

Certificate in Project Management

A Plus to All Business Majors

All managers, regardless of their disciplines and functional areas, manage projects on a regular basis. However, few are good project managers. Project management skills translate directly to success for business professionals in all fields, from international business to accounting to finance to management to software development. Whether you want to work for a large organization, start your own business, or simply add project management to your list of marketable skills for job search and career advancement, this certification program gives you the knowledge and tools to advance.

Program Benefits

The program provides a well-designed curriculum that is suitable for all business majors. You learn multiple aspects of core project management concepts, theories, techniques and tools that enable you to develop critical thinking and leadership skills to be able to plan, execute, control and deliver projects on time, within budget, and meet business performance goals. The program also emphasizes hands-on understanding and skills that can be directly applied to improve your performance in both class projects and at work. The program provides you with the flexibility of choosing two electives from seven courses.

Certificate Requirements

The program consists of four required and two electives undergraduate business courses. Students who receive a grade of "C" or higher in each of the courses, will be presented with a Certificate in Project Management.

Four required courses:

1. MAN 4504 (Operations Management): Concepts in design, analysis, and control of operating systems. Facility location and layout, work standards, maintenance, quality control, MRP, planning and scheduling applied to production and service systems.
2. MAN 4583/4584 (Productivity and Project Management): Methods and cases to measure, evaluate, plan and improve productivity in business and service organizations; also methods on how to manage projects.
3. ISM 4113 (System Analysis and Design): Topics include: information systems concepts; the structure, design, and development of the data base; and techniques and procedures used in the analysis and design of systems projects.
4. ISM 3153 (Enterprise Information Systems): Designed to provide the students with a comprehensive understanding of Enterprise Information Systems (EIS) and how these systems are able to achieve companies' information and process integration. The implications of EIS on companies' organizational structure, processes, and people's working practices are discussed. Technical aspects of Enterprise Systems such as networks/architecture, system administration and security, communication interfaces, and application development/tools are discussed. The course also introduces the student to Enterprise Systems Integration, Web-Enabled Enterprise Systems, Customer Relationships Management, Data Warehousing, and E-commerce concepts/tools. Hands-on experience with an Enterprise System is provided.

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Two elective courses from the followings:

1. MAN 4711 (Business Leadership): Examines the role of the company as a community citizen, focusing on methods business leaders can contribute to strengthening the social fabric of their communities to achieve benefits for both the community and the firm.
2. MAN 4301 (Human Resource Management): Attention is focused on the theory and practice of modern personnel management as related to other management functions. Topics include: selection; training; job and performance evaluation; and incentive schemes. Special attention is given to human resource management and development at various organizational levels.
3. MAN 4164 (Leadership): Designed to provide a clear understanding of current thinking in the area of leadership. Topics include general leadership issues such as leader integrity and authenticity, managing people and effecting change and chairing effective meetings. Use of technology in leading effective global teams is emphasized.
4. MAN 4064 (Crisis Management): Examines the dilemmas of managerial responsibility that occur when organizations face crisis because of disasters or other unexpected circumstances. Emphasis is placed on how to avoid or minimize the organizational or environmental damage a crisis can cause.
5. MAN 4613 (International Risk Assessment): Introduces the types of risk confronting businesses operating internationally. Critiques specific techniques used to assess risk and relate the results to management decision making.
6. ISM 4151 (Systems Management): An in-depth, case-oriented, study of the problems encountered in the management of systems projects. Analyst-user conflicts, communication problems within the systems department computer evaluation and selection techniques, computer negotiations and contracts, and project management are covered in detail. Where appropriate, field study investigating a topical area will be carried out by each student.
7. MAN 4120 (Managing Virtual Teams): Centers on the analysis of selected concepts in intergroup relations and introduces the strategies, tools and techniques necessary for success in virtual team environments.

How to Apply

Complete the attached Application for Admission/Certificate form before you start the program. After you have completed all requirements, you may request to receive your official certificate by providing your transcript and course grades.

Contact Information

For additional information, contact Prof. Xia at xiaw@fiu.edu or Prof. Dutta at kaushik.dutta@business.fiu.edu.



Certificate in Project Management

Application for Admission/Certificate

Please fill out this form completely and staple a copy of your transcript to the back. Return this application to the Decision Sciences and Information Systems Department (RB 250) for approval. Candidates will receive an e-mail receipt of submission. For additional information, contact Prof. Xia at xiaw@fiu.edu or Prof. Dutta at kaushik.dutta@business.fiu.edu.

APPLICANT INFORMATION: (Please print) Application date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Panther ID #: _____ E-mail: _____

Home Address: _____

City: _____ State: _____ Country: _____ Zip code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Expected Graduation Date: Semester _____ Year _____

Citizenship: US Citizen Permanent Resident International student (country _____)

Certificate Requirement: (Minimum GPA: 2.75, no grade lower than a C in 6 courses completed)

Major(s)/concentration(s): _____

Please indicate which of the following courses you have taken:

<u>Required Courses:</u> (12 credit hours)	Semester completed:	<u>Grade:</u>
<input type="checkbox"/> MAN 4504 (Operations Management)	_____	_____
<input type="checkbox"/> MAN 4583/4584 (Productivity & Project Management)	_____	_____
<input type="checkbox"/> ISM 4113 (System Analysis and Design)	_____	_____
<input type="checkbox"/> ISM 3153 (Enterprise Information Systems)	_____	_____

Required electives: Two of the following (6 credit hours)

<input type="checkbox"/> MAN 4711 (Business Leadership)	_____	_____
<input type="checkbox"/> MAN 4301 (Human Resource Management)	_____	_____
<input type="checkbox"/> MAN 4164 (Leadership)	_____	_____
<input type="checkbox"/> MAN 4064 (Crisis Management)	_____	_____
<input type="checkbox"/> MAN 4613 (International Risk Assessment)	_____	_____
<input type="checkbox"/> ISM 4151 (Systems Management)	_____	_____
<input type="checkbox"/> MAN 4120 (Managing Virtual Teams)	_____	_____

Office Use (1) Application received by _____ Date _____

(2) Requirements completion date _____ Approved by _____ Date: _____