



**Specialist in Training Project Management and
Administration Using ICTs (Post-graduate)**

Edition: 1

Start date: 22/09/2010

Duration: 1 year

No. credits: 20 ECTS

Virtual Campus language: Spanish and Catalan

Language of teaching: Spanish and Catalan

Through the International Graduate Institute, the Universitat Oberta de Catalunya (Open University of Catalonia, UOC) is taking another step in leading the way in quality online continuous education, offering people, organisations and companies a range of programmes of recognised academic rigour, geared towards the needs of professionals and with a clearly international vision and orientation.

The intensive use of information and communication technologies (ICTs) in the programmes offered by the UOC's International Graduate Institute ensures that participants gain knowledge of the tools needed for communicating and creating the social relation networks required by today's society and the people and organisations comprising it.

The International Graduate Institute offers a wide range of Graduate Training programmes in modular and progressive format (Masters, graduate diplomas and specialisations) accredited by quality agencies and with official and the university's own degrees, depending on the case. In addition, each of the International Graduate Institute's areas of knowledge makes available to you a wide range of open programmes of recognised quality, accessible to all, as well as a specific bespoke training offer for companies.

Innovation is the lynchpin of an educational offer, the aim of which is to stimulate entrepreneurship and which places particular emphasis on training people in the skills that today's society demands.

The satisfaction of thousands of students and graduates backs us up. If you wish, come and join our university community. We are looking forward to receiving you and welcome your contributions to help us all continue building this valid and effective training offer for all related people and institutions.

Josep M. Duart

Vice President, Postgraduate Studies and Lifelong Learning

A university open to the world

Internet use and the asynchronous model facilitate worldwide student participation in Graduate Training programmes. The international dimension to the university emerges through inter-university agreements that facilitate the mobility and presence of students in the classrooms from different geographical backgrounds, with a series of common characteristics that enable them to share interests and enrich learning.

The profile of Graduate Training participants is characterised by the following features:

- Advanced knowledge and users of new technologies
- 12% with international origins
- 81% aged between 25 and 45
- 83% have a job

Over 20,000 professionals have completed different activities on the frequent Graduate Training teaching programme.

Postgraduate in Specialist in Training Project Management and Administration Using ICTs

This specialist course has been designed for students to acquire the skills to manage training proposals and aspects related to the organisation, decision-making, management and administration of projects and institutions that rely heavily on ICTs for education and training. Specifically, students will be able to identify and justify the main factors affecting decisions on the development of e-learning education and/or training projects. They will discover, identify and be able to apply the technological tools that can be used to design learning environments and materials. They will also learn to take into account factors affecting the management of organisational change in the management of training proposals as well as quality policies, marketing and communication processes and the management of interdisciplinary teams.

Methodology

The UOC pedagogical model is based on the participant, who works independently, managing their time and building their own learning itinerary through interaction and cooperative work.

Through the Virtual Campus, they achieve in-depth and flexible learning, without barriers of space or time, anywhere and at any time.

This model provides personalised attention from professionals, teachers and highly regarded specialists, who accompany each participant on an individual basis and the group as a whole in the construction of their new knowledge.

The teaching materials and resources include and integrate contents, practical applications and tools that are directly related to the environment and specific work activities. This programme uses a varied combination of methodologies, since the participants are active professionals and the exchange of their own professional experiences will play a very relevant part in achieving the academic aims.

Participants entering the virtual campus environment for the first time will complete parallel training at the start of the teaching programme based on a short introductory course where they will learn to browse the environment, learn how it works and how to use the communication and teaching spaces.

Materials

UOC graduate courses have digital format materials. Students receive the materials as the course progresses.

Entry requirements

To gain entry to the programme, participants need to have **an authenticated university qualification**.

If they do not, an entry committee will assess applicants' knowledge and experience on the basis of their CV.

Qualifications

Once the overall assessment process has been completed successfully, the UOC will issue an **Postgraduate in Specialist in Training Project Management and Administration Using ICTs** Diploma to those participants with an accredited university qualification that is valid in Spain. Should you not have such a qualification, an **Specialist in Training Project Management and Administration Using ICTs** Certificate will be issued.

Assessment system

Assessment of the learning process is continuous and focuses mainly on work that facilitates the integration of knowledge and the acquisition of skills for the professional practice of each student.

If you would like more information about the assessment system, do not hesitate to contact our training advisors on +34 93 326 30 00 or send an e-mail to queries@uoc.edu.

Enrolment

The cost of this programme should be confirmed when registration is formalised.

Other advantages

The UOC Graduates and Former Students Club represents the continuity of the concept of the university community with voluntary membership when not currently enrolled.

The UOC Club focuses on offering services, resources and activities in the field of personal and professional development. The main axes of action are professional projection, informal or post-training learning, culture, leisure, relationships and the exchange of experiences and knowledge.

Virtual Library, connection with the world's leading libraries and availability of extensive consultation services. Virtual Cooperative, being a member of the cooperative allows students to enjoy its library services and IT material. Virtual communication spaces, which facilitate relations with other participants and professionals through Campus forums and chat rooms.

Information and enrolment

If you would like more details about the graduate programmes, please contact our training advisors:

- Telephone: +34 93 326 30 00
- Email: queries@uoc.edu
- In person at any of the UOC's centres.

Madrid
Plaza de las Cortes, 4
28014 Madrid

Seville
C/ Virgen de Luján, 12
41011 Seville

Valencia
C/ Paz, 3
46003 Valencia

Barcelona
Rambla de Catalunya, 6, plantas 1 y 2
08907 Barcelona

Mexico, D.F.
Paseo de la Reforma, 265, Piso 1
Col. Cuauhtémoc
06500 México, D.F.
Opening times: Monday to Friday, 9 am to 7 pm
Telephone: + (52 55) 55 11 42 25

The UOC also offers companies, institutions and groups direct and flexible communication and preferential conditions when enrolling their professionals.

For more information:

[*matriculacorporativa@uoc.edu*](mailto:matriculacorporativa@uoc.edu)

The programmes included in this document are available as in-company training.

For more information:

[*incompany@uoc.edu*](mailto:incompany@uoc.edu)

Note: The information contained in this PDF is for information purposes. Its validity should be checked when formalising enrolment.