

PROJECT MANAGEMENT

Technical Diploma

Program Code: 30-196-7

Total Credits: 24

Mid-State's Project Management program prepares students to successfully lead a project toward completion. Graduates are prepared to lead both teams and individuals toward a common goal and effectively use problem solving, budgeting, technology and math skills, and effective communication. Through hands-on projects, you will learn how to manage and develop teams while practicing problem-solving analysis to effectively lead teams toward goal or project completion.

Estimated tuition and fees: mstc.edu/programcosts

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit **mstc.edu/advising**.

| - | | - | | |
|---|--|---|--|--|
| | | | | |
| | | | | |

This section will be completed when meeting with your academic advisor.

- ☐ FAFSA (www.fafsa.gov)
- ☐ Financial Aid Form(s)

Form(s): ____

☐ Follow-Up Appointment:

Where: _____

When:___

With:___

- Official Transcripts
 Mid-State Technical College
 Student Services Assistant
 1001 Centerpoint Drive
 Stevens Point, WI 54481
- □ Other:____

MID-STAT



mstc.edu • 888.575.6782 • TTY: 711

ADAMS CAMPUS 401 North Main Adams, WI 53910 MARSHFIELD CAMPUS 2600 West 5th Street Marshfield, WI 54449 STEVENS POINT CAMPUS 1001 Centerpoint Drive Stevens Point, WI 54481 WISCONSIN RAPIDS CAMPUS 500 32nd Street North

500 32nd Street North Wisconsin Rapids, WI 54494

CAREER PATHWAY • BEGIN AT ANY POINT









CREDIT FOR PRIOR LEARNING AND EXPERIENCE

- Certifications and Licenses
- High School Credit
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.



BUSINESS SKILLS

Certificate • 9 Credits

ENTREPRENEURSHIP Certificate • 9 Credits **HUMAN RESOURCES FOUNDATIONS**

Certificate • 9 Credits

For more information and additional opportunities, visit mstc.edu/career-accelerator.

SMALL BUSINESS



PROJECT MANAGEMENT

Technical Diploma • 24 Credits

Start Your Career

- Project Manager
- Implementation Manager
- Project Leader



BACHELOR'S

DEGREE

BUSINESS MANAGEMENT

Associate in Applied Science (AAS) 63-64 Credits

Start Your Career

- · Account Executive
- Department Supervisor
- · Office Manager

BACHELOR'S DEGREE OPTIONS Arizona State University, Bellevue University, Colorado State University Global, Concordia University, Franklin University, Grand Canyon University (GCU), Indiana Wesleyan University, Lakeland University, Milwaukee School of Engineering (MSOE), Mount Mary University (MMU),

Northern Michigan University, University of Phoenix, UW-Green Bay, UW-Oshkosh, UW-Stevens Point, UW-Stevens Point at Marshfield, UW-Stout, UW-Whitewater, Viterbo University, Western Governor's University, and Wisconsin Private-Nonprofit Universities/Colleges.

LEADERSHIP DEVELOPMENT

Associate in Applied Science (AAS) 60-61 Credits

Start Your Career

- Supervisor
- Manager
- · Team Leader



Herzing University, Indiana Wesleyan University, and Indiana Wesleyan University

For more information and additional opportunities, visit mstc.edu/transfer.

OTHER OPTIONS

RELATED PROGRAMS

• Administrative Professional • Customer Relationship Professional • Office Support Specialist

PROGRAM OUTCOMES

Employers will expect you, as a Project Management graduate, to be able to:

- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students will fulfill the TSA requirement in the Project Management course by completing a comprehensive business plan.

| NOTES: | | | |
|--------|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

STUDENT HANDBOOK

Visit **mstc.edu/studenthandbook** to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. (Not counted in the total credit value for this program.) Some students are exempt from this requirement. Please see your program advisor for more information.

GPS for Student Success &

108901021 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

College Reading and Writing 1

108311043 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

108341093 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)

SAMPLE FULL-TIME CURRICULUM OPTION

| Term | 1 | 2 credits |
|----------|------------------------------------|-----------|
| 10102121 | Finance and Budgeting 🗹 | 3 |
| 10103106 | Microsoft Office-Introduction 🗹 | 3 |
| 10801195 | Written Communication 🗹 | 3 |
| 10801196 | Oral/Interpersonal Communication & | 3 |
| Term | 1 | 2 credits |
| | • | _ 0.00.0 |
| 10196188 | Project Management | 3 |
| 10196189 | Team Building & Problem Solving | 3 |
| 10196192 | Managing for Quality | 3 |
| 10804107 | College Mathematics 🗹 | 3 |
| | Total c | redits 24 |

This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at mstc.edu/cpl or contact your advisor for details.

Please Note:

- This program can be completed entirely online.
- Students complete a full-time course load over a 16-week term. This term may include a combination of classes taken in an 8-week session and classes taken over the full 16-week term.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to **mstc.edu/schedule**.

SAMPLE PART-TIME CURRICULUM OPTION

| Term 10103106 10801195 | Microsoft Office-Introduction & Written Communication & | 6 credits 3 3 |
|-------------------------------|--|-------------------------|
| Term 10196189 10804107 | Team Building & Problem Solving College Mathematics & | 6 credits 3 3 |
| Term 10102121 10801196 | Finance and Budgeting & Oral/Interpersonal Communication | 6 credits 3 2 2 3 |
| Term 10196188 10196192 | Project Management Managing for Quality | 6 credits 3 3 |
| | Total | credits 24 |

| NOTES: | | |
|--------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

COURSE DESCRIPTIONS

College Mathematics &

108041073 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 250 and QAS 234 or ACT of 17 or Pre-Algebra 834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Finance and Budgeting 2

101021213 credits

For the nonfinancial manager, this course introduces the language of accounting, finance, and budgeting. Provides an overview of the use and analysis of financial statements. Business planning and the foundations and development of budgets are explored. Business financing basics and the securing of necessary financing for a business are covered. Practical application of financial statement creation and analysis, budgetary activities, and finance calculations are included.

Managing for Quality 10196192.....3 credits

Apply skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systemsfocused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities.

Microsoft Office-Introduction &

101031063 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts. Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

Oral/Interpersonal Communication & 108011963 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Project Management 10196188.....3 credits

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner will examine the role of project management, create a project charter, define project work scope, manage project risks, and develop a network diagram, project schedule, and project budget. Prerequisite: Nine core credits from a 102, 103, 109, 196, or 623 program code.

Team Building & Problem Solving

101961893 credits

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflictmanagement strategies.

Written Communication

108011953 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or College Reading and Writing 1 10831104 with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.