UC San Diego | Extension

Project Management
Professional Certificate

Program Overview

UC San Diego Extension's Professional Certificate in Project Management provides professionals with a practical, hands-on approach. Students hoping to get started in or advance their project management careers will gain the knowledge and tools necessary to plan, execute and complete complex projects within various types of organizations and industries. Based on the Project Management Body of Knowledge (PMBOK) developed by the Project Management Institute (PMI), the curriculum includes an in-depth study of the elements essential to initiate, execute and complete a successful project, including the development of interpersonal skills critical to conducting work in a team environment.

Program Benefits

- Curriculum is based on the Project Management Body of Knowledge (PMBOK) developed by the Project Management Institute (PMI)
- Courses are available in both in-class and online formats, and the entire certificate can be completed online
- Taught by industry leaders who are active practitioners and subject matter experts
- Project-based coursework enables students to apply tools and concepts into hands-on, simulated projects
- Industry-neutral curriculum allows students to customize the program to suit career goals
- Fulfill the necessary education hours required to apply for PMI's Project Management Professional (PMP) certification exam or PMI's Certified Associate in Project Management (CAPM) exam. Courses can be used to maintain the PMP credential.
- Build strong interpersonal skills critical to conducting work in a team environment; enhance abilities to manage all types of conflicts and address challenging situations.
- Learn the nuances of management from a global perspective.

Program Details

Foundational Courses

There are no prerequisites to enroll in the certificate program. To begin our program you should plan to take **ONE** of the following foundational courses:

- Project Management Essentials **or**
- Project Management Essentials in Science and Technology **or**
- Project Management Boot Camp

A foundational class must be completed before taking some of the other, more advanced required courses. The difference between the Essentials and the Boot Camp is the duration (nine weeks vs. four day intensive).

Length

If you choose to take one course per quarter you will complete the program within two years. The fastest timeframe that you can complete, if taking multiple courses each quarter, is three quarters (approximately nine months). You have up to five years to complete all requirements for the certificate.

If you would like to complete the program quickly, you can take either an elective class that does not have a pre-requisite, or Work Team Concepts and Skills, simultaneoiusly with the foundational class.

Cost

The total program fee is approximately $3,990-$6,145; however, you can register and pay for each course as you progress. Course fees are as follows:

Required Courses (all six required):

1. Project Management Essentials $595 **or** Project Management Boot Camp $775
2. Project Planning and Scheduling $595
3. Work Team Concepts and Skills $595
4. Project Cost and Risk Management $595
5. Leading from the Middle $595

Elective Courses (minimum six units required):
Elective courses are between 2-4 units, and each course ranges in cost between $495-2,395.

Total estimated cost: $3,990-$6,145*
Total fee is dependent on which courses are selected. This does not include books, supplies, or parking. Parking fees are only applicable at the La Jolla Complex.

*All estimated costs are subject to change; current fees and textbooks are listed on our website.

Requirements

Students must complete a total of five required courses and at least six units of electives to earn the Professional Certificate in Project Management.

- Foundational course: Complete **ONE** of the three course options.
  - Project Management Essentials
  - Project Management Essentials: Science and Technology
  - Project Management Bootcamp

- Required courses:
  Concurrent enrollment of these required courses is allowed, and you may take these required courses in any order you wish.
  - Project Planning and Scheduling
  - Work Team Concepts and Skills
  - Project Cost and Risk Management
  - Leading from the Middle

Project Management

Professional Certificate

UC San Diego | Extension

Course Title	Course No.	Units
Foundational Course (Choose and Complete ONE)		
Project Management Essentials	BUSA-40064	3
Project Management Essentials in Science and Technology	BUSA-40864	3
Project Management Bootcamp	BUSA-40714	3
Required Courses (Complete all four)		
Project Planning and Scheduling	BUSA-40715	3
Work Team Concepts and Skills	BUSA-40109	3
Project Cost and Risk Management	BUSA-40926	3
Leading from the Middle	BUSA-40859	3
Elective Courses (Complete 6 units)		
Project Cost and Risk Management: Advanced Topics	BUSA-40873	2
Agile Power Practices	BUSA-40860	3
Construction Project Management	BUSA-40713	3
Earned Value Project Management	BUSA-40494	3
Microsoft Project	BUSA-40927	2
Business Communication Skills	BUSA-40368	3
Interest Based Negotiations	BUSA-40128	3
Transformational Leadership	BUSA-40803	3
Business Practices for Software Project Engineers	CSE-40849	3.5
Lean Six Sigma Green Belt	MAE-40013	4
Project Procurement Management	BUSA-40348	3
Essentials of Business Analysis	BUSA-40882	3

Frequently Asked Questions

About the Certificate

How do I apply to the certificate program?
STEP 1: If you have a My Extension student account, skip to Step 2. If you do not have a My Extension account, go to myextension.ucsd.edu, click "Create an account" on the right side of the page, and follow the instructions to create an account. Once you have a My Extension account, continue to Step 2.

STEP 2: Click on the "Apply Now" button on the certificate page. Complete the required fields on the application. Then click the "Save" button. Once you have saved the application, be sure to click the "Submit" button. You can track the progress of your application at My Extension.

Is there an application fee for the certificate program?
There is no fee to apply to the certificate program. Upon acceptance into the program, you will be prompted to pay a certificate fee in order to be recognized as a certificate student. The current certificate enrollment fee is listed under the "Apply Now" button on the certificate page on our website.

What are the benefits of paying the certificate fee early?
If you have paid the certificate fee you will then be recognized as a certificate student. You will receive personalized progress updates, as well as details about the upcoming schedule. Additionally, you will be grandfathered in to the certificate requirements at the time you register and pay the fee. If requirements change you will not be subject to the new criteria.

Can I register for the certificate program at any time?
Yes, you may enroll in the program at any time. However, it is recommended that you enroll as soon as possible to receive certificate benefits (see above).

Can this certificate program be completed entirely online?
Yes! This program is designed for you to take entirely online in the convenience of your own home or office. For online courses, all assignments, tests, and quizzes can be completed online and submitted through Blackboard, our online learning platform.

How long do I have to complete the certificate?
You have five years from when you begin taking courses in the program to complete all requirements for the certificate.

Can I transfer prior coursework?
If you have successfully completed comparable courses at another accredited college or university within five years certificate coursework began at UC San Diego Extension, and you earned at least a "C-" in each, you may petition to transfer up to two courses for professional certificates. Please contact the program representative at ProjectManagement@ucsd.edu or 858-534-8136 for more information.

It is important to note that we have an agreement with the University of Wisconsin—Platteville. This agreement allows graduates of our certificate program to transfer up to 12 units towards their fully online Master's in Project Management program. **Courses transferred in from another university are not eligible to transfer towards the M.S. program.** If you would like to take advantage of our transfer agreement, you must take all certificate coursework at UC San Diego Extension.

Is this certificate program open to non-California residents?

Yes, the program is open to non-California residents. For non-US residents, the online format is open to all. For non-US resident's interested in participating in the in-class version of this program please visit Project Management for International Programs page. If you have questions about how enrolling in courses may or may not affect your visa status, please contact our International Department at ipinfo@ucsd.edu or (858) 534-6784.

If I work full-time, will I still be able to complete this program?

Yes. Our programs are designed for the working professional. All classes are offered in either a fully online format or meet one evening a week from 6-9pm. Multiple classes are also offered on Saturdays.

Is the program accredited?

UC San Diego is accredited by the Western Association of Schools and Colleges (WASC). UC San Diego Extension — like all other UC San Diego schools, colleges, and departments — is accredited by WASC through the University. All courses and certificate programs offered by UC San Diego Extension have been developed and are administered in accordance with Extension policy and the regulations of the Academic Senate of the University of California.

Will this program prepare me for a certification exam?

Curriculum is based on the Project Management Body of Knowledge (PMBOK) developed by the Project Management Institute (PMI). Our program provides an overview of the PMBOK and teaches students how to best apply the various tools and techniques, in an application oriented setting. Although our courses can certainly help students to prepare for PMI's CAPM (Certified Associate Project Management) or PMP (Project Management Professional) certification exams, the classes are not meant to be a test preparation.

By taking courses you will receive the educational hours needed to be eligible to sit for PMI's certification exams. See below for further details on how to obtain Professional Development Units (PDU's).

Do the classes provide Professional Development Units (PDU's)?

Yes, our Project Management courses may be used to earn the Project Management Institute's Professional Development Units (PDUs). A course would be entered as Category 1 PDU. One hour of classroom instruction equals one contact hour.

Most of the three unit courses provide27 instructional hours and therefore equate to 27 PDU's. To claim PDU's, simply print out your UC San Diego Extension transcript or course history document, accessible through My Extension, and provide to PMI.

Is the Project Management Boot Camp course a PMP test prep?

Although the Project Management Boot Camp course can certainly help students to prepare for the PMP exam, this course is not meant to be a PMP test preparation. Instead, this class is application oriented and teaches best practices to utilize the tools. An exam prep course is solely focused on passing the CAMP or PMP exam.

The Project Management Boot Camp course provides 35 educational hours, which are the necessary amount needed to be eligible to sit for the PMP certification exam.

How do I get my certificate once I have completed the requirements?

When you have paid your certificate fee and successfully completed all program requirements, you will need to request an audit by Student Services. To request an audit:

- In your My Extension account, click on "My Courses."
- On the right side of the page under "My Certificates," click on the name of the certificate.
- On the right side of the page under "Tools," click on "Request Certificate Audit."
- Complete and submit the form that appears.

Once you have formally submitted your audit request, your certificate will be mailed to the address we have on file for you within ten business days.

Do you provide job or internship placement?

No, we do not currently offer job placement assistance, internships, or career services assistance. However, the classes are excellent for networking purposes.

To new students or those interested to join the field, we recommend getting involved with your local PMI chapter. The PMI association offers volunteer and networking opportunities. Volunteering with PMI provides you with the experience hours that are applicable towards the certification exams. Starting out in the field you will want to pursue entry level positions, such as a 'project coordinator'.

Here is a link to San Diego's local PMI chapter: www.pmi-sd.org. Click here to view a list of PMI-SD's upcoming events.

Is financial aid available?

- UC San Diego Extension offers continuing education loans through UC Approved Lenders. Each institution offers low competitive interest rates and flexible payment options. You are also encouraged to contact your personal financial institution about possible lending solutions. Direct links to UC Approved Lenders can be found on our website's Financial Resources page.
- The Employment Development Department (EDD) provides a comprehensive range of employment and training services in partnership with state and local agencies/organizations. More information is available on their website at edd.ca.gov.
- Career Centers Located throughout San Diego County offer their communities comprehensive employment and training services benefiting both business and job seekers. More information is available on their website at workforce.org.
- Please click here for information about Veteran's Benefits.
- Free Application for Federal Student Aid (FAFSA) funds are limited to degree programs only, and cannot be used for courses or certificate fees at UCSD Extension.

About the Courses

When does course enrollment open for each quarter?

Classes post to our website and open for registration approximately two months prior to when the new quarter begins. If you would like to receive an email reminder you can sign up for our newsletter(s) in My Extension, under the "Preferences" tab. The Fall quarter begins in late September, Winter begins in January, Spring begins in April, and Summer begins in late June.

When should I enroll in a course?

We recommend enrolling as soon as possible, as occasionally classes will reach capacity.

Once I have enrolled in a course, when will I get online access to it?

If you have enrolled at least three days before the course begins, you will have access starting on the first day of class. You should receive an email from Student Services with instructions for how to login to the course. If you have enrolled on or after the start date of the course, you will have access to the course within one business day.

When does enrollment for a course close?

Enrollment in a course may be closed for one or more of the following reasons:

- The course is at capacity. If the course is at capacity you will only be able to join the waitlist. If space becomes available in the course, students on the waitlist are contacted in the order they joined the waitlist.

- The course has progressed to a point where students will no longer be able to make-up missed work and be successful in the course.
- The course is cancelled due to low enrollments.

For all three of these reasons we recommend students enroll early in the courses they are interested in.

When is the refund deadline for courses?

The refund deadline for courses in this program is typically one week after the start date. This allows you one week to try out a class and review the courses syllabus. If you decide that the course does not meet your educational needs, be sure to drop within the refund deadline. While you are permitted to drop a course after the refund deadline, a refund will no longer be provided.

The exact refund deadline for each section is listed in the section notes on the course page in our website, and you can also find it in My Extension by clicking on "My Courses" and then the name of the course.

What are the grading options for courses?

If you are taking a course towards the Project Management certificate you *must* complete your courses for Letter Grade and receive a C- or higher grade. Grades below a C-, Pass, No Pass, and Not for Credit will *not* count towards certificate requirements. If you are not working towards the Certificate you may take a course for one of three options: Letter Grade, Pass/No Pass, or Not for Credit.

Upon completion of our Project Management Certificate, you may be eligible to transfer up to 12 units towards University of Wisconsin, Plattville's, M.S. in Project Management. **In order to transfer coursework you must take courses for a letter grade, and receive an "A" or "B".**

What kind of credit do I earn?

The courses in this program are post-baccalaureate, professional-level, credit bearing courses. Credit earned in these courses may lead to the award of a formal certificate by UC San Diego Extension or may be applied toward an academic degree or professional credential, *subject to the approval of the receiving institution*.

If you wish to transfer credit, it is your responsibility to confer with the receiving institution before enrolling, as each individual academic institution decides whether or not to accept Extension's credits.

Are courses transferrable?

UC San Diego Extension is not a degree granting institution; however, many UC San Diego Extension courses can be transferred to other colleges or universities. The transferability of credit is determined solely by the *receiving* institution. You should discuss how your individual courses will transfer with the Office of the Registrar at the receiving institution *prior to enrolling*.

Can I take a course without registering for the certificate?

Yes, you may take any course in this program without registering for the certificate, provided you have fulfilled all prerequisites.

How long is each course?

Two unit courses run for approximately 6-7 weeks; three unit courses run for approximately 9-10 weeks. For exact course dates of upcoming sections, visit the webpage of the course you are interested in taking on our website.

When is each course offered?

Please visit the course page on our website to see when courses are typically offered. You can also see a full program schedule by clicking on the "View Schedule" button under the "Courses" section on the certificate page or under the Program Requirements section of this document.

How many hours can I expect to spend studying outside of class time?
Each student has their own learning style so this can vary greatly. As a rule of thumb, expect to spend an average of two hours studying for every hour you spend in-class. For online courses, students should plan to spend approximately 8-10 hours per week viewing lectures and completing coursework.

How are online classes formatted?
Our online courses are asynchronous, which means that you can login and complete your work anytime 24/7. The lessons for each week are accessible via Blackboard, our online learning management system. While you can view the lectures and participate at your preferred time, you may have weekly assignments, quizzes and/or tests that are due on specific dates. Please click here to view a sample online course tour to see if this format suits your learning style.

What are the instructors' credentials?
Courses are taught by subject matter experts who are active practitioners. All are well versed on the PMBOK. You can find information about a course instructor, including a biography and credentials, on the course page.

How do I communicate with a course instructor if I have a question during the course?
Each instructor has his/her own preferred method of communication and response policy, which will be detailed on the course syllabus. However, most instructors utilize email or the discussion board and will respond within 24-48 hours.

What are the required textbooks for a course?
Instructors will post the current text requirements on the course page on our website. Please note the textbook requirements are subject to change every quarter and different instructors may require different books, even if they are teaching the same course in the same quarter. Be sure to check the textbook requirements *for the section in which you are enrolling*.

Will I be able to order the required textbooks before the class begins?
Yes, you can order the book(s) any time after enrolling in the course. You may order books through the campus bookstore or online retailers, such as Amazon.com. The required textbooks ISBN number is listed on the course page.

After I enroll in a course, how can I retrieve a receipt or enrollment verification for my records?
Login to your My Extension account and select "Documents" as the top of the page.

How will I receive my final course grade?
Once the course is complete, the instructor has 10 business days to submit grades. Once grades have been posted, you can view and print your grade sheet from your My Extension account.

What if I am having trouble with Blackboard or My Extension?
Please contact Student Services at (858) 534-3400 or unex-reg@ucsd.edu if you experience any issues logging in to any of our systems.

For More Information
For program specific questions, please visit the certificate page on our website or contact a program representative at projectmanagement@ucsd.edu or 858-534-8136. For administrative questions, please contact our Student Services Department at unex-reg@ucsd.edu or (858) 534-3400.