Project Management

Damelin correspondence
The Career Development College

Enrol • Qualify • Achieve
With one of the most employer-recognised colleges
Programme Types offered at Damelin Correspondence College

Programme Types offered at Damelin Correspondence College (DCC)

1. 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.

2. Agent Programmes are programmes for which Damelin Correspondence College offers tuition, but where DCC does not issue the final certificate. The Agent Body issues the final certificate and manages the final examinations.

3. Damelin Correspondence College Programmes are DCC’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 Damelin Correspondence College Academic Board.

Damelin Correspondence College Programmes fall into four categories:

• **Damelin Correspondence College Career Programmes** are DCC’s own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

• **Damelin Correspondence College Continuous Professional Development (CPD) Short Courses** are courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

• **Damelin Correspondence College Orientation Programmes** 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 enrol on a full programme.

• **Damelin Correspondence College Self-Employment Programmes** are 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.
Damelin Correspondence College
Computerised Project Management Diploma

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

Programme Type
The Damelin Correspondence College Computerised Project Management Diploma is a DCC Continuous Professional Development (CPD) Programme that is approved by the DCC Academic Board.*

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 Damelin Correspondence College Computerised Project Management Diploma.

*NON-CREDIT BEARING/NOT ALIGNED TO NQF
**Software available**

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

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**Standard PC or laptop requirements:**

You need MS Project Software in order to do this course. 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 1.4GHz (x64) processor (2GHz or faster recommended).
- 512 MB of RAM or more (2 GB recommended)
- 15 GB free hard disk space (40 GB recommended)
- CD-ROM drive or DVD-ROM drive.
- Super VGA (1,024 x 768) or higher resolution video adapter and monitor.
- Keyboard and Microsoft mouse or compatible pointing device.
PMSA is the representative Professional Body of Project Management in South Africa. PMSA is a non-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.

Damelin Correspondence College has been awarded Silver Registered Education and Training Provider (RETP) status. This means that based on the review of the two courses - namely Introduction to Project Management and Project Management Techniques Certificates - the courses have been deemed compliant with a prevailing international project management methodology.
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 Damelin Correspondence College Introduction to Project Management Certificate is a DCC Continuous Professional Development (CPD) Programme that is approved by the DCC Academic Board.*

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 Damelin Correspondence College Introduction to Project Management Certificate.

*NON-CREDIT BEARING/NOT ALIGNED TO NOF
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 Damelin Correspondence College Project Management Techniques Certificate is a DCC Continuous Professional Development (CPD) Programme that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 12 (Std.10) or Damelin Correspondence College Introduction to Project Management Certificate or equivalent, or relevant work experience (3 years).

Course Content
The topics covered in this programme are the same as the topics covered in the Damelin Correspondence College Project Management Certificate, but at a more advanced 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.

*NON-CREDIT BEARING/NOT ALIGNED TO NQF
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 Damelin Correspondence College Project Management Techniques Certificate.
From the General Manager

Take your next step now!
Follow through on your decision to enhance your life and your future prospects by enrolling for a Damelin Correspondence College Project Management course today!

Why study with Damelin Correspondence College?
• 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 Damelin Correspondence College’s career counselling and development specialists.
• Free study choice advice from Damelin Correspondence College’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
Damelin Correspondence 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.

Umalusi Provisional Accreditation No.: FET 00475 PA.

DHET Registration
Damelin Correspondence 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/FE07/037 - see www.dheth.gov.za.
For further information please refer to our website: www.dcc.edu.za.

Damelin Correspondence 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!

Ajanth Choudhree
Damelin Correspondence College General Manager