

PROJECT COORDINATOR

business.missioncollege.edu

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Project Coordinator: Certificate of Achievement (CA)

The Certificate of Achievement - Project Coordinator offers a multi-discipline 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:

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

Career/Transfer Opportunities:

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

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Requirements (22 units):

Complete all of the following

	Units
BUS 021L Business Computing Lab	1.0
BUS 037 Fundamentals of Project Management	3.0
BUS 051 Introduction to American Business	3.0
BUS 078B Business Communications	3.0
BUS 105 Agile Project Management	2.0
CAP 044 Using Project Management Software to Manage Projects	1.0
CAP 063B Intermediate Microsoft Excel	2.0
COM 008 Interpersonal Communication	3.0
WRK300GW General Work Experience	4.0

Total Required Units:

22.0

