

# FAQ

## About the Course

### What is the duration of this course?

This course will take a minimum of 35 hours to complete.

### Do I need to get any additional material?

All course material is provided online through the learning interface, however if you are taking this course in preparation for the PMP® or CAPM® certification exams, you should obtain a copy of [\*A Guide to Project Management Body of Knowledge \(PMBOK® Guide\), 6th edition\*](#) to support your studies.

### Can I print the material provided in the course?

You will be able to download and print the Project Management Templates provided in the course as well as module summaries.

### How is my grade calculated?

You must complete all module quizzes with a minimum passing grade of 80%. You have 3 attempts at each module quiz.

### What does the course evaluation consist of?

At the end of each Module, you will be asked to complete a quiz consisting of between 10 to 15 questions. You need to pass each module quiz with a passing score of 80% to successfully complete the course.

### **What document will I receive to confirm that I completed the course?**

Upon successful completion of this course, you will be able to download and print an Attestation of Completion from McGill University's School of Continuing Studies.

The attestation will indicate the number of Project Management Institute (PMI)® Professional Development Units (PDUs)/Contact Hours you have earned.

### **Where can I find more information about the contributors of this course?**

Consult [Course Contributors](#)

### **Where can I find more videos and documentation about the Learning Management System?**

Consult [Learning With TalentLMS: The Basic Functions.](#)

## **Online Meetings**

### **What equipment do I need for the meeting?**

We recommend that you use a headset (ideally USB) with a microphone. Using the computer's internal microphone and speakers might generate feedback noises and echo that would affect everyone attending the session.

### **What is Zoom?**

**Zoom** provides a web conferencing environment, which enables users to collaborate virtually for meetings or other activities without the need to be physically present.

How do I prepare for an Online Meeting?

1. Install the [Zoom application](#)
2. Avoid using wireless connection
3. Read the [Zoom FAQ](#) to learn how to use the basic features in Zoom.
4. Register for an Online Meeting.

5. Submit your questions (if applicable).

**Where/how can I learn about online meetings?**

The date and time of meetings will be announced on the 'Live online session page', accessible from the main course information page. The time and date will be provided, along with the name of the speaker, the topic they will be answering questions on. As well as a link to the conference.