Project Management

Project Management (Certificate of Achievement)

The Project Management Certificate Program provides a front-to-back learning process required to complete goals and efficiently produce goods and/or provide services. Project management is one of the fastest growing careers globally, because it applies to the needs of all industries. This program will present all the steps of project management outlined in the Project Book of Knowledge (PMBOK) published by the Project Management Institute (PMI), the largest organized project management association in the world. Program content prepares students to take the certification prep course, CAPM, which is the entry-level certification with PMI.

Upon successful completion of the program, students will be able to:

- Demonstrate understanding of project management principles and practices while maintaining high standards of practice, making ethical judgments and decisions in a respectful, and sustaining professional manner
- Conduct project planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, and risk and change management
- Create project management documents and plans in written, verbal, and non-verbal form, utilizing industry terminology.
- Manage the human resources of a project including organizing, managing and leading the project team, using effective strategies to influence others, manage conflict, and lead teams to successful project completion
- Manage projects effectively including the management of scope, time, costs, and quality, while satisfying the needs for which the project was undertaken
- Manage project risk, including identifying, analyzing and responding to risk
- Analyze and manage stakeholder expectations and engagement to ensure a successful project outcome

Course #	Title	Units
Required Core Courses		
BUS 019A	Introduction to Project Management	3
BUS 019B	Project Integration & Scope Management	3
BUS 019C	Project Time & Cost Management	3
BUS 019D	Project Quality Management	3
BUS 019E	Project Human Resources & Com Management	3
BUS 019F	Project Risk & Procurement Management	3
	Total	**18**

This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.

SEMESTER 1		SEMESTER 2		SEMESTER 3	
BUS-019A	3	BUS-019C	3	BUS-019E	3
BUS-019B	3	BUS-019D	3	BUS-019F	3
	6		**6**		**6**