

Fall 2018 – Spring 2019				
Developmental Studies: DRE 098, DMA 010-040				
Bus Admin Project Management CERTIFICATE (C25120F)				
Major Courses		Pre Requisites	Contact Hours	Credit Hours
FALL				
CIS 110 or CIS 111	Introduction to Computers or Basic PC Literacy	CIS 110: DRE 098 and DMA010-040 CIS 111: NONE	4/3	3/2
MKT 223	Customer Service	NONE	3	3
BUS 110	Introduction to Business	DRE 097	3	3
SPRING				
BUS 115	Business Law	DRE 098	3	3
CTS 240	Project Management	CIS 110 or CIS 111	4	3
PMT 110	Introduction to Project Management	BUS 110	3	3

Total Credits Needed: 17/18

This Project Management certificate program is designed to prepare students to join teams working in a project setting. Graduates may find positions as project assistants, small company project managers, and data specialists for project software. Although the courses are not considered to be test prep courses, the textbook material covers the concepts assessed in popular certification tests for project management. Upon completion students should be able to understand and apply project management concepts and strategies in the workplace.

Program Outcomes:

Demonstrate basic computer skills in word processing, spreadsheet, and database software.

Demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management.

Plan a complete project and project time and costs accurately using project software.

Demonstrate the ability to handle customer relations.