This course will provide the students an understanding of project management techniques when used as a generic management tool. The main philosophy of this course is to enable the students to organize small projects and work on a project.

The student will:

- have a general knowledge of project management terms and techniques such as the triple constraint, the project life-cycle
- understand the basics on how to deal with occurring problems on a project
- understand how to give successful presentations
- know how to use visual aids to maximum effect
- be able to use MS-EXCEL, MS-Visio, MS-Project
- understand and use techniques for evaluation, planning and management of projects
- be able to cooperate with colleagues

*Prerequisites: sufficient knowledge of English and knowledge of Excel, Power Point, basics in financial accounting and bookkeeping required

Examination: tba