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| For Academic Affairs and Research Use Only |
| Proposal Number |  |
| CIP Code:  |  |
| Degree Code: |  |

**NEW CERTIFICATE PROGRAM FORM**

(Also requires Arkansas Department of Higher Education (ADHE) approval)

**[ ] Undergraduate Curriculum Council**

**[X ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

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| John Mello | 3/3/2021 |

**Department Curriculum Committee Chair** |

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**COPE Chair (if applicable)** |
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| Sharon D. James | 3/3/2021 |

**Department Chair** |

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**Head of Unit (if applicable)**   |
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| John Mello | 3/3/2021 |

**College Curriculum Committee Chair** |

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**Undergraduate Curriculum Council Chair** |
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| Melody Lo | 3/3/2021 |

**College Dean** |

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**Graduate Curriculum Committee Chair** |
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**General Education Committee Chair (if applicable)**   |

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| Alan Utter | 4/2/2021 |

**Vice Chancellor for Academic Affairs** |

1. **Contact Person** (Name, Email Address, Phone Number)

Dr. Matthew Hill

mdhill@astate.edu

662.801.4082

1. **Name of proposed Certificate Program (Program must consist of 6-21 semester credit hours):**

Graduate Certificates in Project Management

1. **Proposed effective date:**

Fall 2021

1. **Reason for proposed program implementation:**

The purpose of this program is to offer an opportunity for individuals to increase their knowledge and skills in project management. Furthermore, this program offers access to graduate business study for those hesitant to commit to the MBA program.

Graduates of this program will be well-positioned to enter a growing field and earn a relatively high salary. According to the Bureau of Labor Statistics **(**https://www.bls.gov/ooh/management/home.htm):

* Demand for financial managers is expected to increase by 5% through 2029
* Median annual pay for project managers is $105,660 nationally

Also, the career website [www.indeed.com](http://www.indeed.com) indicates an average base salary of $88,376 for project managers in Arkansas (https://www.indeed.com/career/project-manager/salaries/AR).

1. **Provide the following:**
	* 1. Curriculum outline - List of courses in new program – Underline required courses

MGMT 6003 Fundamentals of Project Management

MGMT 6103 Applied Project Management

MGMT 620v Certified Associate in Project Management Prep Course

MGMT 630v Project Management Professional Prep Course

MGMT 640v Agile Project Management

* + 1. Total semester credit hours required for proposed program

9

* + 1. New courses and new course descriptions

MGMT 6003 Fundamentals of Project Management

Short name: MGMT 6003 Fundamentals of Project Mgmt

Examines the practice and principles of project management. Topics include identifying and selecting projects, developing project proposals, sequencing workflows, estimating project duration, and budgeting.

3 hours

MGMT 6103 Applied Project Management

Short name: MGMT 6103 Applied Project Management

Applies principles of project management using case studies and advanced simulations. A significant portion of this course is dedicated to the use of project management-specific software for simulations.

3 hours

MGMT 620v Certified Associate in Project Management Prep Course

Short name: MGMT 620v CAPM Prep Course

Provides a comprehensive examination of the practice of project management by blending theory with practical examples. This course qualifies students to become certified through the Project Management Institute via the industry-recognized Certified Associate in Project Management (CAPM®) credential.

1.5 hours

MGMT 630v Project Management Professional Prep Course

Short name: MGMT 630v PMP Prep Course

Prepares students to take the Project Management Professional (PMP) Examination. Topics covered include an intensive review of the project management framework, PMP practice questions, and various study strategies and test taking tips.

1.5 hours

MGMT 640v Agile Project Management

Short name: MGMT 640v Agile Project Management

Examines and applies agile techniques to project management. Topics covered include the Agile Scrum and Lean Kanban techniques. Students apply these techniques using hands on assignments and exercises.

1.5 hours

* + 1. Program goals and objectives

This certificate will be considered a sub-segment of the MBA program. The MBA program has a fully developed assessment plan to include the following student learning outcomes.
Students will

* demonstrate an ability to communicate effectively in writing
* demonstrate an ability to use oral communication effectively
* demonstrate an ability to lead and productively participate in group situations
* understand the role of business ethics when solving problems and making decisions
* apply quantitative and qualitative knowledge to solve problems and make decisions

The Graduate Certificate in Project Management will contribute to all of these outcomes and will specifically develop students’ knowledge application/problem solving skills, writing and oral presentation skills, and leadership/group participation skills.

* + 1. Expected student learning outcomes

The Graduate Certificate in Project Management will specifically develop students’ knowledge application/problem solving skills, critical thinking, written communication skills, and leadership/group participation skills.

Overall program-level outcome for this certificate: Students will master the skills and competencies associated with managing large-scale projects.

* + 1. Documentation that program meets employer needs

A mix of formal and informal discussions with employers and industry professionals located throughout the region suggest significant demand for in-depth knowledge of project management. Statistics cited by the Bureau of Labor Statistics confirm this as well. Specifically mentioned skills include understanding 1) the scale and scope of projects, 2) how to effectively and efficiently budget resources when managing projects, 3) sequencing workflows, 4) performing variance analysis with respect to project completion, and 5) risk mitigation techniques. The proposed Graduate Certificate in Project Management is designed to deliver on each of these aspects.

* + 1. Student demand (projected enrollment) for proposed program

25

* + 1. Program approval letter from licensure/certification entity, if required (attach)
		2. Name of institutions offering similar programs and the institution(s) used as model to develop proposed program

Northwestern School of Professional Studies, University System of Maryland, and Villanova University.

* + 1. Proposed program review date (within 10 years of program implementation)

2026

1. **Will this program be offered:**
	1. **Traditional/Face-to-face** No
	2. **Distance/Online** Yes
		1. **If yes, indicate mode of distance delivery, and the percentage of courses offered via this modality (<50%, 50-99%, or 100%).**

100%

* + 1. **If online, will it be offered through Global Initiatives/Academic Partnerships (AP)?**

No

1. **Will this program be offered off-campus?** No
	1. **If yes, identify the off-campus location**

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**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

***Graduate Certificate in Project Management***

The Graduate Certificate in Project Management prepares individuals to apply quantitative and qualitative knowledge, skills, tool, and techniques to manage projects in a wide range of fields and occupations. Project management includes instruction in project planning, risk management, cost and time management, contracts and procurement, accounting, statistics, decision making, and human resources.

 **Project Management**

**Graduate Certificate**

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| **University Requirements:** |  |
|  See Graduate School Degree Policies for additional information (p.p. 22-23) |  |
| **Core Requirements:** | Sem. Hrs. |
|  MGMT 6003 Fundamentals of Project Management | 3 |
|  MGMT 6103 Applied Project Management | 3 |
| **Select two of the following:** |  |
|  MGMT 620v Certified Associate in Project Management Prep Course | 1.5 |
|  MGMT 630v Project Management Professional Prep Course | 1.5 |
|  MGMT 640v Agile Project Management | 1.5 |
| **Total Required Hours:** | 9 |

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