Biotechnology Project Management
Specialized Certificate

The Field of Biotech

The biotech industry has a distinct set of requirements for the project manager. Managing various discovery, development, testing and manufacturing processes within a highly-regulated and creative environment poses unique project management challenges, not usually covered in foundation curriculum or traditional industry experience.

Program Overview

Seattle and San Diego are two west coast centers of the biotechnology industry with the ability to address this professional challenge. The joint online Biotech Project Management Specialized Certificate Program through UC San Diego Extension and University of Washington Extension is intended for product managers, manufacturing managers, quality managers and scientific, clinical research or regulatory specialists engaged in biotech product design, development and control. The Biotechnology Project Management program is offered twice a year, beginning in the Fall and Spring quarters. Application to the program is required, to apply, please visit the University of Washington's Biotech Project Management certificate website.

Program Benefits

- Project management skills and knowledge of regulatory restrictions to the complex world of pharmaceutical and biomedical industries.
- 12 Continuing Education Units (CEUs) and joint certification from the University of Washington and the UC San Diego
- Program is designed to be taken online in the convenience of your own home or office
- Practical hands-on training
- Taught by leading industry practitioners
- Can be completed in only nine months
- Immediately applicable skills

Learning Objectives

- Execution, monitoring, control, and reporting
- Management within the scientific culture and the development of teams
- Biomedical and pharmaceutical product development
- Aftermath of projects and transition planning

Program Audience

The program is designed for students who come from a strong life science background and our looking to move into a more team leader/manager position at their company.

Program Details

Prerequisites

Participants must have a BS or BA and a minimum of 2 years of project-related work experience.

Length

The Biotech Project Management certificate is a fully online nine-month program where you will take four courses in a specific order with the same cohort of students. You must complete the program within the nine-month timeline.

Cost

Tuition is paid on a course-by-course basis. Estimated tuition for the program is $4,590, excluding textbooks.

Requirements

Participants will take 2 online courses developed and offered by UW Extension and two biotech courses offered from UCSD Extension. When students complete all 4 courses, they will receive a UW-UCSD joint certificate.

Course Title	Course No.	Units	Course Offered			
			Fall	Winter	Spring	Summer
Required Courses – University of Washington						
Project Management Standards & Processes	PTNR-UW901	0.00	Online		Online	
Biotechnology Project Capstone	PTNR-UW902	0.00	Online		Online	
Required Courses – UC San Diego Extension						
Project Management within a Scientific/Research Environment	BUSA-40693	2.00	Online		Online	
Applying Project Management Principles to Biomedical and Pharmaceutical Product Development	BUSA-40694	4.00		Online		Online

Frequently Asked Questions

About the Certificate

How do I apply to the certificate program?

To apply, please visit the University of Washington's Biotech Project Management certificate website.

When applying to certificate program you will need:

- A typed letter of application (250-word maximum) describing relevant work and volunteer experience as well as transferable skills, knowledge of the field and commitment to professional growth
- A resume listing education and applicable experience
- An application form

Is there an application fee for the certificate program?
There is a $50 nonrefundable application fee .

Can this certificate program be completed entirely online?
Yes! This program is designed for you to take it online in the convenience of your own home or office.

How long do I have to complete the certificate?
You will complete the program within nine months

Is this certificate program open to non-California residents?
Yes, the program is open to non-California residents, including non-US residents. The tuition is the same for all students.

If I work full-time, will I still be able to complete this program?
Yes. Our programs are designed to be working-student friendly and most of our students are working professionals. The courses vary between two and four units, which amount to approximately 18-20 hours of class time for a two unit course and 36 -40 hours of class time for a three unit course.

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.

Do you provide job or internship placement?
No, we do not currently offer job placement assistance, internships, or career services assistance.

Is financial aid available?
- UCSD 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

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 is the refund deadline for courses?

The refund deadline for courses in this program is typically one week after the start of the course. This allows you to enroll in a course and participate in the course for approximately one week to determine if the course is a good fit. Then, if needed, either you may either transfer your enrollment to a different course or submit a drop request. 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?

You may take a course for one of three options: Letter Grade, Pass/No Pass, or Not for Credit. If you are taking a course towards a certificate you *must* complete your courses for credit (i.e. Pass/No Pass or Letter Grade) and receive a C-/Pass or higher grade. Grades below a C-, No Pass, and Not for Credit will *not* count towards certificate requirements.

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*.

How long is each course?

Two-unit courses run for approximately 6 weeks ; four-unit courses run for approximately 10 weeks.

When is each course offered?

The courses are only open to students who have been registered in the certificate. Once you have been registered in the certificate, you will receive information on how to enroll in the courses.

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?

The online courses are asynchronous: they have a start and end date but all the lessons are uploaded on Canvas, our online learning management system, so you can learn at your own pace. However, please be aware that you may have weekly assignments, quizzes, or tests that are due on specific dates. Please click here to view a sample course tour to see if this format suits your learning style.

What are the instructors' credentials?
The program courses are taught by seasoned professionals and overseen by an advisory board of leaders in the field.

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.

Will I get any hands-on experience in the program?
Most courses combine theory with hands-on exercises. For more information about practical experience in any course, visit the course page on our website.

What are the required textbooks for a course?
Instructors will post the current text requirements and recommendations on the course page on our website. Please note the textbooks 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, so 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.

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 completed, the instructor has 10 business days to submit your grades. Once grades have been posted, you can view and print them from your My Extension account.

What if I am having trouble with Canvas 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 unexbio@ucsd.edu. For administrative questions, please contact our Student Services Department at unex-reg@ucsd.edu or (858) 543-3400.