Project Management
at Arcadia University
Global Perspectives…Personal Attention…Real-World Integrative Learning Experiences

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About the Certificate of Graduate Studies in Project Management

Arcadia University is offering a fully online Graduate Certificate in Project Management through a relationship with ESI International and Arcadia's School of Continuing Studies and graduate business program.

The project management program courses are for business professionals, project managers and those who practice within the project management field. Some of the most relevant course topics include leadership, quality, scheduling, controlling costs, communication and application within project management.

The 16-credit Graduate Certificate in Project Management is designed specifically for professionals who want to succeed as leaders and managers in their fields.

- All courses are delivered fully online in an accelerated, seven-week format.
- Students can take up to 6 credits before applying to the graduate business program.
- Students must apply and be accepted to the graduate business program to receive the certificate.

Why Study Project Management?

- Assess the structure, function and methodologies of managing projects.
- Apply acquired skills in project management to create clear and attainable project objectives while effectively managing scope, time and budget.
- Evaluate how to overcome specific skill gaps and challenges that prevent programs from being successful.
- Measure ways in which program management can help achieve organizational goals and objectives.

Project management is a team-driven methodology to improve communication and streamline departmental resource efficiency. Offered within Arcadia's M.B.A. with a Global Perspective program, the Graduate Certificate in Project Management gives students knowledge and tools to manage projects by delivering measurable business value on time and within budget.

Employee can solidify their value in the global workforce today by acquiring the skills and techniques to speak with one common language, no matter the industry or geography, or whether managing projects, programs or portfolios. These skills are easily translated to more than 179 countries worldwide.

Arcadia University is working in conjunction with ESI International to provide online courses available through Arcadia University for graduate credit. Students must register and complete the courses through Arcadia University to qualify for these credits. These online courses can be applied toward the ESI certificate as well as toward a Graduate Certificate in Project Management from Arcadia University.

About ESI International: ESI International helps people around the world improve the way they manage projects, contracts, requirements and vendors through innovative learning. Their focus is program management, project management, business analysis, and contract and vendor management for technical and specialized professionals. They deliver learning through many modalities and provide benchmarking, assessments and learning adoption services. ESI offers a range of certificate programs culminating in credentials that enhance professional and organizational credibility. ESI's programs have benefited over one million professionals.

About PMP® Certification: In order for project management professionals to gain and maintain PMP® certification, PMI®, the world's largest project management association, requires project management professionals to satisfy PMP® Professional Development Program criteria. Along with other requirements, project management professionals must have no less than 35 contact hours of project management education to earn PMP certification and 60 professional development units (PDUs) within a three-year cycle to maintain it.

As a Registered Education Provider (REP) for PMI®, ESI International issues PDUs/contact hours on most of its courses, including all of the ESI e-Training course offered through Arcadia University.

PMP® and PMI® are registered marks of the Project Management Institute Inc.

Computer Requirements

Students need at least a 56K Internet connection and a supported Internet browser (Microsoft® Internet Explorer 4.01 or higher recommended; OR America Online 5.0 or higher) to take this course. Students also need two standard web browser plug-ins— Adobe® Flash® Player 6 and Adobe® Reader 5.0

Admission Requirements for the Certificate in Project Management

Students who wish to apply to the Certificate of Graduate Studies in Project Management must meet the admission criteria for graduate business.

In addition to the general admission requirements, the following program-specific requirements must be met for admission to the Arcadia Graduate Certificates:

1. An M.B.A. application, including personal statements, to be completed online at *www.arcadia.edu/gradapp*.

2. A bachelor's degree from an accredited institution with a recommended GPA of 3.0 or better. Transcripts should reflect evidence of completion of accounting, finance and economics courses with a grade of B or better. Students lacking accounting, economics or finance coursework may be admitted conditionally to the program. Conditional admit requirements must be met prior to the completion of 9 credits in the M.B.A. program.

3. One official transcript from each college, university or professional school attended. Transfer credits included on a transcript must include grades earned; if not, an official transcript from the original school must be submitted. Transcripts must be sent from the issuing school in a sealed envelope and contain the appropriate signatures and seals to be considered official.

4. Two letters of recommendation. The letters must be of a professional not personal nature. If the student has been out of school five years or less, at least one letter must come from a professor.

5. A minimum of three years of work experience. Students with exceptional undergraduate records with less work experience may be considered.

6. A current professional résumé.

7. International applicants should visit *www.arcadia.edu/international* for detailed information on admissions requirements and application procedures. Official results from the TOEFL or IELTS are required for all students for whom English is a second language except for non-native speakers of English who hold degrees or diplomas from post-secondary institutions in English-speaking countries (e.g. the United States, Canada, England, Ireland, Australia, and New Zealand). A course-by-course evaluation of all transcripts by an independent evaluation service based in the United States also is required.

All of the above information must be submitted by an applicant in order to be considered for acceptance.

Application Deadline: Application materials will be reviewed throughout the year.

Tuition

Tuition for each course for the 2010-11 academic year is $1,395 per 2-credit course.

Tuition must be paid in full for each course 10 business days prior to the start of the course.

Registration Requirements

- Students must register on Self-Service: www.arcadia.edu/selfservice. The Registrar will not process registration requests in person, by e-mail, or by fax.
- Registration will close 10 business days prior to the start of the course.
- Students must pay for the course 10 business days prior to the start of the course.
- Students will be dropped from the course for non-payment 10 business days prior to the start of the course.
- International students may register and apply to the certificate program.
- Courses are taught in English only.
- If an international student pays by money wire, it is strongly recommended that the student register and wire money to Arcadia University no later than 14 days before the start of the course to allow two weeks for the tuition to clear.

Drop/Withdrawal and Reimbursement Policies

- Students may drop the course before the course begins and receive full reimbursement.
- Students may withdraw from a course; however, there is no refund once the course has begun.
- Students who withdraw from a course once it has begun will receive a W, WP, or WF, according to the University Policies for Non-Traditional Students.

Academic Policy

University graduate students are subject to the University general policies and procedures for all graduate programs as outlined in the graduate catalog. (See general policies/procedures section.) Students matriculated in graduate business programs are subject to the policies and any prerequisites required for BA 500 and BA 600 level courses. See course descriptions for prerequisites. The following graduate business policies are mandatory and part of the general policy and procedures of graduate programs: Students must maintain a "**B**" or better to remain in good academic standing.

Project Management Certificate Requirements
(16 credits)

Students must successfully complete all the requirements including the course evaluation to receive transcript credit.

Students begin with choosing one of two foundation courses:

BA	590D.OL (2 credits) (28 PDUs)	Managing Projects
BA	590L.OL	Managing IT Projects (2 credits) (28 PDUs)

It is recommended that students interested in an IT focus take:

BA	590L.OL	Managing IT Projects (2 credits) (28 PDUs)
BA	590G.OL	IT Risk Management (2 credits) (28 PDUs)

Choose 7 courses of the following:

BA	590E.OL	Scheduling and Cost Control (2 credits) (28 PDUs)
BA	590F.OL	Risk Management (2 credits) (28 PDUs)

BA	590G.OL	IT Risk Management (2 credits) (28PDUs)
BA	590H.OL	Contract Management Principles and Practices (2 credits) (22.5 PDUs)
BA	590J.OL	Project Leadership, Management and Communication (2 credits) (28 PDUs)
BA	590K.OL	How to Gather and Document User Requirements (2 credits) (28 PDUs)
BA	590M.OL	Quality for Project Managers (2 credits) (22.5 PDUs)
BA	590N.OL	Testing Techniques for Tracing and Validating Requirements (2 credits) (21 PDUs)
BA	590P.OL	Project Management Applications (2 credits) (28 PDUs)

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Project Management Certificate Courses (BA)

590D
Managing Projects
(2 credits; 28 PDUs)

This introductory course provides a foundation for the project management curriculum. It examines the roles and responsibilities of project managers across the project life cycle. Students develop and evaluate the foundation and structure of a project plan. Using case studies and hands-on exercises, students discover how project management tools are applied in the field.
NOTE: *Students taking this course should not take BA 590L Managing IT Projects*

590E
Scheduling and Cost Control
(2 credits; 28 PDUs)

This course provides students with the theory, techniques and tools for scheduling and controlling project activities. Students learn a sound, logical framework for estimating, forecasting, budgeting, monitoring, controlling, analyzing, reporting costs and interpreting the meaning of earned value data. Students evaluate course concepts with hands-on practice with a realistic case study used throughout the course.

590F
Risk Management
(2 credits; 28 PDUs)

This course examines risk management in the context of the project life cycle through concepts of evaluating, quantifying, responding and controlling. Students integrate qualitative and quantitative techniques and tools to assess the impact of risk. Interactive exercises and case studies allow students to apply risk management theory, concepts and principles to real-world situations.
NOTE: *Students taking this course should not take BA590G IT Risk Management.*

590G
IT Risk Management
(2 credits; 28 PDUs)

This course examines IT risk management in the context of the IT project life cycle through identifying, quantifying, responding and controlling. Students integrate qualitative and quantitative techniques and tools to assess the impact of risk. Interactive exercises and case studies allow participants to apply risk management theory, concepts and principles to real world situations in the information technology environment.
NOTE: *Students taking this course should not take BA 590F Risk Management.*

590H
Contract Management Principles and Practices
(2 credits; 22.5 PDUs)

This course evaluates all phases of contracting. Students learn how to ensure that contractors perform as required under contract, and they will discover the principles of U.S. and international contract law. In this case-based course, students encounter realistic scenarios, interactive content and problem-solving opportunities to further their understanding of principles and practices in contracting.

590J
Project Leadership, Management and Communication
(2 credits; 28 PDUs)

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This course prepares students with knowledge of the theory and tools needed in leadership. Students evaluate the relationship between leadership and management, discover how to deal with motivational differences in individuals, enhance their skills in interpersonal communication and learn how to manage conflict, change and ethical issues in leadership.

590K
**How to Gather and Document
User Requirements**
(2 credits; 28 PDUs)

This course presents and extends the knowledge of business analysis within project management. Students examine the role of the business analyst, develop the core knowledge and skills required to analyze and document user requirements and identify how the requirements are managed throughout a project.

590L
Managing IT Projects
(2 credits; 28 PDUs)

This course examines project management concepts, tools and techniques needed to meet challenges in information technology. It analyzes each phase of the IT project life cycle—concept, requirements, planning, design, construction, delivery and closeout—evaluating the activities performed and the role and responsibilities of the project manager and team.
NOTE: *Students taking this course should not take BA590D Managing Projects.*

590M
Quality for Project Managers
(2 credits; 22.5 PDUs)

This course utilizes the application of quality principles to project management itself, going beyond the examination of products and services resulting from projects. Rather than didactic, the course is practical, providing students with proficiencies to apply toward any work environment. Students evaluate strategies and tools in real-life scenarios using exercises throughout the course.

590N
**Testing Techniques for Tracing
and Validating Requirements**
(2 credits; 21 PDUs)

This course examines the role of the business analyst in the testing process. Students discover how to validate the business requirements document, analyze models with stakeholders and formulate solutions to technical specifications. Students develop a master test plan of test goals and strategies and assess the importance of establishing a testing methodology.

NOTE: *Students taking this course should first take BA 590K How To Gather and Document User Requirements.*

590P
Project Management Applications
(2 credits; 28 PDUs)

This Capstone course reinforces and synthesizes the spectrum of project management principles. Students collaborate to complete an extensive, realistic project case study. As the case study progresses through the life cycle, each student applies the learned principles to serve as a project manager by defining objectives, performing tasks and producing deliverables critical to the project's success.