



REGULATIONS FOR THE PROFESSIONAL DIPLOMA IN PROJECT MANAGEMENT

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

1. **Name of Qualification:** Professional certificate in Project Management
2. **Duration of the course :** Eighteen months (18 months)
3. **Student entry qualifications:**
 - i. Normally a prospective student must possess a minimum of 5 O LEVELS
 - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution.
 - iii. Relevant work experience
 - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

PROGRAMME STRUCTURE

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge in Social Work. The programme shall consist of eighteen (18) modules.

MODE OF DELIVERY

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

LEARNING RESOURCES

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

CONTINUOUS ASSESSMENT METHOD

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

WRITTEN END OF SEMESTER EXAMINATION

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through one (1) paper that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

PROGRAMME STRUCTURE

Certificate Level

MODULE	CODE
Communication	DPM001
Project Design	DPM002
Nature of Project Management	DPM003
Planning And Scheduling	DPM004
Managing Work and Cost	DPM005
Statistics	DPM006

Diploma Level

Computers and Project Management	DPM007
Purchasing and Supply of material	DPM008
Project Monitoring and Evaluation	DPM009
Principles of Project Financial Management	DPM010
Research Methods	DPM011
Risk Management	DPM012

Advanced Diploma Level

Occupational Health and Safety 1	DPM013
Project Leadership Change	DPM014
Data Capture and Analysis	DPM015
ICT	DPM016
Working Practices, Hazards and Controls	DPM017
Research Project	DPM018