

PROGRAMS

PROJECT COORDINATOR - CERTIFICATE

Project Management Certificate of Achievement

Business Dept

Mission College offers an 18-unit Project Management Certificate to students who successfully complete 18 or more units of coursework as outlined below. This certificate prepares students with the necessary skills required to successfully manage a project and to prepare for the PMP® or CAPM® certification exams.

Topics covered include project integration, scope, cost management, software tools, project control, human resource management, risk management, quality management, procurement management, communications management and PMP®/ CAPM® test preparation.

This certification is noted on the student's college transcript informing future employers, admissions offices to colleges, and professional institutions that the student has received specialized training in project management.

Program Learning Outcomes

- Students will demonstrate the project life cycles and processes in the application of a project.
- Students identify and describe the 10 Project Management Knowledge areas with key inputs/outputs, tools, and techniques.

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 (6.0 units)

Code	Class	Units
BUS 037	Fundamentals of Project Management (3.0 Lecture)	3.0
BUS 108	PMP & CAPM Exam Prep (2.0 Lecture)	2.0
CAP 045A	Introductory Microsoft Project (1.0 Lecture)	1.0

Elective Courses

Select a minimum of 12.0 units

Code	Class	Units
BUS 038	Applied Project Management (3.0 Lecture)	3.0
BUS 041	Beginning Business Analytics (2.5 Lecture / 0.5 Lab)	3.0
BUS 102	Leadership (3.0 Lecture)	3.0
BUS 104	Project Risk Management (3.0 Lecture)	3.0
BUS 105	Agile Project Management (2.0 Lecture)	2.0
BUS 107	Soft Skills for Project Managers (2.0 Lecture)	2.0
BUS 115	Operations Management (3.0 Lecture)	3.0
CAP 048	Microsoft Project (2.0 Lecture)	2.0

Units Required

	Units
Total Required Units	18.0

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Career Opportunities

Project Control Specialist, Business Analyst, Junior Project Manager, Facilities Planner, IT Project Manager, Finance Project Manager, Risk Manager, Assistant Construction Project Manager and Software Project Manager. Accrediting/Licensing Requirements: As part of the CTE program update the department is evaluated every two years.

- [MAKE AN APPOINTMENT WITH A COUNSELOR](#)