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JOHANNESBURG:  
DURBAN:

**MILPARK**  
BUSINESS SCHOOL



## SHORT COURSE CERTIFICATE IN APPLIED PROJECT MANAGEMENT

### DESCRIPTION

This Short Course offers a comprehensive coverage of the skills and knowledge required by practising Project Managers. All the well-known knowledge areas and processes of project management are given detailed treatment. This attention to detail is further reinforced by the extensive use of case studies and practical scenarios to bring theoretical concepts to life in the learning environment. It is a journey during which our very knowledgeable facilitators, themselves practicing project managers, draw from the rich and varied experiences of the students to sustain an ever exciting atmosphere for learning and growth.

In the design and implementation of the programme, two core objectives have been/will be kept in mind:

1. To keep the content and structure relevant to contemporary practice in project management.
2. To provide the students with excellent prospects of achieving a qualification, which earns both local and international recognition.

Project management literacy is perceived by many organisations today as the third and compulsory level of literacy, after basic literacy and computer literacy. Therefore, anybody who is serious about personal and career growth will, at some stage, find the need to acquire formal Project Management knowledge and skills. It is a decision that should be made sooner rather than later. Your training partner may just be the difference in expediting this dream. The Short Course in Applied Project Management is for anyone who wants to have a professional impact in the field of Project Management.

### ADMISSION REQUIREMENTS

Applicants with the following qualifications will be considered for admission:

A Senior Certificate

Fundamentals of Project Management

Applicants who are 21 years or older and who have relevant experience may apply to the Programme Committee for special exemption

### CERTIFICATION

Upon successful completion of the study programme and internal assessments, candidates will be awarded the Short Course Certificate in Applied Project Management by the Milpark Business School. This qualification is endorsed by Project Management South Africa (PMSA).

Milpark Business School is a registered education provider with the PMSA and is also registered with the Department of Education (registration number 2007/HE07/0030) as a Private Higher Education Institution.

## **EXIT LEVEL OUTCOMES**

After completing this short course, the candidates will:

- Have an integrated knowledge of the 9 knowledge areas, the 5 process groups and the project management lifecycle.
- Be able to apply this knowledge in practical situations as members of large projects or leaders of small- to medium-sized projects. Depending on individual experience, successful candidates will be able to manage large projects.
- Be able to confidently sit for PMI professional credential examinations, namely the CAPM ® and the PMP ®, in accordance with individual experience as required by the PMI.

## **PROGRAMME OUTLINE**

- Creating the Project Charter
- Developing the Project Scope and Plan
- Project Risk Management
- Resource Planning
- Project Scheduling and Budgeting
- Team Management and Communication
- Measuring and Controlling Project Performance
- Project Change Management
- Project Integration and Closure
- Professional and Social Responsibility

## **ASSESSMENT**

An integrated approach to assessment is applied. This includes a formal individual formative assessments as well as an individual summative assessment. Each session however contains group assignments as part of the formative process. The practical nature of the programme is emphasised in all assessments. The pass requirements are outlined in the programme outline.

## **DURATION**

### **12 weeks**

This short course will be offered over 60 contact hours, on a part-time basis. Lectures will be scheduled on Saturdays (5 hours each). Results of internal assessment will be released within 4 weeks of completion of the course. Students may be given a second and final opportunity to retake assessments in which they were initially unsuccessful.

## **FURTHER STUDIES**

The primary objective of our Short Courses is to achieve focused skills and knowledge in order to address identified specific individual or organisational growth needs and not just academic articulation. Given its structure, content

and assessment criteria, the Short Course Certificate in Applied Project Management will however be considered, where appropriate, for internal credit transfers at Milpark Business School.

## **ABOUT THE BUSINESS SCHOOL**

Milpark Business School offers a range of tertiary qualifications, conditionally accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers both distance-learning and contact-learning options, and workshops. The programmes range from a variety of Certificates and Diplomas to an MBA and a BCom in Banking Management.

## **PRICING**

The fees include prescribed textbooks, comprehensive student guides and one cycle of internal assessments.

Please contact Milpark Business School Sales Department for more details.

## **DISCLAIMER**

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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