NORTH SEATTLE COLLEGE — One of the Seattle Colleges	**Project Management Certificate** (622) Requirements Effective Fall 2021 Program Planning Sheet

Program Description: This certificate focuses on developing knowledge and professional skills needed by a Project Member and the Project Manager. Coursework includes topics such as leadership during the project life cycle, planning, executing and controlling project tasks and deliverables. Skills covered include risk management and utilization of project management software to develop a project plan, schedule, budget, and produce deliverables for project progress reports. This certificate includes courses that can be used to earn a 2-year General Business associate degree.

Prerequisites: There are no prerequisites for this program, however individual courses may have prerequisites. Courses with prerequisites are marked with an asterisk (*). See notes below and the college catalog for more information.

Program Requirements		
Course Number	**Certificate Requirements (28 credits)**	**Credit Hours**
BUS 118 *	Project Management Introduction and Overview (See Note 1)	5
BUS 229 *	Project Management Tools, Techniques, and Control (See Note 2)	5
BUS 236	Interpersonal Communications for the Workplace	5
BUS 237 *	Leadership and Team Skills (See Note 3)	5
CWE 110	Internship (See Note 4)	3
ENGL&235 *	Technical Writing (See Note 5)	5
	Total Credits: (excluding pre-requisite)	28

Notes:
1. Prerequisite: Must have completed BUS169 or equivalent
2. Prerequisite: Must have completed BUS118 and BUS236.
3. Prerequisite: Must have completed BUS236.
4. Must be taken after BUS118; May be taken concurrent with BUS229
5. Prerequisite: Must be eligible for English 101 via English Placement Exam or completion of ENGL 097/098
6. **Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.**

Program Outcomes:

- Develop a project work plan, including defining scope and deliverables and anticipating risks.
- Guide project implementation and manage the schedule and the budget.
- Create the project team based on project management principles.
- Develop strong communication skills.
- Acquire relevant technical skills, including proficiency with MS Project.

What Skills do I need to be successful in this field? View: http://www.onetonline.org/link/summary/11-9021.00

What are some potential job titles?

- Project Manager
- Construction Manager
- Project Coordinator
- Project Team Member

- Project Lead
- Project Administrator
- Operations Manager
- Project Planner

- Project Contributor
- Logistics Manager
- Program Manager
- Team Lead

Wages, employment trends and pathways

- http://www.onetonline.org/link/summary/11-9021.00#WagesEmployment

Course Sequence: This program of study is outlined by quarter, and it is recommended that courses be taken in the indicated sequence. However, students may not always proceed through their program of study exactly as prescribed here. Individual student experiences, educational and training background, and personal schedules and demands may affect the schedule and the time it takes to finish this program. In general, the number of quarters listed here is minimal and not all courses are offered every quarter with summer quarter having a very limited number of course options.

Most common sequence:

Fall		Winter		Spring	
BUS 118 (Intro Proj Mgmt)	5	BUS 237 (Leadership & Team)	5	BUS 229 (Proj Mgmt Tools)	5
BUS 236 (Interpers Comm)	5	ENGL&235 (Technical Writing)	5	CWE 110	3
Total Credits	10		10		8

Notes:
- BUS 118 offered Fall and Winter only.
- BUS 229 offered Spring only.
- BUS 236 offered every quarter and is generally both on-campus and online.
- BUS 237 offered Winter (and occasionally in Spring if needed)
- ENGL&235 offered Fall, Winter, and Spring; Online during Winter.

Alternate sequence:

Fall		Winter		Spring	
ENGL&235 (Tech Writing)	5	BUS 118 (Intro Proj Mgmt)	5	BUS 229 (Proj Mgmt Tools)	5
BUS 236 (Interpers Comm)	5	BUS 237 (Leadership / Team)	5	CWE 110	3
Total Credits	10		10		8

Two quarter sequence:

Winter		Spring	
BUS 118 (Intro Proj Mgmt)	5	BUS 229 (Proj Mgmt Tools)	5
BUS 237 (Leadership & Team Skills)	5	CWE 110	3
ENGL&235 (Technical Writing)	5	BUS 236 (Interpers Comm)	5
Total Credits	15		13

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Program Website: https://northseattle.edu/programs/project-management

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