

LEVEL 3

Three modules must be completed to be awarded with the Diploma: Project Management

Fundamental Business Skills 301

This module will teach learners:

- How to obtain information in a business, present it in a report format and distribute it effectively
- The concepts of leadership and management
- To apply leadership techniques to individuals and teams within the work context

Management Practice 301

After this module learners will know how to coordinate and plan skills development in an organisation.

This module:

- Describes the management activities involved in running a successful business and explains the basic activities involved in the management process
- Identifies and explains the main tasks required of managers
- Teaches how to implement an effective change management programme
- Includes the importance of motivating a team and applying theories of motivation

Project Management 301

By completion of this module learners will be able to:

- Contribute to the identification, description and analysis of the project needs, expectations, constraints, assumptions, exclusions, inclusions and deliverables
- Develop an optimised work and resource schedule for a simple to moderately complex project
- Supervise a project team of a small project, to deliver its objectives
- Manage project risks



ADVANCE YOUR CAREER

With Oxbridge Academy that dream job or big promotion is a destination that can also be on YOUR flight plan! In addition to our PROJECT MANAGEMENT PROGRAMME, we offer more than a hundred programmes in a wide variety of industries – agriculture, entrepreneurship, communication, business studies, law and governance, computer studies, medical studies, hospitality, accounting, new venture creation, administration and safety management and that's not even all of them. We undertake to assist and guide you every step of the way in successfully achieving your career goals.

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Just take that first step and board the jet to propel you to a new destination... to a wide open world of opportunities!

Contact any of our Student Advisors to find out more or get on board.

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Oxbridge Programmes

Certificates and diplomas that enhance your skills and create career opportunities. These programmes are offered, assessed and certificated by Oxbridge Academy. These programmes are not credit bearing but are unit standard aligned and give learners the opportunity to articulate to other levels. This acknowledges that Oxbridge's vision is aligned with the NQF and that Oxbridge provides quality programmes offering good value, in relation to the service delivered and course fees paid.

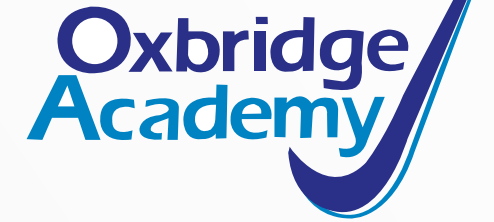
Admission Requirements:

A learner without a Grade 12 (Matric) certificate will start at the Certificate level of the program and progress through the Higher Certificate to the Diploma level. A learner with a Grade 12 (Matric) certificate may elect to start at the Higher Certificate and progress to the Diploma level. It is however advisable to start at the Certificate level if a learner is not familiar with the learning field.

Duration: Each level will take 10 months to complete.

Assessment Information: Formative assessments in the form of activities in the learner guide (we supply learners with model answers) and a summative assessment in the form of an assignment, which must be completed and handed in to be assessed by qualified assessors of Oxbridge Academy.

Awarding Body: Oxbridge Academy awards the certificates and diplomas.



PROJECT MANAGEMENT

SECURE AND MANAGE RESOURCES

EDUCATION

The Best Investment In Your Future

The purpose of this learning programme is to develop appropriate skills and knowledge, to manage a project successfully according to specific goals and objectives. After completion of this course learners will be able to plan, organise, secure and manage resources.

This programme has three levels: Certificate, Higher Certificate and Diploma.

This programme guides a learner from a point of basic knowledge to advanced levels of competence.

It is structured to recognise learners for their progress, by issuing a certificate of completion after each level. After the successful completion of the advanced programme a diploma will be issued by Oxbridge Academy.

LEVEL 1 - CERTIFICATE

Four modules must be completed to be awarded with the Certificate: Project Management

Fundamental Business Skills 101

This module will teach learners how to:

- Use mathematics to plan and control personal and/or household budgets and income and expenditure
- Use simple and compound interest to make sense of and define a variety of situations including investments, stokvels, inflation, appreciation and depreciation
- Investigate various aspects of financial transactions including costs, prices, revenue, cost price, selling price, loss and profit
- Express themselves clearly and precisely when writing, and will be able to explore new forms of writing in thoughtful and organised ways

Management Practice 101

This module introduces key terms, rules, concepts, principals and practices of management.

After this module learners will know how to:

- Apply the management functions of an organisation
- Behave ethically and promote ethical behaviour in a work situation
- Recognise areas in need of change, make recommendations and implement change

Office Data Processing 101

After completing this module learners will be able to operate a personal computer system. They will know how to install PC peripheral devices and manage files in a GUI environment.



Entrepreneurship 101

During this module learners will:

- Learn about the term entrepreneurship and how to develop entrepreneurial characteristics
- Learn how to develop, implement and evaluate a marketing strategy for a new venture
- Be skilled in building customer relations
- Learn how to manage time and work processes within a business environment
- Learn to design a business plan relevant to a selected business idea and learn more about basic finances

LEVEL 2

Five modules must be completed to be awarded with the Higher Certificate: Project Management

Fundamental Business Skills 201

This module:

- Teaches learners how to behave appropriately in a business environment
- Teaches learners negotiation skills in a business environment, enabling them to negotiate successfully
- Includes meetings, agenda's and minutes

Management Practice 201

After this module learners will:

- Know how to maintain the image of the organisation and apply company ethics
- Have a good understanding of an organisational structure and all the legislation that regulates employment issues
- Be skilled to sort and retrieve information by using a storage system
- Understand the concept of strategic planning
- Be able to identify and rectify performance problems occurring in a business

Office Data Processing 201 & 301

Learners will learn how to use MS Word to produce business documents.

Project Management 201

This module will:

- Explain the nature and application of project management
- Equip learners to use a range of project management tools
- Explain the application of ethical conduct in a business environment
- Skill learners to develop a project cost management plan for a simple, to moderately complex project
- Teach learners to conduct project documentation management to support project processes
- Skill learners to become project team members



YOUR CHOICES

