contact:

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Project Connect: *Technology-Enabled Learning for Métis Communities is funded by the Government of Canada's Future Skills Centre.*