



# University of Pretoria Yearbook 2025

## BCom specialising in Human Resource Management (07130144)

**Department** Human Resource Management

**Minimum duration of study** 3 years

**Total credits** 388

**NQF level** 07

### Programme information

The purpose of this package is to equip learners with the required knowledge and practical skills to effectively manage human resources in any organisation. These include: perception (study, research); evaluation (appraisal, measuring, selection, placing, problem identification); optimal utilisation and influencing (change, training, development, motivation, negotiation and management) of human behaviour in its interaction with the environment (physical, psychological, social, organisational) as it manifests itself in the world of work.

Students who achieved 70% and above in English Home Language (an A or a B), and 80% and above in English First Additional Language (only an A) in the NSC (or equivalent) will be exempted from ALL 124 and therefore do not have to register and pass this module to complete their degrees. Students who achieved 69% and below in English Home Language (a C and below), and 79% and below in English First Additional Language (a B and below) have to register for ALL 124 and pass this module in order to be awarded their degrees.

Students who achieved 70% for English at Cambridge A level or AS level will be exempted from ALL 124.

### Admission requirements

#### Important information for all prospective students for 2025

The admission requirements below apply to all who apply for admission to the University of Pretoria with a **National Senior Certificate (NSC) and Independent Examination Board (IEB) qualifications**. [Click here for this Faculty Brochure](#).

Minimum requirements		
Achievement level		
English Home Language or English First Additional Language	Mathematics	APS
NSC/IEB	NSC/IEB	
5	4	<b>30</b>

Life Orientation is excluded when calculating the APS.

Applicants currently in Grade 12 must apply with their final Grade 11 (or equivalent) results.



Applicants who have completed Grade 12 must apply with their final NSC or equivalent qualification results.

Please note that meeting the minimum academic requirements does not guarantee admission.

Successful candidates will be notified once admitted or conditionally admitted.

Unsuccessful candidates will be notified after 30 June.

Applicants should check their application status regularly on the UP Student Portal at [click here](#).

**Applicants with qualifications other than the abovementioned** should refer to the International undergraduate prospectus 2025: Applicants with a school leaving certificate not issued by Umalusi (South Africa), available at [click here](#).

**International students:** [Click here](#).

### Transferring students

A transferring student is a student who, at the time of applying at the University of Pretoria (UP) is/was a registered student at another tertiary institution. A transferring student will be considered for admission based on NSC or equivalent qualification and previous academic performance. Students who have been dismissed from other institutions due to poor academic performance will not be considered for admission to UP.

**Closing dates:** Same as above.

### Returning students

A returning student is a student who, at the time of application for a degree programme is/was a registered student at UP, and wants to transfer to another degree at UP. A returning student will be considered for admission based on NSC or equivalent qualification and previous academic performance.

#### Note:

- Students who have been excluded/dismissed from a faculty due to poor academic performance may be considered for admission to another programme at UP, as per faculty-specific requirements.
- Only ONE transfer between UP faculties and TWO transfers within a faculty will be allowed.
- Admission of returning students will always depend on the faculty concerned and the availability of space in the programmes for which they apply.

### Closing date for applications from returning students

Unless capacity allows for an extension of the closing date, applications from returning students must be submitted before the end of August via your UP Student Centre.

## Additional requirements

General Academic Regulations G1 to G15 apply to a bachelor's degree.

1. A student may not take more than the prescribed number of modules per semester unless permission has been obtained from the Dean.
2. A module that has already been passed may only be repeated with the approval of the Dean.
3. It remains the student's responsibility to ascertain, prior to registration, whether all the modules he/she intends taking can be accommodated in the class, test and examination timetables.
4. The Faculty of Economic and Management Sciences supports an outcomes-based education system and places a high premium on the development of specific academic competences. Class attendance of all modules and for the full duration of all programmes is therefore compulsory for all students.
5. The Dean has the right of authorisation regarding matters not provided for in the General Academic Regulations or the Faculty regulations.



## Other programme-specific information

**Note:** See the alphabetical list of modules for prerequisites of all modules.

FRK 122 is a terminating module. Candidates taking this module will not be able to continue with Financial accounting in the second or third year.

OBS 310 may not be included in the same curriculum as BDO 319, 329 for degree purposes.

**Specialisation modules:** BDO 319, 329, 373, OBS 310.

"Major subject"

To be considered a "major subject" the equivalent of four 14-week modules, including two at 300-level, must be passed provided that:

- a module passed at 300-level shall only be recognised for degree purposes if the corresponding prescribed module(s) at 200-level has/have been passed, unless the Dean decides otherwise;
- the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), and International business management 359 (OBS 359); and
- only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only.

It is thus the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations.

## Promotion to next study year

*According to General Academic Regulation G3 students have to comply with certain requirements as set by the Faculty Board.*

1. In order to register for the next year of study a student must pass at least 60% of the official credits listed for a year level of study for a three-year programme.
2. A student will be deemed to be in the second, third or a more senior year once he or she enrolls for any module in any of these levels of study.
3. If a student has passed less than the required minimum of at least 60% of the official credits listed for a year level, he/she will not be readmitted to the Faculty of Economic and Management Sciences. Such a student may apply in writing to the EMS Appeals Committee to be readmitted conditionally - with the proviso that the Appeals Committee may set further conditions with regard to the student's academic progress. The Committee may deny a student's application for readmission.
4. If a student has been readmitted conditionally, his/her academic progress will be monitored after the first semester examinations to determine whether he/she has complied with the requirements set by the EMS Appeals Committee. If not, his/her studies will be suspended.
5. A student whose studies have been suspended because of his/her poor academic performance has the right to appeal against the decision of the EMS Faculty Appeals Committee.
6. A student may be refused admission to the examination, or promotion to a subsequent year of study or promotion in a module (if applicable) if he/ she fails to fulfil the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.



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## Pass with distinction

- a. A degree may be awarded with distinction provided the candidate meets the following criteria:
  - i. Completes the degree within three years;
  - ii. Obtains a Cumulative Grade Point Average (CGPA) of 75%;
  - iii. Repeated passed modules will not be considered. The initial pass mark of module will be used when calculating the GPA.
- b. A degree will only be awarded with distinction to transferees from other degrees in the Faculty of Economic and Management Sciences, other faculties and from other universities who still complete their bachelor degrees within three years (including the years registered for the other degree and credits transferred and recognised).
- c. The GPA will be not be rounded up to a whole number.
- d. Exceptional cases will be considered by the Dean.

## General information

### **Application of amended programme regulations**

Refer to General Academic Regulation G5.



## Curriculum: Year 1

### Minimum credits: 120

Students who did not obtain at least a symbol 5 (60-69%) in Mathematics in the final NSC (or equivalent) must first pass Statistics 113 and 123. STK 110 will be credited but students still need to pass STK 120 or STK 121.

## Fundamental modules

### Academic information management 111 (AIM 111)

<b>Module credits</b>	4.00
<b>NQF Level</b>	05
<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Economic and Management Sciences Faculty of Humanities Faculty of Law Faculty of Health Sciences Faculty of Natural and Agricultural Sciences Faculty of Theology and Religion
<b>Prerequisites</b>	No prerequisites.
<b>Contact time</b>	2 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Information Science
<b>Period of presentation</b>	Semester 1

#### Module content

Find, evaluate, process, manage and present information resources for academic purposes using appropriate technology.

### Academic information management 121 (AIM 121)

<b>Module credits</b>	4.00
<b>NQF Level</b>	05
<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Economic and Management Sciences Faculty of Humanities Faculty of Law Faculty of Health Sciences Faculty of Natural and Agricultural Sciences Faculty of Theology and Religion Faculty of Veterinary Science
<b>Prerequisites</b>	No prerequisites.
<b>Contact time</b>	2 lectures per week



**Language of tuition** Module is presented in English

**Department** Informatics

**Period of presentation** Semester 2

### Module content

Apply effective search strategies in different technological environments. Demonstrate the ethical and fair use of information resources. Integrate 21st-century communications into the management of academic information.

## Academic literacy for Economic and Management Sciences 124 (ALL 124)

**Module credits** 6.00

**NQF Level** 05

**Service modules** Faculty of Economic and Management Sciences

**Prerequisites** No prerequisites.

**Contact time** 2 lectures per week

**Language of tuition** Module is presented in English

**Department** Unit for Academic Literacy

**Period of presentation** Semester 1 and Semester 2

### Module content

This module is intended to equip students with the competence in reading and writing required in the four high impact modules: Business Management, Financial Accounting, Statistics and Economics. Students will also be equipped to interpret and draw figures and graphs and to do computations and manage relevant formulas. Students attend two lectures per week during semester two.

*This module is offered by the Faculty of Humanities.*

## Academic orientation 107 (UPO 107)

**Module credits** 0.00

**NQF Level** 00

**Language of tuition** Module is presented in English

**Department** Economic and Management Sciences Dean's Office

**Period of presentation** Year

## Core modules

### Industrial and organisational psychology 121 (BDO 121)

**Module credits** 10.00

**NQF Level** 05

**Prerequisites** No prerequisites.



**Contact time** 3 lectures per week

**Language of tuition** Module is presented in English

**Department** Human Resource Management

**Period of presentation** Semester 2

### Module content

#### Part 1: Introduction to industrial and organisational psychology

This module is an introduction to the history, background and subfields of Psychology with specific emphasis on Industrial and Organisational Psychology. The various schools of thought in psychology and its fields of application are discussed within a meta-theoretical context. The basic principles of how psychological knowledge, research and other methods are used to understand and handle human problems in their environments is addressed. The module ends with the biological basis of behaviour which is addressed in order to lay the foundation for part 2 – individual processes.

#### Part 2: Individual processes

This module is concerned with the individual processes that provide input into the work situation. The purpose of this module is to increase one's understanding of individuals and their contribution to society. Sensation and perception, which follows from the biological basis of behaviour, has a look at the senses of the individual and his perception in the work environment, considering aspects such as shape, depth, distance and colour perceptions. Learning and cognition is then discussed as behavioural processes that are integrated into work behaviour. We close off the module with a discussion on the continuous development of human beings across their lifespan within the different domains of life.

### Economics 110 (EKN 110)

**Module credits** 10.00

**NQF Level** 05

#### Service modules

Faculty of Engineering, Built Environment and Information Technology  
Faculty of Education  
Faculty of Humanities  
Faculty of Natural and Agricultural Sciences

**Prerequisites** No prerequisites.

**Contact time** 2 lectures per week, 1 discussion class per week

**Language of tuition** Module is presented in English

**Department** Economics

**Period of presentation** Semester 1

### Module content

This module deals with the core principles of economics. A distinction between macroeconomics and microeconomics is made. A discussion of the market system and circular flow of goods, services and money is followed by a section dealing with microeconomic principles, including demand and supply analysis, consumer behaviour and utility maximisation, production and the costs thereof, and the different market models and firm behaviour. Labour market institutions and issues, wage determination, as well as income inequality and poverty are also addressed. A section of money, banking, interest rates and monetary policy concludes the course.



## Economics 120 (EKN 120)

<b>Module credits</b>	10.00
<b>NQF Level</b>	05
<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
<b>Prerequisites</b>	EKN 110 GS or EKN 113 GS and at least 4 (50-59%) in Mathematics in the Grade 12 examination or 60% in STK 113 and concurrently registered for STK 123
<b>Contact time</b>	2 lectures per week, 1 discussion class per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Economics
<b>Period of presentation</b>	Semester 2

### Module content

This module deals with the core principles of economics, especially macroeconomic measurement the private and public sectors of the South African economy receive attention, while basic macroeconomic relationships and the measurement of domestic output and national income are discussed. Aggregate demand and supply analysis stands core to this course which is also used to introduce students to the analysis of economic growth, unemployment and inflation. The microeconomics of government is addressed in a separate section, followed by a section on international economics, focusing on international trade, exchange rates and the balance of payments. The economics of developing countries and South Africa in the global economy conclude the course.

## Financial accounting 111 (FRK 111)

<b>Module credits</b>	10.00
<b>NQF Level</b>	05
<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Law Faculty of Natural and Agricultural Sciences
<b>Prerequisites</b>	No prerequisites.
<b>Contact time</b>	4 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Accounting
<b>Period of presentation</b>	Semester 1





## Module content

The nature and function of accounting; the development of accounting; financial position; financial result; the recording process; processing of accounting data; treatment of VAT; elementary income statement and balance sheet; flow of documents; accounting systems; introduction to internal control and internal control measures; bank reconciliations; control accounts; adjustments; financial statements of a sole proprietorship; the accounting framework.

## Financial accounting 122 (FRK 122)

**Module credits** 12.00

**NQF Level** 05

**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Law  
Faculty of Natural and Agricultural Sciences

**Prerequisites** FRK 111 GS or FRK 133, FRK 143

**Contact time** 4 lectures per week

**Language of tuition** Module is presented in English

**Department** Accounting

**Period of presentation** Semester 2

## Module content

Budgeting, payroll accounting, taxation – income tax and an introduction to other types of taxes, credit and the new Credit Act, insurance, accounting for inventories (focus on inventory and the accounting entries, not calculations), interpretation of financial statements.

## Informatics 183 (INF 183)

**Module credits** 3.00

**NQF Level** 05

**Prerequisites** No prerequisites.

**Contact time** 1 practical per week

**Language of tuition** Module is presented in English

**Department** Informatics

**Period of presentation** Year

## Module content

Computer processing of accounting information.

## Communication management 182 (KOB 182)

**Module credits** 5.00

**NQF Level** 05



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<b>Prerequisites</b>	Only one of KOB 181-184 may be taken as as a module where necessary for a programme
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Division of Communication Management
<b>Period of presentation</b>	Quarter 2

### Module content

\*Module content will be adapted in accordance with the appropriate degree programme. Only one of KOB 181 - 184 may be taken as a module where necessary for a programme.

Applied business communication skills.

Acquiring basic business communication skills will enhance the capabilities of employees, managers and leaders in the business environment. An overview of applied skills on the intrapersonal, dyadic, interpersonal, group (team), organisational, public and mass communication contexts is provided. The practical part of the module (for example, the writing of business reports and presentation skills) concentrates on the performance dimensions of these skills as applied to particular professions.

## Business management 114 (OBS 114)

<b>Module credits</b>	10.00
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<b>NQF Level</b>	05
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<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
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<b>Prerequisites</b>	May not be included in the same curriculum as OBS 155
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<b>Contact time</b>	3 lectures per week
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<b>Language of tuition</b>	Module is presented in English
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<b>Department</b>	Business Management
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<b>Period of presentation</b>	Semester 1
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### Module content

The entrepreneurial mind-set; managers and managing; values, attitudes, emotions, and culture: the manager as a person; ethics and social responsibility; decision making; leadership and responsible leadership; effective groups and teams; managing organizational structure and culture inclusive of the different functions of a generic organisation and how they interact (marketing; finance; operations; human resources and general management); contextualising Sustainable Development Goals (SDG) in each of the topics.

## Business management 124 (OBS 124)

<b>Module credits</b>	10.00
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<b>NQF Level</b>	05
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**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Education  
Faculty of Humanities  
Faculty of Natural and Agricultural Sciences

**Prerequisites** Admission to the examination in OBS 114

**Contact time** 3 lectures per week

**Language of tuition** Module is presented in English

**Department** Business Management

**Period of presentation** Semester 2

### Module content

Value chain management: functional strategies for competitive advantage; human resource management; managing diverse employees in a multicultural environment; motivation and performance; using advanced information technology to increase performance; production and operations management; financial management; corporate entrepreneurship.

## Statistics 110 (STK 110)

**Module credits** 13.00

**NQF Level** 05

**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Education  
Faculty of Humanities  
Faculty of Natural and Agricultural Sciences

**Prerequisites** At least 5 (60-69%) in Mathematics in the Grade 12 examination. Candidates who do not qualify for STK 110 must register for STK 113 and STK 123

**Contact time** 3 lectures per week, 1 practical per week, 1 tutorial per week

**Language of tuition** Module is presented in English

**Department** Statistics

**Period of presentation** Semester 1



## Module content

PART A: Mathematical concepts for the business student: Statistical applications of quantitative techniques. Systems of linear equations: solving and application. Differentiation: Rules and application using the rules. Optimisation, linear functions, non-linear functions, Integration: Rules and application using the rules, Marginal and total functions, Stochastic and deterministic variables in a statistical and practical context: producers' and consumers' surplus. Linear programming. Matrix algebra. Limits and continuity.

PART B: Descriptive statistics: Sampling and the collection of data; frequency distributions and graphical representations. Descriptive measures of location and dispersion. Probability. Introductory probability theory and theoretical distributions. Statistical and mathematical concepts are demonstrated and interpreted through Excel (practical coding) and simulation within a data science framework.

Exam entrance requires a subminimum of 40% in both Part A and Part B. To pass the module a student has to pass both Part A and Part B.

## Statistics 113 (STK 113)

**Module credits** 11.00

**NQF Level** 05

**Service modules** Faculty of Humanities

**Prerequisites** No prerequisites.

**Contact time** 1 practical per week, 1 tutorial per week, 3 lectures per week

**Language of tuition** Module is presented in English

**Department** Statistics

**Period of presentation** Semester 1

## Module content

*Students can only get credit for one of the following modules: STK 133 or STK 113 \*On their own, STK 133 and STK 143 will not be recognised for degree purposes, but exemption will be granted for STK 110.*

Mathematical concepts for the business student: Statistical applications of quantitative techniques. Systems of linear equations: solving and application. Differentiation: Rules and application using the rules. Optimisation, linear functions, non-linear functions, Integration: Rules and application using the rules, Marginal and total functions, Stochastic and deterministic variables in a statistical and practical context: producers' and consumers' surplus. Linear programming. Matrix algebra. Limits and continuity.

Statistical and mathematical concepts are demonstrated and interpreted through Excel (practical coding) and simulation within a data science framework.

## Statistics 120 (STK 120)

**Module credits** 13.00

**NQF Level** 05



**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Humanities  
Faculty of Natural and Agricultural Sciences

**Prerequisites** One of the following (1) STK 110, or (2) STK 113 and STK 123, or (3) STK 133 and STK 143, or (4) WST 133 and WST 143, or (5) WTW 134 and STC 152, or (6) WTW 134 and STK 123.

**Contact time** 1 tutorial per week, 3 lectures per week, 1 practical per week

**Language of tuition** Module is presented in English

**Department** Statistics

**Period of presentation** Semester 2

### Module content

*Students can only get credit for one of the following two modules: STK 120 or STK 121 or STC 121. This module is also presented as STK 121/STC 121, an anti-semester module in the first semester. This is a terminating module.*

Sampling distributions. Estimation theory, i.e. point estimation and confidence intervals. Hypothesis testing of sampling averages and proportions (one and two-sample cases). Non-parametric methods. Analysis of variance. Categorical data analysis. Curve fitting and regression analysis. The analysis of time series. Statistical concepts are demonstrated and interpreted through Excel (practical coding) and simulation within a data science framework.

## Statistics 123 (STK 123)

**Module credits** 12.00

**NQF Level** 05

**Service modules** Faculty of Humanities

**Prerequisites** STK 113

**Contact time** 3 lectures per week, 1 practical per week, 1 tutorial per week

**Language of tuition** Module is presented in English

**Department** Statistics

**Period of presentation** Semester 2

### Module content

*Students can only get credit for one of the following modules: STK 123 or STK 143 or STC 152. \*On their own, STK 113 and STK 123 will not be recognised for degree purposes, but exemption will be granted for STK 110.*

Descriptive statistics: Sampling and the collection of data; frequency distributions and graphical representations. Descriptive measures of location and dispersion. Probability. Introductory probability theory and theoretical distributions. Statistical and mathematical concepts are demonstrated and interpreted through Excel (practical coding) and simulation within a data science framework.



## Curriculum: Year 2

Minimum credits: 120

### Fundamental modules

#### Introduction to moral and political philosophy 252 (FIL 252)

<b>Module credits</b>	10.00
<b>NQF Level</b>	06
<b>Prerequisites</b>	No prerequisites.
<b>Contact time</b>	2 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Philosophy
<b>Period of presentation</b>	Quarter 2

#### Module content

In this module students are equipped with an understanding of the moral issues influencing human agency in economic and political contexts. In particular philosophy equips students with analytical reasoning skills necessary to understand and solve complex moral problems related to economic and political decision making. We demonstrate to students how the biggest questions concerning the socio-economic aspects of our lives can be broken down and illuminated through reasoned debate. Examples of themes which may be covered in the module include justice and the common good, a moral consideration of the nature and role of economic markets on society, issues concerning justice and equality, and dilemmas of loyalty. The works of philosophers covered may for instance include that of Aristotle, Locke, Bentham, Mill, Kant, Rawls, Friedman, Nozick, Bernstein, Dworkin, Sandel, Walzer, and MacIntyre.

### Core modules

#### Industrial and organisational psychology 214 (BDO 214)

<b>Module credits</b>	16.00
<b>NQF Level</b>	06
<b>Prerequisites</b>	BDO 121
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management
<b>Period of presentation</b>	Semester 1



## Module content

### Part 1: Organisational Behaviour I

This section will provide an introduction to the foundations and principles of Organisational Behaviour (OB) as well as the challenges and opportunities for OB. In addition, specific attention will be paid to contemporary theories of motivation, job design, employee involvement and reward programmes. The various leadership theories will be covered. The effect of power and politics in the organisation will be studied, alongside conflict and negotiation skills.

### Part 2: Organisational behaviour II

The behavioural basis for organisational structuring and organisation design will be addressed. Organisational culture as well as the approaches to organisational change will be covered. Sustainability from an organisational perspective will be discussed as well.

## Industrial and organisational psychology 224 (BDO 224)

<b>Module credits</b>	16.00
<b>NQF Level</b>	06
<b>Prerequisites</b>	BDO 121, BDO 214 GS
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management
<b>Period of presentation</b>	Semester 2

## Module content

### Part 1: Employee health and ergonomics

This section focuses on actual and important aspects of safety and health management in organisations, as well as the nature and role of ergonomics therein. Specific health, safety and wellness issues such as stress and burnout, substance abuse, diseases, accidents and injuries as well as workplace bullying, violence, trauma and sexual harassment will be addressed. Furthermore employee wellness programmes will be discussed.

### Part 2: Personality

This section discusses the various personality and social identity theories as they exist within the meta- theory of psychology. The unconscious processes of personality, the trait and social identity theories of personality are examined thoroughly. To close off this module we have a look at diverse social identities within the workplace in a social and cultural context.

## Industrial and organisational psychology 272 (BDO 272)

<b>Module credits</b>	14.00
<b>NQF Level</b>	06
<b>Prerequisites</b>	Only available for BCom (Human Resource Management) students.
<b>Contact time</b>	1 lecture per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management
<b>Period of presentation</b>	Year



## Module content

\*Only available for BCom (Human Resource Management) students. Psychometrics

This module focuses on the basic concepts of psychological assessment. This includes the following aspects: fundamental, ethical and legal problems in psychological testing; test validity and reliability; test bias; test interpretation methods; the effective application of different kinds of psychometric tests and the use of computers in the application and interpretation of tests.

## Business law 210 (BER 210)

**Module credits** 16.00

**NQF Level** 06

**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Economic and Management Sciences  
Faculty of Natural and Agricultural Sciences

**Prerequisites** No prerequisites.

**Contact time** 1 discussion class per week, 2 lectures per week

**Language of tuition** Module is presented in English

**Department** Mercantile Law

**Period of presentation** Semester 1

### Module content

Basic principles of law of contract. Law of sales, credit agreements, lease.

## Business law 220 (BER 220)

**Module credits** 16.00

**NQF Level** 06

**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Economic and Management Sciences  
Faculty of Natural and Agricultural Sciences

**Prerequisites** Examination entrance for BER 210

**Contact time** 2 lectures per week, 1 discussion class per week

**Language of tuition** Module is presented in English

**Department** Mercantile Law

**Period of presentation** Semester 2

### Module content

Labour law. Aspects of security law. Law of insolvency. Entrepreneurial law; company law, law concerning close corporations. Law of partnerships.

## Business management 210 (OBS 210)

**Module credits** 16.00





<b>NQF Level</b>	06
<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Natural and Agricultural Sciences
<b>Prerequisites</b>	OBS 114 or 124 with admission to the examination in the other
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Business Management
<b>Period of presentation</b>	Semester 1

### Module content

Logistics management

The role of logistics in an enterprise; definition and scope of customer service; electronic and other logistics information systems; inventory management; materials management with special reference to Japanese systems; management of the supply chain. Methods of transport and transport costs; types and costs of warehousing; electronic aids in materials handling; cost and price determination of purchases; organising for logistics management; methods for improving logistics performance.

## Business management 220 (OBS 220)

<b>Module credits</b>	16.00
<b>NQF Level</b>	06
<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Natural and Agricultural Sciences
<b>Prerequisites</b>	OBS 114 or 124 with admission to the examination in the other. Students from other Faculties are required to have 50% for Mathematics in Grade 12.
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Business Management
<b>Period of presentation</b>	Semester 2

### Module content

Project management and negotiations:

Introduction Project management concepts; needs identification; the project, the project manager and the project team; types of project organisations; project communication and documentation. Planning and control: planning, scheduling and schedule control of projects; resource considerations and allocations; cost planning and performance evaluation.

Negotiation and collective bargaining: The nature of negotiation; preparation for negotiation; negotiating for purposes of climate creation; persuasive communication; handling conflict and aggression; specialised negotiation and collective bargaining in the South African context.



## Curriculum: Final year

Minimum credits: 148

### Core modules

#### Labour law 311 (ABR 311)

**Module credits** 20.00

**NQF Level** 07

**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Economic and Management Sciences  
Faculty of Humanities

**Prerequisites** Admission to the relevant programme.

**Contact time** 2 lectures per week, 1 tutorial every 2nd week

**Language of tuition** Module is presented in English

**Department** Mercantile Law

**Period of presentation** Semester 1

#### Module content

Basic principles of the employment contract. Collective labour law. Statutory conditions of employment. Individual labour disputes. Collective labour disputes. Settlement procedures.

#### Labour relations 320 (ABV 320)

**Module credits** 20.00

**NQF Level** 07

**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Humanities  
Faculty of Natural and Agricultural Sciences

**Prerequisites** No prerequisites.

**Contact time** 3 lectures per week

**Language of tuition** Module is presented in English

**Department** Human Resource Management

**Period of presentation** Semester 2



## Module content

The theoretical basis of Labour Relations

In this section the basic concepts, historical context and theoretical approaches to the field of labour relations will be discussed. The institutional framework in which labour relations operates, will be addressed with particular emphasis on the structural mechanisms and institutional processes. The service relationship that forms the basis of labour relations practices, will also be analysed.

Labour Relations practice

In this section students are taught the conceptual and practical skills related to practice aspects such as handling of grievances, disciplining, retrenchments, collective bargaining, industrial action and dispute resolution.

## Industrial and organisational psychology 319 (BDO 319)

<b>Module credits</b>	20.00
<b>NQF Level</b>	07
<b>Service modules</b>	Faculty of Health Sciences
<b>Prerequisites</b>	BDO 121, BDO 214 GS, BDO 224 GS (Except for Business Management students)
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management
<b>Period of presentation</b>	Semester 1

## Module content

### Part 1: The Human Resource Management environment

This section will provide the necessary know-how on the management of a Human Resource (HR) office. This particular section provides an introduction to Human Resource Management (HRM). The environment and foundations of HR will be covered. Various HR system standard and function models including the SA Board for People Practices HR standards model will be explained. The focus will move to emerging HR practices to ensure “competence” such as competency -based HRM. Day-to-day HRM practices are addressed such as HR office administration and technology (HR information systems). This is followed by specific HRM functions such as job design and analysis and the managing of compensation and benefits. Recruitment and selection process to ensure the placing of qualified employees in jobs will be covered.

### Part 2: Human Resources Provision

This section builds on the foundation provided in part 1. This module assists with having the right people in the right jobs at the right time through effective HR planning (HRP). This includes provision of theory which will assist HR managers to address strategy-linked HRP. To be able to ensure return on investment (ROI), organisations must ensure effective assessing and development of qualified employees by implementing performance management (PM) practices. This module will assist the HR professionals with theory related to internal staffing and career management practices. The section closes by discussing the role of HRM in virtual organisations as well as presenting international HRM theory that will assist the HR professional in the managing of international HRM.

## Industrial and organisational psychology 329 (BDO 329)



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<b>Module credits</b>	20.00
<b>NQF Level</b>	07
<b>Service modules</b>	Faculty of Health Sciences
<b>Prerequisites</b>	BDO 319 GS
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management
<b>Period of presentation</b>	Semester 2

### Module content

#### **Part 1: The theoretical environment of Human Resource Development**

This section focuses on the management of Human Resource Development (HRD) practices in organisations. The information will assist students to be able to understand the importance of education, training and development in South Africa and why education, training and development centres are important. Managing training and development will be addressed under the following headings: Managing training and development (T&D) in organisations, including contemporary issues in HRD. The focus moves to the education, training and development (ETD) environment in South Africa. The administration of T&D in organisations and the relevant learning theories and principles that will be applicable to adult learning in the workplace will be discussed. This section closes with a discussion on employee onboarding and orientation.

#### **Part 2: The practical environment of Human Resource Development**

This section will address learning related to determining training and development needs. Emphasis will be on aspects related to needs analysis, curriculum (programme) design and development, training interventions and presentation. The focus moves to learner assessment and programme evaluation.

### **Human Resource practices 371 (BDO 371)**

<b>Module credits</b>	12.00
<b>NQF Level</b>	07
<b>Prerequisites</b>	Only available to BCom (Human Resource Management) students.
<b>Contact time</b>	1 lecture per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management
<b>Period of presentation</b>	Year



## Module content

\*Only available for BCom (Human Resource Management) students.

In this practically simulated orientated module it will be expected of students to do the following:

### Part 1: Human Resource Management

During the course of the first semester it will be expected of students to establish a HR Department. The focus will be on small and medium size organisations. Students will act as "human resource practitioners" in organisations. The full spectrum of human resource practices, standards and competencies will be applied and practised. This practical module will also be of value for students joining established HR Departments in corporate settings. International HRM will also be incorporated.

### Part 2: Human Resource Development

During the course of the second semester it will be expected of students to establish a HRD (Training) Department. The focus will remain on small and medium size organisations. Students will act as "human resource development practitioners" in organisations. The full spectrum of human resource development practices, standards and competencies will be applied and practised. This practical module will also be of value for students joining established HRD Departments in corporate settings. International HRM is also incorporated.

## Industrial and organisational psychology 372 (BDO 372)

<b>Module credits</b>	16.00
<b>NQF Level</b>	07
<b>Prerequisites</b>	Only available for BCom (Human Resource Management) students.
<b>Contact time</b>	2 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management
<b>Period of presentation</b>	Semester 1

## Module content

\*Only available for BCom (Human Resource Management) students.

The modules will focus on the use of psychological testing and other evaluation methods in organisational context. The following themes will be addressed: the transfer of test results in organisations; compilation of capability/competency profiles; conducting of interviews in the workplace and the practical application thereof. Application of ethical assessment practices in the work context; application of assessment centres; video simulation tests; situational judgement tests (SJT); value-scales and career guidance tests as well as an introduction to the measuring of personality will be included in the module.

## Industrial and organisational psychology 373 (BDO 373)

<b>Module credits</b>	20.00
<b>NQF Level</b>	07
<b>Prerequisites</b>	Only available for BCom (Human Resource Management) students.
<b>Contact time</b>	3 lectures per week, 1 tutorial per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Human Resource Management



**Period of presentation** Semester 2

**Module content**

\*Only available for BCom (Human Resource Management) students.

**Research methodology for human resources practice**

This module places research methodology within the context of human resource management and industrial and organisational psychology. Emphasis is placed on the practical application and conducting of research through practical research projects. This module places emphasis on: problem statement; identification of variables; the use and creation of a questionnaire and interview schedule for the collection of data; selection and application of basic research designs; use and interpretation of descriptive statistics; research ethics in practice; reporting of results through a research report.

**Business management 310 (OBS 310)**

**Module credits** 20.00

**NQF Level** 07

**Service modules** Faculty of Engineering, Built Environment and Information Technology

**Prerequisites** OBS 114 or 124 with admission to the examination in the other

**Contact time** 3 lectures per week

**Language of tuition** Module is presented in English

**Department** Business Management

**Period of presentation** Semester 1

**Module content**

Strategy formulation: the deliberate strategy process of formulating a vision and mission statement, conducting internal and external environmental analyses and selecting appropriate strategies. It will enhance an understanding of the level of strategy formulation, gaining competitive advantage in your market place and thinking strategically.

**General Academic Regulations and Student Rules**

The [General Academic Regulations \(G Regulations\)](#) and [General Student Rules](#) apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations. The G Regulations are updated annually and may be amended after the publication of this information.

**Regulations, degree requirements and information**

The faculty regulations, information on and requirements for the degrees published here are subject to change



and may be amended after the publication of this information.

#### **University of Pretoria Programme Qualification Mix (PQM) verification project**

The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework (HEQSF) across all institutions in South Africa. In order to comply with the HEQSF, all institutions are legally required to participate in a national initiative led by regulatory bodies such as the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA). The University of Pretoria is presently engaged in an ongoing effort to align its qualifications and programmes with the HEQSF criteria. Current and prospective students should take note that changes to UP qualification and programme names, may occur as a result of the HEQSF initiative. Students are advised to contact their faculties if they have any questions.