

PROJECT MANAGEMENT

(11 Credits) Certificate 99-9133

The Project Management (PM) Certificate program is designed for anyone who has an interest in expanding their knowledge and skills, seeking career advancement, or building their professional development in the field of project management. The PM Certificate will validate that students have learned and gained the essential skills and knowledge in project management. The PM Certificate will serve as evidence of successful completion of the course requirements.

Career Potential

Students who have completed this Project Management Certificate can take on entry-level project management positions. Below are potential career options that students may venture into.

- Project Manager
- Project Leader
- Project Coordinator
- Project Assistant
- Information Assistant

Course	Course Name	Credits	Lec-Lab
102-155	Introduction to Project Management	3	3 - 0
102-156	Project Leadership & Communication	3	3 - 0
102-157	Managing Projects w/MS Project 2007	2	1 - 2
102-158	Project Management Capstone ¹	3	2 - 2

Course Descriptions

102-155 Introduction to Project Management 3 Credits

This course gives an overview of project management principles and covers the fundamental knowledge and skills needed to improve the outcome of any project. It focuses on the project management processes and knowledge areas. Students will learn how to plan, schedule, and control projects. Students will learn project management tools and techniques and use them to define project goals, objectives, costs and time, and manage project scope, schedule and resources.

102-156 Project Leadership and Communication 3 Credits

This course focuses on soft skills, including leadership, communications, team organization and development, and conflict management. It will provide students with the essential management and leadership skills to lead a project with confidence. Students will learn how to build high-performance project teams through effective leadership and influence, utilize management skills to encourage productivity and cooperation, and implement creative problem-solving techniques to ensure project success.

102-157 Managing Project w/Microsoft Project 2007 3 Credits

This course focuses on using the Microsoft Project software to plan, schedule and control projects. It will teach students to define the project scope and do Work Breakdown Structure (WBS). Students will learn how to configure tools and options, set up projects, estimate, schedule, and budget projects.

102-158 Project Management Capstone

3 Credits

This course is designed to give students practical experiences in managing projects. Students who take this course should have made significant progress in the program. Students will be given the opportunity to review, synthesize, and apply their project management knowledge and skills from prior courses and experience. Students will be working in a lab setting leading a real-life project and to deliver project management deliverables, including project charter, project plan, status reports, and post-project reviews. Students will facilitate meetings, track planned and actual values, and update project plans. **Prerequisites:** 102-155 Introduction to Project Management, 102-156 Project Leadership and Communication and 102-157 Managing Project w/Microsoft Project 2007