STADIO

HIGHER EDUCATION

SCHOOL OF ADMINISTRATION & MANAGEMENT

HIGHER CERTIFICATE IN MANAGEMENT

NQF 5 | 120 CREDITS | SAQA ID: 117871 | MIN. 1 YEAR | MODE: CONTACT LEARNING

CAMPUSES: BELLVILLE (CAPE TOWN) & CENTURION (PRETORIA)

DESCRIPTION

The Higher Certificate in Management is an entry-level qualification and is suitable for candidates not meeting the admission requirements for degree level studies.

The Higher Certificate in Management can be structured according to the chosen elective focus areas. The various electives of the Higher Certificate in Management are indicated on page 4. Management (MAN001), Entrepreneurship (ENT100), Fundamentals of Business Communication (FBC152) and Fundamentals of Business Science (FBS152) are the core compulsory modules that form part of each elective.

The Higher Certificate in Management offers the following elective focus areas streams for contact learning:

- Accountancy
- Business & Marketing Management
- Entrepreneurship
- Human Resources Management
- Logistics Management
- Project Management

ARTICULATION POSSIBILITIES

Vertical articulation opportunities within STADIO include:
- Diploma in Management – SAQA 117869
- Bachelor of Business Administration – SAQA 117864

Horizontal articulation opportunities within STADIO include:
- Higher Certificate in Fashion Retail – SAQA 117859
- Higher Certificate in Digital Marketing Practice – SAQA 117860
- Higher Certificate in Paralegal Studies – SAQA 117877

STADIO

CAREER OPPORTUNITIES

The Higher Certificate in Management is an entry-level qualification designed to widen access to higher education in the fields of management and commerce. 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.

The Higher Certificate in Management will provide graduates with the broad knowledge and skills needed in industry and caters for students who have not yet accessed the world of work to progress in their careers. The skills and knowledge acquired through this proposed programme will enable graduates to become knowledge workers and practitioners in management. Students that do not have access to diploma or degree studies, can use this qualification to gain access to higher education.

OUTCOMES

The programme outcomes for the Higher Certificate in Management are:
1. Demonstrate the competence in basic aspects relating to communication in an organisation.
2. Demonstrate competence in basic aspects relating to personal management in an organisation.
3. Contribute to management strategy at first line management level.
4. Take part in the management of entrepreneurial systems and processes.

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.

ADMISSION REQUIREMENTS

The admission criteria for the Higher Certificate in Management are:
- a Senior Certificate (SC); or
- a National Senior Certificate (NSC) with a minimum of 40% in three modules, inlcuding Home Language, and a minimum of 30% in three other modules;
- a National Senior Certificate – Vocational Level 4 (NC(V)),

with
- a minimum of 40% for English Home Language and 30% for 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

ADDITIONAL OR SPECIFIC ADMISSION REQUIREMENTS

Other access pathways
STADIO is committed to achieving inclusion and to overcome barriers to access and success in higher education. Applicants who do not meet the stated admission criteria, but who have relevant work experience and/or prior learning may apply for admission under the policy on Recognition of Prior Learning (RPL). STADIO admits a maximum of 10% per cohort via RPL.
The implementation of RPL is context-specific, in terms of discipline, programme and level. Further information may be obtained from your Student Recruitment Advisor.

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.

SPECIFIC REQUIREMENTS

MINIMUM SYSTEM REQUIREMENTS:

- **Wi-Fi: Reliable broadband Internet access (Wi-Fi is available on all of our campuses, but you may prefer access from home as well).**
- **Web browser: Chrome/Safari/Opera/FireFox.**
- **Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software (STADIO provides the software to you as a STADIO student). Office 365 includes Word, Excel, PowerPoint and Outlook.**
- **PDF Viewer: The free Adobe Acrobat software.**
- **Scanning documents: Ability to scan and upload documents (typically from your cellphone or smartphone).**
- **Email/cellphone for notification and communication.**
- **Communication: A cellphone or smartphone for receiving notifications and communication (additionally WhatsApp is recommended for collaborating in student groups).**

ACCESS TO TECHNOLOGY:

STADIO School of Administration & Management uses its ONLINE student administration and learning environments to provide students with materials and resources, to conduct online assessments, create discussion opportunities and render a range of administrative services.

Therefore, having continuous access to the above ONLINE facilities is essential for efficient communication, learning and success.

STADIO

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.

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CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS		
ACCOUNTANCY	BUSINESS & MARKETING MANAGEMENT	ENTREPRENEURSHIP
HUMAN RESOURCES MANAGEMENT	LOGISTICS MANAGEMENT	PROJECT MANAGEMENT

ELECTIVE FOCUS AREAS		1st YEAR
ACCOUNTANCY	SEM 1	Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Entrepreneurship ENT100 (20 credits)
	SEM 2	Management MAN001 (20 credits) Accounting for Managers I ACN100 (20 credits) Income Tax TAX100 (20 credits)
BUSINESS & MARKETING MANAGEMENT	SEM 1	Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Entrepreneurship ENT100 (20 credits)
	SEM 2	Management MAN001 (20 credits) Marketing Management I MAR100 (20 credits) Project Management I POM100 (20 credits)
ENTREPRENEURSHIP	SEM 1	Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Entrepreneurship ENT100 (20 credits)
	SEM 2	Management MAN001 (20 credits) Digital Marketing Fundamentals DMF152 (20 credits) Venture Formation ENA152 (20 credits)
HUMAN RESOURCES MANAGEMENT	SEM 1	Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Entrepreneurship ENT100 (20 credits)
	SEM 2	Management MAN001 (20 credits) Human Resource Management I HRM100 (20 credits) Labour Relations I LBR100 (20 credits)

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ELECTIVE FOCUS AREAS		1st YEAR
LOGISTICS MANAGEMENT	**SEM 1**	Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Entrepreneurship ENT100 (20 credits)
	SEM 2	Management MAN001 (20 credits) Logistics Management I LOG100 (20 credits) Project Management I POM100 (20 credits)
PROJECT MANAGEMENT	**SEM 1**	Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Entrepreneurship ENT100 (20 credits)
	SEM 2	Management MAN001 (20 credits) Business Law I BLA100 (20 credits) Project Management I POM100 (20 credits)
CREDITS P/YEAR		**120**

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 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.

DIGITAL MARKETING FUNDAMENTALS

Digital has become a way of life. It is the experiential glue which binds previously separated, traditional media together and because of this, digital enables a cohesive brand experience to marketers. If you want to be successful in marketing and business today, mastering these topics is absolutely essential. It is all about an approach and finding the solution that best suits a company, its strategy and organisational needs. The insights and approach provide a well-structured guide to the channels and approaches that are needed to consider as one navigates the digital highway. This course aims to cover all the essentials that a student would need on digital marketing. Gaining knowledge of the overall strategy, the web assets that they need to create, and how to effectively engage with their audience through multiple digital vehicles. It offers a great overview on how to measure and optimise one's activities in digital via web analytics and conversion optimisation. It will provide a solid background on all aspects of digital marketing.

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.

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.

FUNDAMENTALS OF BUSINESS STUDIES

In this module we build literacy skills in terms of basic numeracy, personal management and basic computer skills that are suitable and non-negotiable for a student that graduates from any qualification in Higher Education. This is an induction module where students are provided with the skills and knowledge required to be successful in entry-level business degree studies.

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.

MODULE DESCRIPTIONS

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.

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.

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

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.

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.

VENTURE FORMATION

In this first elective, students will cover the first part of the entrepreneurial process (Venture formation). They will build an understanding of the venture formation process in more detail; learn how to apply it in a real-life context; and create a tangible mini-business plan for a business opportunity linked to a real problem in practice.

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FEES & PAYMENT OPTIONS

PRESCRIBED TEXTBOOKS

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hello@stadio.ac.za

CALL US
+27 87 158 5000

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