

BUSINESS SCHOOL

General Course

Project Management



iNTEC
COLLEGE
Leader in Distance Learning

Build your future the INTEC way



Programme Types offered at INTEC College

NQF

National Qualifications are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification.

Provider Programme

INTEC Provider Programmes are INTEC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the INTEC Academic Board.

Agent Programme

Agent programmes are programmes for which INTEC offers tuition, but where INTEC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations.

Career Booster

INTEC CareerBooster courses are continuous professional development (CPD) short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

Career Starter

INTEC CareerStarter courses are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme.

Job Creator

INTEC JobCreator courses were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby and to help you start your own business.

Self Enrichment

INTEC Self-Enrichment courses are offered for self-enrichment or job-seeking purposes. They will add value to your experience of life and of a particular chosen field of interest.

Fundamentals of Project Management Short Course Certificate

Career Starter



Do you have the ability to motivate others, manage your time efficiently, communicate effectively, and work with figures? Do you have strong facilitating and decision-making skills?

Then you should enrol on this Short Course Certificate in Introduction to Project Management.

Programme Type

The Fundamentals of Project Management Short Course Certificate is an **Orientation Programme**.

Entrance Requirements

Grade 10 (Std 8) or an equivalent. (If you don't meet the minimum entrance requirements, but you have 3 years' relevant work experience, please contact your nearest INTEC branch to apply for possible admission to the course.)

Course Duration

You should be able to complete this course within 12 months.

Course Content

This course consists of the following:

- Introduction to Project Management
- Introduction to Statistics
- How to Plan, Organise and Control
- How to Meet Responsibilities
- How to Motivate
- How to Control Costs
- How to Meet Responsibilities
- Principles of Supervision
- How to Train

Assessment

You are required to hand in assignments to the College for marking.

Award

After you successfully complete the course, you will receive your INTEC Short Course Certificate in Fundamentals of Project Management.



Computerised Project Management Diploma

Career
Booster

This course will enhance your project-management skills and increase your effectiveness in using Microsoft Project.

It will prepare you for a job as a Project Manager in any field.

Programme Type

The Computerised Project Management Diploma is a **Continuous Professional Development Programme**.

Entrance Requirements

Grade 12 (Std 10) with Computer Literacy. (If you don't meet the minimum entrance requirements, but you have 3 years' relevant work experience, please contact your nearest INTEC branch to apply for possible admission to the course.)

Course Duration

You should be able to complete this course within 12 months.

Course Content

This course consists of the following:

- Fundamentals of Project Management
- Project Management
- Microsoft Project 2003

Assessment

It is not compulsory to hand in assignments but you are required to write exams. Please note that there are exam sittings in June and October of each year. You will need to submit an examination entry form, together with the prescribed examination fee, to the College before the closing date for the next examination. Please refer to your exam guide for more details.

Award

After you successfully complete the course, you will receive your INTEC Diploma in Computerised Project Management.



*Software available



If you don't already have it, you can obtain MS Project Professional from the College at a reduced rate.

*INTEC reserves the right to change this item without prior notice.

PC Requirements

In order to run MS Project, you need access to a computer with the following:

- Pentium Processor (P111 650 Mhz)
- 130MB free hard drive space
- 128MB RAM
- MS Windows 2000/XP operating system
- DVD drive
- 16-bit soundcard
- Internet access
- Super VGA display monitor
- MS Office 2000/XP

Read what successful Project Management students have to say:

Becoming more profitable!

I have benefited a lot from the INTEC Project Management course. It changed the way I work – and the skills I am using will help our organisation grow and become more effective in the industry – while becoming more profitable. It has equipped me to be more specific in the way I set tasks.

PG – Swartklip

An eye-opener!

This course has opened my eyes. I learned how to motivate people through discussion and respect, and how different ways of communication can affect how your message is understood. I am going to use the skills I have acquired to motivate people to set up self-help groups in village communities.

RM – Suswe



Introducing Project Management South Africa



PMSA is the representative Professional Body of Project Management in South Africa. PMSA is a not-for profit professional association that is governed by a Board of Directors, managed and administered by a National Office and directed by a National Executive Committee. PMSA does not offer training in Project Management. It does, however, have a programme called the Registered Education and Training Provider (RETP) programme, through which training and education providers apply to be registered by PMSA. This PMSA endorsement is conferred on successful applicants according to the quality of the courses on offer.

INTEC College has been awarded Silver Registered Education and Training Provider (RETP) status. This means that based on the review of the three courses namely Introduction to Project Management, Project Management Techniques and Project Management Short Course Certificate have been deemed compliant with a prevailing international project management methodology.



Introduction to Project Management

Career
Booster



This programme will provide individuals with the knowledge, understanding and skills to administer and support virtually any small project and event. This programme is ideal for managers entering Project Management and team members in the project management office (PMO).

Programme Type

The Introduction to Project Management is a **Continuous Professional Development Programme**.

Entrance Requirements

Grade 12 (Std 10) or equivalent. (If you don't meet the minimum requirements, but you have 3 years experience, please contact your nearest INTEC branch to apply for possible admission to the course.)

Course Duration

You should be able to complete this programme within 18 months.

Course Content

This course consists of the following:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

Assessment

Students are required to complete and hand in 3 written assignments and write a formal exam per subject. PLEASE NOTE: That there are exam sittings in June and October of each year. You will need to submit an exam form, together with the prescribed examinations fee, to the college before the closing date for the next exam. Please refer to your exam guide for more details.

Award

Upon successful completion of the qualification, you will receive an INTEC Introduction to Project Management Certificate.



Project Management Techniques

Career
Booster

This programme is ideal for Project Managers who need a solid platform to establish a fully integrated project management system to monitor, process and communicate large volumes of Project information.

Programme Type

The Project Management Techniques programme is a Continuous Professional Development Programme.

Entrance Requirements

Introduction to Project Management or equivalent. (If you do not meet the minimum requirements, but have 3 years working experience, please contact your nearest INTEC branch to apply for possible admission to the course.)

Course Duration

You should be able to complete this programme within 18 months.





Course Content

The areas covered in this programme are the same as those covered in the Intro to Project Management only on a higher level.

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

Assessment

Students are required to complete and hand in 3 written assignments and write a formal exam per subject.

PLEASE NOTE:

Please note that there are exam sittings in June and October of each year. You will need to submit an exam form, together with the prescribed examinations fee, to the college before the closing date for the next exam. Please refer to your exam guide for more details.

Award

Upon successful completion of the qualification, you will receive an INTEC Project Management Techniques Certificate.



Project Management Short Course Certificate

Career
Booster

As projects become larger and more complex in size and scope, people with the ability to coordinate multiple tasks have become valuable assets to any organisation.

Programme Type

The Project Management Short Course Certificate is a Continuous Professional Development Programme.

Entrance Requirements

Grade 11 (Std 9) or an equivalent or INTEC Fundamentals of Project Management Short Course or Introduction to Project Management. (If you don't meet the minimum entrance requirements, but you have 3 years' relevant work experience, please contact your nearest INTEC branch to apply for possible admission to the course.)

Course Duration

You should be able to complete this course within 12 months.

Which skills will I acquire?

The skills and knowledge that you will gain through this course will familiarise you with the following:

- Contributing and providing assistance to a project's scope, life cycle activities and the effective execution of a project plan.
- Supporting the implementation of a project plan.
- Performing administrative duties related to a project, for example, documentation, meetings and workshops.
- Contributing to financial issues related to cost budgets.
- Supporting team members on a specific project.



- Performing procurement duties related to a project.
- Supervising a project team.
- Implementing a range of procedures and systems related to developmental, technical or business projects.

Assessment

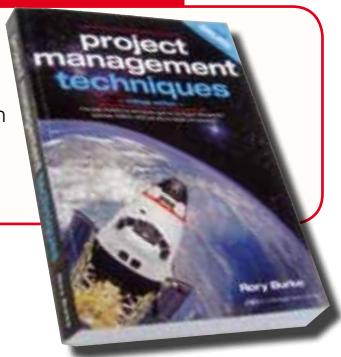
It is not compulsory to hand in assignments but you are required to write 1 exam. Please note that there are exam sittings in June and October of each year. You will need to submit an examination entry form, together with the prescribed examination fee, to the College before the closing date for the next examination. Please refer to your exam guide for more details.

Award

After you successfully complete the course, you will receive your INTEC Short Course Certificate in Project Management.

*FREE with your course

Receive the New *Project Management* textbook **FREE** when you enrol on this course.*



*INTEC reserves the right to change free items without prior notice.

From the Principal's desk

Take your next step now!

Follow through on your decision to enhance your life and your future prospects by enrolling in INTEC's Project Management courses today!



Why study with us?

- Quality study material designed specifically for home-study.
- The freedom to study at YOUR pace, where and when it suits YOU.
- The widest range of courses for today's world.
- Free consultations with INTEC's career counselling and development specialists.
- Free study choice advice from INTEC's Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and individual attention from qualified tutors.

Umalusi Accreditation

INTEC College (Pty) Ltd has been awarded provisional accreditation by Umalusi and is a confirmed candidate for full accreditation. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za. We were among the first private education and training providers to receive provisional accreditation from Umalusi.

Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees' education, and are required to quote the following accreditation number: FET 00037 PA.

DoE Registration

INTEC College (Pty) Ltd has been granted provisional registration by the Department of Education as a Private FET College, until 31 December 2014. Registration no. 2008/FE07/025 - see www.education.gov.za. For further information please refer to our website: www.intec.edu.za

INTEC College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Phillip Slatter
INTEC College Principal



go to: www.intec.edu.za or email: info@intec.edu.za

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INTEC College (PTY) LTD FET 00037 PA is a member of both the National Association of Distance Education Organisations in South Africa (NADEOSA) and the Association of Private Providers of Education, Training and Development (APPETD).

