

**HEAD OFFICE CAPE TOWN:**

Tel: (021) 673-9100 Fax: (021) 673-9111  
2<sup>nd</sup> Floor, Sunclare Building, Cnr Dreyer & Protea Roads, Claremont  
PO Box 44235, Claremont, 7735  
Email: [register@milpark.ac.za](mailto:register@milpark.ac.za) Website: [www.milpark.ac.za](http://www.milpark.ac.za)

**JOHANNESBURG:  
DURBAN:**

Tel: (011) 718-4000  
Tel: (031) 266-0444

**MILPARK**  
BUSINESS SCHOOL



## SHORT COURSE IN MICROSOFT PROJECT 2010

### DESCRIPTION

This course is designed to provide MSP2010 application knowledge and skills required to complement theoretical and conceptual knowledge in Project Management. Candidates who have had previous exposure to project management theory will find tremendous benefits in the ability to plan, control, evaluate and communicate project management information using a structured set of tools. The programme scope covers both stand-alone and enterprise-wide applications. This is a must-have for anyone seeking any form of meaningful participation in a project management environment.

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.

### ADMISSION REQUIREMENTS

Open enrolment

Some knowledge of project management theory is recommended.

### CERTIFICATION

Upon successful completion of the study programme and internal assessments, candidates will be awarded the Short Course Certificate in Microsoft Project 2010 by the Milpark Business School.

Milpark Business School is a registered education provider with the PMSA (instruction certificate 01HB08) and is also registered with the Department of Education as a Private Higher Education Institution (2007/HE07/003).

### EXIT LEVEL OUTCOMES

After completing this programme, the candidates will be able to:

- Use the various tools and objects provided in Microsoft Project 2010.

- Link tasks, indicate task dependencies, lead and lag time, task constraints and deadlines using MS Project 2010.
- Perform project costing and resourcing using MS Project 2010.
- Track and report project progress using MS Project 2010.

## **PROGRAMME OUTLINE**

- Introduction to Microsoft Project 2010: Tools, objects and components
- Task Dynamics using MSP 2010: Linking tasks, task dependencies and task constraints
- Project Resourcing using MSP 2010: Recurring tasks, project team dynamics and costing
- Project tracking and reporting using MSP 2010: Base lining and tracking progress
- Reporting

All sessions for this programme are conducted in a specially equipped state-of-the-art facility that allows for hands-on exposure to the relevant skills, knowledge and applications.

## **ASSESSMENT**

The vast proportion of this course will be computer based. Accordingly, most assessments will also be computer based. An integrated approach to assessment is applied. This includes individual and group formative assessments as well as an individual summative assessment.

## **DURATION**

### **16 Hours / 4 weeks**

This is a part-time course offered on Saturdays. Special provision can be made to offer the course over four full days.

## **FURTHER STUDIES**

The Short Course in Microsoft Project 2010 is designed to offer requisite practical knowledge and skills in a unique discipline, namely, project management.

## **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**

Please contact the Milpark Business School Sales Department for current course fees for this programme. The fees include prescribed textbooks, comprehensive learner guides and all internal assessments.

## **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.

Email: [info@milpark.ac.za](mailto:info@milpark.ac.za)

Website: [www.milpark.ac.za](http://www.milpark.ac.za)