

# STADIO

HIGHER EDUCATION

## SCHOOL OF COMMERCE

### BACHELOR OF COMMERCE IN PROJECT MANAGEMENT

NQF 7 | 365 CREDITS | SAQA ID: 117899 | 3 YEARS

CAMPUSES: BELLVILLE & CENTURION

#### CAREER OPPORTUNITIES

- PROJECT MANAGER
- INTERMEDIATE BUSINESS PROJECT MANAGER
- PROJECT CONTROL MANAGER
- OFFICE MANAGER

#### DESCRIPTION

The programme was designed to provide candidates with a broad knowledge base that focuses on theory and methodologies of the discipline. This will enable graduates to enter the world of project management at a professional level. Amongst other benefits, graduates will receive tuition on the Global Standard Knowledge of which all training materials are aligned with. This standardised knowledge will give the graduate the best practices to manage any project effectively.

#### MODE OF DELIVERY - CONTACT LEARNING (BLENDED CONTACT)

The programme is offered in STADIO's **Blended Contact** mode of delivery. Contact learning is aimed at students who want to attend venue-based face-to-face classes at one of STADIO's campuses. The Blended Contact mode combines classroom and online learning and teaching in a manner that includes some flexibility, while optimising the time students spend on campus. Based on the nature of the module, each module utilises a unique combination of the following learning settings:

- **Classroom:** Classroom sessions involve learning by doing, debating, arguing, trying, experimenting, practising, analysing, and sharing — all the skills students will need when they enter the world of work. Students will have the opportunity to contribute to the learning process and at the same time they will learn from the contributions of their fellow students. Class attendance of venue-based sessions is compulsory.
- **Synchronous online:** These are live online teaching sessions facilitated by a range of lecturers from different campuses. STADIO believes in encouraging students to think and engage laterally and to consider different perspectives and this is what students will get from having different experts share their knowledge with them. Students will be advised of the date and time of the session at the start of the semester, and they may connect from the comfort of their home, or from any other venue. They may also come to campus to make use of the campus Wi-Fi to join these sessions. Some of the live online sessions may be recorded, while others will not. It depends on the nature of the session and the lecturer will advise students beforehand. The lecturer will also use these sessions for group work and for discussions. These sessions are also compulsory, as they are an integral part of the teaching programme.
- **Asynchronous online:** These are recorded lectures which students will watch in their own time, but within the timelines provided in the course environment. In these short sessions, the lecturers will explain the theoretical concepts and they will work through examples, etc. Students enjoy the benefit of watching these important sessions repeatedly during the semester, as they prepare for their assessments.

Students will find a detailed timetable indicating the combination of sessions on the learning management system (Canvas) at the start of the semester. This will enable them to plan their schedule ahead of time, and to optimise travelling arrangements to and from the campus.

Contact learning is suited to students who are able to attend and are interested in participating in face-to-face classes on a physical campus and who want to become part of a campus community with all the activities that go with being on the campus. It is important to realise that class attendance is compulsory and students must commit to regularly attend classes on campus if they want to be successful and derive the best benefits of contact learning.

## OUTCOMES

1. Demonstrate integrated knowledge of the key areas and practices of project management, including an understanding of and the ability to apply and evaluate the key terms, concepts, facts, principles, rules and theories, and how it relates to other disciplines such as business management.
2. Demonstrate an understanding of knowledge as contested, and the ability to evaluate types of knowledge, principles and concepts common to the study of project management.
3. Demonstrate an understanding of a range of methods of enquiry in a field, discipline or practice, and their suitability to specific investigations; and the ability to select and apply a range of methods to resolve problems or introduce change within project management.
4. Demonstrate the ability to identify, analyse, evaluate, critically reflect on and address complex problems, applying evidence-based solutions and theory-driven arguments in project management.
5. Demonstrate the ability to take decisions and act ethically and professionally, and the ability to justify those decisions and actions drawing on appropriate ethical values and approaches within a project management environment.
6. Demonstrate the ability to develop appropriate processes of information gathering for a given context or use; and the ability to independently validate the sources of information and evaluate and manage the information.
7. Demonstrate the ability to develop and communicate ideas and opinions in well-formed arguments, using appropriate terminology in the project management and related fields.
8. Demonstrate the ability to manage processes in unfamiliar and variable contexts, recognising that problem solving is context and system bound, and does not occur in isolation.
9. Demonstrate the ability to identify, evaluate and address his or her learning needs in a self-directed manner, and to facilitate collaborative learning processes.
10. Take full responsibility for his or her work, decision-making and use of resources, and show limited accountability for the decisions and actions of others in varied event management contexts.

## ADMISSION REQUIREMENTS

- a Senior Certificate (SC) with degree endorsement;
- a National Senior Certificate (NSC) with a minimum of 50% in four NSC 20-credit subjects and minimum of 30% in English Home Language or First Additional Language; or
- a National Senior Certificate – Vocational Level 4 (NC(V)) with a minimum of 60% in three fundamental subjects, including English; and a minimum of 70% in three vocational subjects; or
- A cognate Higher Certificate on NQF 5 OR Advanced Certificate on NQF 6 or Diploma on NQF 6.

## ARTICULATION POSSIBILITIES

After successful completion of the Bachelor of Commerce in Project Management (NQF 7), the student may articulate to a postgraduate diploma or honours degree, such as the STADIO Bachelor of Business Administration Honours.

## SPECIFIC REQUIREMENTS

### MINIMUM SYSTEM REQUIREMENTS:

- **Reliable broadband Internet access (Wi-Fi available at all our campuses, but you may prefer access from home as well)**
- **Firefox/Internet Explorer/Chrome web browser**
- **Microsoft Word**
- **PDF Viewer**
- **Ability to scan and upload documents**
- **Email/cellphone for notification and communication**

### ACCESS TO TECHNOLOGY:

STADIO provides students with materials, resources, assessments (including online tests and quizzes), as well as discussion opportunities and a number of administrative services via its student administration and learning environments. Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous access to study, using the resources mentioned above, and to access and submit some assessments.

## STUDENT SUPPORT FOR CONTACT LEARNING STUDENTS

### C4SS - CENTRE FOR STUDENT SUCCESS

The Centre for Student Success supports students with academic, psychological and financial wellness.

### SSS - STUDENT SUPPORT SERVICES

Student Support Services is the first port of call for all student queries and requests, they can channel your requests to the right individuals.

### THE BUDDY PROGRAMME

The Buddy programme exists to help first year students to make the transition between secondary and tertiary studies.

# CURRICULUM OUTLINE

YEAR	1st YEAR	2nd YEAR	3rd YEAR
Compulsory (All)	Financial Accounting FA13 (25)	Micro Economics MI22 (15)	Strategic Management SM32 (20)
	Entrepreneurship FE12 (15)	Project Management 2A PM22A (15)	Corporate Governance CGE101 (20)
	Project Management 1A PM12A (15)	Human Resource Management 2A HR22A (15)	Commercial Law CL32 (20)
	Business Communication BCU101 (15)	Project Information Management Systems PIM22 (15)	Project Management 3 PM33 (50)
	Business Management BM12 (15)	Macro Economics MA22 (15)	Research Methodology RES372 (15)
	Fundamentals of Economics FEC12 (15)	Project Management 2B PM22B (20)	
	Project Management 1B PM12B (15)	Human Resource Management 2B HR22B (20)	
	Statistical Methods STM11 (5)	Academic Literacy AL21 (5)	
CREDITS PER YEAR	120	120	125

## MODULE DESCRIPTIONS

### BUSINESS COMMUNICATION

Effective business communication is critical in the professional environment. Business communication requires the ability to handle a variety of situations independently or in collaboration with colleagues. This module is aimed at the understanding and application of effective communication in the business environment. It introduces both written and spoken communication skills to students to build their confidence in delivering clear and logical messages to their audience. The acquisition of communication skills will enable students to benefit fully from further education and training in their business careers.

### FINANCIAL ACCOUNTING

This module serves as a foundation to more advanced studies in bookkeeping and accounting. It provides the student with an understanding of core concepts, principles and processes, starting with a brief revisit to the different types of businesses combined with the basic concepts and principles of financial accounting. In particular, attention is paid to source documents and banking procedures, the double-entry system, payment and receipt transactions, credit sales and purchase transactions, as well as elementary year-end procedures.

### ENTREPRENEURSHIP

This introduces the student to the entrepreneurial world and creates a platform for advanced studies in this field. Students will explore the unique characteristics of the 'Entrepreneur' who seizes opportunities to develop new products and services that satisfy the needs of consumers with limited resources. Specific techniques for releasing creativity in the development and growth of new business ventures will be presented in practical terms. This module introduces the student to the requirements of a structured 'mini-business plan.'

# MODULE DESCRIPTIONS

## BUSINESS MANAGEMENT

This module introduces the student to the business world and key processes for effective business management. In particular, attention is paid to theory and concepts in business management, management principles and aspects of functional management with integration. Contemporary management issues such as globalisation, knowledge management and productivity are also highlighted in the module.

## PROJECT MANAGEMENT 1A

This module enables the student to gain knowledge and an understanding of recognised project management practices. The student will learn the basics of how to successfully manage projects by first exploring the role of project managers and then delving into the project work such as the project life cycle.

## PROJECT MANAGEMENT 1B

The student gain a deeper understanding of the different processes to properly plan the management of the project. This means learning the project scope and how to create a work breakdown structure to meet the needs of the project. In addition, the student will be able to do time management for the project life cycle.

## STATISTICAL METHODS

The module will introduce students to the methods and thinking in statistics. The student will learn how to apply statistics in real work situations. The module aims to develop the technical skills of students and prepare students for the working world through use of Microsoft Excel. The syllabus centres on the basic division of statistics namely descriptive and inductive statistics.

## FUNDAMENTALS OF ECONOMICS

The module aims to introduce students to introductory concepts and practices in micro and macroeconomics. Introduction to economics covers the basics of economics, economic systems and microeconomic theory. The basics of macroeconomic theory, such as economic growth, unemployment, inflation, interest rates, the national budget and international trade are also explored.

## MACRO ECONOMICS

This module introduces students to more advanced concepts and practices in macro economics. Principles of macro economics covers the basics of macro economic analysis as well as the structure and operation of the economy explained. This is done through the role of macro economic theory such as economic growth, unemployment, inflation, interest rates, the national budget and international trade.

## MICRO ECONOMICS

Principles of micro economics covers micro economics analysis and the structure and operation of the economy explained through the role of micro economic theory. This theory includes the price mechanism, consumer and producer equilibrium and market structures models.

## PROJECT MANAGEMENT 2A

In this module, students will learn various project management plans. These include plans for risk, procurements, communication and stakeholders, all of which play a role in the project's success. Critical analysis in planning is involved.

## PROJECT MANAGEMENT 2B

The student will now move from planning to execution in projects. They will be able to execute project work by directing and managing, performing quality assurance, acquiring a project team and developing a project team, among others. Monitoring and control of project work is also discussed.

# MODULE DESCRIPTIONS

## PROJECT INFORMATION MANAGEMENT SYSTEMS

After completion of this module the student will understand project management software. The student will learn how to navigate Microsoft Project to apply the project management processes from the beginning to the close-up phase of the project.

## HUMAN RESOURCES 2A

Students will gain knowledge of Human Resource Management and Employment Relations, influences of other disciplines on HRM, and the benefits of the multi-ethnic workforce. Functions of human resource practitioners, line managers and managers, functions of HRM in practice as well as terms and concepts of HRM will be outlined. They will understand human resource planning and labour forecasting, recruitment, selection, placement, induction and retention, management and leadership development.

## HUMAN RESOURCES 2B

In this module the students will learn how to manage the workforce and manage remuneration and rewards. Other aspects in the module will involve legal aspects in the workplace, managing employment relationships and being able to handle future challenges.

## PROJECT MANAGEMENT 1B

The student will be able to understand the different processes to properly plan the management of the project, the scope and how to create a work breakdown structure to meet the needs of the project. They will be able to do time management for the project life cycle.

## ACADEMIC LITERACY

This module equips students with the necessary basic skills that they should apply across all other modules during the completion and presentation of assignments. The content is structured around the following key themes: analyse an assignment topic, plan the first draft, use the correct vocabulary and tenses, and formulate a paragraph. The student will also learn how to avoid plagiarism, as well as correctly and professionally deliver a presentation.

## STRATEGIC MANAGEMENT

The aim of this module is to develop an understanding of strategic business formulation, analysis, choice and the implementation structure. It equips the student with knowledge to apply and evaluate analytical tools in the development of strategic plans and strategies. An organisation needs a reference point for decision making, which can be provided by the strategy and the planning process involved in designing the strategy.

## CORPORATE GOVERNANCE

This module introduces students to the fundamental concepts and principles that underpin corporate governance. South African companies have to compete for international capital and for job creation through increased direct foreign investment. For this reason behaviour in the board rooms of South African companies, private or public, must be of the highest standards.

## COMMERCIAL LAW

This module will equip the student with knowledge about a variety of legal issues that are applicable to business management. It sets the foundation for business management practice to ensure compliance with relevant laws of the country. In particular, attention is paid to the legal system in South Africa, the Law of Contract, and forms of business entities. Alternative dispute resolution, payment methods, as well as significant laws will be discussed.

## PROJECT MANAGEMENT 3

This module equips the students to execute a project using selected computer software. The student will use all template documents associated with projects, produce reports and do presentations before, during and at the close and procurement phase of the final year project. Students should work in a team. In exceptional circumstances a student may apply to work as an individual, and by approval of the Programme Coordinator, the student will be allowed to work as an individual on the final year project.

## RESEARCH METHODOLOGY

This module serves as the foundation for research activities at the under graduate level. Unit A covers foundational knowledge. It equips the students with knowledge of the principles, concepts and processes to do academic-scientific research. Unit B provides the opportunity to do research on a topic of own interest relevant to the field of study. Since the outcomes focus on research knowledge at an entry level, a fully-fledged dissertation or thesis is not required.

# STADIO

HIGHER EDUCATION

## SCHOOL OF COMMERCE

### BACHELOR OF COMMERCE IN PROJECT MANAGEMENT

NQF 7 | 365 CREDITS | SAQA ID: 117899 | 3 YEARS

CAMPUS: BELLVILLE & CENTURION



FEEES & PAYMENT  
OPTIONS



PRESCRIBED  
TEXTBOOKS



VISIT OUR WEBSITE  
[www.stadio.ac.za](http://www.stadio.ac.za)



I'M READY!  
APPLY ONLINE NOW



EMAIL US  
[hello@stadio.ac.za](mailto:hello@stadio.ac.za)



CALL US  
[+27 87 158 5000](tel:+27871585000)

DON'T BE SHY BE SOCIAL:

