STADIO

HIGHER EDUCATION

SCHOOL OF ADMINISTRATION & MANAGEMENT

HIGHER CERTIFICATE IN MANAGEMENT

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

MODE OF DELIVERY: 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 elective focus areas. The various electives of the Higher Certificate in Management are indicated on page 4.

Please note: 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.

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

MODE OF DELIVERY - DISTANCE LEARNING

DISTANCE LEARNING AT STADIO

STADIO's distance learning programmes offer students excellent, quality education without the need to attend venue-based classes. The rapid technological advances of the past decade have transformed distance learning into an exciting study option for many students in South Africa, SADC, and internationally. However, STADIO recognises that many prospective students have only limited access to technology, with restricted connectivity, networks, and bandwidth. The STADIO distance-learning and teaching model therefore makes provision for this reality, ensuring that students can combine work and studies meaningfully, regardless of personal circumstances.

Distance learning and teaching at STADIO is built on best practices, enabled and supported by technology. This includes a world-class learning management system where students can access their learning materials, assessments, and live online classes for each of the modules for which they have registered. In addition, in some qualifications, study materials will be provided in printed format. Key dates for milestones, such as assignment submissions and live online sessions, will be communicated well in advance to allow students to plan their studies. Online sessions are not compulsory; however, students are encouraged to participate in scheduled sessions as they are designed to promote student success. Online sessions are always recorded for convenience.

Throughout the distance-learning journey, academic support is only a click away. Questions may be asked in the online module environment, where the lecturer will provide guidance. Distance-learning students have easy access to online library facilities and an eBook library, as well as access to a variety of online databases to support their studies. There is a physical library for distance-learning students on the Krugersdorp campus. STADIO understands the potential isolation of distance learning, and further provides a range of other support services to promote academic success and general student wellbeing. The full distance-learning experience is also accessible using your mobile device.

WHO SHOULD CONSIDER DISTANCE LEARNING?

Distance learning is suitable for students who wish to study from any location without the need to attend classes at a specific venue. Apart from the obligation to submit assessment tasks punctually, distance learning provides students with the flexibility to create their own study schedules. This option is particularly well suited for working adults, mature learners, or school-leavers who prefer learning at their own pace, reside at a distance from STADIO's campuses, or have other commitments during the day. Despite the physical distance, students still have access to expert lecturers, current study materials, and peer engagement through the online module learning environment.

That said, it is important to highlight that some assessments, including the final examination, may require attendance at one of our exam venues, available throughout South Africa and internationally. This is STADIO's commitment to ensuring the integrity of its qualifications and the credibility of its graduates.

WHAT YOU CAN EXPECT FROM STADIO

Students will have access to a range of resources and facilities in person and online, designed to support not only their learning journey but also their social and emotional well-being. In most modules offered through distance learning in the schools of Administration and Management, Commerce, Law, and Policing and Law Enforcement, printed study materials are available in addition to the online study guides. STADIO offers academic support and wellness initiatives throughout the learning journey to help students realise their goals.

WHAT STADIO WILL EXPECT FROM YOU

In addition to engaging with the study materials (whether printed or online), students are required to utilise the online learning management system on their learning journey. Students, therefore, need access to a computer and to the internet to access and submit their assessments and to access feedback. STADIO believes that the key to academic success, especially in distance learning, is motivation and consistent engagement. Students will be expected to submit their assessment tasks on time and to take part in the learning activities designed to assist their learning journey. STADIO expects all students to always act in accordance with the principles of the Student Code of Conduct and the STADIO values and to be familiar with the institutional policies and rules, especially those pertaining to student success.

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.

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, including a Home Language and a minimum of 30% in three other modules; or**
- **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

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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.

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 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.**

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.

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

ELECTIVE FOCUS AREAS			
ACCOUNTANCY	BUSINESS & MARKETING MANAGEMENT	DISASTER RISK MANAGEMENT	ENTREPRENEURSHIP
FLEET MANAGEMENT	FIRE TECHNOLOGY MANAGEMENT	HUMAN RESOURCES MANAGEMENT	LOGISTICS MANAGEMENT
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT	POLICE MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR FINANCIAL MANAGEMENT
PUBLIC SECTOR MANAGEMENT	PUBLIC SUPPLY CHAIN MANAGEMENT	PUBLIC TRANSPORT & FLEET MANAGEMENT	RECORDS MANAGEMENT
TRAFFIC MANAGEMENT		VEHICLE CRIME INVESTIGATION MANAGEMENT	

ELECTIVE FOCUS AREAS	1st YEAR
ACCOUNTANCY	Accounting for Managers I ACN100 (20 credits) Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Income Tax I TAX100 (20 credits) Management MAN001 (20 credits)
BUSINESS & MARKETING MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Marketing Management I MAR100 (20 credits) Project Management I POM100 (20 credits)
DISASTER RISK MANAGEMENT	Disaster Risk Reduction I DRR100 (20 credits) Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Project Management I POM100 (20 credits)
ENTREPRENEURSHIP	Digital Marketing Fundamentals DMF152 (20 credits) Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Venture Formation ENA152 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR
FLEET MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fleet Management I FLM100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Project Management I POM100 (20 credits)
FIRE TECHNOLOGY MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fire Technology Management FTE100 (20 credits) Fire Safety Management FSA100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits)
HUMAN RESOURCES MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Human Resource Management I HRM100 (20 credits) Labour Relations I LBR100 (20 credits) Management MAN001 (20 credits)
LOGISTICS MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Logistics Management I LOG100 (20 credits) Management MAN001 (20 credits) Project Management I POM100 (20 credits)
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Health and Safety Management HSM100 (20 credits) Management MAN001 (20 credits) Project Management I POM100 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR
POLICE MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Project Management I POM100 (20 credits) Criminology I CML100 (20 credits) **OR** Training Management I TRM100 (20 credits)
PROJECT MANAGEMENT	Business Law BLA152 (20 credits) Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Project Management I POM100 (20 credits)
PUBLIC SECTOR FINANCIAL MANAGEMENT	Accounting for Managers I ACN100 (20 credits) Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Public Sector Financial Management I PFB100 (20 credits)
PUBLIC SECTOR MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Public Sector Management I PMB100 (20 credits) Public Supply Chain Management I PSC100 (20 credits)
PUBLIC SUPPLY CHAIN MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Public Sector Financial Management I PFB100 (20 credits) Public Supply Chain Management I PSC100 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR
PUBLIC TRANSPORT & FLEET MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Public Supply Chain Management I PSC100 (20 credits) Public Transport & Fleet Management I PTM100 (20 credits)
RECORDS MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Project Management I POM100 (20 credits) Records Management I RMP100 (20 credits)
TRAFFIC MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Public Sector Management I PMB100 (20 credits) Traffic Police Science TPS100 (20 credits)
VEHICLE CRIME INVESTIGATION MANAGEMENT	Entrepreneurship ENT100 (20 credits) Fundamentals of Business Communication FBC152 (20 credits) Fundamentals of Business Studies FBS152 (20 credits) Management MAN001 (20 credits) Vehicle Crime Investigation Management VCM152 (20 credits) Vehicle Crime-Related Legislation VCL152 (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.

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.

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.

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 SAFETY MANAGEMENT

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.

MODULE DESCRIPTIONS

FIRE TECHNOLOGY MANAGEMENT

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.

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.

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.

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.

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.

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.

MODULE DESCRIPTIONS

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 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.

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 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.

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.

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.

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MODULE DESCRIPTIONS

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.

VEHICLE CRIME INVESTIGATION MANAGEMENT

To understand motor vehicles, its parts and its accessories and subsequently manage the investigation of the misappropriation of the aforementioned in relation to its identified crime scene

VEHICLE CRIME RELATED LEGISLATION

To give the student insight into RSA legislation applicable to the management of vehicle crime related investigations.

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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MODE OF DELIVERY: DISTANCE LEARNING

FEES & PAYMENT OPTIONS

PRESCRIBED TEXTBOOKS

VISIT OUR WEBSITE
www.stadio.ac.za

I'M READY! APPLY ONLINE NOW

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