

STADIO

HIGHER EDUCATION

SCHOOL OF ADMINISTRATION AND MANAGEMENT

HIGHER CERTIFICATE IN MANAGEMENT

NQF 5 | 120 CREDITS | SAQA ID: 117871 | MIN. 1 YEARS

CAMPUSES: DISTANCE LEARNING

DESCRIPTION

The Higher Certificate in Management is an entry-level management qualification. The flexible structure of the qualification enables candidates to select outcomes that meet the diverse roles and responsibilities required by a range of industries in the private and public sectors. It is designed for candidates not meeting the admission requirements for degree level studies.

The Higher Certificate in Management should be structured according to the chosen stream of specialisation. The various specialisations of the Higher Certificate in Management are indicated on the following page.

Please note: **Management** (MAN001), **Entrepreneurship** (ENT100) and **Business Communication** (BCU100) are core **compulsory modules** that form part of each field of specialisation.

MODE OF DELIVERY - DISTANCE LEARNING (ONLINE DISTANCE)

The programme is offered in STADIO's **Online Distance** mode of delivery. STADIO's distance-learning programmes offer students excellent, quality education, without the requirement of having to attend compulsory venue-based classes. Distance-learning students study with flexibility wherever they are, on a study schedule that suits their circumstances.

Upon registration, distance-learning students receive access to STADIO's state-of-the-art learning management system (Canvas). Students have access to all learning materials on this platform, including a detailed plan for the semester/year indicating all the learning and assessment activities. Study material and any additional teaching resources will be available online. However, students may also request study guides in printed format, if preferred. Students will access, complete, and submit all formative assessment tasks (assignments and tests) online. Summative assessments will mostly be venue-based.

Distance-learning students may also join and participate in scheduled live lecturing sessions online, at critical points during the semester, to integrate concepts and ask questions.

These classes will be presented by either the lecturer or an external professional or industry specialist. Recordings of these sessions will be available online. The schedule for the online classes will be available on the learning management system at the start of the semester.

Students will always have access to a module Question and Answer forum, where they can ask questions on the material. The lecturer will respond to their queries in this forum or during the scheduled consultation engagements. All lecturers will have weekly online consultation meetings, where students can join to ask questions or to discuss aspects of the work.

Distance learning is suited to students who want to study from wherever they are, without having to attend classes in person at a venue. Other than the requirement to submit assessment tasks on time, distance learning offers the student flexibility to plan his/her own study schedule. This option is also ideal for working adults, mature learners, or for school-leavers who enjoy learning at their own pace, live distantly from STADIO's campuses, or who have other commitments to attend to during the day. Even though learning happens at a distance, the student still has access to expert lecturers, up-to-date study material and peer engagement via the virtual learning environment. Studying via distance learning is largely enabled through technology. You need access to a computer, as well as internet connectivity, to access and submit your assessments, and to join live sessions or watch recordings online.

ADMISSION REQUIREMENTS

- a **Senior Certificate (SC)**; or
- a **National Senior Certificate (NSC)** as certified by **Umalusi**; or
- a **National Senior Certificate – Vocational Level 4 (NC(V))**; or
- an **NQF 4 National Certificate with a minimum of 40% in English Home Language or First Additional Language**.

NAMIBIAN STUDENTS

- **Grade 12 with no less than 20 points* over 6 modules (no G's)**

**Conditional admission limited as per academic quota*

STUDENT SUPPORT FOR DISTANCE LEARNING STUDENTS

Distance learning students have access to STADIO's student support services via the learning management system. Students can access a range of presentations and online support initiatives aimed at success and wellness. At the start of the semester, new students will be invited to join the online student orientation programme to familiarise themselves with the services offered by STADIO.

STADIO, in partnership with SADAG, has a dedicated STADIO student helpline providing students with free telephonic counselling, information, referrals, and support. Students will also have access to general counselling services.

CURRICULUM OUTLINE

ACCOUNTANCY as specialisation	LOGISTICS MANAGEMENT as specialisation	PUBLIC SUPPLY CHAIN MANAGEMENT as specialisation
Management (MAN001) (20) Accounting for Managers I (ACN100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Project Management I (POM100) (20) Income Tax I (TAX100) (20)	Management (MAN001) (20) Logistics Management I (LOG100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Project Management I (POM100) (20) Accounting for Managers I (ACN100) (20)	Management (MAN001) (20) Public Supply Chain Management I (PSC100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Public Sector Financial Management I (PFB100) (20) Public Asset Management I (PAM100) (20)
BUSINESS & MARKETING MANAGEMENT as specialisation	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT as specialisation	PUBLIC TRANSPORT & FLEET MANAGEMENT as specialisation
Management (MAN001) (20) Marketing Management I (MAR100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Accounting for Managers I (ACN100) (20) Project Management I (POM100) (20)	Management (MAN001) (20) Health and Safety Management (HSM100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Human Resource Management I (HRM100) (20) Project Management I (POM100) (20)	Management (MAN001) (20) Public Transport & Fleet Management (PTM100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Public Supply Chain Management I (PSC100) (20) Project Management I (POM100) (20)
DISASTER RISK MANAGEMENT as specialisation	POLICE MANAGEMENT as specialisation	RECORDS MANAGEMENT as specialisation
Management (MAN001) (20) Disaster Risk Reduction I (DRR100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Project Management I (POM100) (20) Public Sector Management I (PMB100) (20)	Police Management (POL001) (20) Entrepreneurship (ENT100) (20) Communication for Policing (PCU100) (20) Public Sector Management I (PMB100) (20) Project Management I (POM100) (20) Criminology I (CML100) (20) OR Training Management I (TRM100) (20)	Management (MAN001) (20) Records Management I (RMP100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Project Management I (POM100) (20) Public Sector Financial Management I (PFB100) (20) OR Public Supply Chain Management I (PSC100) (20)
*FIRE TECHNOLOGY MANAGEMENT as specialisation	PROJECT MANAGEMENT as specialisation	TRAFFIC MANAGEMENT as specialisation
Management (MAN001) (20) Management in Fire Technology (FTE100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Fire Safety (FSA100) (20) Fire Science (FES100) (20)	Management (MAN001) (20) Project Management I (POM100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Business Law I (BLA100) (20) Human Resource Management I (HRM100) (20)	Police Management (POL001) (20) Traffic Police Science (TPS100) (20) Entrepreneurship (ENT100) (20) Communication for Policing (PCU100) (20) Public Sector Management I (PMB100) (20) Training Management (TRM100) (20)
HUMAN RESOURCE MANAGEMENT as specialisation	PUBLIC SECTOR MANAGEMENT as specialisation	
Management (MAN001) (20) Human Resource Management I (HRM100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Project Management I (POM100) (20) Labour Relations I (LBR100) (20) OR Training Management I (TRM100) (20)	Management (MAN001) (20) Public Sector Management I (PMB100) (20) Entrepreneurship (ENT100) (20) Business Communication I (BCU100) (20) Project Management I (POM100) (20) Public Supply Chain Management I (PSC100) (20)	

MODULE DESCRIPTIONS

ACCOUNTING FOR MANAGERS I

This module teaches the difference between bookkeeping and accounting within a business context, different concepts and definitions in the accounting world, 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 COMMUNICATION I

Communication is the foundation of organisational interaction. Business communication pertains to a special skills set that will allow you to interact effectively in all the components of verbal communication, i.e. listening, speaking, reading, and writing. This module develops these skills so that students can understand the fundamentals of communication, build relationships with colleagues and clients, communicate clearly in various contexts, explain concepts, manage conflict, and interpret different situations within the business environment effectively.

BUSINESS LAW I

The purpose of this module is to provide students in the field of commerce and other relevant studies with a general understanding of the South African legal system and law related to business, and to equip students with knowledge, skills, and competencies to analyse and solve basic problems relating to the general principles of business law, and the identification and application of the legal principles that will guide decision-making and action successfully in the legal arena.

CRIMINOLOGY I

Criminology is the scientific study of crime and criminal activities which are part of our everyday lives. The criminologist strives to understand, explain, and prevent this phenomenon. This module will equip students with an understanding of the field of criminology and its applications, the ability to define the concepts of criminology, crime and victim, to differentiate between all aspects of the crime phenomenon, to distinguish between “juridical” and “non-juridical” definitions of crime, to understand the duties and the functions of a criminologist and a victimologist, criminology as a science and to indicate new developments in criminology.

DISASTER RISK REDUCTION I

Disaster risk reduction is the concept and practice of reducing disaster risks through systematic efforts to analyse and reduce the causal factors of disasters. Reducing exposure to hazards, lessening the vulnerability of people and property, efficient land and environmental management, and improving preparedness and early warning for adverse events are all examples of disaster risk reduction. The model deals with disaster risk reduction, developing a disaster risk profile, and stakeholders’ roles in DRR. It furthermore teaches the importance of mitigation of disaster preparedness in DRR and how to prevent disasters, as well as the competencies required to operate internally and externally within a professional environment.

ENTREPRENEURSHIP I

This module guides students in understanding what entrepreneurship means to establish their own business. It defines entrepreneurship and contextualises the entrepreneurial process within the small business environment. It describes the characteristics, skills, and attributes of a successful entrepreneur, the different business forms and the selection of an appropriate form for their business’s mission and objectives. A critical aspect of establishing an own business is to conduct a feasibility and viability study. This process is introduced together with the small business start-up process, the legal requirements, resources, branding considerations required, an outline of the components of a business plan, information on the relationship between successful entrepreneurship and creativity, innovation and problem-solving, and how to apply good management practices relating to time management, conflict resolution, and customer relationship management.

FIRE SCIENCE

The chemistry module introduces students to chemistry and includes clear explanations, illustrations, and diagrams to lay an encouraging foundation for engagement. The physics part of this module intends to bring home the usefulness of physics and the relevant applications of physics to everyday life and other fields. The module’s hydraulics section explains to the student the elementary principles of hydraulics and shows, in simple stages, how important hydraulic formulae evolved. This module equips students with the competencies required to operate internally and externally within the fire workplace environment.

MODULE DESCRIPTIONS

FLEET MANAGEMENT I

This module aims to equip students with the basic building blocks of fleet operations to form the basis for a career in vehicle fleet management. It covers the concepts and theories relating to managing fleet assets effectively. Students will learn about fleet management as a business discipline in the context of the motor industry and the principles of managing car and specialised asset fleets by applying accepted fleet management concepts, information, and systems.

FIRE SAFETY

The purpose of this module is to provide students with basic information about the design and construction of buildings. It provides an understanding of building construction principles and practices as they relate to fire behaviour and fire load and will enable students to make better, safe, and timelier decisions to protect people and property from potential and actual fires. The module's information will aid in understanding the purpose and operation of fixed fire protection installations and detectors. It equips students with the competencies required to operate internally and externally within the fire workplace environment.

INCOME TAX

The objective of this module is to introduce students to the topic of taxation in the context of South African Tax legislation. It introduces students to Income Tax, Capital Gains Tax (CGT), Donations Tax, Value-Added Tax (VAT), Dividend Withholding Tax (DWT), Secondary Tax on Companies (STC) and various other elements in the system of taxation. Students must not only understand the system of taxation, but also be able to apply the rules and calculate a taxpayer's liability.

MANAGEMENT IN FIRE TECHNOLOGY

This module aims to provide students (potential fire service leaders/officers) with the fire technology information of a professional relevance that they need to be effective in the technical work environment. It exposes students to the tactics and strategies required for operational firefighting and fire ground procedures. The module further prepares the fire officer to take command of operational incidents, utilising available resources safely and effectively, and know the best course of action to take in each scenario. The module provides students with the information and knowledge regarding the utilisation, design, testing, and maintenance of fire service apparatus and equipment. It equips students with the competencies required to operate internally and externally within the fire workplace environment.

HUMAN RESOURCE MANAGEMENT I

This module aims to introduce human resources management (HRM) in the context of HRM within South Africa. It also considers affirmative action, its goals, and the processes that follow this. The module provides an overview of the core HRM functions, such as the HRM value chain and employee wellness, and provides basic HRM information that could also be of value for line managers.

HEALTH AND SAFETY MANAGEMENT I

Understanding the fundamentals and legislative requirements in any work environment is an essential competence required from all workplace managers and health and safety representatives, irrespective of the type of business. This module will equip all health and safety representatives with the required information to address employee health, safety, and wellness in the workplace and promote sound occupational health and safety principles. It will equip students with the competencies required to operate internally and externally within any workplace environment.

LABOUR RELATIONS I

Labour Relations aims to introduce new knowledge and skills that will enable students to understand the dynamics and ever-changing field of Labour Relations. Effective labour relations management is essential for achieving organisational objectives in all environments. Managers and employees, therefore, need to be aware of the most critical aspects of the South African labour relations system and how the interaction between system components influences labour relations outcomes in organisations. This module will equip students with fundamental knowledge and skills related to the South African labour relations system. It will introduce them to the theoretical aspects of labour relations and the development of workplace relationships, building a committed and loyal workforce to deal with the unique challenges in the South African labour market.

MODULE DESCRIPTIONS

INTRODUCTION TO ENVIRONMENTAL LAW

This module focuses on the National Environmental Management Act: NEM: WA of 2008, 59 of 2008 (NEM: WA). NEM: WA provides for compliance, enforcement mechanisms, procedures, and matters connected. The purpose of this module is to assist students in developing the necessary competence to apply the principles in a work environment.

LOGISTICS MANAGEMENT I

This module equips students with the basic building blocks of logistics operations as the basis for a career in logistics management. Students will learn about the procurement process and identify procurement-related activities, inventory, packaging solutions and containerisation and the role of packaging in logistics. They will also learn about the equipment used in warehouses and warehouse management activities, transportation operations in the logistics sphere and the concept of reverse logistics and the returns management process.

MANAGEMENT I

This module aims to enable students to function as effective managers on a supervisory level by laying a solid foundation for further studies in management. Qualifying students will be able to understand, describe, and interpret management roles, tasks, and associated theories, and develop the ability to apply theoretical content in workplace contexts. Discussions of the content are grounded in the four core functions of management: planning, organising, leading, and control. The knowledge and skills obtained in the course are essential to the management practice of supervisors, middle managers, and top managers.

MARKETING MANAGEMENT I

Marketing contributes to achieving fundamental business objectives, including survival, profitability, and growth, and is a fundamental part of daily life. Marketing activities include the conception, pricing, promotion, and distribution of ideas, products, and services. The marketing process includes understanding the organisation's mission, the role that marketing plays in fulfilling that mission, setting marketing objectives, developing a marketing strategy, developing and implementing a marketing mix, evaluating marketing efforts, and making changes if needed. The marketing mix combines product, distribution (place), marketing communication, and pricing strategies to create exchanges satisfying individual and company objectives.

MANAGEMENT SAFETY IN THE WORKPLACE

Understanding the necessity, processes, and implementation of different aspects of health and safety management in the work environment is an essential competence required from all workplace managers and health and safety representatives, irrespective of the type of business. This module will equip all health and safety representatives and/or managers with the required information to ensure a healthy and safe work environment that is fundamental to human rights. Employees and employers need to be aware of human rights and, in alliance with the health and safety legislation, strive to achieve reasonably practicable, healthy, and safe work practices. The module will equip students with the competencies required to operate internally and externally within any workplace environment.

PUBLIC ASSET MANAGEMENT I

This module provides an understanding of asset management in the public service and explains the concept of "Asset Management". Students will understand the asset management process and demonstrate an understanding and application of the procedures in respect of the movement of assets. Students will learn how to apply the stock verification concept and describe the asset disposal process in the public service.

COMMUNICATION FOR POLICING

Competency in English is an essential skill for students to conduct themselves professionally in the work environment. This module will equip students with the academic skills to ensure accurate completion of official police documents, registers, statements, and letter writing. Students will be equipped with the necessary skills to do research, apply effective writing skills, and practice positive verbal communication skills in the work environment.

PUBLIC SECTOR FINANCIAL MANAGEMENT I

This module provides students with an understanding of the concept of public money and how the public participates in and benefits from public money, and the statutory framework and components of public sector financial management. It discusses how a democratic state, specifically South Africa, structures itself to enable, regulate and deliver services in the public interest. Students will also understand what constitutes a budget, define the process of preparing one, describe budget execution and reporting, and explain how the process contributes to overall accountability. Fundamental is the nature of ethics and the ethical expectations of government officials.

MODULE DESCRIPTIONS

PUBLIC SECTOR MANAGEMENT I

Public management practices are essential for long-term institutional sustainability at the national, provincial, and local government levels. They underpin the process of democratic accountability. Students will learn to describe Public Administration theory, the development of the discipline, and the role of the organisation of the State.

POLICE MANAGEMENT

This module is developed to ensure that managers, commanders, or aspirant managers and commanders in respective policing and law enforcement environments are equipped with requisite knowledge, skills, and attitude to deliver effective and efficient management services. The module covers elementary knowledge on the fundamental functions of management, such as planning, organising, leading, control, and coordination. As a manager in policing and law enforcement spaces, it is required that an incumbent should possess technical skills, people skills, and conceptual skills to function efficiently to enhance delivery of services to the clients.

PROJECT MANAGEMENT I

This module familiarises students with the project management function and its organisational role. Students learn the different phases projects go through, particularly the first phase, referred to as project initiation. Students will also understand project managers' tools, processes, and documents to run projects efficiently.

PUBLIC SUPPLY CHAIN MANAGEMENT I

This module broadly explains what supply chain management involves from a public sector perspective and explains demand management as the first phase of supply chain management. It further describes acquisition management's main functions and identifies important focus areas relating to bid administration.

PUBLIC TRANSPORT AND FLEET MANAGEMENT I

Transport and fleet management in the public sector has become an important function that deserves the necessary attention from the management of a government department. In this module, students will learn about basic transportation concepts, role-players and their responsibilities for transport and fleet management, the South African automotive environment, government-owned vehicles, government-subsidised vehicles, and the measurement and management of transport and fleet management performance.

RECORDS MANAGEMENT I

Establishing an integrated records and archives management system requires public and private organisations to develop policies, procedures, systems, and structures to maintain an integrated records management programme. Students will identify and describe legislation affecting records management practice and describe the characteristics of records. They will be able to define records management, identify its advantages, and demonstrate an understanding of records storage space, conditions, and equipment. They will furthermore demonstrate an understanding of registry procedures and be able to discuss file plans and functional requirements for effective recordkeeping systems. Lastly, they will demonstrate an understanding of records management's appraisal, retention, and disposal.

TRAFFIC POLICE SCIENCE

Traffic Police Science is a challenging but interesting field of study that deals with the importance of the legal side of road traffic signs as well as certain techniques and mechanisms introduced by all spheres of government to promote and ensure the safety of road users on the South African road infrastructure. The module focuses on terminology and aspects of road signs, road markings, traffic signals, speed calming, and other aspects of roadside safety. This module will equip students with the competencies required to operate internally and externally within any workplace environment.

TRAINING MANAGEMENT I

This module empowers students to analyse, design, develop, implement, and manage training and development in an enterprise. It teaches students to develop and implement meaningful training and development interventions and initiatives for organisations and the future economic development and international competitiveness of South Africa.

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FEES & PAYMENT
OPTIONS



PRESCRIBED
TEXTBOOKS



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