

STADIO

HIGHER EDUCATION

SCHOOL OF ADMINISTRATION & MANAGEMENT

HIGHER CERTIFICATE IN MANAGEMENT EXTENDED PROGRAMME

NQF 5 | 120 CREDITS | SAQA ID: 117871 | MIN. 18 MONTHS

MODE OF DELIVERY: DISTANCE LEARNING

DESCRIPTION

The Higher Certificate in Management Extended Programme 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 higher learning studies.

The Higher Certificate in Management Extended Programme should be structured according to the chosen elective focus areas. The various electives of the Higher Certificate in Management Extended Programme are indicated on page 3.

Please note: English, Entrepreneurship, Fundamentals of Business Communication, Fundamentals of Business Studies, Introduction to Higher Education Studies and Management are the core compulsory modules that form part of each elective focus area.

ARTICULATION POSSIBILITIES

Vertical articulation opportunities within STADIO include:

- Diploma in Management – SAQA 117869
- Bachelor of Business Administration – SAQA 117864

CAREER OPPORTUNITIES

The flexible structure of the qualification enables candidates to select outcomes that meet the diverse roles and contexts required by a wide range of industries in the private and public sectors.

FEES

SOUTH AFRICAN STUDENTS

REGISTRATION FEE	R 1 800	RE-REGISTRATION FEE	R 970
COST PER MODULE	R 2 450	EXEMPTION PER MODULE	R 800

NAMIBIAN STUDENTS

REGISTRATION FEE	N\$ 1 800	RE-REGISTRATION FEE	N\$ 970
COST PER MODULE	N\$ 2 450	EXEMPTION PER MODULE	N\$ 800

ENQUIRIES

Please email us at: ehc@stadio.ac.za

ADMISSION REQUIREMENTS

The admission criteria for the Higher Certificate in Management Extended Programme are:

SOUTH AFRICAN STUDENTS

- A National Senior Certificate pass. To get an NSC pass you need 40% minimum for your home language and 40% for another 2 subjects, as well as 30% minimum for three other subjects
- A National Certificate (Vocational) pass

NAMIBIAN STUDENTS

A National Senior Secondary Grade 11 Certificate with:

- 20 points in 6 subjects
- E symbol in English

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

1st YEAR		
Compulsory Modules	English - ENG152 (20 credits)	
	Entrepreneurship - ENT100 (20 credits)	
	Fundamentals of Business Communication - FBC152 (20 credits)	
	Fundamentals of Business Studies - FBS152 (20 credits)	
	Introduction to Higher Education Studies - IHE152 (20 credits)	
	Management - MAN001 (20 credits)	
	Elective Focus Area I (See below)	
ELECTIVE FOCUS AREAS CHOOSE ONE SET OF MODULES THAT WILL BE YOUR ELECTIVE FOCUS AREA		
Accountancy	Accounting for Managers I ACN100 (20 credits)	Income Tax I TAX100 (20 credits)
Business & Marketing Management	Marketing Management I MAR100 (20 credits)	Project Management I POM100 (20 credits)
Disaster Risk Management	Disaster Risk Reduction I DRR100 (20 credits)	Project Management I POM100 (20 credits)
Entrepreneurship	Venture Formation ENA152 (20 credits)	Digital Marketing Fundamentals DMF152 (20 credits)
Fleet Management	Fleet Management I FLM100 (20 credits)	Project Management I POM100 (20 credits)
Fire Technology Management	Fire Technology Management FTE100 (20 credits)	Fire Safety Management FSA100 (20 credits)
Human Resources Management	Human Resource Management I HRM100 (20 credits)	Labour Relations I LBR100 (20 credits)
Logistics Management	Logistics Management I LOG100 (20 credits)	Project Management I POM100 (20 credits)
Occupational Health & Safety Management	Health and Safety Management HSM100 (20 credits)	Project Management I POM100 (20 credits)
Police Management	Criminology I - CML100 (20 credits) OR Training Management I - TRM100 (20 credits)	Project Management I POM100 (20 credits)
Project Management	Business Law BLA100 (20 credits)	Project Management I POM100 (20 credits)
Public Sector Financial Management	Accounting for Managers I ACN100 (20 credits)	Public Sector Financial Management I PFB100 (20 credits)
Public Sector Management	Public Sector Management I PMB100 (20 credits)	Public Supply Chain Management I PSC100 (20 credits)
Public Supply Chain Management	Public Sector Financial Management I PFB100 (20 credits)	Public Supply Chain Management I PSC100 (20 credits)
Public Transport & Fleet Management	Public Supply Chain Management I PSC100 (20 credits)	Public Transport & Fleet Management I PTM100 (20 credits)
Records Management	Project Management I POM100 (20 credits)	Records Management I RMP100 (20 credits)
Tourism Management	Introduction to Tourism Sectors TIN152 (20 credits)	Tourism Marketing TMA152 (20 credits)
Traffic Management	Public Sector Management I PMB100 (20 credits)	Traffic Police Science TPS100 (20 credits)
Vehicle Crime Investigation Management	Vehicle Crime Investigation Management VCM152 (20 credits)	Vehicle Crime-Related Legislation VCL152 (20 credits)
CREDITS P/YEAR	120	