

SHORT & CERTIFICATE COURSES

WITS PLUS

FUNDAMENTALS OF PROJECT MANAGEMENT THEORY & PRACTICE

Join us on the Wits Campus for our evening class in *Fundamentals of Project Management Theory and Practice*, extending over 13 weeks in two-hour weekly sessions.

The course is offered at the University of the Witwatersrand, Johannesburg in lecture/seminar format with Wits specialist lecturers in project management.

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W www.wits.ac.za/part-time

TARGET AUDIENCE

This is one of the most successful short courses offered by Wits Plus. This course is aimed at participants who require a basic background in project management and theory. It will enable successful participants to manage a project in government, business or an NGO environment. It also serves as entrance into the course in *Specialised Project Management*.

OBJECTIVES OF THE COURSE

Acquire knowledge of the fundamentals of Project Management. The successful participant will earn an immediately applicable certificate, while articulation with other courses required for high level knowledge and independent thinking in the field of project management may be studied to add value and enhance the employability of participants.

ADMISSION CRITERIA

Prospective participants will require matric with sufficient competency in English. Relevant work experience may be considered as an alternative access route in exceptional cases.

STRUCTURE OF THE COURSE

The topics covered are:

- The project life cycle
- Types of projects and project constraints
- Planning a project
- Project budget allocation and management
- Time and resource allocation and management
- The nature of dependency relationships
- Critical paths
- Forward and backward passes using AON
- Time / cost relationship and cost control
- Team dynamics
- Project communication
- Project closure, including reporting

STRUCTURE & TIMETABLE

This course comprises a series of 12 weekly lectures, a revision lecture and an examination (each of two hours' duration) held on Braamfontein Campus West at the University of the Witwatersrand.

ASSESSMENT OF PERFORMANCE

Students will be required to attend the lectures, undertake tutorial work, submit an assignment, write a test and an examination. Students will be required to achieve a minimum of 50% to satisfy the requirements of the programme and receive a certificate of competence.

COMMENCEMENT DATES

Semester 1:

February: Mondays 17:30 – 19:30

Semester 2:

July: Mondays 17:30 – 19:30

ARTICULATION POSSIBILITIES

The course earns a certificate of competence jointly issued by Wits Plus, the Centre for Part-time Study and the Faculty of Commerce Law and Management.

WHO ARE THE LECTURERS?

The course will be taught by lecturing staff from the School of Economic and Business Sciences.

FEES AND METHOD OF PAYMENT

R13 990, including course notes.

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring the original proof of payment to Registration day. Dates will be provided in your acceptance letter.

CANCELLATION OF A COURSE

Wits Plus courses offered over one semester:

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

VISITORS ACCESS

All short course participants are issued with a Visitors Access Card ±R140. Parking disc fees also apply: arrangements need to be made with the parking office. You may park in student parking on the Braamfontein Campus West.

APPLICATIONS

Applications should be accompanied by a brief CV (strictly 3 pages maximum), a matric certificate, full academic records of university/tertiary level study and other pertinent documentation listed in the application form.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.