

PROGRAMS

PROJECT COORDINATOR - CERTIFICATE

Project Coordinator Certificate of Achievement

The Certificate of Achievement - Project Coordinator offers a multidiscipline program of business, computer application and communication courses. Also, this program has a comprehensive internship that provides students with on-the-job training in the field of project management. This certificate will lead students to an entry level position in project management.

Program Learning Outcomes:

- Students will apply the project management techniques, skills and tools to successfully complete a project on schedule, within budget and meet the customer's objectives.
- Students will display their written and oral communication skills with a variety of audiences.
- Students will identify, analyze and solve business problems utilizing several different software packages (MS Project, MS Excel).

To earn this certificate, students must meet the following requirements:

1. Complete all required certificate courses with a C (or P) or better.
2. Complete at least 1/3 of the program courses at Mission College to establish residency.

NOTES:

- *Requirements here apply to the current catalog year and are subject to change. Visit DegreeWorks in-1 My Mission Portal-1 to view requirements based your catalog year.*
- *Not all classes are offered each semester.*

Required Core Curriculum Courses (22.0 units):

| Code | Class | Units |
|----------|---|-------|
| BUS 021L | Introduction to Business Computing Laboratory (1.0 Lab) | 1.0 |
| BUS 037 | Fundamentals of Project Management (3.0 Lecture) | 3.0 |
| BUS 051 | Introduction to American Business (3.0 Lecture) | 3.0 |
| BUS 078B | Business Communications (3.0 Lecture) | 3.0 |
| BUS 105 | Agile Project Management (2.0 Lecture) | 2.0 |
| CAP 045A | Introductory Microsoft Project (1.0 Lecture) | 1.0 |
| CAP 063B | Intermediate Microsoft Excel (2.0 Lecture) | 2.0 |
| COM 008 | Interpersonal Communication (3.0 Lecture) | 3.0 |

| Class | Units |
|-----------------------------|-------|
| Work Experience (WRK 300GW) | 4.0 |

Units Required

| | Units |
|----------------------|-------|
| Total Required Units | 22.0 |

Career Opportunities

Career opportunities include the following: Project Coordinator, Junior Project Manager, Assistant Project Manager and Associate Project Manager.

MAKE AN APPOINTMENT WITH A COUNSELOR SUBMIT A COURSE SUBSTITUTION REQUEST CONTACT THE DEPARTMENT