

Project Management Certificate

Program Number: 90-106-5

Certificate

Business Technology Program Cluster

School of Agriscience and Technologies

Certificate courses offered at Madison Campuses

For information call: (608) 246-6800 or
(800) 322-6282 Ext. 6800

About the Certificate

This certificate is designed to appeal to those individuals desiring professional development, career advancement, or knowledge in a field of Project Management.

Project Management is both a process and set of tools and techniques concerned with defining the project's goal, planning all the work to reach the goal, leading the project and support teams, monitoring progress, and seeing to it that the project is completed in a satisfactory way. In today's marketplace, Project Management is an integral part of all business practices.

The skills obtained in the Project Management Certificate may be applied to the Administrative Assistant Associate Degree program, Meeting and Event Management Associate Degree program, or other associate or diploma degree programs.

This certificate is available to those working full time seeking skills to change careers. Current Madison College students may complete this certificate in conjunction with their existing course work. Courses are available totally online or in the classroom.

Students who successfully complete this certificate may earn from \$15 to \$25 per hour based on their experience and other job skills.

Certificate Application Process

To apply, see: Apply Online (on the Madison College website). [Create an ApplyWeb account](#) and follow the [instructions](#) to complete the [Online Certificate Application](#) before the [application deadline](#). Submit the \$15 non-refundable fee (payable by credit card, debit card or electronic check) with your application. Applicants may submit more than one certificate application per term using the Online Certificate Application; the same fees apply for each additional application.

Unique Requirements for Completion

The certificate will be awarded upon completion of the requirements with a minimum of a 2.0 grade average and no course grade lower than a C. The certificate will be awarded when completion of all requirements is verified after the semester the last course has been completed.

No more than 50% of the certificate credits may be through an advanced standing.

Curriculum

Courses	Credits	Hrs/week	
		Lec	Lab
10-103-139 Excel-Intermediate**	1	0.75	2.25
10-103-186 MS Project*	2	1	2
10-106-164 Customer Contact Skills	1	0.75	2.25
10-106-186 Project Management and Coordination	2	2	0
<i>Plus, choose one of the following courses:</i>			
10-109-102 Fundamentals of Meeting Management	3	3	0
10-196-189 Team Building and Problem Solving	3	3	0
Total	9		

* Prerequisite: Working knowledge of Microsoft Windows

** Prerequisite: Excel-Beginning or equivalent

Microsoft® is a registered trademark of the Microsoft Corporation.



Courses

10-103-139 Excel-Intermediate 1 credit

Create Excel Tables, PivotTables and PivotCharts, manage multiple worksheets and workbooks, use advanced functions and apply conditional formatting, and develop an Excel application with data validation, sheet protection, and Macros. Working competency in Windows and Beginning Excel presumed.

10-103-186 MS Project 2 credits

Use project management software to plan a project, create a project schedule, communicate project information, assign resources and costs, and track the project's progress through completion. Working competency in Windows presumed.

10-106-164 Customer Contact Skills 1 credit

Identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Examine how technology impacts customer service, examine the impact on service breakdowns, and examine campaigns for customer loyalty.

10-106-186 Project Management and Coordination 2 credits

Plan and coordinate projects, develop timelines, determine priorities, increase individual and team productivity, control the workday and allocate resources using graphic tools such as MS Project or MS Excel software. Project management and coordination techniques and concepts are learned by participating in a team project and completing a personal project plan.

10-109-102 Fundamentals of Meeting Management 3 credits

Students explore the core issues of meeting planning from the fundamentals to the new trends shaping the meetings industry. Development of meeting timelines, checklists and request for proposal are introduced. Further focus includes the process meeting planners must use in site selections, the value of meeting objectives and format, and attendee expectations.

10-196-189 Team Building and Problem Solving 3 credits

The learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of strategies regarding: the necessary roles for team effectiveness, stages of team development, team problem solving and consensus, systematic processes for problem definition, data acquisition and analysis, generating alternative solutions, choosing solutions, implementation planning and evaluation.

Career Potential:

- Project Assistant
- Office Assistant
- Customer Service Representative
- Information Assistant
- Assistant Meeting Planner

With advanced training students may find employment as:

- Administrative Assistant
- Project Director
- Office Administrator
- Executive Assistant

More detailed and updated information on this program may be available at: madisoncollege.org. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

Madison Area Technical College provides equal opportunity in education and employment.