

BUSINESS SCHOOL

Project Management

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 (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a national qualification.

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.

INTEC Programme

INTEC Programmes are INTEC's own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the INTEC Academic Board. INTEC Programmes fall into FIVE categories:

Career Programme

- **INTEC Career Programmes** are INTEC's own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

Career Booster

- **INTEC Career Booster 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 Career Starter courses** are short courses that introduce you to a particular field or career; and that offer you the opportunity to explore an interest or a skills set without having to enrol on a full programme.

Job Creator

- **INTEC Job Creator 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 purposes. They will add value to your experience of life in a particular chosen field of interest.

INTEC Computerised Project Management Diploma

Career
Booster



Course Overview

This course will enhance your project management skills and increase effectiveness in using Microsoft Project. It will prepare you for a job as a Project Manager in any field.

Programme Type

The INTEC Computerised Project Management Diploma is part of the INTEC Career Booster Series. The INTEC Computerised Project Management Diploma is an INTEC diploma, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or equivalent, or relevant work experience (3 years).

Course Content

- Introduction to Project Management
- Project Management
- Microsoft Project 2010

Course Duration

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

Assessment and Exam Information

All assignments are optional, but you will need to write and pass 3 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Computerised Project Management Diploma.



*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.

Standard PC or laptop requirements:

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

- Personal computer or a laptop with minimum 1GHz (x86) or 1.4GH (x64) processor (2GHz or faster recommended).
- 512 MB of RAM or more (2 GB recommended; 4 GB enables you to host all the virtual machines specified for all the practice exercises in the book).
- 15 GB free hard disk space (40 GB recommended; 60 GB enables you to host all the virtual machines specified for all the practice exercises in the book).
- CD-ROM drive or DVD-ROM drive.
- Super VGA (1,024 × 768) or higher resolution video adapter and monitor.
- Keyboard and Microsoft mouse or compatible pointing device.



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 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 - the courses have been deemed compliant with a prevailing international project management methodology.





INTEC Introduction to Project Management Certificate

Career
Booster

Course Overview

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 INTEC Introduction to Project Management Certificate is part of the INTEC Career Booster Series. The INTEC Introduction to Project Management Certificate is an INTEC certificate, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or equivalent, or relevant work experience (3 years).

Course Content

- 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

Course Duration

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

Assessment and Exam Information

All assignments are optional, but you have to write and pass 1 formal exam. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Introduction to Project Management Certificate.

INTEC Project Management Techniques Certificate

Career
Booster



Course Overview

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 INTEC Project Management Techniques Certificate is part of the INTEC Career Booster Series. The INTEC Project Management Techniques Certificate is an INTEC certificate, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or INTEC Introduction to Project Management Certificate or an equivalent, or relevant work experience (3 years).

Course Content

The topics covered in this programme are the same as the topics covered in the INTEC Introduction to Project Management Certificate, only on a higher level.

- Project Management Techniques
- 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

Course Duration

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

Assessment and Exam Information

All assignments are optional, but you have to write and pass 1 formal exam. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Project Management Techniques Certificate.

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 one of INTEC's Project Management courses today!



Why study with us?

- Quality study material designed specifically for home-study.
- The freedom to study at YOUR own 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 attention from qualified tutors.

Umalusi Accreditation

INTEC College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa

- see www.umalusi.org.za

Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees' education, and are required to quote the following Provisional Accreditation No.: FET 00037 PA.

DHET Registration

INTEC College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014.

Provisional registration No. 2008/FE07/025 - see www.dhet.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

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).

INTEC is a Registered Credit Provider: NCRCP 2325

