Project Analyst
Business Tech Pathway

nuPaTHS
Cofounded by Harrisburg University

The Project Analyst plays an integral role as part of the organization's project teams. They coordinate multiple tasks and work closely with the project managers to ensure the successful completion of projects. They are a traffic controller who arranges assignments, analyzes the budget and timeline of a project and provides status reports to management and stakeholders. In addition, they utilize spreadsheets and databases to offer data visualization for improved decision making.

Every business needs efficient project management for continued and sufficient growth and every project manager relies on the support of a skilled and knowledgeable individual who can support the successful completion of projects.

5 Courses, 5 Certifications, 9 Credits	216 Hours
Foundations in Information Technology	**Components and Processes for Project Success**
Capturing, Organizing, and Presenting Data	**Introduction to Agile Project Management**
Business Skills Workshops	

5 Certifications*	CompTIA | Microsoft| IAPM
CompTIA IT Fundamentals Microsoft Office Specialist – Microsoft Excel Certiport – IT Specialist: Databases	CompTIA Project+ IAPM – Certified Junior Agile Project Manager

*Third party certification providers give certification exams that must be successfully completed as per their requirements.

Project

Students will create a project charter, work breakdown structure, and project schedule for an enterprise project, and will also identify communication and data capture tools for project management.

Certificate of Completion	College Credits
Students who pass all the courses and pass at least 50% of the certification exams receive a **Certificate of Completion** that represents successful completion of the Project Analyst program.	Whether or not you plan to continue your formal education immediately after completing a NuPaths' program, you'll earn college credits that you can apply toward a college degree. Students have the potential to earn up to **9 college credits** in the Project Analyst program.

Course Descriptions

Foundations in Information Technology

The course focuses on the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Students learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. A fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance is gained.   The course also includes an exploration of cutting-edge technologies such as cloud computing and virtualization.

Capturing, Organizing, and Presenting Data

Students will explore spreadsheets and databases for capturing, organizing, and presenting data.   They will learn the essentials for editing, formatting, and printing worksheets and workbooks as well as how to visualize data in Microsoft Excel with charts, styles, and templates. Students will also develop the skills necessary to create a new database, construct data tables, create reports and analyze queries and statements in SQL server. Relational database design, writing advanced queries, data retrieval, data manipulation using DML, and troubleshooting data object management, retrieval and manipulation query failures are explored.

Processes and Components for Project Success

The course is designed to provide you with the skills and software knowledge needed to be a successful project coordinator in today's rapidly changing world. The experience in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

Introduction to Agile Project Management

Whether a purely agile or mixed method project, you need specific skills and knowledge to execute an agile project framework. Learn the basics of being a product owner, Scrum master or member of a Scrum Team as part of managing dynamic projects with incremental product deliverables.

Business Skills Workshops

This course focuses on the business or "soft" skills that allow people to interact effectively and productively; skills like collaboration, communication, emotional intelligence, and time management.

Technology Experience Gained

Anti-malware software . Productivity software . Browser software . Backup software . Workstations Jira . Laptops. Wireless routers . Printers . External storage . Mobile devices . Microsoft Excel . SQL Server . Microsoft Project . Microsoft Visio . Microsoft SharePoint . Microsoft Word . Microsoft PowerPoint