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Academic Year: 2020-2021

Project Management Technical Diploma

Program Code 311962

The Project Management Technical Diploma encompasses personnel and qualitative issues, as well as the technical, quantitative aspects of managing projects. Courses immerse students in teamwork and team dynamics, helping them develop the skills to tackle complex projects and the savvy to synthesize diverse perspectives. Topics covered include project integration, scheduling, scope and planning, human resources, communication, quality, costs, monitoring, and procurement. The combination of courses build the skills necessary for the role of project manager within a variety of industries.

Locations

Offered at all campuses and regional centers

This program is fully eligible for financial aid.

Follow Your Path

Some credits from this technical diploma apply toward the following associate degree(s): Leadership Development, 101961 Manufacturing Operations Management, 101965 Some credits from the following certificate(s) apply toward this technical diploma: Health Care Leadership, 901967 Quality Improvement & Innovation, 901968



CURRICULUM

Students following the study plan below will complete the Project Management technical diploma in the number of semesters shown.

FIRST SEMESTER	
10-890-101 College 101	1
10-196-164 Supervisors-Personal Skills	3
10-105-101 Career Planning	1
10-804-134 Mathematical Reasoning	3
10-196-189 Team Building/Prob Solve	3
10-196-188 Project Mgmt Fundamentals	3
10-105-103 Career Preparation	1
SEMESTER TOTAL	15
SECOND SEMESTER	
10-196-190 Leadership Development	3
10-196-176 Corporate Entrepreneurship	3
10-196-192 Managing-Quality	3
10-196-200 PM for CAPM Certification	2
10-196-205 Project Management Software	2
10-196-101 Leadership Dev Career Exp	2
SEMESTER TOTAL	15
TOTAL CREDITS	30

Curriculum Note

The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program requirements, but must be passed with a C or better.

Requirements for Program Entry

- Completed application.
- High school transcript or equivalent. For a list of equivalents, go to www.nwtc.edu/gettingstarted.
- To be admitted to this program, learners must achieve a prior cumulative high school or college grade point average of 2.6 or higher OR a satisfactory academic skills assessment score. College grade point average must be based on 15 credits or more. To learn more about starting this program, please contact an academic advisor at (920) 498-5444 or (888) 385-6982.
- It is recommended that a student have basic computer skills in Word, Excel, and PowerPoint prior to entering the Project Management program.

Course Descriptions

10-890-101 COLLEGE 101 ...Students will utilize digital tools and resources to assess, explore, practice, apply, and evaluate both employability and learning skills. By establishing NWTC cultural values as hallmarks of success in academic, career, and personal

settings the course encourages reflective, personalized development of a growth mindset and emphasizes the importance of making wise choices. To maximize the return on investment, students should take this course in their first semester as it identifies key expectations (hidden rules) of higher learning and professional employment.

10-196-164 SUPERVISORS-PERSONAL SKILLS ...time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

10-105-101 CAREER PLANNING ...experiential learning introduction. Learn how personal branding allows candidates to differentiate themselves from the competition through appearance, personality, and marketing competency. Career portfolio introduced. (Corequisite: 10-890-101, College 101)

10-804-134 MATHEMATICAL REASONING ...This course provides an alternative pathway to earning credit for a college level liberal arts mathematics course. All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. (Prerequisite: Accuplacer Arithmetic score greater/equal to 65 AND Reading score greater/equal to 50; OR ACT Math score greater/equal to 15 AND ACT Reading score greater/equal to 15; OR prep courses-contact an academic advisor 920-498-5444)

10-196-189 TEAM BUILDING/PROBLEM SOLVING ...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

10-196-188 PROJECT MANAGEMENT FUNDAMENTALS ...the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10-105-103 CAREER PREPARATION ...create professional resume and cover letter, prepare for interviews, understand interviewing techniques, participate in a mock interview. (Prerequisites: 10-105-101, Career Planning; 10-801-136, English Composition 1)

10-196-190 LEADERSHIP DEVELOPMENT ...leadership effectiveness and organization requirements, individual and group motivation strategies, vision, mission and goals, ethical behavior, leadership style and adaptation, impacts of power and influence, employee development, coaching, managing change, and conflict resolution. (Prerequisite: 10-801-136, English Composition 1)

10-196-176 CORPORATE ENTREPRENEURSHIP ...learning process for an individual or group to create or instigate renewal or innovation within an organization. Different from an entrepreneur, a corporate entrepreneur seeks to risk the resources of an organization in the innovative process using trusted business tools.

10-196-192 MANAGING-QUALITY ...developing a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, managing a quality improvement project, measuring effectiveness, lean thinking, Six Sigma, and systems thinking.

10-196-200 PM FOR CAPM CERTIFICATION ...prepares students for the Project Management Institute (PMI) CAPM certification exam. Gain basic understanding of PMBOK Guide processes and knowledge areas, identifying key steps involved in a project lifecycle, and ability to create project management plan that includes Project Charter, Scope Statement, and Work Breakdown Structure. (Prerequisite: 10-196-188, Project Management Fundamentals)

10-196-205 PROJECT MANAGEMENT SOFTWARE ...prepares students to use industry leading software to effectively manage projects. Covers the critical knowledge and skills, a project manager needs to create a project plan and how to oversee the planning, execution, monitoring, and controlling phases of projects. Utilize electronic means to manage projects so they are completed on time, within budget and meets organizational and customer objectives. (Prerequisite: 10-196-188, Project Management Fundamentals)

10-196-101 LEADERSHIP DEVELOPMENT CAREER EXPERIENCE ...students can select any hands on experience related to: Internship, Field Research, Service Learning, Capstone, Industry Related or International Experience. Instructor approval required. (Prerequisite: 10-105-103, Career Preparation; Corequisite: 10-196-188, Project Management Fundamentals)