Bachelor of Science (BS) in Business with a specialization in Project Management

Effective January 8, 2018
Bachelor of Science (BS) in Business with a specialization in Project Management

The Project Management specialization provides undergraduate business learners with a foundational education in the processes, procedures, tools, and techniques of coordinating and managing projects in an organizational setting. The curriculum integrates practice and theory, and focuses on the basics of project management and ten knowledge areas of practice, including but not limited to resource allocation, risk assessment, and stakeholder management. Learners examine the role of project manager as a change agent working with others to create value for an organization. The curriculum focuses on development of project management technical skills, professional behavior, and strategic awareness that is required to make informed decisions. Successful graduates of this specialization are prepared to pursue careers as project coordinators, project managers, business analysts, and program managers.

*The FlexPath options for the project management specializations are not accredited by PMI-GAC.

This guide is intended to provide an overview of the specialization and is subject to change. Your enrollment counselor can provide updates, details, and Capella’s official University Catalog that specifies your program requirements.
### Career Information

#### RELATED EMPLOYMENT SETTINGS TO EXPLORE
- Corporation
- Insurance firm
- Government—local, state, federal
- Nonprofit organization
- Health care organization
- Technology company
- Manufacturing firm
- Construction, defense, and aerospace company
- Military
- Bank and financial institution
- Communications organization
- Education
- Information technology company
- Consulting firm

#### RELATED JOB TITLES TO EXPLORE
- Project lead
- Project manager
- Project coordinator
- Project specialist
- Program manager

#### SPECIALIZATION OUTCOMES
- Project Integration Management: Develop a project strategy to integrate and coordinate the interdependencies between professionally accepted processes and knowledge areas
- Project Scope Management: Develop a project strategy to define and control the scope activities of a project
- Project Time Management: Develop a project strategy that defines the processes required to manage the timely completion of a project
- Project Human Resource Management: Develop a project strategy to organize, manage, motivate, and lead the project team
- Project Cost Management: Develop a project strategy that includes the processes to complete the project within approved budget
- Project Quality Management: Develop a project strategy to ensure that the project deliverable's quality criteria are defined and requirements are met, and validated against a quality management system
- Project Stakeholder Management: Develop a project strategy to identify, analyze, and effectively manage the people, groups or organizations that are impacted positively or negatively by the project
- Project Communications Management: Develop a project strategy to ensure the identification and management of timely and appropriate communications to all project stakeholders
- Project Risk Management: Develop a project strategy to increase the likelihood and impact of positive events, and decrease the likelihood and impact of negative events on a project
- Project Procurement Management: Develop a project strategy to purchase or acquire products, services, or results needed from outside the project team

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*These are examples intended to serve as a general guide. Because many factors determine what position an individual may attain, Capella cannot guarantee that a graduate will secure any specific job title.

†Some jobs may prefer or even require a Project Management Professional (PMP) certification.

‡Residents of Washington may receive credit for prior learning only in the bachelor’s and MBA programs.
Curriculum

• 45 general education quarter credits
• 42 core course quarter credits
• 48 specialization course quarter credits
• 39 elective course quarter credits
• 6 capstone course quarter credits
• Total program credits: 180 quarter credits

GENERAL EDUCATION REQUIREMENTS

Choose 45 quarter credits with a minimum of 6 quarter credits from each of the following categories: communication, humanities, natural science and mathematics, and social science.

Required courses:

MAT2001 Statistical Reasoning ........................................ 6 quarter credits OR
MAT2002 Statistical Reasoning ........................................ 6 quarter credits

ADDITIONAL PROGRAM REQUIREMENTS

BUS1003 Developing Business Thinking† .......................... 6 quarter credits

CORE COURSES

BUS3003 Developing a Business Perspective‡ ................. 6 quarter credits OR
BUS3007 Developing a Business Perspective§ .................. 6 quarter credits
BUS3011 Fundamentals of Management .......................... 3 quarter credits
BUS3012 Fundamentals of Leadership ............................ 3 quarter credits
BUS3022 Fundamentals of Supply Chain Management ......... 3 quarter credits
BUS3030 Fundamentals of Marketing and Sales ................ 6 quarter credits
BUS3040 Fundamentals of Human Resource Management .... 6 quarter credits
BUS3050 Fundamentals of Organizational Communication .... 6 quarter credits
BUS3061 Fundamentals of Accounting ............................ 3 quarter credits
BUS3062 Fundamentals of Finance ................................. 3 quarter credits
PM3000 Principles of Project Management ..................... 3 quarter credits

SPECIALIZATION COURSES

PM4010* Process Groups and Knowledge Areas
in Project Management ........................................ 6 quarter credits
PM4020* Integration and Scope Management .................. 6 quarter credits
PM4030* Scheduling, Cost, and Quality Management .......... 6 quarter credits
PM4040* Human Resources and Motivation Management .... 6 quarter credits
PM4050* Communication and Stakeholder Management ...... 6 quarter credits
PM4060* Risk Management in Project Management .......... 6 quarter credits
PM4070* Procurement Management in Project Management ... 6 quarter credits
PM4080* Agile Project Management .............................. 6 quarter credits

ELECTIVE COURSES

Choose 39 quarter credits of additional undergraduate courses.†

CAPSTONE COURSE

Taken during the learner’s final quarter:

BUS4993 Business Capstone Project .............................. 6 quarter credits

*Denotes courses that have prerequisite(s). Refer to the course descriptions for further details.
† Learners who are determined to need additional support developing academic and professional writing and reading skills based on academic assessment must take BUS1003 during their first quarter.
‡ Learners who have completed BUS1003 are required to take BUS3003.
§ Learners who are not required to take BUS1003 are placed in BUS3007.
* Learners who have completed BUS1003 choose 33 quarter credits of additional undergraduate courses.

The courses in this program may require live web conferencing activities and/or learner audio/video recordings. Learners who require assistive technology or alternative communication methods to participate in these activities should contact Disability Services to request accommodations.

RESIDENCY CREDIT

Learners must complete a minimum of 45 quarter credits within the core and specialization requirements at Capella University.

ADMISSION REQUIREMENTS

High school diploma or equivalent

Applicants must be at least 24 years old. (This age requirement may be waived for military applicants, veterans, and applicants with 24 or more quarter credits of prior college/university coursework.)

Applicants who do not have any credits eligible for college/university transfer must successfully complete a university-approved examination.

Learners in this offering are eligible to pursue multiple specializations.

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Applicants who do not have any credits eligible for college/university transfer must successfully complete a university-approved examination.

Learners in this offering are eligible to pursue multiple specializations.
Required General Education Course Descriptions

MAT2001  Statistical Reasoning  6 QUARTER CREDITS
This course introduces fundamental concepts of elementary statistics, including descriptive
statistics, methods of counting, probability distributions, approximations, estimation, and
hypothesis testing. Learners use these concepts to apply and interpret statistical results.
Learners may earn credit for either MAT2001 or MAT2002, but not both.

MAT2002  Statistical Reasoning  6 QUARTER CREDITS
This course introduces fundamental concepts of elementary statistics, including descriptive
statistics, methods of counting, probability distributions, approximations, estimation, and
hypothesis testing. Learners use these concepts to apply and interpret statistical results.
This course includes adaptive learning components. Learners may earn credit for either
MAT2001 or MAT2002, but not both. Cannot be fulfilled by transfer or prior learning
assessment.

Additional Program Requirement Course Description

BUS1003  Developing Business Thinking  6 QUARTER CREDITS
Learners in this course begin to build and strengthen the knowledge, skills, and abilities
needed to succeed in a bachelor of science degree program and the workplace. Learners
develop and demonstrate business thinking and, in particular, evaluate case studies to acquire
and broaden their knowledge of the creation of an organization. In addition, learners expand
organizational, information literacy, critical-thinking, and problem-solving skills and apply an
understanding of ethics, team behaviors, and effective business writing. For BS in Business
learners only. Learners who are determined to need additional support developing
academic and professional writing and reading skills based on academic assessment must
take BUS1003 during their first quarter. Cannot be fulfilled by transfer or prior learning
assessment.

Core Course Descriptions

BUS3003  Developing a Business Perspective  6 QUARTER CREDITS
In this course, learners build and strengthen the knowledge, skills, and abilities needed to
succeed in their program and the workplace. Learners engage in interactive activities that
help them develop and demonstrate a business perspective and expand their organizational,
research, critical-thinking, and problem-solving skills. Other topics include ethics, team
relationships, project creation, and writing effectively for business. For BS in Business learners
only. Learners may only earn credit for BUS3003 or BUS3006 or BUS3007 or BUS3008.
Prerequisite(s): BUS1003. Cannot be fulfilled by transfer or prior learning assessment.

BUS3007  Developing a Business Perspective  6 QUARTER CREDITS
In this course, learners build and strengthen the knowledge, skills, and abilities needed to
succeed in their program and the workplace. Learners engage in interactive activities that
help them develop and demonstrate a business perspective and expand their organizational,
research, critical-thinking, and problem-solving skills. Other topics include ethics, team
relationships, project creation, and writing effectively for business. For BS in Business learners
only. Learners may only earn credit for BUS3003 or BUS3006 or BUS3007 or BUS3008.
Must be taken during the learner’s first quarter. Cannot be fulfilled by transfer or prior
learning assessment.

BUS3011  Fundamentals of Management  3 QUARTER CREDITS
In this course, learners acquire and demonstrate fundamental principles of management and
their relevance to organizations. Learners analyze how planning, organizing, controlling, and
leading influence managerial roles. Learners also integrate current management practices
and future trends and determine ways to apply management skills to all businesses and
professions. Learners who have received credit for BUS3010 may not take BUS3011.
You’ll experience practical, real-life examples and problem-solving opportunities through our interactive virtual simulation.

**BUS3012  Fundamentals of Leadership** 3 QUARTER CREDITS
This course is an introduction to principles and theories of leadership behavior and their application in business and community settings. Learners develop and demonstrate awareness of the characteristics, styles, and practices necessary for effective leadership. **Learners who have received credit for BUS3010 may not take BUS3012.**

**BUS3022  Fundamentals of Supply Chain Management** 3 QUARTER CREDITS
This course is an introduction to modern concepts and practices of efficient supply chain management. Learners build their knowledge of and demonstrate the relevance of supply chain design in support of organizational strategy and explore ways to manage an effective supply chain. Through the use of case studies, learners also analyze existing supply chain systems and recommend improvements.

**BUS3030  Fundamentals of Marketing and Sales** 6 QUARTER CREDITS
In this course, learners focus on the fundamentals of marketing and sales, including market research and planning, product differentiation and positioning, marketing communications, differences between consumer and business markets, and relational marketing and sales strategy. Learners demonstrate course competencies by preparing and presenting a marketing and sales plan and a corresponding marketing and sales strategy for a simple product offering.

**BUS3040  Fundamentals of Human Resource Management** 6 QUARTER CREDITS
This course is a survey of the human resources management (HRM) field and its function and role in the organization. Learners develop their knowledge of fundamental HRM principles and demonstrate competencies in areas such as compensation and benefits, legal requirements, and training and development.

**BUS3050  Fundamentals of Organizational Communication** 6 QUARTER CREDITS
This course helps learners develop and demonstrate competence in their understanding and application of the fundamentals of organizational communication; the interrelationship of organizational communication, symbols, culture, and performance; effective communication practices in relationships internal and external to the enterprise; and ways these factors contribute to successful organizational performance. Learners also analyze ways organizational communication factors are interrelated and function in an enterprise.

**BUS3061  Fundamentals of Accounting** 3 QUARTER CREDITS
This course is an introduction to the accounting function in modern business organizations. Learners define accounting terminology and explore its application to accounting principles. Learners also apply accounting cycle strategies to business financial events and prepare financial statements from accounting system data. **Learners who have received credit for BUS3060 may not take BUS3061.**

**BUS3062  Fundamentals of Finance** 3 QUARTER CREDITS
In this course, learners gain and apply finance basics including the time value of money concepts, stock and bond valuation techniques, and capital budgeting processes. Learners also demonstrate ways the relationship of domestic and global financial environments affect financial markets. **Learners who have received credit for BUS3060 may not take BUS3062.**

**PM3000  Principles of Project Management** 3 QUARTER CREDITS
In this course, learners are introduced to the fundamental basics of project management and gain a broad overview of project management standards and their applicability to both business and IT projects. This course emphasizes management theories, concepts, tools and techniques defined by the Project Management Institute (PMI®) including the Process Groups and Knowledge Areas. This course also introduces other project management methodologies and frameworks, including Agile (Scrum, Lean, DSDM and XP), PRINCE2®, Waterfall, and Six Sigma. Finally, learners study project politics and ethics, collaboration and team building, and leadership.
Specialization Course Descriptions

PM4010  Process Groups and Knowledge Areas in Project Management  6 QUARTER CREDITS
This course covers the project life cycle and project management processes. This includes initiating, planning, executing, monitoring and control, and closing. Learners analyze the relationship of the process groups to the Project Management Institute (PMI) knowledge areas and develop the documents and deliverables required for each stage of the project life cycle. Learners are also introduced to the importance of people-oriented skills, such as communications, team building, and leadership. Finally, learners apply the knowledge learned in the development and managing of a project. Prerequisite(s): PM3000.

PM4020  Integration and Scope Management  6 QUARTER CREDITS
In this course, learners cover integration management and scope management knowledge areas. Learners identify and examine the processes, tools, and techniques used to integrate activities from execution to project completion, and manage the interdependencies among the project management knowledge areas. Learners create the scope management plan component of the project management plan and emphasize a system solutions approach for gathering and defining business requirements and leveraging project change management for controlling project scope. Finally, learners consider the importance of developing strategic business and leadership skills, such as listening, problem solving, team building, market awareness, and customer relationship skills. Prerequisite(s): PM4010.

PM4030  Scheduling, Cost, and Quality Management  6 QUARTER CREDITS
This course focuses on project scheduling and cost and quality management in a business or information technology (IT) project context. Learners study project scheduling, costs and quality management processes, including quality planning, quality assurance, and quality control. Learners also monitor project results to evaluate compliance with schedule, costs and quality standards and gain an understanding of the steps involved in planning, performing, and controlling a business or IT project. Learners are introduced to a variety of scheduling, cost and quality tools that can be used independently or conjunctively. Finally, learners explore project management software to help in developing a project schedule. Prerequisite(s): PM4010.

PM4040  Human Resources and Motivation Management  6 QUARTER CREDITS
In this course, learners sample strategies for improving creativity, teamwork, and job satisfaction within a project team by creating and developing a project and recruiting team members. Learners study the theories on individual motivation and how it fits in the organizational structure. Learners examine the strengths and weaknesses of organizational development supporting project team member development to gain knowledge of how to effectively motivate project team members. Learners also gain understanding about virtual teams, how to effectively manage them, and evaluate the link between personality traits and resolving team conflicts and how to effectively communicate with your team to manage change. Prerequisite(s): PM4010.

PM4050  Communication and Stakeholder Management  6 QUARTER CREDITS
Learners in this course focus on project communication and stakeholder management knowledge areas. Learners cover the processes, tools, and techniques used to manage project communications and stakeholders across project management process groups and emphasize executive project sponsorship as a strategic tool for project success. Learners also acquire skills in strategic business management and leadership: customer relationship and satisfaction, operational functions, conflict management, negotiation, listening, problem solving, and team building. Prerequisite(s): PM4010.
PM4060  Risk Management in Project Management  6 QUARTER CREDITS
Learners in this course focus on project risk management and examine the processes, tools and techniques used to identify, analyze, prioritize, respond, and control risk on a project. This course emphasizes building a risk management process that can be standardized. Learners also acquire and demonstrate business management and leadership skills such as planning, environmental awareness and conditions, benefits management, brainstorming, listening, negotiation, problem solving, and team building. Prerequisite(s): PM4010.

PM4070  Procurement Management in Project Management  6 QUARTER CREDITS
In this course, learners examine procurement management and investigate the various types of contracts, their terms and conditions, and execution. Learners develop contract specifications, find potential sources, and evaluate bids. Finally, learners examine ethical standards and legal requirements in procurement within the global market. Prerequisite(s): PM4010.

PM4080  Agile Project Management  6 QUARTER CREDITS
This course introduces the concepts of Agile Project Management (APM). Learners gain an understanding of APM’s objectives, which are, in part, to deliver customer value earlier in repeated iterations, adapt to changes in a more flexible and timely manner to ultimately gain a result of higher customer satisfaction, and increased team morale, collaboration, and ownership. Learners apply their skills and knowledge to a scenario that requires the development of an APM-based project plan. Prerequisite(s): PM4010.

Capstone Course Description
BUS4993  Business Capstone Project  6 QUARTER CREDITS
The capstone project is the culmination of the BS in Business degree program. Learners demonstrate their technical and applied business knowledge and competencies along with critical-thinking and communication skills. Learners also formulate ideas for a new business product or service, create a vision, and develop a strategic plan that describes how to implement their concept. For BS in Business learners only. Must be taken during the learner's final quarter. Cannot be fulfilled by transfer or prior learning assessment.
Financial Aid

Capella University offers assistance to learners who qualify and would like to secure educational funding to help finance their academic program. A number of options are available, given the diverse needs and backgrounds of prospective learners. Options include:

- Federal Direct Stafford Loan Program
- Federal Direct PLUS Loan Program
- Non-federal loans through preferred lenders and financial institutions
- Capella scholarships
- External scholarships
- Veterans’ educational benefits and U.S. armed forces discounts
- Corporate and higher education alliances
- Employer tuition reimbursement

Regarding loan programs, interest rates for Stafford student loans are low compared to other types of consumer loans, and repayment can be deferred until after graduation. In compliance with federal and state laws, Capella University has established policies for all learners regarding satisfactory academic progress, which is necessary for financial aid eligibility.

Tuition and Fees

This tuition estimate is effective July 10, 2017, and is subject to change. For current pricing, visit the Capella University website at www.capella.edu.

<table>
<thead>
<tr>
<th>TUITION/FEE</th>
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<tbody>
<tr>
<td>Tuition per lower-division credit (1000–2000 level) $347</td>
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<tr>
<td>Tuition per upper-division credit (3000–4000 level) $402</td>
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<tr>
<td>Resource kit per quarter                         $150</td>
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Digital course materials covered by the quarterly resource kit fee offer advantages such as immediate mobile access to books; fast, easy full-text search of materials; digital note-taking; and peer collaboration through note sharing.

Contact an enrollment counselor at 1.888.CAPPELLA (227.3552) to discuss your financial aid opportunities.

There are many financial aid options available to help you offset tuition costs.
Academic Leadership

Rhonda Capron, EdD
Dean
Dr. Rhonda Capron is an accomplished leader with remarkable business acumen, extensive academic experience and professional relevance within the confluence of today’s transformative marketplace. She brings a unique blend of background and experience to Capella as a seasoned executive and higher education leader with more than 15 years of experience successfully leading strategic initiatives and operations within high-tech businesses. She also has 10 years in higher education, including extensive, hands-on experience teaching, faculty and staff leadership; academic programming; curriculum development; and strategic planning. Dr. Capron joined Capella in 2016. She was previously the academic dean of the School of Business at University of Phoenix. Prior to that position, she held a number of academic leadership roles at William Jessup University in Rocklin, California. In addition she has an extensive background in both the business sector and the military. Rhonda was vice president of support services and software as a service at Oracle Corporation, and she served as the deputy director for operations within the Departments of Army and Energy.

Cheryl Bann, PhD
Associate Dean
Dr. Cheryl Bann is the associate dean of business in Capella’s School of Business and Technology. She has worked with Capella since 2002, initially as adjunct faculty and then, beginning in 2004, as core faculty. Prior to joining Capella, Dr. Bann spent more than 30 years working in the corporate sector (at General Mills and Dain Bosworth), in government (at the Minnesota Trade Office), and in a private consulting practice. In addition, she possesses extensive international experience as a consultant on more than 45 USAID projects in 15 countries, as well as teaching experience at the bachelor’s, master’s, and doctoral levels. Dr. Bann’s educational background includes a BA in Physiology and a BS in Business from the University of Minnesota–Twin Cities, an MBA from the University of St. Thomas, and both an MS in Instructional Design for Online Learning and a PhD in Organization and Management with a specialization in Leadership from Capella University. In 2006, Dr. Bann was a recipient of Capella’s Harold Abel Distinguished Faculty award.

Brian Barton, MBA
Faculty Chair
Prior to his role as a faculty chair in Capella’s School of Graduate Studies, Brian Barton was an adjunct faculty member at Capella for several years, facilitating courses in marketing, e-business, and management. He has a BSEE and an MBA from the University of Michigan, and more than 30 years of experience in technology and business in North America, Europe, and Japan. He is a former member of the American National Standards Institute (ANSI), the Electronic Industries Association (EIA), and the International Standards Organization (ISO), where he has worked on worldwide industry standards in manufacturing and telecommunications. Barton has developed and taught university-level courses both on-ground and online, and specializes in management and leadership, marketing, e-business, and project management education. In addition to teaching at Capella University, Barton taught at the University of Michigan early in his career. Prior to his full-time involvement with Capella, Barton was president and CEO of The Solution Sets Group, Inc., a marketing services and e-business solutions provider. He has also been the director of worldwide marketing for Cabletron Systems, vice president of marketing and a corporate officer of Network Express, Inc., director of engineering for Applicon, Inc., and manager of engineering for Comshare.
Move Forward with Capella University

WORKING SCHOLARS
Capella provides an online, flexible learning environment for working adults who are also determined scholars. That connection between academic and professional work infuses the entire Capella experience—from the faculty we recruit to the course projects you complete. The theories discussed in the courseroom are designed to develop working knowledge for everyday situations.

AN ACCREDITED UNIVERSITY
Our accreditation* is an assurance to students, employers, and the public that Capella University meets established standards for quality of faculty, curriculum, and learner services. It is also an important factor in the ability to transfer credits among higher education institutions. Regional accreditation, the type held by Capella, is the most common type for major public, state, and private institutions in the United States.

VALUING YOUR KNOWLEDGE AND EXPERIENCE
Adults bring a wealth of experience and learning to their education. Capella courses are designed to bring out your perspectives just as you gain from others’ ideas. Your knowledge can also be worth time and money: An enrollment counselor can help you estimate how much of your prior learning may apply toward your Capella degree program.