

Graduate Certificate

in

Project Management



College of
Communication and
Information
(CCI)

Florida State University



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FLORIDA STATE UNIVERSITY GRADUATE CERTIFICATE IN PROJECT MANAGEMENT

Overview

Our College of Communication and Information (CCI) graduate certificate program in project management requires the completion of 4 courses (12 hours) and these courses are available in lecture and online formats. Students may take courses in either or both formats to complete requirements for this certificate. Refer to the "Program of Studies" section for courses and specific requirements.

The importance of project management has grown substantially in the past decade as the size and complexity of projects have increased. Professional specialization, a greater number of interdependencies, and more reliance on outsourcing have contributed to a high rate of project failures, cost over-runs, and greater demands on service and product providers in a wide variety of industries and markets. Projects are too often delivered late or not within requirements, and budgets are often exceeded, affecting the financial bottom line adversely. Such difficulties underscore the need for highly professional and certified project managers to manage projects. This certificate program is designed to provide project managers with the professional foundation required to consistently attain project management success.

The Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) Guide defines a project as "a temporary endeavor undertaken to accomplish a unique product or service" and project management as "the application of knowledge, skills, tools, and techniques to project activities to meet project requirements." The goal of this certificate program is to impart to students a working knowledge of project management, enabling students to effectively master tools and methodologies important in successfully managing projects in any career field.

Students who successfully complete the Florida State University Graduate Certificate Program in Project Management will gain knowledge of key Project Management Body of Knowledge (PMBOK) concepts and approaches, including project management process groups, knowledge areas, and the application of tools and techniques of project management as defined in the PMBOK. Students will also be exposed to advanced project management concepts and approaches, as well as related communication theory and communication research methods. While preparing both practicing and potential future project managers with the foundation needed to excel in the project management workplace, this program is also designed to prepare students for the PMI Project Management Professional (PMP) certification exam and the PMI Agile Certified Practitioner (PMI-ACP) certification exam.



Description

This certificate program is offered through the School of Communication in the College of Communication and Information, but students some courses are available from other departments, schools or colleges with prior approval; alternate courses are available from Education, Management, and Management Information Systems. Students completing this program of courses will add to their professional repertoire a set of knowledge, processes, tools and techniques that will allow them to successfully plan and execute projects of various sizes and will prepare them to take the PMP and PMI-ACP certification exams.

The FSU Project Management Center (PMC) is housed within CCI and some of these courses are offered through the PMC. Within the past 10 years the PMC became a Registered Educational Provider (R.E.P.) of the Project Management Institute. This designation indicates that the PMC meets their PMI standard of excellence for offering training courses.

This interdisciplinary program will benefit graduate students enrolled in any graduate program, as well as working professionals who wish to improve their project planning and management skills.

Admissions, Enrollments, and Transfers

Admissions process: Students admitted to the graduate certificate program currently must be enrolled as graduate students or "special" (non-degree seeking) students at Florida State University (FSU), or enrolled in affiliated institutions. Graduate students currently enrolled at Florida State University need a GPA of 3.0 in all graduate work for admission into the program. For special students, a Bachelors degree is required with a cumulative GPA of 3.0 (or a GRE composite score of 1000, or better), and three year's professional work experience is strongly recommended. Students not meeting these requirements could be admitted to the certificate program by the program administrator upon a positive evaluation of a student's prior education and work experience.

NOTE: Students must be accepted into the certificate program in advance of beginning the coursework.

Application process for enrollment: New graduate/special students must first apply through the Office of Admissions for Florida State University. After acceptance, they must then apply through the School of Communications, Project Management Certificate Program. An application

form is available on the CCI web site. Once accepted into the program, the application serves as a program of studies for the certificate program. In addition to this application form, a letter of intent is required of all applicants; instructions for the letter of intent are included on the application form.

The application and letter of intent can be submitted via email to sandra.auguste@cci.fsu.edu or delivered to Mrs. Sandra Auguste at UCC 3100 Florida State University Tallahassee Florida

L. We are in the process of providing the ability to fill out the application information online and submit electronically. This ability should be available by the fall semester 2013.

This certificate credential is not intended as a diploma or a degree.



Registration process: As this program is interdisciplinary, some of the courses listed may be restricted by major. In the first semester of study, students must check with the department prior to registration to confirm access to these classes.

Eligible course credits may be “double counted”: Courses within the certificate program may be “double counted” and applied towards completion of degree programs and applied towards completion of certificate program requirements. Credits earned through this Project Management program may be used to supplement a program of studies from any discipline at FSU. See the courses included in the certificate program in the “Certificate Curriculum Requirements” section of this document. Consult advisors from other Florida State University programs clarifications.

Course transfer “in” eligibility: A maximum of three (3) hours of coursework may be transferred from another department or university to be counted towards completion of the certificate. In order for the course to be transferred, a formal syllabus of the course and a transcript must be presented along with a Transfer Course Form to the program administrator and the course will be evaluated for acceptability. Grades of “B” or higher must have been received for the course to transfer. Additionally, a transfer course must have been completed within three (3) years of beginning this certificate program.

Course transfer “out” eligibility: Generally, certificate program courses and credits are transferrable to other universities. However, special restrictions may apply, and each university will need to review and approve course transfers.

Other Proposal Requirements

Enrollment and Impact: The expected number of students for year 1 is 50 students and for year 5 is 70 students. Since the courses are offered currently, there are sufficient instructors available to continue offering the courses with no impact on existing degree or certificate programs.

Student Learning Outcomes:

1. Outcome Category: Content/Discipline Knowledge & Skills

Learning Outcome: Upon completion of the course of instruction, the student will be able to explain Deming’s concepts of common and special causes and how they can be related to a manager’s decision making processes.

Assessment and Evaluation Process: Students complete essay questions where they are asked to describe and explain the concepts of common and special cause variation plus they are asked to explain the potential impact on a project when these concepts are not understood by a project manager. 85% of the students are expected to score 85 or above.

Method(s): Instructor constructed exam

2. Outcome Category: Content/Discipline Knowledge & Skills

Learning Outcome: Upon completion of the course of instruction, the student will be able to list and explain Covey's 7 Habits of Highly Effective people and express how they could be useful to a project manager.

Assessment and Evaluation Process: Students complete essay questions that ask them to list the 7 habits and explain how the knowledge of these habits could be useful to project managers. 90% of the students are expected to score 90 or above on these questions.

Method(s): Instructor constructed exam

3. Outcome Category: Content/Discipline Knowledge & Skills

Learning Outcome: Upon completion of the course of instruction, students will be able to list and construct a 9x5 matrix of the 9 knowledge areas, 5 process groups and the 40+ sub-process that fall within this matrix of information from the Project Management Body of Knowledge (PMBOK). This knowledge is required in order to pass the PMI PMP certification exam, since the order of this information provides the foundation for effective project management

Assessment and Evaluation Process: Students will fill in a template of the 55+ items. 90% of the students are expected to score 90 or above on these questions.

Method(s): Instructor constructed exam

4. Outcome Category: Critical Thinking Skills

Learning Outcome: Upon completion of the course of instruction, the student will be able to compare and contrast the concepts of quality espoused by Philip Crosby, Edwards Deming and Greg Brue.

Assessment and Evaluation Process: Students complete a 15-25 page paper that compares and contrasts the quality management concepts of the listed authors. 90% of the students are expected to score 85 or above on this paper.

Method(s): Written report or essay

Program Requirements

In order to fulfill the certificate requirements, students must complete 12 approved semester hours with a grade point average (GPA) of 3.00 and no grade lower than a "B-." The program of studies must be completed within a three-year period and include a selection of courses from the areas outlined in the program of studies. The minimum acceptable grade for the required course COM 5450, Introduction to Project Management, is a "B".

Standardized Test Requirements: No standardized test requirements superseding those of Florida State University Graduate Admissions will be applied to this certificate program.

Fee per course/credit hour: Fees parallel that of standard graduate-level courses.

Course delivery location and access: The Certificate program will be offered on the Tallahassee Campus of Florida State University, and, as well, be available online.

Off-Campus Locations: No credit hours for this certificate program may be earned at an off-campus site except as stated in FSU Policy for Certificates II(2).

Certificate: Upon successful completion of the program of studies, students are required to complete a certificate request form, available online and in the main office of the School of Communication on the 3rd floor of UCC. Students will receive a Project Management Certificate from the CCI signed by the Program Administrator, Director, Dean and Assistant Dean of the College.



Contact for Additional Information

For additional information, contact:

Dr. John DuBard, PMP
Director, Project Management Center
School of Communication
College of Communication and Information
Email: jdubard@fsu.edu

Certificate Curriculum Requirements

The certificate program in Project Management has three main areas of study: Project Management, Communication Theory, and Research Methods.

Students are required to complete 12 hours of courses by following the program of studies and selecting courses (credit hours) from each of the three areas of study. Two courses (six credit hours) of Project Management courses are required and one course (three credit hours) from Communication Theory and one course (three credit hours) from Research Methods. One transfer course or one course substitution (three credit hours) will be allowed to apply towards the certificate program.

Area	Credit Hours
Project Management Core	6
Communication & Project Mgt. Theory	3
Research Methods *	3
Total Credit Hours	12

* Students may take COM 5452 with approval from the Program Administrator



Program of Studies

AREA I -- Project Management Core (6 credit hours)

- COM 5450 Introduction to Project Management (Required)
- COM 5451 Advanced Topics in Project Management (Required) (CAPSTONE COURSE)
- ISM 5315 Project Management (Alternate course for COM 5450)

AREA II -- Communication and Project Management Theory (3 credit hours)

- COM 5452 Agile Project Management
- COM 5126 Organizational Communication Theory and Practice
- SPC 6306 Contemporary Topics in Interpersonal Communication
- MMC 6469 The Diffusion of Innovations

AREA III – Research Methods (3 credit hours)

- COM 5127 Assessing Organizational Communication
- COM 5316 Statistical Methods in Communication Research (Prerequisite: COM 5312).
- COM 5317 Content Analysis in Communication Research
- EDF 5400 Basic Descriptive and Inferential Statistics Applications (Alternate)
- QMB 5355 Quantitative Methods for Managerial Decisions (Alternate)

Recommended Course Sequence

Lecture

- 1) COM 5450
- 2) COM 5316
- 3) COM 5451
- 4) COM 5452 or 5126

Online

- 1) COM 5450
- 2) COM 5126
- 3) COM 5452
- 4) COM 5451

Course Descriptions by Area

Definition of Prefixes

COM--Communication
 ISM—Management Information Systems
 SPC—Speech Communication

EDF—Education
 QMB—Quantitative Methods in Business
 MMC—Mass Media Communication



Area I: Project Management (6 hours required)

REQUIRED COURSES

COM 5450. Introduction to Project Management (3). This course is based upon the Project Management Body of Knowledge (PMBOK) and prepares the student to sit for the Project Management Professional (PMP) certification exam. This course thoroughly covers the nine (9) knowledge areas, five (5) life cycle process groups, and the corresponding tools and techniques to manage projects. Additionally, the course covers basic information about Microsoft Project plus Goldratt's Theory of Constraints.

COM 5451. Advanced Topics Project Management (3). This course covers the management theories of several influential managers of the 20th and early 21st century, including Deming, Crosby, Drucker, Covey and others.

* (Alternate course for COM 5450) ISM 5315. Project Management (3). This course has been designed to be relevant for all professionals confronting project-related tasks, with particular attention given to the information systems context. Course content includes an overview of technology, and introduction to software development approaches, facets of project management, and organizational issues related to successful project management.

Area II: Communication Theory (3 hours)

COM 5126. Organizational Communication Theory (3). This course provides an overview of the major organizational communication theorists and shows students how they can be used to diagnose and solve communication and performance problems.

COM 5452. Agile Project Management (3). This course covers Agile project management concepts and prepares the student to sit for the PMI-ACP (Agile Certified Practitioner) exam.

MMC 6469. The Diffusion of Innovations (3). This course examines various theoretical and practical issues pertaining to communication's roles in the diffusion of innovations.

SPC 6306. Contemporary Topics in Interpersonal Communication (3). A forum for the in-depth examination of topics related to interpersonal communication theory and research. Topics include self-concept, verbal and nonverbal coding, listening, etc.



Area III: Research Methods (3 hours)

COM 5127. Assessing Organizational Communication (3).

Introduces students to the methods of assessing organizational communication including survey, feedback methodology, assessment, and related issues in applied research.

COM 5316. Statistical Methods in Communication Research (3).

Prerequisite: COM 5312 or equivalent. Statistical methodologies for communication research.

COM 5317. Content Analysis in Communication Research (3).

Content analysis methodologies for communication research.

(Alternate) EDF 5400. Basic Descriptive and Inferential Statistics Applications (4).

Descriptive statistics, hypothesis testing, confidence intervals, correlational techniques and introduction to the general linear model.

(Alternate) QMB 5355. Quantitative Methods for Managerial Decisions (3).

Prerequisites: One course in statistics and one course in calculus. Sampling techniques in design of experiments and topics in operations research; the role of quantitative methods in management problem solving.