



PROFESSIONAL CERTIFICATE IN **Project Management**

Certificate Description

This certificate provides high school graduates, professionals with limited experience or out-of-field students and professionals the opportunity to understand the importance of project management in today's business environment.

Courses, Descriptions and Objectives

Business & Society—BUS 105 (required)—This survey course provides students with a general introduction to business activity and how it relates to our economic society. Students will explore how businesses are owned, organized, managed, and controlled.

Outcomes:

- Describe the basic environments (legal, social, economic) in which a business operates.
- Explain the basic concepts of management and recognize problems faced in operating a business enterprise.
- Identify basic concepts regarding money and banking, financial management, stock and bond markets, and risks involved in business.
- Discuss the changing factors that could influence business in the future.
- Distinguish the differences between the major forms of business organizations and be able to know and identify the characteristics of each.

Principles of Accounting I—ACCT 205 (required)—This course introduces students to financial accounting. Students can learn the fundamentals of the accounting cycle.

Outcomes:

- Understand & explain the Accounting Equation and its components (of assets, liabilities & capital)
- Understand the meaning & effects of transactions on revenues, expenses, assets, liabilities & capital
- Understand, distinguish and analyze the composition of "Capital" for unincorporated & incorporated for-profit entities
- Select and use the appropriate accounting policies and practices to a wide range of commercial situations requiring financial accounting information for "external" decision making purposes
- Identify the various user groups that need accounting information and the characteristics of the information that they need
- Prepare a Trial Balance, an Income Statement, Owner's Equity Statement and Balance Sheet;
- Participate in managerial decision processes requiring the input of accounting based information



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Management & Leadership of Organizations—MGMT 310 (required)—This course examines the elements of management and leadership as they apply to modern organizations. Special emphasis is placed on organizational change, role of managers, and cultural differences found in today's management environment.

Outcomes:

- Explain the concept of an organization and how it is changed
- Explain the role of a manager
- Outline the major theories of organizations
- Define the dimensions of an organization's culture
- Describe the techniques of managing change

Building Teams and Resolving Conflict—MGMT 340—This course examines principles of team building and conflict resolution. Methods of building cohesive teams and diffusing confrontation will be discussed. Students will also explore the opportunities and challenges that arise from a diverse workforce.

Outcomes:

- Explain the effect of diversity on group performance.
- Apply principles of team building to create solutions.
- Describe the various stages of team development.
- Discuss various approaches to building high performing teams.
- Outline the benefits of cohesive groups.
- Compare conflict resolution techniques.
- Identify mechanisms for diffusing confrontation
- Describe methods to improve negotiation skills and manage serious confrontation

Project Management—MGMT 412—This course explores principles of project management to gain fundamental knowledge to enhance management outcomes including human resources management, communications management, scope management, quality management, scheduling/time management, cost and resource management, risk management, contract/procurement management, and project integration.

Outcomes:

- Assess the general functions of management as depicted by planning, organizing, leading, and controlling
- Appraise the main concerns of project management based on the general functions of management
- Evaluate the main components of project management in the modern setting
- Justify the different approaches to project implementation within the modern business setting
- Evaluate the concepts of engineering, procurement, construction, installation, and start-up in contemporary turnkey project management process
- Discuss the impact of technology on Business
- Use effective communication techniques
- Recognize situations that present potential ethical and legal issues and develop solutions.



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Production Planning and Quality Management—MGMT 430—This course focuses on Production planning and Quality in decision making. Emphasis is laid on forecasting aggregate production planning, capacity planning, materials requirement planning, scheduling, advanced techniques and approaches in modern production planning and control for designing manufacturing, quality and service systems.

Outcomes:

- Understand the importance of quality management and measurement.
- Construct control statistical charts to monitor quality processes
- Compare and contrast service and product quality
- Understand capacity planning management concepts and develop aggregate capacity requirements for production planning.
- Understand the cost of quality and cost of failure
- Utilize methods for operations scheduling and project management
- Utilize qualitative and quantitative forecasting to determine capacity planning.

Project Cost and Time Management—MGMT 435—This course examines the essential initiatives to effectively manage the scheduling and budget of a project. This course will enable students to develop effective measures for scheduling and controlling projects to ensure cost effectiveness, project time management, and techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing and reporting costs and interpreting the meaning of earned value data.

Outcomes:

- Develop and apply Gantt Charts, CPM and PERT techniques to project management.
- Critique methods for planning, estimating, budgeting and controlling costs.
- Appraise methods for activity defining, activity sequencing, activity duration estimating, schedule development, and schedule control.
- Create a project plan which includes cost, scheduling and risk assessment
- Evaluate the impact of globalization on project cost and time management
- Evaluate the impact of technology on Business
- Recognize situations that present potential ethical and legal issues and develop solutions.



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Managing Project Risks and Opportunities—MGMT 440—This course will provide students a conceptual framework of managing risks that threaten projects and how to develop a risk management plan. The course will provide a review of basic project risk management concepts and processes.

Outcomes:

- Analyze the integration of risk management as a component into the total project management approach
- Perform risk assessments and discuss techniques for monitoring and controlling risks
- Assess techniques for communicating risk effectively to project stakeholders
- Create and present a risk management plan
- Understand the techniques for identifying and mitigating against project risks.
- Evaluate the impact of technology on business
- Apply relevant effective communication techniques
- Evaluate situations that present potential ethical and legal issues and develop solutions.