

Course Descriptions for the Project Management Program

Upon completion of two quarters, students will earn the Professional Certificate in Project Management. All courses listed are required in order to earn the certificate. Please note that all courses and information subject to change.

Quarter 1

Business Communication Skills

3 UNITS

Being able to communicate your ideas accurately and persuasively is essential in the business environment. Explore the communication skills necessary to be productive in today's complex workplace. Discover how to analyze and address a range of audiences. Learn the basics of speech organization, body language, vocal variety and speaking without preparation. Improve your interactions, one-on-one and in meetings. Topics include recognizing and responding to nonverbal messages; personal vs. position power; negotiation; accommodating individual differences (age, culture, gender) giving and receiving constructive criticism; understanding group dynamics and team development; professional writing skills; and presentation skills.

Interest-Based Negotiation

3 UNITS

Learn new strategies to negotiate more successfully. Explore what gives rise to a negotiation and how to discern the objectives of a negotiation. Discuss the conflict spectrum and various default styles people resort to in conflict. Assess your own personal negotiation style in class and compare your results with others. Gain an understanding of how interests, strategy and tactics all tie into relationships, and how you can determine whose interests need to be satisfied in the negotiation and to what extent. Discover practical tools in collaboration, bargaining, power and leverage, and influence strategies; take home tips for negotiation in specific contexts like email or cross-cultural negotiations, as well as post-negotiation concerns.

Managing for Maximum Performance (or Other Management Skills Course)

3 UNITS

Effective managers realize that organizational success is based on so much more than the contributions of its individuals alone. Success is based on the effective management of "teams" working together to achieve common goals. Knowing how to build, influence and lead teams can increase business performance to exceed goals and objectives. Explore the responsibilities, functions and skills required of managers today. Learn how to hire, train and lead teams efficiently and effectively. Boost teamwork and morale using proven communication, planning and goal-setting strategies. Identify leadership styles, and learn to adjust yours to motivate employees and increase their productivity. Tackle challenges, solve problems and mediate differences using practical management tools and techniques.

Project Management Essentials (or Project Management Boot Camp)

3 UNITS

Effective project management skills are important to professionals in any industry. Learn how to define, plan and execute a project whether your goal is simple or complex. Gain the tools and knowledge for delivering projects on time and on budget, while meeting performance specifications. Explore the basic components of project management and the project life cycle: determining the correct project through strategic portfolio analysis; creating a successful charter; assembling and managing a team; analyzing and controlling risk; monitoring project milestones; and closing out the project. Get the hands-on skills you need to help you successfully complete your next project management assignment.

Work Team Concepts and Skills

3 UNITS

Do you work in groups or teams in your workplace? Learn how to develop effective teams in the context of project management and how to implement communication and conversation strategies that help your team meet its project goals. Discover key factors that distinguish teams and shape team excellence, particularly communication and conversational dynamics. Study theories and models of individual and group conversational dynamics. Learn how to design powerful conversations to produce the results you want to achieve. Explore common team-related issues, including team charter and team contracts, trust, culture and conflict resolution. You will also have the opportunity to practice diagnosing and dealing with a variety of group dynamics through a team project.

Quarter 2

Controlling Project Costs and Risks

3 UNITS

Project control is simplified by good planning from the start. Explore project selection, evaluation, initiation, and the planning that follows. Discuss project scope and its relationship to costs, as well as the cost-estimating process. Learn how simple but effective tools, like MS Excel and MS Project, can help control project costs. You will also study risk management – including the nature of risk factors; methods of assessing and estimating impact of risk; and ways of avoiding or mitigating risks. Other topics include monitoring and reporting, sustaining commitment, resource reallocation, balancing time versus quality, performance measurement, and change management.

Project Planning and Scheduling

3 UNITS

Gain the knowledge and techniques you need for initiating, planning, estimating, and scheduling your next project successfully. Explore basic project elements, tools and techniques to create a project scope, schedule and cost baseline. Develop a project charter, work breakdown structure dictionary, network diagrams, critical paths and communication agreements. Discover how current applications of earned value management concepts can be used to control schedule and cost against the project's original baseline values. Case studies will highlight plan and control techniques. Other topics include project software, team contracts and interpersonal skills.

Project Procurement Management

3 UNITS

Do you want to know more about how goods and services are acquired in the project management environment? Examine the procurement planning and management process in its entirety, from request for proposal planning to final contract close-out. Learn how to evaluate potential sources for external procurement. Explore strategies for contract selection; risk assessment, negotiation, and administration, as well as the challenges that can arise during the life cycle of a contract. Discover effective techniques for controlling quality and cost while measuring the performance of major contractors. Other topics include legal issues, product liability and risk, tender documents, invitation to bid, bid response, and evaluation.

Elective—Students will have the opportunity to choose an additional class from an approved list of business courses as determined by the business department.

Directed Studies—Capstone Class

2 UNITS

Get hands-on project management experience via a multiple-team project simulation. Practice project management methodology and techniques in developing solutions to project management challenges. Apply strategies to: project management prior to initiation; risk management; resource/vendor considerations; change management; portfolio management; outsourcing and contracts; team change responses; mergers and acquisitions; and global and virtual team project management.

Most classes are held on the UC San Diego Extension campus in La Jolla or at the off-site University City Center near campus. Access to a car or other reliable transportation is required for evening and off-site classes.