

Proposal
for
Graduate Certificate
in
Project Management

College of Communication

Florida State University

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FLORIDA STATE UNIVERSITY CERTIFICATE IN PROJECT MANAGEMENT

Overview

The importance of project management has grown substantially in the past decade as the size and complexity of projects have increased. Professional specialization, a greater number of interdependencies, and more reliance on outsourcing have contributed to a high rate of project failures, cost over-runs, and greater demands on service and product providers in a wide variety of industries and markets. Projects are too often delivered late, or not within requirements, and budgets are often exceeded, affecting the financial bottom line adversely. Such difficulties underscore the need for highly professional and certified project managers to manage projects. This certificate program is designed to provide project managers with the professional foundation they require to consistently attain project management success.

The Project Management Institute's *PMBOK Guide* defines a project as "a temporary endeavor undertaken to accomplish a unique product or service" and project management as "the application of knowledge, skills, tools, and techniques to project activities to meet project requirements." The goal of this certificate program is to impart to students a working knowledge of project management, enabling students to effectively master software tools and methodologies important in successfully managing projects.

Students who successfully complete the Florida State University Certificate Program in Project Management will gain knowledge of key Project Management Body of Knowledge (PMBOK) concepts and approaches, including project management process groups, knowledge areas, and the application of tools and techniques of project management as defined in the PMBOK. Students will also be exposed to advanced project management concepts and approaches, as well as related communication theory and either communication research methods or practical applications. See the "Program of Studies" section for details. While preparing practicing and potential project managers with the foundation needed to excel in the project management workplace, this program is also designed to prepare students for the Project Management Professional (PMP) certification exam.

Description

The certificate program offers an interdisciplinary approach to the study of Project Management. In order to accomplish this task, the courses that are incorporated in the program come from a variety of departments with core focuses in the following areas: Communication, Education, Industrial Engineering, Management, and Management Information Systems. Students completing this course of study will add to their professional repertoire a set of knowledge, processes, tools and techniques that will allow them to successfully plan and execute projects of various sizes

This program of studies is intended for students who have completed a bachelor's degree and have some professional experience. This interdisciplinary program will benefit graduate students enrolled in Integrated Marketing Communication or Interactive

and New Communication Technologies, as well as working professionals who wish to improve their project planning and management skills.

Admissions

Students entering the graduate certificate program must be currently enrolled as graduate students or "special" (non-degree seeking) students at Florida State University (FSU), or enrolled in affiliated institutions. Graduate students currently enrolled at Florida State University need a GPA of 3.0 in all graduate work for admission into the program. For special students, a Bachelors degree is required with a cumulative GPA of 3.0 (or a GRE composite score of 1000, or better), and three year's professional work experience is strongly recommended.

Special students who want to complete the Masters program in Interactive and New Communication Technologies will be allowed to transfer the 12 credits earned through the certificate program into their program of study. Credits earned through this Project Management program may be used to supplement a program of studies from any discipline, but a limited number of credits (6 transfer credits are allowed in COM programs) may be accepted in different disciplines. Advisors from other Florida State University programs should be consulted if students are interested in receiving partial credit towards a Masters degree in another discipline.

Application process for enrollment: New graduate students must first apply through the Office of Admissions for Florida State University. After acceptance, they may then apply through the Department of Communications, Project Management Certificate Program. The student does not have to be enrolled in a Communications graduate program. Students from all major areas of study are welcome to apply. Also attached to this sheet is an application form. In addition to this application form, a letter of intent is required of all applicants. Instructions for the letter of intent are included on the application form.

Registration process: As this program is interdisciplinary, some of the courses listed may be restricted by major. In the first semester of study, students must check with the department prior to registration to confirm access to these classes.

Transfer and “double counted” credits: Three (3) hours of coursework may be transferred from another university to be counted towards completion of the certificate. In order for the course to be transferred, a formal syllabus of the course taken must be presented with a Transfer Course Form to the program administrator and the course will be evaluated for acceptability. Grades of “B-“ or higher must have been received for the course to transfer. Additionally, a transfer course must have been completed within three (3) years of beginning this certificate program.

For students whose major areas of study overlap with the certificate program, courses taken that fulfill one of the four core areas will apply to completion of the

certificate. Program administrators must approve courses in order to be applied to one of the core areas.

Program Requirements

In order to fulfill the certificate requirements, students must complete 12 approved semester hours with a grade point average (GPA) of 3.00 and no grade lower than a "B-." The program of studies must be completed within a three-year period and include a selection of courses from the areas outlined in the program of studies.

Standardized Test Requirements: No standardized test requirements superceding those of Florida State University Graduate Admissions will be applied to this certificate program.

Fee per course/credit hour: Fees parallel that of standard graduate-level courses.

Course locations: The Certificate program will be offered on the Tallahassee Campus of Florida State University. Pending accessibility of courses, an online certificate may be available.

Certificate: Upon successful completion of the program of studies, students will receive a Project Management Certificate from the College of Communication signed by the Program Administrator, Department Chairman, and Dean of the College.

For additional information contact:

Dr. Jonathan Adams
Department of Communication
jonathan.adams@comm.fsu.edu

Curriculum

The certificate program in Project Management has four main areas of study. Students must fulfill requirements in the Project Management core, Communication Theory, Research Methods and Practical application.

Students are required to complete 12 hours of courses by following the program of studies and selecting courses from the four areas of study. Six (6) hours of Project Management courses are required and students must select one course from Communication Theory and one course from either Research Methods or Practical Application. One transfer course or one course substitution for a total of 3 credits will be allowed to apply towards the certificate program.

Area	Credit Hours
Project Management Core	6
Communication Theory	3
Research Methods/Practical Application	3
Total Credit Hours	12

Program of Studies

AREA I -- Project Management Core (6 credit hours)

COM 6931-02 Introduction to Project Management *
COM 6931-03 Advanced Project Management

- (Alternate course for COM 6931-02) ISM 5315. Project Management
- NOTE: The course numbers 6931 and 6400 will change pending the approval of unique course numbers by the University.

AREA II -- Communication Theory (3 credit hours)

COM 5126. Organizational Communication Theory
SPC 6306. Contemporary Topics in Interpersonal Communication
COM 5467. Systems Thinking and Project Management

(Alternate) MAN 5525 Quality Management
(Alternate) MAN 6275r Organization Behavior I: Literature

AREA III – Research Methods (3 credit hours)

COM 5157 Assessing Organizational Communication
COM 5316 Statistical Methods in Communication Research (Prereq: COM 5312).

- (Alternate) EDF 5400. Basic Descriptive and Inferential Statistics Applications
- (Alternate) ESI 5154 Statistical Process Control (Prerequisite: ESI 4234)
- (Alternate) QMB 5355 Quantitative Methods for Managerial Decisions

AREA IV – Practical Application (3 credit hours)

- COM 6400r. Marketing Communication Management
- COM 5337. Interactive-Media Programming and Design for CD-ROM
- COM 5338 Desktop Multimedia and Visual Communication
- COM 5339. Interactive Programming and Design for the Web
- ESI 5228. Introduction to ISO 9000

- NOTE: The course numbers 6931 and 6400 will change pending the approval of unique course numbers by the University.

Graduate Certificate in Project Management Application

*Please return completed application and letter of intent prior to beginning the
Certificate Program.*

Date of Application _____

Name _____

Social Security Number _____

Local Address _____

E-mail Address _____

Local Phone # _____ Local Work Phone # _____

Permanent Address _____

Permanent Phone # _____

Are you a (check one): Master's Candidate PhD. Candidate Special Student

Date of admittance to Florida State University _____

Major Area of Study _____

Current GPA on all graduate coursework attempted _____

Anticipated Date of Graduation _____

Letter of Intent. Please attach to this application a one- to two-page letter of intent explaining why this certificate program is of interest to you and how you will use the skills obtained in your professional or academic career. Answer the following questions:

- (1) What are your plans and goals for activities after graduation?
- (2) How will the Project Management Certificate aid you in achieving your goals?

Send all application materials to:

Project Management Certificate Program
Attn: Natahsia Hinson-Turner
Department of Communication
325 Diffenbaugh
Florida State University
Tallahassee, Fl 32306-1531

**Graduate Certificate in Project Management
Formal Completion Checklist**

I. Application Materials (Date of Occurrence)

_____ Application Received

_____ Letter of Intent Received

_____ Acceptance to Program

Signature of Program Administrator _____

Date _____

II. Courses Applied Towards Certificate (Area Fulfilled,
Grade, Course Taken)

1. Required Course _____ Introduction to Project Management

2. Required Course _____ Advanced Project Management

3. Core Area III _____ _____

4. Core Area IV _____ _____

5. Transfer Credits _____ _____

Signature _____

Date _____

Transfer Course Form

Name _____ Social Security #: _____

Date of application _____

Name of course that you are applying to replace _____

Reason that you need to replace this course

Name of course being transferred _____

Description of course taken

Institution where you took the course

Phone number of institution _____

Date that course was taken _____

(*Must be within the three year limit for a graduate certificate substitution)

*Please attach a formal syllabus from the course you have taken and wish to substitute for the requirement.

Substitution Approval:

Signature of Program Administrator _____

Date _____