Admission Requirements

Applications for admission are accepted, and admission decisions are made, on a rolling basis.

Admission to the Post-Baccalaureate Certificate in Project, Program and Portfolio Management is competitive and the eligibility requirements to be admitted into the program are:

- A bachelor’s degree in a relevant field from a regionally accredited college or university** and/or three years post-bachelor’s experience working in project management-related area is recommended. Applicants must have a cumulative GPA of 3.00 (on a scale of 4.00) or equivalent on the most recent 60 units of graduate or undergraduate work. Conditional admission may be granted with a minimum GPA of 2.75.
- For international students, a minimum IELTS score of 6.5 or minimum TOEFL score of 80 for iBT (550 for paper-based testing) is required. See more details for international admissions at https://www.towson.edu/academics/graduate/admissions/apply/international.html.
- Applicants must submit a résumé and a one- to two-page statement describing their past relevant experience, their career goals and how they expect this program to support those goals.
- Two reference letters are required attesting to the applicant’s ability to withstand the rigors of a graduate education.

Submit the online application. (https://www.towson.edu/academics/graduate/admissions/apply)

Non-immigrant International Students

Program Enrollment: F-1 and J-1 students are required to be enrolled full-time. The majority of their classes must be in-person and on campus. See the list of programs that satisfy these requirements (https://www.towson.edu/academics/graduate/admissions/international/programs-complyingj1-f1-regulations.html), and contact the International Student and Scholars Office (https://www.towson.edu/academics/international/issos) with questions.

Admission Procedures: See additional information regarding Graduate Admission policies (https://www.towson.edu/academics/graduate/admissions/policies.html) and International Graduate Application (https://www.towson.edu/academics/graduate/admissions/international) online.

**See Exceptions to Policy in Graduate Admissions (https://www.towson.edu/academics/graduate/admissions/policies.html)

Certificate Requirements

Students must complete a total of at least 15 units.

The required courses in the certificate program include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBTM 604</td>
<td>INTRODUCTION TO PROJECT MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>EBTM 620</td>
<td>PROCUREMENT AND SOURCING</td>
<td>3</td>
</tr>
<tr>
<td>EBTM 625</td>
<td>PROJECT LEADERSHIP AND COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>EBTM 715</td>
<td>PROJECT COST ACCOUNTING AND FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>or EBTM 735</td>
<td>SIX-SIGMA QUALITY</td>
<td></td>
</tr>
<tr>
<td>EBTM 750</td>
<td>PROGRAM AND PORTFOLIO MANAGEMENT</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 15

Learning Objective 1

Compare and contrast key subject domains of project, program and portfolio management. (Bloom’s Level 4 – Analyze)

Courses assessed: Intro to Project Management (EBTM 604); Program and Portfolio Management (EBTM 750).

Learning Objective 2

Use critical thinking and problem-solving skills to evaluate a PPP situation. (Bloom’s Level 5 – Evaluate)

Courses assessed: Project Cost Accounting and Finance (EBTM 715); Procurement and Sourcing (EBTM 620).

Learning Objective 3

Compare and contrast methods to evaluate leadership skills and communication plans in a PPP setting. (Bloom’s Level 4 – Analyze)

Courses assessed: Project Leadership and Communication (EBTM 625); Program and Portfolio Management (EBTM 750).

Learning Objective 4

Create an integrated project or program plan and portfolio using appropriate software. (Bloom’s Level 6 – Creating)
Courses assessed: Intro to Project Management (EBTM 604); Program and Portfolio Management (EBTM 750).