Project Management Program – Work Based Learning (PM-WBL)
Proposed Release Time Assignment – Courtney Brown Spring 2021

The Merritt College [Computer Project Management Certificate of Achievement Program](#) is a workforce program providing instruction in the application of Software Engineering skills to Business projects that use Computers for process improvement or innovation. Students use software engineering process and apply of combination of skills, tools, and techniques to manage project activities; enumerate project goals as sequences of tasks with clearly defined beginning, end, scope, and resources, in order to create a prioritized task list that will lead to successful completion. This proposal will provide the opportunity to utilize these skills in the service of Merritt College and Career Education (CE) while they complete their studies. It also provides for student advancement by enabling them to earn program applicable Occupational Work Experience (OWE) in project management as student employees. This OWE documents their 150 hours of paid work experience which, upon completing the program, qualifies them to take the Certified Associate Project Manager (CAPM) examination from the governing body [Project Management Institute](#) and if successful, earn that occupational certification.

This award confers two possible competencies based on the elective selected by the student:

1. Management of business projects
2. Management of digital marketing projects

This essential work of this proposal is to source candidate projects for students from two initial bodies listed below and align them with one or more related yet distinct projects. These sources are:

A. The Merritt Technology Committee (MTC) which collects prioritized sets of campus needs through direct surveys, communication with college committees, and communication with functional groups.
B. The Career Education (CE) Committee – a sub-committee of the Merritt College Academic Senate consisting of CE disciplines. These CE disciplines are regularly allocated funds for Strong Workforce Projects. These projects can benefit from student assistance with project management and/or digital marketing using social media.

Business and Technology co-chair (Brown) has been in consultation with program faculty about PM-WBL candidate criteria and artifacts of evidence to measure successful outcomes. The list below collects the information from this ongoing conversation.

Structure of PM-WBL engagements for students in the Computer Project Management Program

1. A student undertaking a project must have successfully completed or be concurrently enrolled in an appropriate written communication course: ENGL 1A, ENGL 5, or BUS 19.
2. The student will be engaged as a Student Employee in Peralta earning student wages for 150 hours of work and an examination voucher ($300) to take the Certified Associate Project Manager (CAPM) examination, earning an occupational certificate from the Project Management Institute if they pass. Documented OWE is required in order to qualify to the CAPM exam which can be fulfilled by providing a transcript showing 2 units of COPED.

3. Each student must register for a 2-unit COPED 469 labeled with "For Project Management" in the schedule, assigned to the PM-WBL instructor.
4. The instructor for the following courses will provide an appropriately scoped project template aligned with either "CIS 051 Introduction to IT Project Management" or "BUS 83 Introduction to Digital Marketing" which guides the student in achieving OWE learning outcomes while enrolled in the respective course.
5. Students may be assigned to work in teams, rotating through different responsibilities on a project.
6. The student will complete the non-credit "Computer Science and Information Systems Career Readiness" program and post their updated resume to Merritt Jobconnect merrittjobconnect@peralta.edu, and leverage the resources such as the CE counselor, CalJOBS, MerrittHub, or indeed.com.
7. Complete a 1 to 2-page reflection paper in which they describe their experience and provide a summary in which they list of 3 employment opportunities they might consider drawn from the resources above. One entry should be provided in each of the following employment categories: 1) Part-time, 2) Contractor, 3) Full-time employee, using the skills gained in the program.

As designed, this Project Management Work Based Learning initiative will provide students the opportunity to earn while they learn, acquire in-demand workforce appliable skills, document their Occupational Work Experience, and earn an occupational certification while supporting Merritt College in its continuous improvement efforts to better serve students and the community.