

SHORT LEARNING PROGRAMME

IIE Project Management and Administration

Distance: Short Learning Programme (SLP)

Introduction

The purpose of this module is to provide students with foundational and practical knowledge of the nature of project management, the project management life-cycle, project administration and communication, project plans and contemporary project management tools.

Who should attend

Distance study is ideal for working adults who prefer not to attend full-time.

- For individuals wishing to demonstrate knowledge and understanding of the nature of project management.
- Those wishing to apply knowledge of the project management life-cycle to administrative and communicative contexts.
- Those wishing to demonstrate practical knowledge of project plans.
- For individuals wishing to use contemporary project management tools to initiate, plan, execute and close a project.

What is the benefit of distance studies?

The distance delivery mode provides the student with the opportunity to study in the comfort of their home and to plan the study workload according to their individual pace. The study material, which has been carefully designed with distance students' needs in mind, entails the following:

- A learner guide designed to lead the student through the textbook. It includes questions and answers for practice and revision.
- An online learning portal, containing interactive, media rich activities for students to engage with in order to deepen their understanding of the subject matter.
- An online tutor who maintains the human experience of the learning process.

Students will have the option of securing a number of face-to-face support workshops that will be offered by each of The IIE Varsity College exam centres. These sessions are highly recommended, as they provide the opportunity for rich discussion and conceptual engagement as well as an opportunity to meet fellow students. Students who attend face-to-face sessions are more likely to be motivated and to remain committed to their studies. However, should students opt not to attend any of these support workshops, the lecturer guide, textbook and online facilitation will provide the necessary support for student success.

NOTE: If you are interested in these face-to-face support workshops, please indicate this at pointofregistration.

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PE (041) 363 4223

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Entrance requirements

Students should meet the following requirements:

- Be proficient in English.
- Preferably have three to four years work experience.
- Must be able to engage in self-directed study.

While you can generally structure your study time as you need to, there are scheduled online sessions through which you can receive mediated support, assignment and examination deadlines and timetables, to keep your studies moving forward.

A reliable internet connection, own device with (at least) Windows 8 and Google Chrome, are all essential for any student enrolling for this programme.

Duration and Mode of Delivery

Project Management and Administration is offered as a distance SLP. The duration will differ depending on the offer selected. Please speak with a consultant for more information.

Programme Evaluation

Students will be required to complete assignments and an examination.

* This excludes any software licensed to the institution.

Programme Content

- Introduction to project management structures
- Project management within organisations
- Project management life cycle
- Project feasibility, selection and initiation
- Project stakeholders
- Project initiation, documentation, methods and tools
- Project planning
- Project estimation and work breakdown structure
- Critical path and Gantt chart
- Managing project teams
- Supplier and contract management
- Risk management
- Project communication
- Working with project software

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What is The Teaching and Learning Strategy of the IIE's Varsity College, and how will it help prepare me for the 21st century working world?

At the IIE's Varsity College we are proud of and passionate about our shift away from the 'traditional lecturing' methodology to our blended-learning strategy – the VC Blend.

This blended-learning strategy extends learning beyond the confines of the classroom and creates opportunities for our students to work collaboratively, with peers and their educators, to construct their understanding of concepts. Student engagement is supported by the use of a learning management system (LMS) and the online learning materials that have been developed to underpin our teaching strategy.

This student-focused approach compels our students to be accountable for their learning while developing the critical skills they will need to thrive in the rapidly changing 21st century work environment.

As such, academic life for our students is dynamic, challenging and relevant.

The curriculum below is correct at the time of print. Please note that in line with academic practice, The IIE's curriculum is annually reviewed thus changes may occur in module structure and sequence in order to ensure that the qualification remains relevant. The exit level outcomes of the programme do not change. Registered students receive an updated programme curriculum on an annual basis.

Certification

The IIE Project Management and Administration programme is a SLP that is certified by The Independent Institute of Education (The IIE). Students enrolled for the SLP can submit an application for academic credit upon completion, to be exempted from the equivalent module when registering for:

- The IIE Higher Certificate in Business Principles

***Important note: Entrance requirements apply. Please speak to a consultant for more details. Content changes may occur**

All SLPs are available through The Business School at Varsity College have been specifically designed for working adults. These SLPs differ from The IIE full qualifications available through Varsity College and which are registered on the National Qualifications Framework. Before registration students must ensure that the programme selected best suits their individual learning and workplace objectives.

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The Independent Institute of Education (The IIE) – accredited by The British Accreditation Council (BAC)



The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an International Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an International Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE’s Varsity College students can be confident that their IIE learning experience meets international best practice standards.

Disclaimer: Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.

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