

**DEPARTMENT OF BUSINESS
MANAGEMENT**

**HONOURS PROGRAMME
2014**



**UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA**

HONOURS PROGRAMME 2014

BUSINESS MANAGEMENT (COURSE CODE 07240072)

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1. IMPORTANT DATES

- Closing date for international applicants: 31 July 2013
- Closing date for South African applications: 30 September 2013
- Entrance examination: 23 January 2014 (09h00)
- First meeting: 30 January 2014 (17h30)
- Registration: Online before 3 February 2014
- Lectures commence: 10 February 2014

2. APPLICATION AND ENTRY REQUIREMENTS

When applying for an honours degree at the University of Pretoria, applicants need to take note of the difference in application procedures for current UP students and new as well as UP students who did not study at the University in 2013.

Current UP students need to apply online before 30 September 2013 (for assistance please contact Ms Muller at 012 420 3322). Students from other Universities as well as students from the University of Pretoria who did not study at the University during 2013 should complete the official University of Pretoria application form to be obtained on the web at www.up.ac.za or from the Client Service Centre - Tel: (012) 420 3111. **A complete certified academic record must accompany ALL applications. Applicants from other Universities must ensure that they provide the University with sufficient proof to determine whether they have complied with the minimum requirements.**

In order for an applicant to be considered for admission into the honours programme, they need to comply with the following requirements:

- They need to be in possession of a B.Com degree with **Accounting, Economics, Statistics and Business Management on first year level.**
- They must have passed **Strategic Management** on third year level

All applicants from other Universities who comply with the first two requirements will be required to write an entrance examination on 23 January 2014 to be considered for the programme.

The Department can only admit 30 students to the honours programme per year, as a result, current UP students who comply with the entry requirements will get preference to fill the first 20 openings based on their OBS 320 mark. The remaining 10 places will be filled by the 10 candidates that scored the highest marks in the entrance examination. The entrance examination will be written by applicants from other Universities as well as current UP students who were not successful in the first round of selection and would like a second opportunity to be considered for selection.

As Strategic Management is one of the minimum entry requirements for this programme as well as the prerequisite for three of the honours subjects, the entrance examination will cover this topic. In order to prepare for this examination, it is recommended that applicants study the following text:

Carpenter, M.A. & Sanders, Wm. G. 2009. *Strategic management. A dynamic perspective, concepts and cases.* 2nd ed. Pearson Prentice Hall: Upper Saddle River.

The 30 selected applicants need to register for the programme online before 3 February 2014.

It is important to note that all class discussions, assignments, tests, examination papers and textbooks are in English, as a result applicants need to have a very good understanding of written

and spoken English to cope with the work. Students are, however, free to complete all assignments, tests and examinations in Afrikaans.

The Department will in most cases use e-mail as the chosen means of correspondence with applicants. Applicants who have not heard from the Department by 8 December 2013 need to contact the Department to determine the outcome of their application.

Closing date:

All South African applications will close on 30 September 2013, while international applications close on 31 July 2013. This applies to both current and prospecting students.

Note:

Please make sure to take note of the post graduate registration procedures as required by Faculty Administration of the Faculty of Economic and Management Sciences.

3. STRUCTURE OF THE PROGRAMME

The honours programme consists of five subjects with a total credit value of 120 credits, all of which are compulsory. Candidates should take note that a pass mark for NME 704 is required to continue with OBS 790 - Research Report.

Code	Subject	Credits	Semester	Prerequisite
NME 704	Research Methodology 704	20	First	Statistics 110
INR 780	International Business Management 780	20	First	OBS 320
SBE 780	Strategic Management 780	20	First	OBS 320
GLB 780	Integrated Logistics Management 780	20	Second	OBS 320
OBS 790	Research Report 790	40	Second	NME 704

N.B.: Please note that the semester in which the subjects are offered may change.

4. LECTURES

The schedule of lectures according to day of the week, time and venue will be announced during the first meeting on 30 January 2014. Regular attendance of lectures and proper preparation of assignments is essential. **Candidates, who miss more than TWO lectures in a subject, will not be permitted to write the examination in that subject.**

5. SEMESTER/YEAR MARK

The candidate's semester mark is made up of marks for tests, assignments and other evaluations. Candidates need an average semester mark of 40% in a subject in order to be admitted to the examination and a sub-minimum of 40% in the examination to pass a subject.

6. EXAMINATION

Candidates are finally evaluated during the periods of May - June and October - November for the first and second semesters respectively. The examinations may take the form of oral or written evaluations and students must ensure that they co-ordinate the arrangements with their subject lecturer. Most examinations are scheduled for 09h00 in the morning, however due to venue constraints some examinations might be scheduled for 17h30. External examiners of other universities are used in order to ensure that acceptable standards are maintained at the University of Pretoria.

It is important to note that there are no re-exams in the Honours Programme.

7. COURSE CONTENT – DESCRIPTION OF SUBJECTS

7.1 Research Methodology 704 (NME 704)

The objective of the course:

The purpose of this course is to introduce students to the nature and the role of research in a business enterprise so that they will be able to conduct and utilise research. Research generates business information that empowers managers to take better business decisions.

Study Themes:

- The role of research in an enterprise
- Conceptualisation and the scientific thinking process
- The research process
- Research planning and design
- Data gathering and analysis
- Interpreting research results
- Reporting of research results

7.2 International Business Management 780 (INR 780)

Objective of the course:

The purpose of this course is for students to firstly develop an understanding of the differences and interaction between the domestic and foreign environments within which a multinational enterprise operates. And secondly to expose students to the decisions and factors influencing the decisions multinational enterprise need to make when doing business internationally.

Study Themes:

- Globalisation
- The Internationalisation Choice and Country Screening
- Timing and Scale of Entry
- Strategy and Structure
- Operational Issues

7.3 Strategic Management 780 (SBE 780)

Objectives of the course:

Strategic Management 780 analyses the combination of competitive moves and business approaches that organisations can employ to please customers, achieve organisational objectives and compete successfully in a dynamic business environment.

Study Themes:

- The strategic management process: An overview
- Establishing company direction: Developing a strategic vision, setting objectives and crafting a strategy
- Industry and competitive analysis
- Evaluating company resources and competitive capabilities
- Strategy and competitive advantage
- Tailoring strategy to fit specific industry and company situations
- Strategy and competitive advantage
- Evaluating the strategies of diversified companies
- Building resource strengths and organisational capabilities
- Managing the internal organisation to promote better strategy execution
- Corporate culture and leadership – Keys to effective strategy execution
- Advanced strategies of business rescue

7.4 **Integrated Logistics Management 780 (GLB 780)**

Objective of the course:

The purpose of this course is to equip students of supply chain and logistics management with the ability to participate in management within an integrated supply chain. The successful student will have knowledge of and insight into the supply chain management process, the elements and the advanced principles thereof at the functional level.

Study Themes:

- Overview of Supply Chain Management
- Role of Logistics in Supply Chain
- Supply Chain relationships
- Supply chain Performance Measurement and Financial Analysis
- Supply Chain Technology - managing Information Flows
- Demand Management
- Order Management and Customer Service
- Managing Inventory in the Supply Chain
- Transportation - Managing the Flow of the Supply Chain
- Distribution - Management Fulfilment Operations
- Supply Chain Network Analysis and Design
- Sourcing Materials and Service
- Managing Reverse Flows in the Supply Chain

7.5 **Research Report (OBS 790)**

Objective of the course:

The aim of this research report is to give students greater practical exposure to conducting independent research. Students can choose a topic covered in any of the honours courses and with the guidance of a supervisor they will be required to conduct independent research. Due to the nature of this course students need a thorough understanding of the basic research concepts and as a result they need to pass NME 704 in order to continue with OBS 790.

8. **FINANCIAL SUPPORT**

A number of part time posts are available in the Department of Business Management. If you are interested you can direct your inquiries to Jo-Anne Adams at telephone number (012) 420 6257. Also see the attached advertisement at the back of this brochure.

9. **ASSIGNMENTS, REPORTS, CASE STUDIES AND OTHER ACADEMIC DOCUMENTS**

Whilst students at the under graduate level are expected to show their understanding of subject matter during tests and examinations, post graduate work emphasises assignments, reports and case studies. The main consideration is the student's ability to independently gather, process and effectively communicate information.

Each student must take cognisance of the contents of: **Referencing in Academic Documents, Official guidelines of the Department of Business Management.** All assignments, reports and case studies, which students submit for evaluation, must comply with these guidelines or any other specific requirements, which a lecturer in a specific course may have.

**DEPARTMENT OF BUSINESS MANAGEMENT
FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

**AVAILABLE POSITION:
ASSISTANT LECTURER**

In the pursuit of the ideals of excellence and diversity, the University of Pretoria wishes to invite applications for the following vacancy.

The University of Pretoria's commitment to quality makes us one of the top research universities in the country and gives us a competitive advantage in international science and technology development.

Duties: Marking of undergraduate test and examination papers, general office administration, handling of student queries, research assistance to academic staff.

Minimum requirements: •B Com degree with majors in Business Management or Entrepreneurship •A final mark of at least 60% in OBS 320 •Experience in client service •Appropriate language and communication skills •Skilled in the use of MS Windows and MS Office computer packages •Sound interpersonal skills and the ability to liaise with clients in a multicultural environment • The candidate should be admitted and registered for the B Com Honours with Specialisation in Business Management or the M Com with specialisation in Business Management degree programme during the 2014 academic year.

For further information, contact Jo-Anne Adams at jo-anne.adams@up.ac.za

Closing Date: 30 September 2013

Applicants are requested to submit their **completed application form** (official application form is available from Jo-Anne, OBS Department EMB 3-40), a **detailed curriculum vitae** as well as a **complete academic record** to:

Jo-Anne Adams
Department of Business Management
Economic and Management Sciences Building
Room 3-40
Email: jo-anne.adams@up.ac.za
Fax: 086-546-9360

No application will be considered after the closing date.

We should contact you by **30 November 2013** to confirm an interview if you were successful in terms of the paper selection.

The University of Pretoria is committed to equality, employment equity and diversity.

The University of Pretoria reserves the right not to make an appointment in the post as advertised.



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