



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Business Management Project Management Certificate Program Requirements 2009-2010

Student Name _____

Program Description The Project Management Certificate is designed to give experienced students a strong competency in project management that they may apply to both employee and management-level positions in almost any field. Project management is a skill set that is in high demand. Students learn to manage short-term projects, including planning, building and working with teams, creating schedules, allocating resources and budgets, monitoring and troubleshooting problems and changes. Building these skills through this certificate will increase students' qualification to enter or advance into management roles in business, and a variety of specialty fields. The certificate requires students to work with a Business Management adviser to select those courses which will help students achieve their educational and career goals. Courses from this certificate may apply to one of the Business Management Department's Associate of Technical Arts Degrees. Many courses are available online. Refer to the class quarterly schedule.

Degree Outcomes: For information on degree outcomes, see www.edcc.edu/outcomes/degrees.php.

Common Course Numbering Changes: Attention! At this time, 408 courses have had numbering changes due to the common course numbering project. It is important for you to plan your schedule carefully. Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **38** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Students are advised to

1. Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year.
2. Review the college catalog for required course prerequisites and include these in schedule planning.
3. Communicate with a faculty adviser.

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

Advisers

The advisers for this program are
Marie Johnson marie.johnson@edcc.edu 425-640-1637
Claudia Levi claudia.levi@edcc.edu 425-640-1388
Ann Paulson apaulson@edcc.edu 425-640-1613

College Resources

PM Certificate Website: http://mgmt.edcc.edu/project_mgmt
Department Website: <http://mgmt.edcc.edu>
Home Page: <http://www.edcc.edu>
How to Enroll: <http://getstarted.edcc.edu>
Transfer Center: <http://transfer.edcc.edu>
Advising appointments: 425-640-1458
College Bookstore: <http://bookstore.edcc.edu>

Student Name _____
 Student ID _____

Course	Qtr	Credit	Grade
I. Core Requirements (28 credits)			
Management/Business Requirements - 23 credits			
MGMT 100 Human Relations/Organization - CD	_____	5	_____
MGMT 165 Microsoft Project	_____	3	_____
MGMT 214 Principles of Management	_____	5	_____
MGMT 270 Project Management I	_____	5	_____
MGMT 271 Project Management II ***	_____	5	_____
Computation/Quantitative Skills - 5 credits			
BUS 130 Business Math OR	_____	_____	_____
CIS 114 Math & Problem Solving OR	_____	_____	_____
MATH _____ * / **	_____	5	_____
II. Areas of Specialization (minimum 10 credits)			
MGMT 107 Event Planning	_____	5	_____
MGMT 122 Customer Relations Management	_____	3	_____
MGMT 134 Leadership	_____	2	_____
MGMT 215 Business Information Management	_____	5	_____
MGMT 234 Facilitation Skills	_____	3	_____
MGMT 255 Special Topics	_____	1-5	_____
MGMT 275 Business Strategies	_____	5	_____
BSTEC 108 Business Presentations	_____	5	_____
BSTEC 110 Business Communications-CD	_____	5	_____
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
BSTEC 294 Career Management	_____	3	_____
BUS 290 Professional Development Seminar AND	_____	1	_____
BUS 291 Business Internship	_____	1-5	_____
CIS 233 Systems Analysis	_____	5	_____
CIS 234 Systems Design and Development	_____	5	_____
CIS 250 Database Theory and Design	_____	5	_____

Explanatory Note

- * This course may meet a requirement for an Edmonds Community College AA degree. Business transfer requirements vary by institution. Please see a transfer adviser for specific information.
- ** Any college-level course in designated department.
- *** MGMT 270 recommended and completion or concurrent enrollment in BUS 130.

_____	_____	_____	_____
Adviser's Signature	Date	Dean's Signature	Date