

2018

Certification Exam Preparation Programs 2018-2019

Nova Southeastern University

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CERTIFICATION EXAM PREPARATION PROGRAMS 2018-2019

Lean Six Sigma Yellow Belt Course 2018-2019

2 Full Days | 1.4 CEUs

The Lean Six Sigma Yellow Belt course teaches the fundamentals of quality improvement concepts and techniques that can be applied at work or home. Participants will understand that by putting these concepts and techniques into practice, they can improve customer satisfaction, reduce waste, increase efficiency and improve product or service quality.

Program Description

Participants learn to use a variety of Lean improvement and Six Sigma quality tools under a DMAIC (Define, Measure, Analyze, Improve, Control) framework. Specifically, participants will explore some of the steps taken within each phase, such as project charters, process mapping, cause-and-effect tools, data measurement and analysis, and basic control methods. Case studies and exercises will allow the participant to combine and utilize concepts learned during the course.

Learning Outcomes

Participants who successfully complete the course will be able to identify process improvement opportunities at work and home, and can be a valuable resource within Lean Six Sigma project teams.

Audience

This program is designed for anyone who is interested in understanding the concepts of Lean Six Sigma and wish to learn its methodology of process improvement.

Delivery

Any of the executive education programs offered by the Hudson Center of Entrepreneurship and Executive Education (HCEEE) can be delivered to your organization at your location. Please [contact us](#) for more information.

Program Fee

Program fee varies based on the size of your group and includes tuition, instructional materials and lunch. Please [contact us](#) for more information.

Instructor

Dr. Ryan Atkins is an Assistant Professor of Supply Chain Management at H. Wayne Huizenga College of Business and Entrepreneurship at Nova Southeastern University. Dr. Atkins has a Ph.D. in Supply Chain Management from Queen's University Belfast in Northern Ireland, and a Master of Manufacturing Management and Bachelor of Science degree from Pennsylvania State University. Dr. Atkins taught as a Lecturer at the University of Georgia in the management department. His professional experience includes serving as a Supply Chain Planner for Lanxess Corporation, Procurement Intern at Bayer Corporation and a Logistics Intern at U.S. Steel Corporation. He is also a certified Six Sigma Black Belt.

Course Customization

Using core programs, we can customize the material to fit your corporate training needs. With our extensive resources and program facilitators, we will design a program that is **tailored to fit your specified objectives and requirements**.

Contact Information

For additional program information, please contact us at:

Hudson Center of Entrepreneurship and Executive Education
H. Wayne Huizenga College of Business and Entrepreneurship
Nova Southeastern University
3301 College Avenue, Carl DeSantis Building, Suite 2088
Fort Lauderdale-Davie, FL 33314
Tel: [954.262.5119](tel:954.262.5119)
Toll Free: [800.672.7223](tel:800.672.7223), ext. 25119
Fax: 954.262.3188
E-mail: execed@nova.edu

Want more information about this program or any of our course offerings? Fill out the form below and an executive education enrollment counselor will respond to your message within the next 24-48 hours. Thank you for your interest in the executive education programs from NSU's Huizenga College of Business!

PHR® Certification | SPHR® Certification Exam Preparation

12 Evenings | 3.6 CEUs

This program is designed to help HR professionals prepare for the Human Resource Certification Institute's (HRCI's) examination for the Professional or Senior Professional in Human Resources (PHR / SPHR) certification. Hudson Center uses the Human Resource Certification Preparation Materials to prepare participants for the certification exams.

Led by qualified and certified HR instructors, this program guides participants through the HR Certification Institute's body of knowledge. Sample test questions and periodic progress checks help reinforce classroom sessions. Participants will identify areas of strength to build on and areas where further concentrated study is needed in preparation for taking either exam.

The Human Resource Certification Preparation Materials are included in your registration fee.

Program Description

Topics include:

~ Business Management and Strategy

Role of HR in organizations

HR strategy

Evaluating the internal/external environment

HR and the legislative and regulatory environment

~ Workforce Planning and Employment

Employee rights, privacy and consumer protection legislation

Organizational staffing requirements

Recruitment, selection and retention

~ Human Resource Development

Organizational development

Training and development

Talent management

Performance management

~ Compensation and Benefits

Compensation structure and systems

Benefit programs

Administering and evaluating compensation and benefits programs

~ Employee and Labor Relations

Labor relations legislation

Union organizing and collective bargaining

Unfair labor practices

Employee involvement and engagement

~ Risk Management

Organizational risk

Workplace safety, health, security and privacy

Risk management legislation

SPHR® Certification Eligibility Criteria: SPHR (Senior Professional in Human Resources) candidates must submit an application for certification through the Human Resource Certification Institute (HRCI). The SPHR certification exam is based on U.S. federal laws, regulations and practices and assesses all the functional areas of the HR field. SPHR questions tend to be more at the strategic and/or policy level. For more information, visit the HRCI website.

Candidates must meet one of the following qualifications:

A minimum of 4 years of experience in an exempt-level (professional) HR position with a master's degree or higher

A minimum of 5 years of experience in an exempt-level (professional) HR position with a bachelor's degree

A minimum of 7 years of experience in an exempt-level (professional) HR position with a high school diploma

PHR® Certification Eligibility Criteria: PHR (Professional in Human Resources) candidates must submit an application for certification through the Human Resource Certification Institute (HRCI). The PHR certification exam is based on U.S. federal laws, regulations and practices and assesses all the functional areas of the HR field. PHR questions tend to be at an operational/technical level. Candidates must have at least two years of exempt-level (professional) HR work experience for more information, visit the HRCI website.

Candidates must meet one of the following qualifications:

A minimum of 1 year of experience in an exempt-level (professional) HR position with a master's degree or higher

A minimum of 2 years of experience in an exempt-level (professional) HR position with a bachelor's degree

A minimum of 4 years of experience in an exempt-level (professional) HR position with a high school diploma

Audience

This program is designed for professionals with varying levels of experience. Practicing HR professionals can increase their value within their organizations by fine-tuning existing skills and learning new practices. New practitioners can enroll in the Human Resource Professional program to take a first step toward a successful and fulfilling career.

Delivery

Any of the executive education programs offered by the Hudson Center of Entrepreneurship and Executive Education (HCEEE) can be delivered to your organization at your location. Please [contact us](#) for more information.

Program Fee

Program fee varies based on the size of your group and includes tuition, instructional materials, lunch and certificate of completion. Please [contact us](#) for more information.

Instructor

Jim Gallo, MS, SPHR

Mr. Gallo has 20+ years of executive leadership experience as a senior executive and management consultant. He has worked both within organizations as a senior executive leading multi state HR operations as well as an external consultant providing customized solutions to organizations. Jim has earned three masters' degrees (MBA, MS-HRM, I/O Psychology) and currently finishing his PhD in Industrial & Organizational Psychology at Florida Tech. He is a certified executive coach (ACTP), published author, and SPHR certified. Jim has been teaching HR related courses, including PHR/ SPHR certification courses at the collegiate level for over 15 years. He is a veteran speaker who combines science, practice and comedy in all of his speaking topics.

Comments from Past Participants

"An extensive prep course that really prepares you for the PHR/ SPHR exam with real world practicality."
Ana Rojas, Human Resources Director | [After School Programs, Inc.](#)

"Great course! Information was extremely helpful and concepts were explained thoroughly."
Brenda Orellana, Human Resources Coordinator | [Univision, Inc.](#)

"The instructor was excellent and I very knowledgeable."
Regla Wuilchrist, Human Resources Generalist | [Octagon Commerce](#)

"A good structural way to review your knowledge on HR Practices and guide format to reinforce areas that need deeper study."

Paola Capello, Talent Acquisition Lead | [Microsoft](#)

Course Customization

Using core programs, we can customize the material to fit your corporate training needs. With our extensive resources and program facilitators, we will design a program that is **tailored to fit your specified objectives and requirements**.

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PMP® Certification Exam Preparation Program

5 Full Days | 3.5 CEUs



Nova Southeastern University is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

The discipline of project management plays a key role in the competitive, global business arena: one-fifth of the world's GDP, or \$12 trillion, is spent on projects. According to a 2007 PricewaterhouseCoopers survey, 80% of high-performing projects use a credentialed project manager. According to the Project Management Institute (PMI) Salary Survey — Sixth Edition, a Project Management Professional (PMP®) credential increases your salary up to 10% more than your non-credentialed colleagues and peers.

PMI's Project Management Professional credentials, including the PMP® and Certified Associate in Project Management (CAPM®) are the most important industry-recognized certifications for project managers. Globally recognized and demanded, PMP® Certification demonstrates that you have the experience, education and competency to successfully lead and direct projects.

Our 5-day program employs instructor-led delivery and practice exams that focus on preparing you with the knowledge required to pass the current CAPM® and PMP® certification exams. The PMP® designation offers individuals worldwide recognition as professional who has received Project Management certification, supported by core knowledge and understanding of critical Project Management concepts, principles and techniques. The CAPM® is a valuable entry-level certification for project practitioners. If you're a less experienced project practitioner looking to demonstrate your commitment to project management and stand out to potential employers, the CAPM® certification is right for you.

Program Description

~ Introduction and Foundation

Participants gain an understanding of key concepts in the field of project management such as the role of the project manager and the relationship of project management to other planning activities. They delve deep into the standard of project management as described by PMI, specifically in the text A Guide to the Project Management Body of Knowledge (PMBOK® GUIDE). Students learn the five project management process groups, including inputs, tools, techniques, and outputs, as well as the project life cycle. Explore the different organization structures and the implications of each on the influence of the project management function.

~ Project Integration Management

Participants will learn the importance of formal project authorization and closure, and the processes required to successfully perform both. They learn the project manager's role of coordinating all the project management processes into a comprehensive plan, while managing project change and progress.

~ Project Scope Management

Challenging to many organizations is the ability to successfully identify and document project requirements, how they will be met, how the work can be organized to achieve the expected outcome, and how changes will be managed. Participants learn how to create a project scope statement, and they explore tools and techniques such as decision making, decomposition, and variance analysis.

~ Project Time Management

Participants will learn the processes required to manage the timely completion of a project, including defining and sequencing activities using network diagrams, estimating and identifying alternatives, creating and controlling the project schedule.

~ Project Human Resources Management

This section will focus on planning and managing the projects human resource needs. It addresses skills that will help motivate, equip, and keep project team members accountable and on task. Participants learn how the organization's structure impacts the acquisition of skilled resources for projects, tools and techniques to improve team performance, and options for managing conflict and change.

~ Project Communication Management

Participants will learn the processes required to communicate effectively with stakeholders with diverse backgrounds, cultures, needs, expectations, and levels of authority and interest. Participants will learn the importance of planning, processing, distributing and controlling project communications. This module also includes communication models and theories.

~ Project Stakeholder Management

Participants will learn the importance of stakeholder management, which includes analyzing stakeholder expectations, developing strategies to communicate and engage stakeholders, managing conflicts, and ultimately, ensuring stakeholder satisfaction.

~ Project Quality Management

Participants explore how quality is defined and how measures are incorporated into project management processes to ensure the outcome of the project meets the quality specified. This challenging topic includes discussion statistical process control, cost of quality, statistical sampling, and various charting techniques employed for measuring and controlling project quality.

~ Project Risk Management

This section teaches participants the importance of managing project risk, and describes in detail how to conduct risk management throughout the life of the project. This segment examines risk planning, identification and quantification, as well as methods of responding to and controlling project risk.

~ Project Cost Management

Participants will learn the multiple types of estimating and when to apply each, how the project budget is created and how it relates to other areas of project management such as quality, risk, and contracting, and how costs are monitored and controlled throughout the life of the project. This session covers topics such as three-point estimating, reserve analysis, and earned value management.

~ Project Procurement Management

This session sets the proper foundation for procurement principles and processes required to purchase or acquire products, resources or services from outside the project team. Participants learn the different

types of contracts and the implications of each, appropriate techniques for engaging suppliers and vendors, and the importance and method of formal closure processes.

PMP® Credential Eligibility Criteria

To be eligible for a PMP® certification, you must first meet specific educational and project management experience requirements. Applicants must complete 35 hours of project management education. Applicants who hold a High school diploma or equivalent are required to have 7,500 hours leading and directing specific tasks and 60 months of project management experience. Applicants who hold a baccalaureate degree (or equivalent) are only required to have 4,500 hours leading and directing specific tasks and 36 months of project management experience. The final step to becoming a PMP® is passing a rigorous 200 multiple-choice computer-based exam designed to objectively assess and measure your ability to apply project management knowledge.

CAPM® Credential Eligibility Criteria

To apply for the CAPM®, you need to have a secondary diploma (high school or the global equivalent) and at least 1,500 hours experience or 23 hours of project management education by the time you sit for the exam. The final step to becoming a CAPM® is passing 150 multiple-choice computer-based exam designed to objectively assess and measure your ability to apply project management knowledge.

For more information, visit the [Project Management Institute \(PMI®\) website](#)

Audience

This program is designed for Project Managers wishing to improve knowledge and skill and Project Managers interested in building the foundation of knowledge necessary to prepare for the PMP® or CAPM® exams.

Delivery

Any of the executive education programs offered by the Hudson Center of Entrepreneurship and Executive Education (HCEEE) can be delivered to your organization at your location Please [contact us](#) for more information.

Program Fee

Program fee varies based on the size of your group and includes tuition, instructional materials, textbooks and lunch. Please [contact us](#) for more information.

Instructors

Simone Brown Knight, PMP

Simone Brown Knight, PMP received a Bachelor of Engineering Degree from State University of New York at Stony Brook. She also holds certifications in both Project Management and Lean/Sigma. Simone has held leadership positions with major players in the transportation and manufacturing industries, like FedEx Express and Corning Inc., where she was responsible for executing new business strategies and opening new service markets throughout the Caribbean and South America.

As a business leader, public speaker and PM instructor, Mrs. Knight routinely provides opportunities for organizations to create powerful market strategies, motivated employees and stronger performance. Simone has been a featured speaker at a variety of professional seminars, featured in Entrepreneur Magazine and hosted Money on the Mind, a globally broadcasted talk radio show. Simone uses these

mediums to provide access and valuable expertise to help entrepreneurs, corporate executives and professionals "take it to the next level". Mrs. Knight has received many accolades for her efforts. In 2008, she was recognized by Success South Florida Magazine as one of South Florida's Top 40 Under 40 Most Influential Black Professionals.

Kim Caruthers, PMP, CSM

Kim Caruthers, PMP, CSM has over eighteen years of experience in project management across multiple industries including aviation, education, telecommunications and technology. She has a BFA from Florida State University and an MBA from Florida International University. Kim has been teaching project management for eleven years, and was certified to teach "Leadership for Strategic Execution"; a course within the Stanford Advanced Project Management (SAPM) program. She taught this program on site for companies such as IBM, Cisco, Visa, and Google. Kim is currently an adjunct professor at Nova Southeastern University teaching Project Management at the Huizenga College of Business.

Kim's business background includes serving as Director of Program Management for CSX Transportation, a Fortune 500 company and Director of Operations for an online educational institution where she oversaw the development of a new product. As a consultant, Kim has been Project Manager for Cayman Airways, and managed projects for the merger of two Caribbean airlines. Kim also served as Director, Operations Systems for Spirit Airlines, where she developed the first published guide for corporate project management best practices, including a methodology and a training program. Kim has also worked in the professional services arena for companies such as Accenture and Netifice Communications. Clients included organizations such as American Express, Ryder, Boys & Girls Clubs of America, FPL, Puerto Rico's Hacienda (tax authority), McKesson HBOC and the U.S. Southern Command headquarters.

Lara Chabina-Crowe, PMP

Lara Chabina Crowe is a visionary Project Manager with over twenty years of experience in Project Management. She holds a Bachelors of Liberal Arts and Science in International Business from San Diego State University. She was certified by the Project Management Institute (PMI) in Frankfurt Germany as a Project Management Professional (PMP) in 2003 and has been an active member of the PMI South Florida Chapter since 2004 serving on the board as Vice President Administration from 2004 to 2006. She is managing director of a global project management consultancy specializing in the airline industry as well as owner of an online company producing fashionable products for modern-day mothers. She is currently serving on the Board for the PMI Consulting Community of Practices as the Leader and is the Co-Chair of the PMI Community of Practices Membership Advisory Group.

Prior to launching Projects by Lara Inc. in 2004 and Global PM Group in 2007, Lara was Project Manager for Star Alliance Services GmbH (a global airline alliance made up of 15 airlines) based in Frankfurt, Germany. She was responsible for developing the first global convention product, implementing national and global marketing initiatives, and spearheading the development of a social program for the Star Alliance employees. She has also worked as the Trade Marketing Manager, Market Development with Air New Zealand based in Auckland, New Zealand. She worked with the local tourism industry to create inbound tourism products. She also worked as a Sales and Marketing Manager with a destination management company based in New York, USA representing convention facilities and Convention Bureaus in Australia, Austria, Spain and England.

Hans Meijer, PMP

Hans Meijer, PMP is a senior level executive with over 30 years of business and entrepreneurial experience. Mr. Meijer is a professional trainer in Project Management. He received his B.A. from the University of Puerto Rico and earned an M.B.A. from Cornell University. He also holds an Executive Project Management Certificate from Florida Atlantic University. Mr. Meijer has held several high level positions in various companies throughout his executive career. Some of his industry experience include in automobile, construction, energy, franchise, manufacturing, transportation and wholesale.

The last seven years he has consulted for various companies including General Motors (GM), Florida, Power & Light (FPL), Banesco Bank, Saint Katharine Drexel Church and Resources Global Professionals.

As a project manager he oversaw the Sarbanes-Oxley (SOX) project at General Motors, the expansion of the international airport in the Dominican Republic, the integration of the Financial Accounting Standard Boards and the International Accounting Standards at Florida, Power & Light (FPL) and the construction of Saint Katharine Church in Weston, FL. Mr. Meijer is a member of the Project Management Institute (PMI) and the South Florida Chapter of the PMI.

Jose Vazquez, PMP

José Válzquez, PMP, brings over fifteen years of management experience in the pharmaceutical, consulting, education, aerospace, and information technology industries, including ten years of corporate services background in operations and software development lifecycle projects. He holds a Master of Software Engineering (MSE) and a Bachelor of Science in Aerospace Engineering (BSAE) from Embry-Riddle Aeronautical University in Daytona Beach, FL.

José has developed project schedules, tactical, strategic, and disaster recovery plans for software development, deployment, and operations. His background in quality and risk started while working at NASA on the integration of the International Space Station and the Space Shuttle fleet. During his ten-year tenure at Motorola, his work in web development, product development, change control management, testing, and configuration management matured his instinct for project management. As the Global Project Manager for an enterprise requirement's management tool with teams based in Mexico, Canada, England, and India, he effected business efficiency through structured project execution and risk management. This experience allowed him the opportunity to deliver technical and best-practices process training in China, Australia, Russia, Poland, Scotland, Canada, Mexico, and the USA before moving to Montreal to start up the Global Support Help Desk for the engineering and development groups.

Comments from Past Participants

"Very well organized and structured."

Anthony Iovino, Assistant Director | **Nova Southeastern University**

"I highly recommend this program to anyone who wants a comprehensive overview and great tips for the PMP test."

Monica De Vivero, Q2C Program Management Office | **Ciena Corporation**

"Excellent course taught by PM experts who make the course a great experience."

Cynthia Fuentes, Civil Engineer | **Seminole Tribe of Florida**

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