# MODULE DESCRIPTIONS

## ACCOUNTING FOR MANAGERS

This module teaches the difference between bookkeeping and accounting within a business context, different concepts and definitions in accounting, the duality concept, and the basic accounting equation. It further addresses Value-Added Tax (VAT) based transactions, different source documents relevant to accounting transactions, processing cash transactions using relevant subsidiary journals, processing credit and sundry transactions using relevant journals, and transferring accounting information from journals to relevant general ledger accounts. The module teaches students how to distinguish between perpetual and periodic inventory systems, identify and process debtor and creditor accounts using relevant ledgers, and explain and perform bank reconciliations for business entities.

## BUSINESS ADMINISTRATION

Business Administration develops the student's ability to manage administrative functions and systems in medium to large organisations, with a focus on supporting strategic goals through effective office coordination, compliance, information flow, and workflow management.

## BUSINESS LAW AND COMPLIANCE

This module introduces students to the basic principles of commercial law, addressing a broad spectrum of content which includes all modern aspects of the field. First, an overview of the South African Legal System is covered. Second, the basic principles of contracts are presented, and then applied to examples of specific business contracts. Students are familiarised with the concept of agency and different legal business entities. Lastly, the module outlines the concepts of business conduct and compliance.

## BUSINESS REPORT

This module is aimed at enabling students to apply the principles acquired in their chosen major in a practical environment, after laying the foundation in the Introduction to Research module. Students will research a specific and relevant challenge and suggest a suitable solution basis. As such, the module will foster problem solving, critical thinking and solution orientation skills. Furthermore, students will hone their report writing and presentation skills. The last part of the module introduces students to acquiring funding for and collaborating in research.

## ECONOMICS 1 FOR MANAGERS

This module introduces key concepts of Economics. Amongst other things, students will be exposed to what Economics is, the concept of the market, demand and supply and the utility function. Students will be able to better understand their firms by being grounded in the concepts of production and costs. Their understanding will be further bolstered when they are exposed to the circumstances under which their companies operate i.e., in the context of monopolies or oligopolies.

## ECONOMICS 2 FOR MANAGERS

The second-year economics curriculum expands on the introductory economics concepts that students encountered in the first year. This module introduces students to basic macroeconomics concepts, models, and their applications., and how economic models are formulated. The module covers the concept of national income and its determination, money creation, the banking structure, and the trade-offs between inflation and unemployment. The module enables students to analyse the impact of fiscal and monetary policies on the macroeconomic variables.

## END USER COMPUTING

End User Computing includes an online training component which allows students to practice simulated MS Office tasks at their own pace, supported by integrated feedback which helps them to identify and remedy their mistakes; and an assessment component which will count towards their overall module result. Students will also complete several assignments in which they will be expected to apply the MS Office tools that they have practiced in the online environment.

## FINANCE FOR NON-FINANCIAL MANAGERS

The module equips aspiring managers with the financial literacy and analytical skills necessary to interpret financial data and make sound business decisions. Building on prior knowledge of accounting, economics, and management, it empowers non-financial professionals to engage confidently with budgeting, costing, financial performance, and investment appraisal. The focus is on using financial tools to support effective planning, control, and decision-making in real-world business environments.

## FUNDAMENTALS OF BUSINESS COMMUNICATION

Communication is the foundation of all social but also organisational interaction. Business communication requires a special skills set that will allow you to interact effectively in all the components of verbal and written communication, i.e. listening, speaking, reading, and writing. This module develops these practical and fundamental skills so that students can build relationships with peers, colleagues and clients, and communicate clearly and effectively in various contexts within the business environment.

## HUMAN RESOURCE MANAGEMENT I

The foundation of human resource management provides students with the background and challenges facing human resources practices in South Africa. Students will then explore the laws and regulatory environment that impacts human resource management. Students get an opportunity to unpack the efforts to diversify the workplace and investigate what it means to manage diversity. Students will consider the forces acting upon human resource management and consequentially the strategies to manage such challenges. They will then get to see how the human resources and human capital management functions tackle the changing world of organising work. In addition to exploring the different recruitment methods, students will delve into competency frameworks that support successful recruitment activities.



STADIO is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration Number 2008/HE07/004.
DISCLAIMER: The content of this brochure is accurate at the time of publication. STADIO reserves the right to change the programme content due to changes in legislation, as well as for market requirements and other reasons. Notice of such changes will be published on our website.

### HUMAN RESOURCE MANAGEMENT II

This module builds on Human Resource Management I. Students will start off with the selection process that will provide greater insight into how organisations decide on the people to hire. Students will then unpack the need for training and development programmes that underpin supporting the dynamic skills needed for success in the company. Reward management will offer students clarity on the need for remuneration and other similar incentives that are available to employees within companies. Students will explore the necessity for performance appraisal systems in successfully managing the achievement of company goals. They will then unpack the role that trade unions play in the human resource relationship with the company. Lastly, students will examine motivational theories to better understand one of the workplace levers that are necessary for goal accomplishment.

### HUMAN RESOURCE MANAGEMENT IIIA

This module builds on Human Resource Management II. As companies expand globally, students will be exposed to the challenges and realities of human resource management to underpin the expansionary goals. They will then get to explore the convergent and divergent debates of human resource management. Students will then examine the phenomenon of change and derive processes that deal appropriately with change. They will also explore issues around effective employee participation in the workplace. Employee engagement will allow students to assess what constitutes engagement as well as its drivers. Lastly, students will get an opportunity to get to grips with what constitutes an ethical workplace and the various factors that shape it.

### HUMAN RESOURCE MANAGEMENT IIIB

This module complements and builds on Human Resource Management IIIA. Students will begin by covering the management theory and practice as they delve into emotions at work. Flexibility and organisational change will allow students to explore the different ways an organisation responds and navigates change. In ever changing and demanding workplaces, students will then examine the notion of wellbeing specifically investigating human resource management's response to the welfare of employees. They will then be given an opportunity to delve into evidenced based human resource management to support decision making. Students will then investigate the relationship between technology and the social relations at work, focusing also on human resources role in managing social media and technology. Lastly, the future of work will expose students to the skill sets that are needed to navigate the ever-changing workplace.

### INTRODUCTION TO BUSINESS ADMINISTRATION

This module provides a foundational understanding of the role and scope of administration in business organisations. Students will explore key administrative functions and support systems, and develop an awareness of how administration integrates with other business functions. The module also introduces basic principles of administrative organisation, including record-keeping, scheduling, and office coordination, preparing students for more specialised study in administrative and business management.

### INTRODUCTION TO BUSINESS MANAGEMENT

Introduction to Business Management introduces the student to the fundamental principles of management and the essential skills and competencies for effective management. The student will be exposed to the primary management tasks: planning, organising, leading, and controlling. Supporting management tasks, such as communication, motivation, and delegation, are also covered. The student is introduced to how these management competencies and tasks are applied across management functions; notably, operations, financial, marketing, and human resources management.

### INTRODUCTION TO RESEARCH

Introduction to Research explores a systematic inquiry that helps to solve business problems and contribute to management knowledge. The purpose of this module is to introduce the student to basic business research methodologies. Business research is a process of acquiring detailed information about all the areas of the business and using this information to maximise the sales and profit of the business. Such a study helps companies determine which product/service is most profitable or in demand. In simple words, it can be stated as the acquisition of information or knowledge for professional or commercial purposes to determine opportunities and goals for a business.

### MANAGEMENT II

This module expands on the foundational concepts of management. Students will begin by exploring what it means to manage individuals, covering such topics as the perceptions that individuals have of work to the values that each has and how this plays out within an organisation. Managing teams and groups will highlight the dynamism of groups in adding value to the organisation. While at the same time students will be exposed to the dark side of teams and ways to approach these challenges. They will then explore the management of human resources unpacking on the one hand its core functions and on the other investigating the connection with strategy. Managing communication will allow them to appreciate the different ways in which the organisation communicates within the entity as well as with its customers, ultimately learning how information is exchanged between different parties. Thereafter students will be exposed to the challenges and necessity of instituting change, whether in practices, processes, or other relevant aspect of the entity. To remain relevant and competitive, they will understand the necessity for innovation but also appreciate the challenges of instituting new initiatives within organisations. Lastly, students will cover the topic of managing globalisation, focusing on what it means to be operating in a globalised context, the benefits that it accrues as well as the challenges that go with it.

### PROJECT MANAGEMENT EXECUTION

This module focuses on the execution, monitoring, and control of projects, following the planning processes covered in the previous module. Students will learn how to direct and manage project work while monitoring progress and controlling deviations in scope, schedule, and costs. By applying problem-solving techniques, quality control tools, and stakeholder engagement strategies, students will ensure that projects meet their intended outcomes. The module concludes with an emphasis on the formal closure of projects, ensuring that deliverables are verified, and objectives are met. While the previous module called Project Management Planning dealt with preparing for the project, this module called Project Management Execution focuses on carrying out and adjusting the project in response to real-world challenges.

### PROJECT MANAGEMENT PLANNING

This module introduces students to the essential planning knowledge areas of project management, including risk, scope, procurement, and stakeholder management. It focuses on the use of inputs, tools, techniques, and outputs that support effective project planning. Through the exploration of key processes like data gathering, analysis, and representation, students will analyse comprehensive project plans that form the foundation for successful project execution.



STADIO is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration Number 2008/HE07/004.
DISCLAIMER: The content of this brochure is accurate at the time of publication. STADIO reserves the right to change the programme content due to changes in legislation, as well as for market requirements and other reasons. Notice of such changes will be published on our website.

## PROJECT MANAGEMENT PRACTICE A

The Project Management Practice A module takes a strategic approach to project management, building on prior knowledge of planning and execution. This module focuses on the application of leadership and management principles to steer projects through complex and dynamic environments. Students will explore advanced decision-making strategies, leadership styles, and the integration of key project management areas like scope, schedule, cost, and risk within a broader organizational context. The module emphasizes the ability to lead teams, manage stakeholder relationships, and adapt project plans in response to real-world challenges, preparing students for senior project leadership roles. Project Management Practice 1A should emphasize strategic leadership, decision-making, and adapting management plans to dynamic project environments, including handling complex stakeholder relationships, advanced risk management, and integrating leadership and management theory into project practice.

## PROJECT MANAGEMENT PRACTICE B

This Project Management Practice B module outline builds effectively on the previous modules and introduces students to the more advanced concepts of project performance domains, value delivery, and dealing with uncertainty. More specifically, the module introduces students to advanced project management principles, focusing on project performance domains and the standard approaches used to manage complex projects. It delves into key areas like value delivery, stakeholder management, and life cycle models while introducing students to the uncertainties and challenges associated with modern project management. Students will explore various tools and frameworks for measuring project performance and develop tailored solutions to address uncertainty and complexity.

## PUBLIC SECTOR FINANCE FOR NON-FINANCIAL MANAGERS

The module equips public sector managers without a financial background with practical financial literacy and understanding of South African public financial management principles, systems, and compliance requirements. The focus is on enabling effective decision-making, oversight, and accountability within public organisations.

## PUBLIC SECTOR MANAGEMENT I

Students will begin by exploring the concept of public administration and its different phases as well as its development over time. Students will then explore the idea of the state and its historical development, additionally exploring the developmental state and its different dimensions. The intergovernmental structure of the state allows students to probe the concepts of intergovernmental relations and cooperative government. They will thereafter explore how different branches within government function in ensuring that democracy is being fulfilled. Students will unpack these workings within the structure of national government. The role of the cabinet and its clusters will clarify how they go about coordinating governmental activities. Lastly, students will explore the role of the state in furthering sustainable goals and priorities.

## PUBLIC SECTOR MANAGEMENT II

This module builds on the work covered in Public Sector Management I. Students will begin by delving into policy management for an effective and efficient public administration. They will get to understand public policymaking in the public sector in South Africa. Thereafter they will cover monitoring and evaluation and recognize its importance in gauging the effectiveness of policy implementation. Students will then unpack the importance and relevance of strategic management in the developmental state, especially recognizing it as one of the tools to deal with the mounting public problems. Project and performance management will allow students to appreciate its application in rendering public services on time, within budget allocations and according to quality specifications. They will then explore the need for organisational development to support the developmental state's goals and objectives, specifically looking into the functions of organizing. Lastly, students will cover the important topic of improving budgetary and financial management in ensuring that the developmental state delivers on its mandate.

## PUBLIC SECTOR MANAGEMENT IIIA

This module builds on Public Sector Management II. Students will start off by delving into the role of procurement in a developmental state. They will consider the pitfalls of procurement, looking at corruption in procurement and the different strategies to counter it within the developmental state. Human resource management will shed light on the importance of hiring the right individuals with the correct skills to fulfil the goals and objectives of the developmental state. Thereafter students will focus on the role of technology in supporting the functioning of the state; exploring ways technology can enhance service delivery. Students will then get an opportunity to explore the topic of administrative justice in a developmental state, focusing on the administrative justice act, 3 of 2000. They will then investigate what it means to maintain ethical conduct in public administration. Lastly students will get to explore the environment in which public management is situated. Students will look at the changing micro and macro environments and the requisite responses needed from public management.

## PUBLIC SECTOR MANAGEMENT IIIB

This module complements Public Sector Management IIIA. Students will begin by exploring the South African government system, specifically unpacking the different government spheres and types of institutions in South Africa. They will then move on to public management functions focusing on the role of management within the public administration sphere. They will then delve into public management skills like communication and negotiation, conflict management and change management that are necessary to support a successful administration. Managing specialized applications in government will expose students to amongst other things the strategic, HR and financial management acumen needed to ensure that the functional activities within public institutions are well coordinated and supported. Students will then explore the necessary management tools, supportive technologies and management techniques that are available to public managers to successfully fulfil their responsibilities. Lastly, they will consider issues in the macro environment and how it impacts the institution.

## STRATEGIC MANAGEMENT

This module introduces students to strategic management with a practical focus. After theoretical foundations are presented, students will understand how different role players influence and interact with regard to strategy. Different strategy tools and practices are covered, as well as the importance of discourse in the formulation and implementation of strategy. Through various case studies the topic will be brought alive, from different industry perspectives.

## TECHNOLOGY AND INNOVATION MANAGEMENT

This module aims to enable students to understand how technology and innovation impacts business with reference to success or failure. It commences with introducing students to the differences between creativity and innovation. Thereafter, students are provided with opportunities to understand the innovation process, paying particular attention to how a business needs to be organised for innovation. Disruptive innovation allows students to appreciate the importance of acting speedily and intelligently in bringing new technology to market. Social innovation, on the other hand, provides students with a different view to how products and or services can benefit society.



STADIO is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997.
Registration Number 2008/HE07/004.
DISCLAIMER: The content of this brochure is accurate at the time of publication. STADIO reserves the right to change the programme content due to changes in legislation, as well as for market requirements and other reasons. Notice of such changes will be published on our website.