

Higher Certificate in Operations Management in Project Management

**NQF Level 5
120 Credits**

Participant Profile

The Higher Certificate in Operations Management specializing in Project Management prepares learners for employment in entry-level or support positions in the field of project management, with the fundamental modules addressing the need for general knowledge and skills required in the workplace, and the core modules addressing the need for foundational knowledge and skills in the field of project management.

Programme Structure

The Higher Certificate in Operations Management specializing in Project Management is a learning programme and consists of 8 modules which are presented by way of lectures, group discussions, case studies and role plays. The duration of the programme is 1 year. Four of the modules in the programme will be continuously assessed and four modules will include a final examination. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides.

Learning Outcomes

On completion of this programme the learner will be able to:

- Apply a wide range of project management principles to identify, conceptualize, design and implement methods of enquiry to address project problems in industry, generally and in a specialized field, and have an ability to understand the consequences of decisions relating to these enquiries.
- Demonstrate the ability to understand and analyse, interpret data using statistical techniques.
- Formulate independent ethical decisions about managing projects in the workplace.
- Understand the various project management tools and plan activities on small scale projects.
- Understand the use of TQM tools in managing projects.

Assessments

Assessment is both formative and summative and includes:

- Individual and group exercises and tasks
- Group and individual assignments
- Final written examinations in 4 modules (formative)
- Continuous Assessments in 4 modules

To complete the Higher Certificate programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

Admission requirements

In addition to Rule G (7), applicants with a **National Senior Certificate (NSC)** and a **Senior Certificate (SC)** qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a **NCV vocational qualification** must score a minimum of 50% for English or Communication.

Compulsory Subjects	NSC	SC	NCV	
	Rating	HG	SG	
English home language OR English first additional language OR Communication	3	E	D	50%

The total points allocated to an applicant with a **National Senior Certificate (NSC)** will be calculated as follows:

Percentage	Rating	Points
80 - 100%	7	7
70 - 79%	6	6
60 - 69%	5	5
50 - 59%	4	5
40 - 49%	3	4
30 - 39%	2	3
0 - 29%	1	--

The total points allocated to an applicant with a **Senior Certificate (SC)** will be calculated as follows:

Symbol	Points: Higher Grade	Points: Standard Grade
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

- In calculating the points attained by a student, Life Orientation and more than one additional language will be excluded.

Content of Modules

MODULE 1: Essentials of Operations Management (20 credit)

Introduction to Operations Management, Product and service design, Facilities Layout, Location Planning & Analysis.

MODULE 2: Financial Literacy (12 credit)

Introduction to Financial Literacy, Savings and budgeting, Debt Reduction and Asset Building, Basic Accounting, Cash Management, Basic Cost Accounting, Cost Volume Profit Analysis, Personal Finance.

MODULE 3: Introduction to Technology (12 credit)

Overview of computer terminology, Overview of the Ethics of Information Technology., Access to the internet, upload and downloading files, Overview of Ms Word, Overview of a presentation package such as PowerPoint.

MODULE 4: Cornerstone 101 (12 credit)

Concept of journeys, across time, across space, and across human relationships. The module will bring different disciplinary perspectives to this content – environmental, historical and sociological in particular. Each section will draw in issues of ethics, diversity and critical citizenry.

MODULE 5: Fundamentals of Project Quality (16 credit)

Introduction to quality, History of quality – the quality gurus, Quality Assurance versus quality control, Total Quality Management, Dimensions of quality, Costs of quality, TQM tools.

MODULE 6: Introduction to Project Tools & Techniques (16 credit)

Liner Programming, Simplex Method, Transportation, Measures of location for ungrouped Data, Measures of location for grouped Data.

MODULE 7: Introduction to Organisational Effectiveness (16 credit)

Productivity, Human Factor in the Application of Work Study, Working conditions and the working environment, Method Study in the office, Problem Solving Techniques.

MODULE 8: Essentials of Project Management (16 credit)

Introduction to Project Management, The Project Management Process, Project Teamwork, Project Communication and Information Systems, Project Risk Management, An introduction to Project Tools

Concluding Remarks

Due to the dynamic nature of the South African business environment, the BSU reserves the right to make changes to its programmes where necessary. The presentation of a programme is subject to sufficient enrolment as determined by the BSU.