

**FACULTIES OF THE UNIVERSITY  
OF PRETORIA**

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ECONOMIC AND MANAGEMENT SCIENCES

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## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

### PERSONNEL AS AT 30 AUGUST 2002

**Dean :** Prof. S. Vil-Nkomo, BA (Magna cum laude) (Lincoln Univ of USA)  
MA PhD (Delaware USA)

#### SCHOOL OF MANAGEMENT SCIENCES

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Zinn, C.A., BA(UWC) BEd(Hons)(Unisa) MEd(UWC) .....	Extraordinary Professor
EdM EdD(Harvard) HED (UWC)	
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Brand, H.E., MA(Clin Psych) DPhil(Pret) RPP .....	Professor
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DPhil(Pret) RPP Macad(SA)	
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Hoole, C., MA DPhil(Pret).....	Senior Lecturer
Schaap, P., BCom(Hons) MCom DCom(Pret).....	Senior Lecturer
Dip in Food Technology	
Steyn, G.J., BA(Hons)(Pret) MA(Clin Psych)(UOFS) RPP .....	Senior Lecturer
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##### Department of Business Management

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ES Log (ECBL)	
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## Economic & Management Sciences 2003

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Nel, P.S., BCom(Hons) UED(Natal) DPLR MCom.....	Professor
DCom(Unisa) GPP	
Janse van Vuuren, J.J., BCom MBA DBA(Pret).....	Associate Professor
Nieman, G.H., BCom MBA (Pret) DPhil(Vista).....	Associate Professor
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Kruger, B.S., BCom(Pret) BCom(Hons)(Unisa).....	Lecturer
MBA(Pret) HED	
Labuschagne, M., BCom(Hons)(UPE) MCom(RAU).....	Lecturer
Coleman, M.C., BCom(Hons)(Pret) .....	Junior Lecturer
Nhlengethwa, B.G., BCom(Hons)(Pret).....	Junior Lecturer
Van der Merwe, M., BCom(Pret).....	Junior Lecturer

### Department of Tourism Management

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DCom(UPE) FTS FIMM	
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Alberts, N.F., MA DPhil(Pret) MBA(Unisa) THED .....	Professor
Ps MAcad(SA)	
Lubbe, B.A., BCom(RAU) BCom(Hons) MCom(Unisa).....	Associate Professor
DCom(Pret)	
Wilson, G.D.H., BA(PU for CHE) BA(Hons)(Unisa).....	Associate Professor
MA(PU for CHE) DPhil(Pret) MURP(UOFS) THED	
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HED(Wits)	
Botha, C., BA Mphil PhD(PU for CHE) .....	Lecturer
Thagale, M.P., BA(Unin) BAEd(Unibo) BA(Hons)(Pret).....	Junior Lecturer

### School of Public Management and Administration

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Mafunisa, M.J., BAdmin(Venda) MAdmin DAdmin(Pret).....	Senior Lecturer
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Moeti, K.B., BBA(Georgia) MSA(Central Michigan) .....	Lecturer
Van Dijk, G., BA(Hons) MA(Pret).....	Lecturer
Crous, M., BAdmin(Hons).....	Junior Lecturer

## SCHOOL OF ECONOMIC SCIENCES

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Harmse, C., MCom(RAU) DCom(Pret) .....	Professor
Schoeman, N.J., MA(Econ) DCom(Econ)(Pret) THED .....	Professor
Steyn, F.G., MSc(Agric) DCom (Pret).....	Professor
Du Toit, C.B., BCom(Hons) MCom DCom(Pret).....	Associate Professor
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Blackmore, F.L.E., BCom(Hons)(Pret) MA(Econ)(Toronto) .....	Lecturer
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## SCHOOL OF FINANCIAL SCIENCES

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CA(SA)	
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MAcad(SA)	
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CA(SA)	
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(UOFS) MA(LO) DPhil(Pret) UOD(UOFS)	

### Department of Mercantile Law

Van Jaarsveld, S.R., BA LLB LLD(Pret) .....	Professor (Head)
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### Department of Informatics

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PhD(Eng)(Stell)	
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 PhD(Univ of Wales, Aberystwyth)

**Department of Statistics**

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 DSc(UOFS)  
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 (Unisa) DSc(hc)(UOFS) PhD(RAU) OVDS  
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 DSc(Pret)  
 Smit, C.F., MSc DSc(Pret) Pr Sci Nat ..... Professor  
 Van Zyl, G.J.J., BCom(Hons)(Stell) Dip Stat(Oxon) ..... Professor  
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 Grimbeek, R.J., BSc(Hons) MSc(Pret) ..... Senior Lecturer  
 Kanfer, F.H.J., MSc PhD (PU for CHE) ..... Senior Lecturer  
 Millard, S.M., BCom(Hons) MCom(Pret) ..... Senior Lecturer  
 Swanepoel, A., BSc(Hons) MSc(UPE) ..... Senior Lecturer  
 Bodenstein, L.E., BCom(Hons) MCom(Pret) ..... Lecturer  
 Clark, J., BSc(Hons) HED(Pret) ..... Lecturer  
 Crafford, G., BSc(Hons) MSc(Pret) ..... Lecturer  
 Ehlers, R., BSc(Hons)(Pret) ..... Lecturer  
 Louw, E.M., BSc(Hons) MSc PhD(Pret) ..... Lecturer  
 Pauw, J., BSc(Hons)(Pret) MSc(Unisa) ..... Lecturer  
 Strydom, H.F., BSc(Hons)(Pret) MSc(Unisa) HED(Pret) ..... Lecturer  
 Van Staden, P.J. , BCom(Hons) MCom(Pret) ..... Lecturer  
 Warner, F.H., BSc(Hons) MSc(Pret) ..... Lecturer  
 Coetsee, J., BCom(Hons)(Pret) ..... Junior Lecturer

**Faculty Administration**

Carstens, A. .... Head: Student  
 Administration

**Graduate School of Management**

De Klerk, A.M., PrEng MEng(Pret) MS PhD(Stanford) ..... Director  
 SMIEEE  
 Adendorff, S.A., PrEng BEng MBA PhD(Pret) MSAIIE ..... MBA Programme Director  
 Benade, S.J., MEng PhD(Pret) ..... MEM/MPPM Programme  
 Director  
 De Villiers. W.A., BMil(Stell) MBA DBA(Pret) ..... CME Programme Director  
 Roodt, G.K.A., BMil(Stell) MBA(Pret) PMD(Harvard) CFA(SA) ... Strategy Manager  
 Du Plessis, J.A.M., BCom(SA) CFA(SA) Diploma in ..... Financial Manager  
 General Management CBMI(Kentucky USA)  
 Mouton, E.S.A., BA Diploma in Public Relations ..... Marketing Manager  
 MDP(Stell) MBA(Unisa) APR IMM  
 North, C.A., BA(Languages) HNED BA(Hons) ..... Accreditation Manager  
 (Information Science) MA(Publishing)(Pret)  
 Van Zyl, A.M., THED(Pret) ..... MBA Programme Admin.  
 Kriek, H.P. .... MEM/MPPM Programme  
 Administrator

**Gordon Institute of Business Science**

*Full-time personnel*

Binedell, N., BCom(Rhodes) MBA(UCT) PhD(Washington).....	Professor (Director)
Hofmeyr, K., BA(Rhodes) DBL(Unisa).....	Professor
Adonisi, M., BA(Hons) MA MM(Wits).....	Senior Lecturer
Tobin, P., BA(York) MBA(Brunel).....	Senior Lecturer
Wöcke, A., BA(Hons) MA(Pret) MBA(Wits).....	Senior Lecturer

*Visiting Professors*

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Hill, T., BA MSc PhD(Manchester)
Kaiser, K., BA(Western Ontario) PhD(Kellog)
Karpoff, J., BA(Alaska) MA PhD(UCLA)
McLeary, F., BCom MCompt(Unisa) CA(SA)

*Visiting Associates*

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Bourgouin, F., BA(McGill) MA(Wits)
Dyer, T., BCom BAcc(Wits) MBA(Wharton) CA(SA)
Ehlers, L., MCom(Pret)
Jonker, C., BLuris LLB(OFS) MBA(GIBS)
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Lakhani, K., BCom(Dbn-Westville)
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Strever, G., BCom(Hons)(Unisa) MBA(Wits)



## GENERAL INFORMATION

### The information in this publication

**Note:** Owing to the comprehensive restructuring of the University's faculties and the accompanying introduction of programmes, modules and credits which are phased in on a continuous basis, some of the information in this publication may not fully reflect the most recent developments in the Faculty. Problems that are experienced as a result of this situation may be taken up with the Faculty Administration.

### Admission

Any person who wishes to register at the University for the first time, or after an interruption of studies, should apply or reapply for admission. Application for admission to all courses closes on 30 September of each year.

### Selection

A selection procedure takes place prior to admission to some of the degree courses in this Faculty. Students who do not pass a sufficient number of subject courses at the end of the first year of study to be admitted to the second year of study, have to apply for readmission.

Undergraduate courses:

- Candidates for the BCom degree who have not passed the equivalent of at least eight 7-week modules at the end of their first year of study, should apply for readmission.

All postgraduate courses:

- Business Administration: Applications for admission to the MBA degree study close on 1 October.
- Human Resources Management: Only a limited number of candidates are admitted to the BCom(Hons) and MCom with specialization in Human Resources Management. Applications close on 31 October and application forms are available at the Department of Human Resources Management as from 1 September.
- Informatics: Applications for admission to the BCom(Hons) degree close on 22 November.
- All other BCom(Hons) degrees: Enquiries must be directed to the relevant head of department before 1 December.

### Phasing-out of Tuks-after-5

As from 2003 part-time studies at the Faculty of Economic and Management Sciences will be phased out. Consequently no new students will be allowed to register for a part-time programme in the Faculty in 2003.

### Statement of symbols

When registering at this University for the first time, a candidate has to submit a record of symbols obtained for each subject in the Grade 12 examination.

### Medium of instruction

In conducting its business, the University uses two official languages, namely Afrikaans and English. In formal education, the medium of instruction is either Afrikaans or English, or both of these languages, provided that there is a demand and that it is academically and economically justifiable. However, it remains the student's responsibility to ascertain

on an annual basis in which language a course and any further level of that course is presented. In respect of administrative and other services, a student has the right to choose whether the University should communicate with him or her in Afrikaans or English.

### **Bursaries and loans**

Particulars of bursaries and loans are available on request.

### **Accommodation**

Applications for accommodation in university residences for a particular year may be submitted as from March 1 of the preceding year. Applications will be considered as long as vacancies exist, and prospective students are advised to apply well in advance. Please note that admission to the University does not automatically mean that lodging will also be available.

### **Welcoming day and academic information week**

Details of the welcoming day to which all parents are cordially invited, and the subsequent academic information week **during which all new first-year students must be present**, are obtainable from the Dean of Students, University of Pretoria, 0002.

### **Prescribed books**

Lists of prescribed books are not available. The appropriate lecturers will supply information regarding prescribed books to students at the commencement of lectures.

### **Amendment of regulations and fees**

The University retains the right to amend the regulations and to change course fees without prior notification.

### **Definition of terms**

*Familiarise yourself with the following terms. They are used generally in all faculties.*

**academic year** : the duration of the academic year which is determined by the University Council.

**admission requirements** : include a provision regarding the selection process.

**core module** : a subject course that is essential for a particular programme or package.

**course** : a selected division of a subject deemed to be a unit and to which a course code is allocated.

**course code** : consists of an equal number of capitals and digits, which indicate the name of the course, the year of study, the period of study and the level of the course.

A subject code consists of three capital letters and three digits, e.g. EKN 110 for Economics:

The first digit indicates the year of study in which the course is generally taken or the academic year in which it is presented for the first time, namely 1 = 100 level, 2 = 200 level, 3 = 300 level, etc. When the first digit is 7, it indicates the honours level, while 8 indicates master's level and 9 the doctoral level.

**credit (or credit value)** : a value unit (credit) accredited to every subject course and which represents the complexity of and amount of work needed for the subject course

**curriculum** : a series of courses grouped together from different subjects over a specified period of time and in a certain sequence according to the regulations.

**elective module**: a subject course that forms part of a package and which can be selected on an elective basis, with the proviso that enough credits are obtained on the specific year level, as required by the relevant degree or diploma.

**examination mark**: the mark awarded to a student in a subject course on the basis of an examination in a paper/papers, including practical and clinical examinations, where applicable.

**final mark**: the mark calculated on the basis of the module/semester/year mark and the examination mark awarded to a student in a subject course using a formula which is determined from time to time by means of regulations for every subject course with the proviso that should no semester/year mark be required in a course, the examination mark serves as the final mark.

**fundamental module**: a subject course that serves as a academic basis of the learning activities for a particular programme or package.

**GS**: a combined mark (module/semester/year mark plus examination mark) of at least 40% required for admission to a specific prescribed subject course.

**learning hours**: the notional number of hours a student should spend to master the learning content of a particular subject course or programme. The total number of learning hours for a subject course consists of the time needed for lectures, practicals, self-study and any other activity required by the training programme. Learning hours for subject courses are calculated on the basis of 40 working hours per week x 28 weeks = 1120 + 80 additional hours for evaluation = 1200. For undergraduate subject courses, the total number of learning hours per subject course is calculated using the formula: number of credits (per subject course) x 10.

**level of a course, or level**: the academic level of a course which is indicated in the course code.

**module**: a subject course for which a credit can be obtained. A module may stretch over 7, 14 or 28 weeks.

**module/semester/year mark**: the mark awarded to a student on the basis of tests, class-work, practical work or any other work which was done in a subject course.

**package**: a group of subject courses which are connected and share a particular focus and which are taken by students as an area of specialization within a programme

**package coordinator**: the individual responsible for organising, compiling and arranging the teaching of and guidance with a particular package.

**programme manager**: the individual responsible for the overhead management, organization and composition of a particular programme, together with the packages that make up the programme.

**registration**: the process a candidate is required to complete to be admitted as a student of the University or for admission to a course.

**semester course**: a course that extends over one semester (14 weeks).

**subject**: a demarcated field of study of which one course or more may be chosen for a degree.

**subject course**: a defined aspect of a subject which forms a whole.

**syllabus**: the division of the study material for a specific course, according to the regulations.

**year course**: a course/module that extends over one year (two semesters) (28 weeks).

## REGULATIONS

*The rules for degrees, diplomas and certificates here published are subject to change and may be amended prior to the commencement of the academic year in 2003.*

### 1. Admission to undergraduate study

#### 1.1 General

1.1.1 To register for a first bachelor's degree at the University, a candidate must, in addition to the required Grade 12 certificate with university exemption, comply with the specific admission requirements for particular courses and fields of study as prescribed in the admission regulations and the faculty regulations of the departments.

1.1.2 The following persons may also be considered for admission:

- (i) A candidate who is in possession of a certificate that is deemed by the University to be equivalent to the required Grade 12 certificate with university exemption.
- (ii) A candidate who is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution.
- (iii) A candidate who passes an entrance examination, which is prescribed by the University from time to time.

**Note:** A conditional exemption certificate does not grant admission to bachelor's study. However, in certain circumstances some of the faculties do accept a conditional exemption on the basis of mature age. Candidates are advised to contact the specific faculty administration in this regard.

1.1.3 The Senate may limit the number of students allowed to register for a course, in which case the Dean concerned may, at his own discretion, select from the students who qualify for admission those who may be admitted.

#### 1.2 Requirements for specific subject courses/modules

A candidate who has

- (a) passed the Grade 12 examination in Computer Studies with at least 50% (D) at higher grade, as well as in Mathematics with at least 50% (D) at higher grade, obtains admission to the course COS 110 in Computer Science; **or** has passed COS 130, obtains admission to the course COS 110 in Computer Science; **or** has passed COS 160 as well as Mathematics with at least 50% (D) at higher grade obtains admission to the course COS 110 in Computer Science; **or** has passed COS 160 and has been admitted to the course WTW 101 obtains admission to the course COS 110 in Computer Science; **or** has passed Mathematics with at least 50% (D) at higher grade as well as the exemption test for computer programming, obtains admission to the course COS 110 in Computer Science;
- (b) obtained at least 50% in Mathematics at higher grade in the Grade 12 examination, will be admitted to WTW 114 and 126 in Mathematics and WST 110 in Mathematical Statistics;
- (c) obtained at least 40% in Mathematics at higher grade or 50% in Mathematics at standard grade in the Grade 12 examination, or at least 50% in both Statistics 113, 123 will be admitted to (i) a course in Informatics (except NF 153, 154, 163, 164, 271 and 272); Statistics; Economics 113, 120, 123; and (ii) courses in Marketing Management and Economics at 200 level;



- (d) written and passed an exemption examination at the commencement of module FRK 151 that will cover the Accounting syllabus for Grade 12 will be exempted from FRK 151. These students may immediately enrol for FRK 181, a subject covering computer applications in accounting and offered for the duration of the first semester (14 weeks). Otherwise, students must enrol for FRK 151 – a subject that involves computer-assisted accounting tuition, as well as a number of lectures. In the second semester, the students who did not obtain exemption from FRK 151 but have passed the subject in the interim, must enrol for FRK 181. Modules FRK 151, 152 and 121 will only be recognised for degree purposes once the student has also passed FRK 181.
- (e) obtained at least 50% in Mathematics at higher grade, or 80% at standard grade, or at least 60% in both Statistics 113, 123 and 60% in Accounting at higher grade in the Grade 12 examination, will be admitted to Financial Accounting 100. Candidates with a percentage of less than 60% for Accounting on higher grade, or who did not pass Grade 12 Accounting, will be admitted to Financial Accounting 101.
- (f) obtained at least 50% in Mathematics at higher grade, or 60% in Mathematics at standard grade in the Grade 12 examination, or at least 40% in Mathematics higher grade or 50% in Mathematics standard grade in Grade 12, as well as a minimum of 60% in Computer Studies higher grade, or 70% in Computer Studies standard grade in Grade 12, or an average of at least 60% in Statistics 110\*, 120\*, or an average of at least 60% in {(Statistics 113\*, 123\*) and (Statistics 120\*)}, will be admitted to Informatics 153, 154, 163, 164, 253 and 263 (\*A minimum of 50% is required).

**Note:**

- 40% at higher grade for consideration of Reg 1.2, is considered to be the equivalent of 50% at standard grade;
- in the Grade 12 examination refers to the final matriculation examination.

**2. Language skills**

Training in language skills is offered as part of the study programme. It is expected of every first-year student who wishes to register at the University of Pretoria, to complete a language proficiency test. Based on the results of this test, the student may receive exemption from the compulsory EOT language development courses.

**3. Computer skills**

Since 2000 computer literacy has been offered as compulsory courses for all new first-year students. Students who pass the exemption test, will receive credit for the CIL modules.

**4. Registration for a particular year of study**

At the beginning of an academic year, a student registers for all the subject courses (modules) he or she intends taking in that particular year (whether these be 7-, 14-, or 28-week modules). Changes to the chosen curriculum may be made at the beginning of the second semester with the Dean's approval. A student may also only register for courses that fit in on the lecture, test and examination timetables. Should a student be prepared to attend one module after hours to avoid clashes on the timetables, the approval of the Dean is not required. This will, of course, only be possible if the module in question is offered full-time as well as after hours (also consult General Regulation G.2). For *renewal* of registration, see General Regulation G.3. and for *termination* of registration, General Regulation G.4.

5. **Course credits for unregistered students**

There are students who attend lectures, write tests and examinations and in this manner earn "marks", but have either not registered for courses or have not registered as students at all. These marks will not be communicated to any student before he/she has provided proof of enrolment. A student cannot obtain any credits in a specific academic year for a course "passed" in this manner during a previous academic year and for which he/she was not registered. This arrangement applies even where the student is prepared to pay the tuition fees.

6. **Pass requirements**

A final mark of at least 50% in a subject course/module is required to pass. The pass mark for essays is at least 50%. The stipulations of G.60.2.1.2(a) regarding requirements for theses apply *mutatis mutandis* to essays. Also consult General Regulation G.10.

6.1 **Subminima in examinations**

Where applicable, the subminima required in examinations appear in the regulations of the degree in question and in the syllabi of the modules required for that degree.

6.2 **Examinations**

The examinations for first-semester modules take place in May/June, while all other examinations (second-semester modules and year courses) take place in October/November (also consult General Regulation G.12). As far as repetition of subject courses is concerned, General Regulation G.11.2 (c) does not apply to this Faculty.

6.3 **Ancillary examinations**

After completion of an examination and before the examination results are announced, the examiners may summon a student for an ancillary examination on particular aspects of the work of that subject course.

6.4 **Re-marking of examination papers**

After an examination, departments give feedback to students about the framework that was used by the examiners during the examination. The way in which feedback is given, is determined by the heads of department. Students may apply for re-marking of an examination paper after perusal and within 14 calendar days of commencement of lectures in the next semester. The prescribed fee has to be paid. The paper will then be re-marked by an examiner appointed by the head of the department (also consult General Regulation G.14).

6.5 **Supplementary examinations**

(Also consult General Regulation G.12, par. 4.3 and 4.4)

- (a) Supplementary examinations in first-semester courses take place after the May/June examinations, while those in second-semester and year courses take place after the October/November examinations.
- (b) To pass a supplementary examination, a student must obtain a minimum of 50%.
- (c) The highest final percentage a student can obtain in a supplementary examination is 50%.

## 6.6 Special examinations

(See General Regulation G.12, par 6.1)

A student registered for the BCom or BAdmin degree course and who complies with all the requirements for the degree, with the exception of a maximum of four 7-week modules, or the equivalent, in which a combined mark of at least 40% has been obtained, may (a) be admitted by the head(s) of the department(s) concerned, to a supplementary examination which will take place during the supplementary examinations week; and (b) be admitted by the Dean to a special examination in the course(s) concerned at the end of the following semester or earlier.

## 6.7 "Major subject"

- To be considered a "major subject" the equivalent of eight 7-week modules, including four at 300-level, must be passed. The following subjects which are offered at 300-level only, are also considered "major subjects": Labour Law 311, Labour Relations 320, Entrepreneurship 311 and 321, International Business Management 359 and 369.
- Only four 7-week modules, or the equivalent thereof, that is not preceded by the 100- or 200-level modules may be presented (followed) for degree purposes.

## 6.8 Degree conferred with distinction (Three-year undergraduate degrees)

The degree is conferred with distinction:

1. to BCom (Accounting Sciences) students who comply with all the requirements for the degree, and who obtain an average of 75% in either FRK 300 and ODT 300 or 301 or FRK 300 and FBS 300;
2. to BCom (Investment Management) students who comply with all the requirements for the degree, and who obtain an average of 75% in BLB 300, FBS 300 and EKN 310, 320; and
3. to students who comply with all the requirements of another Bachelor's degree and who have scored an average mark of at least 75% in at least eight 7-week modules\* at 300 level, or the weighted equivalent thereof, subject to the following conditions:
  - Each of the speciality subject courses (modules) that are listed in the curriculum of the course of study must have been passed with distinction (at least 75%).
  - The following subject courses are not considered:  
ABR 311; ABV 320; ADR 320; SRG 310, 320; TBE 390, 391 and 394.

\* The basic subject course unit of the Faculty is a module that is offered over a period of seven weeks. At the 300 level there are, however, also modules that are offered over a period of 14 weeks, and at the School of Accountancy there are modules that are offered over a period of 28 weeks. In the calculation of a student's average to determine whether a degree should be awarded with distinction, a weight of 1 (one) is awarded for a 7-week module, and a weight of 2 (two) for a 14-week module.

## DEGREES AND DIPLOMAS CONFERRED/AWARDED IN THE FACULTY

The following degrees and diplomas are conferred/awarded in the Faculty (minimum duration is given in brackets):

- (i) Baccalaureus Commercii – BCom (3 years)  
Specific fields of study are indicated as a specialization on the degree certificate [See Reg. C.3(a)].
- (ii) Baccalaureus Commercii Honores – BCom(Hons) (1 year)  
[Fields of specialization: See Reg. C.26(c)(i)]
- (iii) Magister Commercii – MCom (1 year)
- (iv) Doctor Commercii – DCom (1 year)
- (v) Baccalaureus Administrationis – BAdmin (3 years)  
Specific fields of study are indicated as a specialization on the degree certificate (See Reg.C.22)
- (vi) Baccalaureus Administrationis Honores – BAdmin(Hons) (1 year)  
[Fields of specialization: See Reg. C.26(c)(ii)]
- (vii) Magister Administrationis – MAdmin (1 year)
- (viii) Master of Public Administration – MPA (2 years)
- (ix) Doctor Administrationis – DAdmin (1 year)
- (x) Master of Business Administration – MBA (2 years)
- (xi) Doctor of Business Administration – DBA (2 years)
- (xii) Magister Philosophia – MPhil (2 years)
- (xiii) Philosophiae Doctor (2 years)
- (xiv) Postgraduate Diploma in Investigative and Forensic Accounting (18 months)
- (xv) Postgraduate Diploma in Business Administration (1 year)

**NB:** A student will not be admitted to the courses listed below unless he or she has obtained the marks/percentages in the Grade 12 examination as stipulated:

- (a) For BCom (except with specialization in Econometrics, Informatics, Investment Management, Statistics and Accounting Sciences) – at least 40% in Mathematics higher grade, or at least 50% in Mathematics standard grade.
- (b) For BCom (with specialization in Econometrics) – at least 60% in Mathematics higher grade.
- (c) For BCom (with specialization in Informatics) – at least 50% in Mathematics higher grade or 60% standard grade; or 40% in Mathematics higher grade or 50% standard grade and Computer Studies at least 60% higher grade or 70% standard grade.
- (d) For BCom (with specialization in Accounting Sciences or Investment Management) – at least 50% in Mathematics higher grade or 80% at standard grade.
- (e) For BCom (with specialization in Statistics) – at least 50 % in Mathematics higher grade or 60% standard grade in the Grade 12 examination.

**NB:** A pass mark of at least 50% in Statistics 113, 123 is an acceptable alternative (for the purposes of par (a) above) for Grade 12 Mathematics of at least 40% at higher grade, or 50% at standard grade. For purposes of parr. (c), (d) and (e) above, see par 1.2 (e) or (f) about the possibility of presenting Statistics as an alternative for 50% in Mathematics on the higher grade.

### **Application of old and new regulations**

(See General Regulation G.5)

Subject to transitional measures laid down by the Faculty, a student must complete his or her degree in accordance with the regulations which were applicable when he or she first registered for a specific field of study or specialization. If a student interrupts his or her studies or changes a field of study or specialization, the regulations applicable in the year in which studies are resumed, or the field of study is changed, apply.

### **Recognition of modules (subject courses)**

(See General Regulations G.8 and G.9)

Credit for subject courses passed at other institutions is restricted to first year (100-level) subject courses.

### **General**

#### **Note:**

1. A student who takes a module presented by another faculty should take note of the admission requirements of that course, subminima required in examination papers, supplementary examinations, etcetera.
2. It is the responsibility of all students to familiarise themselves with the General and Faculty Regulations of the University, as well as the procedures, rules and instructions pertaining to study in this Faculty. Ignorance of the applicable regulations, rules and instructions, or the wrong interpretation thereof will not be accepted as an excuse for not complying with the stipulations of such regulations, rules and instructions.

In view of the above paragraph, it is thus the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations.

## **I. BACHELOR'S DEGREES**

### **Minimum requirements for Bachelor's degrees; modules, semester and year courses; new regulations**

1. As from 2000, the University of Pretoria started phasing in a new system of teaching that meets the requirements and guidelines set by SAQA (the South African Qualification Authority) and the NQF (National Qualifications Framework). This system entails learning programmes that are outcomes-based and market oriented. Since 2001 this new system has also been implemented in the Faculty of Economic and Management Sciences.
2. In some instances, as from 2000, the Faculty switched to modules extending over a period of seven weeks. Modules of 14 weeks (semester courses) and modules of 28 weeks (year courses) are, however, still offered. Owing to a variety of reasons, some of the seven-week modules offered in 2000 and 2001, have been consolidated and offered as 14-week modules as from 2002.
3. Up to and including 1999, the minimum requirement for compliance with the degree requirements was indicated as a specific number of semester courses that had to be passed over a period of three years, with a further indication of the number of semester courses that had to be passed per year of study. This system was

retained in 2000 and 2001, but the basic unit of calculation was changed to modules of seven weeks each, or the equivalent thereof. As from 2002 the primary basis for calculation is credits, which appear alongside every module in Regulation C.2. The number of modules required is also displayed alongside the required credits in each curriculum.

4. The syllabi of subject courses which appear in the Faculty's **Regulations and Syllabi 2003** indicate which courses are seven-week, semester and year modules. Subject courses that are offered by departments in other faculties for programmes in this Faculty are not all described in this publication, but the credits awarded to each course are provided, where necessary.
5. Students who commenced their studies in 2002 or earlier, must complete the course in terms of the curriculum of the year in which they commenced their studies, or in terms of the curriculum of the year in which they switched to their current field of speciality. Students who prefer to do so may, however, apply to change over to the latest curriculum, but then they should comply with all the requirements thereof and they may not revert to the regulations of an earlier year.
6. In cases where subject courses have been changed to seven-week modules, semester or year courses respectively, or where the subject courses prescribed for a specific degree have been changed, appropriate transition measures will be published, which will enable students to complete their degrees under the appropriate "o/d" regulations.
7. Students who are registering for a degree course for the first time in 2003 must follow the courses (modules) indicated under the particular field of specialization.

#### **C.1 REGULATIONS APPLICABLE TO ALL THE BACHELOR'S DEGREES**

- (a) General Regulations G.1 to G.15 (with the exception of Regulation G.11.2(c)) apply to a bachelor's degree.
- (b) A student may not take more than the prescribed number of modules per semester unless the Dean decides to the contrary.
- (c) A student may take a module not listed as an optional module only if the prior approval of the Dean has been obtained.
- (d) A student who is in possession of a bachelor's degree may not present the 300-level courses passed for that degree for another field of specialization or degree in this Faculty.
- (e) A course passed at 300-level shall only be recognised for degree purposes if the corresponding prescribed course(s) at 200 level has/have been passed, unless the Dean decides to the contrary.
- (f) A course already passed may only be repeated with the approval of the Dean.
- (g) A course passed at 300-level may not be presented for more than one degree or field of specialization.
- (h) It remains the student's responsibility to ascertain, prior to registration, whether all the courses he/she intends taking can be accommodated in the class, test and examination timetables.
- (i) The Dean has the right of authorisation regarding matters not provided for in the general regulations or the faculty regulations.

<b>C.2 COURSES (MODULES) AND PREREQUISITES</b>
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Curricula for the bachelor's degrees in the Faculty are compiled from the subjects listed below. The list is arranged alphabetically according to the name of the particular course or module. When a course (module) in any of these subjects is chosen, the prerequisites stated opposite the course (module) should be complied with.

The first column lists the modules and module codes. When a module code in the second column ends with the symbol GS, it indicates that a combined mark of at least 40% must be obtained in that course before admission to the course in the first column can be obtained. A course listed in the second column without these letters must, however, be passed before admission to the course in the first column can be obtained. Where Reg 1.2 appears in the second column, it refers to **Requirements for specific courses (modules)** on page 12 of this publication.

No new students will be allowed to register for a part-time programme in the faculty as from 2003.

Also consult the list on page 79 under *Syllabi* in which the content of the different modules are described.

<b>Module</b>	<b>Prerequisites</b>	<b>Credits</b>
<b>Actuarial Mathematics</b>		
IAS 211	WTW 114, WTW 128	12
IAS 221	IAS 211 GS	12
IAS 261	IAS 211 GS	12
IAS 262	IAS 211 GS, IAS 221 (simultaneously)	12
IAS 351	IAS 211 GS	18
IAS 352	IAS 211 GS, IAS 221 GS, IA S 351 GS	18
IAS 361	IAS 211 GS	18
IAS 362	IAS 211 GS, IAS 221 GS, IAS 361 GS	18
<b>Afrikaans</b>		
		<b>Credits</b>
AFR 159		6
AFR 160		6
AFR 162		6
AFR 163		6
AFR 164		6
AFR 165		6
AFR 166		6
AFR 167		6
<b>Administration of Estates</b>		
		<b>Credits</b>
BAD 261	FRK 100 or 101	6
<b>Administrative Law</b>		
		<b>Credits</b>
ADR 310		10
<b>Agricultural Economics</b>		
		<b>Credits</b>
LEK 251		6

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LEK 252		6
LEK 220	LEK 251, 252 or EKN 113 and/or EKN 120	12
LEK 310		12
LEK 320	LEK 251, 252	18
LEK 415	LEK 251, 252 as well as either EKN 110, 120 or FRK 100 or 101 or 151, 152, 121 or OBS 110, 120 or FBS 200 and STK 110, 120	18
LEK 421	LEK 251, 252	24
LEK 451	LEK 251, 252	12
LEK 452	LEK 451	12
LEK 463	LEK 251, 252, 320	10
<b>Auditing</b>		<b>Credits</b>
ODT 200	FRK 100 or 101	35
ODT 300	ODT 200	42
ODT 301	ODT 200	42
<b>Aviation Management</b>		<b>Credits</b>
AVM 210	BDO 110 or 120 with a GS in the other	16
AVM 220	AVM 210 GS	16
AVM 310	AVM 210 or 220 with a GS in the other	20
AVM 320	AVM 210 or 220 with a GS in the other	20
<b>Aviation Science</b>		<b>Credits</b>
AVS 101}	A pass mark in each of the modules of the flight crew technical examination for commercial pilots, airforce pilots and navigators as required by the Civil Aviation Authority of South Africa or by the South African Air Force.	20
AVS 201}		32
AVS 301}		40
<b>or</b>		
AVS 102	A pass mark in primary courses of the Air Traffic Control and Navigation College of South Africa or the South African Air Force or an equivalent (ICAO) recognised qualification.	20
AVS 202	A pass mark in the Airport Control courses of the Air Traffic Control and Navigation College of South Africa or the South African Air Force or an equivalent (ICAO) recognised qualification.	32
AVS 203	A pass mark in each of the modules of the Flight Information Service and Mission Control courses of the South African Air Force Command and Control School.	32
AVS 302	A pass mark in the approach procedures and radar control courses of the Air Traffic Control and Navigation College of South Africa or the South African Air Force or an equivalent (ICAO) recognised qualification.	40
AVS 303	A pass mark in each of the modules of the Air Operation Management course of the South African Air Force Command and Control School.	40



<b>Aviation Law</b>		<b>Credits</b>
AVL 210}	A pass mark in each of the modules of the flight crew technical examination for commercial pilots, airforce pilots and navigators as required by Civil Aviation authorities of South Africa or the South African Air Force	16
AVL 220}		16
	<b>or</b>	
	A pass mark in the primary courses, as well as the Airport Control Courses of the Air Traffic Control and Navigation College of South Africa or the South African Air Force Command and Control School	
	<b>or</b>	
	A pass mark in the Flight Information Service and Mission Control course of the South African Air Force Command and Control School.	
<b>Business Ethics</b>		<b>Credits</b>
BPE 251		10
<b>Business Law*</b>		<b>Credits</b>
BER 210		16
BER 220		16
*	BER 210, 220 may not be included in the same curriculum as Commercial Law (KRG) 110, 120, 200 for degree purposes.	
<b>Business Management</b>		<b>Credits</b>
OBS 110		10
OBS 120	OBS 110 GS	10
OBS 155		5
OBS 156		5
OBS 210	OBS 110, or 120 with a GS in the other	16
OBS 220	OBS 110, or 120 with a GS in the other	16
OBS 310*	OBS 110, or 120 with a GS in the other	20
OBS 320	OBS 110, or 120 with a GS in the other	20
OBS 315	OBS 110, or 120 with a GS in the other	10
OBS 325	OBS 110, or 120 with a GS in the other	10
*	OBS 310 may not be included in the same curriculum as BDO 319, 329 for degree purposes.	
<b>Note:</b>		
•	For OBS 113, 123, 213, 223, 311, 313, 321 and 323 see <b>Entrepreneurship</b> .	
•	For OBS 359 and 369 see <b>International Business Management</b> .	
<b>Commercial Law *</b>		<b>Credits</b>
KRG 110		10
KRG 120	Admission to examination in KRG 110	10
KRG 200	Admission to examination in KRG 120	32
*	Business Law (BER) 210, 220 may not be included in the same curriculum as KRG 110, 120, 200 for degree purposes.	

<b>Communication Management</b>		<b>Credits</b>
KOB 181		5
KOB 182		5
KOB 183		5
KOB 184		5
KOB 251		8
KOB 252		8
KOB 261		8
KOB 262		8
KOB 351		10
KOB 352		10
KOB 361	KOB 351, 352 GS	10
KOB 362		10
<b>Constitutional Law</b>		<b>Credits</b>
SRG 210		10
SRG 220		10
<b>Economics</b>		
EKN 110		10
EKN 113	Reg 1.2(c)	15
EKN 120	Reg 1.2(c); EKN 110 GS	10
EKN 123	Reg 1.2(c); EKN 113 GS	15
EKN 213	Reg 1.2(c); EKN 110, EKN 120 GS	16
EKN 223	Reg 1.2(c); EKN 213 GS, EKN 251 GS; EKN 252 GS	16
EKN 251	Reg 1.2(c); EKN 110 GS, EKN 120 or EKN 113 GS, EKN 123, STK 110 GS, STK 120 GS	8
EKN 252	Reg 1.2(c); EKN 110 GS, EKN 120 or EKN 113 GS, EKN 123; STK 110 GS, STK 120 GS	8
EKN 220	EKN 251 GS, EKN 252 GS	16
EKN 271*	STK 110, STK 120; EKN 120	8
EKN 310	EKN 220	20
EKN 313	EKN 220	20
EKN 320	EKN 251; EKN 252; EKN 310 GS	20
EKN 324	EKN 220; EKN 271 GS	20
* Can only be offered provided STK 210 has been passed or is offered simultaneously.		
<b>English</b>		<b>Credits</b>
ENG 152		6
<b>Entrepreneurial Law</b>		<b>Credits</b>
ODR 310		15
<b>Entrepreneurship</b>		<b>Credits</b>
OBS 113		10
OBS 123	OBS 110, or 113 with a GS in the other	10
OBS 213	OBS 113, or 123 with a GS in the other	16
OBS 223	OBS 213 GS	16
OBS 313	OBS 113, 123, 213, 223 GS	20
OBS 323	OBS 313 GS	20

OBS 311	OBS 110 or 113	20
OBS 321	OBS 311	20

<b>Family Law</b>	<b>Credits</b>
FMR 110	7
FMR 120	7

<b>Financial Management</b>	<b>Credits</b>	
FBS 110*	10	
FBS 120*	10	
FBS 200	FRK 100 or 101	32
FBS 300	FBS 200	40

\* Subject at 100 level that is only presented in the second year of study.

<b>Financial Accounting</b>	<b>Credits</b>	
FRK 100	Reg 1.2(e)	24
FRK 101	Reg 1.2(e)	24
FRK 151	Reg 1.2(d)	5
FRK 152	FRK 151 GS, Reg 1.2(d)	5
FRK 121	FRK 151 GS; 152 GS	12
FRK 181	Reg 1.2(d); FRK 151 GS	38
FRK 200	FRK 100 or 101	35
FRK 300	FRK 200	42

### French

For prerequisites see *Regulations and Syllabi: Faculty of Humanities*

<b>Geography</b>	<b>Credits</b>
GGY 153	6
GGY 251	12
GGY 351	18
GGY 362	18

### German

For prerequisites see *Regulations and Syllabi: Faculty of Humanities*

<b>History</b>	<b>Credits</b>
GES 152	6
GES 153	6
GES 253	10
GES 254	10
GES 352	15
GES 355	15

<b>Industrial and Organisational Psychology</b>	<b>Credits</b>
BDO 151	5
BDO 110	10
BDO 120	10
BDO 181	5
BDO 219	16
BDO 229	16

BDO 271	Only available to students offering BDO 219, 229	8
BDO 272	Only available to students offering BDO 219, 229	8
BDO 319*	BDO 110, 120	20
BDO 329*	BDO 319 GS	20
BDO 371	Only available to students offering BDO 319, 329	10
BDO 372	Only available to students offering BDO 319, 329	10
* BDO 319, 329 may not be included in the same curriculum as OBS 310 for degree purposes.		

<b>Informatics*</b>		<b>Credits</b>
INF 112	Reg 1.2(c)	10
INF 153	Reg 1.2(f)	5
INF 154	Reg 1.2(f)	5
INF 163	INF 153 GS, Reg 1.2(f)	5
INF 164	INF 154 GS, Reg 1.2(f)	5
INF 214	CIL 171, CIL 172, CIL 173, CIL 174	14
INF 261	INF 214 GS	7
INF 262		7
INF 271	CIL 171, CIL 172, CIL 173, CIL 174, INF 163, 164, Reg 1.2(m)	14
INF 272	INF 253 GS, Reg 1.2(m)	14
INF 254	CIL 171, CIL 172, CIL 173, CIL 174, INF 112	8
INF 264	CIL 171, CIL 172, CIL 173, CIL 174, INF 112	8
INF 314	INF 261, INF 262, INF 263	15
INF 324	INF 261, INF 262, INF 263	15
INF 354	INF 261, INF 262, INF 263, Reg 1.2(f)	15
INF 370	INF 261, INF 262, INF 263, Reg 1.2(f)	30
* Students who register for Informatics, must also take CIL 171, 172, 173 and 174.		

<b>Insolvency Law</b>		<b>Credits</b>
ISR 320		10

<b>International Business Management</b>		<b>Credits</b>
OBS 359	OBS 110, or 120 with a GS in the other	20
OBS 369	OBS 110, or 120 with a GS in the other; OBS 359	20

<b>International Law</b>		<b>Credits</b>
IPW 251		10

<b>International Relations</b>		<b>Credits</b>
IPL 152		6
IPL 155	STL 151 GS	6
IPL 156		6
IPL 255		10
IPL 256		10
IPL 257		10
IPL 352		15

IPL 353	15
IPL 356	15
IPL 357	15

**Investment Management Credits**

BLB 200	At least 60% in each of the following modules: FRK 100 or 101; STK 110, 120; EKN 110,120	32
BLB 300	BLB 200	40

**Introduction to Law Credits**

IDR 110	10
IDR 120	10

**IsiNdebele**

For prerequisites see *Regulations and Syllabi: Faculty of Humanities*

**IsiZulu**

For prerequisites see *Regulations and Syllabi: Faculty of Humanities*

**Note:** IsiNdebele and IsiZulu may not both be included in the same curriculum for degree purposes.

**Labour Law Credits**

ABR 210	15
ABR 311	20

**Labour Relations Credits**

ABV 320	20
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**Law of Contract Credits**

KTR 210	10	
KTR 220	Admission to examination in KTR 210	10

**Law of Delict Credits**

DLR 320	15
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**Law of Negotiable Instruments Credits**

VHD 320	10
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**Law of Persons Credits**

PSR 110	10
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**Law of Succession Credits**

ERF 211	10
ERF 221	10

**Law of Things Credits**

SAR 310	15
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**Legal Interpretation Credits**

RVW 210	10
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<b>Legal Skills</b>		<b>Credits</b>
RVD 110		10
RVD 120		10
RVD 111*		10
RVD 121*		10
* All first-year students register for RVD 110 and 120, but the head of the department may, after evaluation, change a student's registration to RVD 111 and 121.		
<b>Marketing Management</b>		<b>Credits</b>
BEM 110		10
BEM 161		5
BEM 162		5
BEM 251		8
BEM 252		8
BEM 261	BEM 110 GS	8
BEM 262	BEM 110 GS	8
BEM 351	BEM 110; or 161, 162 with a GS in the other	10
BEM 352	BEM 110; or 161, 162 with a GS in the other	10
BEM 361	BEM 261, 262, 351, 352	10
BEM 362	BEM 261, 262, 351, 352	10
<b>Mathematical Statistics</b>		<b>Credits</b>
WST 110	Reg 1.2(b)	16
WST 120	WST 110 GS	16
WST 210	WST 110, WST 120; WTW 126 GS, 128/102 GS, and 114/101 GS	24
WST 220	WST 210 GS	24
WST 310	WST 210, WST 220; WTW 211 GS, WTW 218 GS	36
WST 361	WST 210, WST 220; WTW 211 GS, WTW 218 GS	18
WST 362	WST 210, WST 220; WTW 211 GS, WTW 218 GS	18
<b>Mathematics</b>		<b>Credits</b>
WTW 114	(Calculus 114) Consult Reg 1.2(b)	16
WTW 126	(Linear Algebra 126) Consult Reg 1.2(b)	8
WTW 128	(Calculus 128) WTW 114/101 GS	8
WTW 134	(Mathematics 134)	16
WTW 211	(Linear Algebra 211) WTW 126	12
WTW 218	(Calculus 218) WTW 114/101, 128/102	12
WTW 220	(Analysis 220) WTW 114/101, 128/102	12
WTW 221	(Linear Algebra 221) WTW 211	12
WTW 286	(Differential Equations 286) WTW 114, 126, 128	12
WTW 310	(Analysis 310) WTW 220	18
WTW 354	(Financial Engineering 354) WTW 218, 211, WST 210	18
WTW 382	(Dynamic Systems 382) WTW 220, 286	18
WTW 381	(Algebra 381) WTW 114/101 and 211	18
WTW 383	(Numerical Analysis 383) WTW 114, 128, 211	18
<b>Municipal Administration</b>		<b>Credits</b>
MAD 261		8
MAD 262		8
MAD 351		10

MAD 352	10
MAD 361	10
MAD 362	10

<b>Philosophy</b>	<b>Credits</b>
FIL 151	6
FIL 152	6
FIL 153	6
FIL 154	6
FIL 155	6

For prerequisites see *Regulations and Syllabi: Faculty of Humanities*

<b>Political Science</b>	<b>Credits</b>
STL 151	6
STL 156	6
STL 157	6
STL 253	10
STL 255	10
STL 256	10
STL 351	15
STL 352	15
STL 354	15
STL 356	15

<b>Politics</b>	<b>Credits</b>
PTO 351     STL 151	15

<b>Psychology</b>	<b>Credits</b>
SLK 154	6
SLK 155	6
SLK 251	10
SLK 253	10
SLK 351	15
SLK 352	15

<b>Public Administration</b>	<b>Credits</b>
PAD 151	5
PAD 152	5
PAD 161	5
PAD 162	5
PAD 251	8
PAD 252	8
PAD 261	8
PAD 262	8
PAD 351	10
PAD 352	10
PAD 361	10
PAD 362	10

<b>Recreation Science</b>	<b>Credits</b>
RKD 251	10

RKD 252	10
RKD 253	10
RKD 254	10

<b>Research Methodology</b>	<b>Credits</b>
NME 220	16

**Sepedi**

For prerequisites see *Regulations and Syllabi: Faculty of Humanities*

**Setswana**

For prerequisites see *Regulations and Syllabi: Faculty of Humanities*

**Note:** Courses in Setswana and Sepedi cannot both be included in the same curriculum for degree purposes.

<b>Sociology</b>	<b>Credits</b>
SOC 151	6
SOC 152	6
SOC 153	6
SOC 154	6
SOC 251	10
SOC 252	10
SOC 253	10
SOC 254	10
SOC 352	15
SOC 353	15
SOC 354	15
SOC 355	15

<b>Specific Contracts</b>	<b>Credits</b>
KTH 220	15

<b>Sport Science</b>	<b>Credits</b>
SPK 151	5
SPK 152	5
SPK 161	5
SPK 162	5
SPK 251	8
SPK 252	8
SPK 261	8
SPK 262	8
SPK 351	10
SPK 352	10
SPK 361	10
SPK 362	10

<b>Statistics</b>	<b>Credits</b>
STK 110    Reg 1.2(C)	13
STK 120    STK 110 GS	13
STK 113*	11½
STK 123*    STK 113 GS	11½



STK 210	STK 110, 120	20
STK 220	STK 210 GS	20
STK 281	STK 110, 120	10
STK 310	STK 210, 220	25
STK 320	STK 310 GS	25
STK 353	STK 210, 220 or WST 210, 220	12½

\* On its own, STK 113 and 123 will not be recognised for degree purposes, but in this Faculty, exemption will be granted from the Grade 12 Mathematics admission requirement (i.e. 40% higher grade or 50% standard grade).

<b>Taxation</b>		<b>Credits</b>
BEL 300	FRK 200	42

<b>Tourism Management</b>		<b>Credits</b>
TBE 110		10
TBE 120	TBE 110 GS	10
TBE 190*		
TBE 191*		
TBE 210	TBE 110 GS, 120 GS	16
TBE 220	TBE 110 GS, 120 GS	16
TBE 290*		
TBE 291*		
TBE 292*		
TBE 293*		
TBE 310	TBE 110, 120	20
TBE 320•	TBE 110, 120	20
TBE 390*		
TBE 391*		
TBE 394*		

\* Compulsory practical courses

- All the compulsory practical courses, as stipulated in the curriculum, must be completed in consultation with the head of the department and to his satisfaction and approval in order to qualify for admission to the examination in TBE 320

### Notes:

- The requirement that students must have already passed a module listed in the second column, or take the module together with a module in the first column at the same time, may be amended by the Dean. Such a concession is made almost exclusively only to students who will be able to register for all the still outstanding module for the degree if they are exempted from the prerequisite of no more than four 7-week modules or the equivalent thereof. If a student fails any module required by a finalist for graduation purposes, the concession(s) that was/were granted by the Dean is/are withdrawn.
- The class, test and examination timetables are compiled to avoid timetable clashes if module choices are limited to either the 100-, 200-, or 300-level. The onus is upon students who choose modules at more than one level, or optional module that are offered by other faculties, to ensure that timetable clashes do not occur with regard to these choices.

### C.3 BACCALAUREUS COMMERCII (BCom)

#### (a) Specializations

In addition to the ordinary BCom degree (07130221) (Own choice), the degree can also be taken with specialization in the following fields of study:

Accounting Sciences	(07130042)
Agribusiness Management	(07130091)
Aviation Management	(07130143)
Business Management	(07130062)
Communication Management	(07130281)
Econometrics	(07130011)
Economics	(07130051)
Entrepreneurship	(07130063)
Human Resources Management	(07130142)
Informatics	(07130172)
Investment Management	(07130202)
Law	(07130151)
Marketing Management	(07130161)
Public Affairs	(07130291)
Recreation and Sport Management	(07130251)
Statistics	(07130261)
Tourism Management	(07130242)

#### (b) Duration of study

Three years, but the course can be extended to four years. Four-year study programmes are compiled in consultation with the head of the department concerned.

#### (c) Subminima

Subminima in courses, where applicable, are stipulated in the various syllabi.

#### **Please note:**

As the fields of specialization for the BCom degrees are not listed in alphabetical order in the English yearbook, but in the order followed in the Afrikaans yearbook, it would be advisable to consult the table of contents in order to find a specific specialization more readily.

### C.4 CURRICULUM FOR BCOM (Own choice) (CODE 07130221)

The programme is aimed at the training of students in the Economic and Management Sciences, but it does not lead to a specific vocational outcome. However, students are able to compile their own curricula with a view to work opportunities in all sectors.

**Total credits required:** 412



Economic & Management Sciences 2003

OBS Business Management	110, 120	210, 220	310 <sup>(7)</sup> , 320
OBS Entrepreneurship			311, 321
FRK Financial Accounting <sup>(2)</sup>		200	300
STK Statistics		210, 220	310, 320
<b>or</b>			
WST Mathematical Statistics <sup>(4)</sup>		210, 220	310, 361 362
<b>or</b>			
WTW Mathematics <sup>(4)</sup>		211, 220 218, 221 286	310, 381 354, 382 383
BEM Marketing Management	110, 161 162	251, 261 252, 262	351, 361 352, 362
KOB Communication Management		251, 261 252, 262	351, 361 352, 362
BDO Industrial and Organizational Psychology	110, 120 181	219, 229 271, 272	319 <sup>(7)</sup> , 329 <sup>(7)</sup> 371, 372
INF Informatics <sup>(6)</sup>	112	214, 261 262	
CIL Computer Literacy* <sup>(6)</sup>	172, 173		
FBS Financial Management <sup>(2)</sup>		200	300
KRG Commercial Law <sup>(3)</sup>		200	
LEK Agricultural Economics		251, 220 252	310, 320
STL Political Science	151, 156 157 and IPL 155	253, 255 256 and IPL 257	
<b>or</b>			
IPL International Relations	152, 155 156 and STL 151	255, 256 257 and STL 255	
PAD Public Administration <sup>(9)</sup>	151, 161 152, 162	251, 261 252, 262	351, 361 352, 362
SOC Sociology	151, 153 152, 154	251, 253 252, 254	352, 353 354, 355
ABR Labour Law			311
ABV Labour Relations			320

Any of the following languages at 100, 200 and 300 levels, presented by the Faculty of Humanities, provided that they can be accommodated in the class and examination timetables, and are approved by the Dean: Sepedi or Setswana, IsiNdebele or IsiZulu, German, French, English and Afrikaans.

**Note: See Regulation C.2 for the prerequisites for all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) See Reg 1.2 (d).
- (2) Can only be taken if FRK 100 or 101 has been passed.
- (3) BER 210 and 220 may not be included in the same curriculum as KRG 110, 120 and 200.
- (4) Mathematical Statistics and Mathematics are not mutually exclusive and may be



EKN Economics	110, 120	251, 220 252
OBS Business Management	110, 120	210, 220
FRK Financial Accounting <sup>(1)</sup>	151 ★, 121 152, 181 <sup>(2)</sup> or 100 <sup>(3)</sup> or 101 <sup>(3)</sup>	
STK Statistics	110, 120	281
BER Business Law		210, 220
BEM Marketing Management	110, 161 162	
KOB Communication Management	182	

**Elective modules**

OBS Business Management		310, 320
BEM Marketing Management	251, 261 252, 262	351 352
EKN Economics		310, 320
LEK Agricultural Economics		415, 421
STK Statistics	210, 220	310, 320
FBS Financial Management <sup>(4)</sup>	200	353 300

**Note: See Regulation C.2 for the prerequisites for all modules.**

- ★ Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) See Reg 1.2 (d).
- (2) FRK 181 is a 14-week module which is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (3) See Reg 1.2 (e).
- (4) Can only be taken if FRK 100 or 101 has been passed.

**NB:** All the courses in Agricultural Economics can only be taken on a full-time basis.

**Specialization modules:** LEK 310, 320, 451, 452.

**C.6 CURRICULUM FOR BCOM WITH SPECIALIZATION IN INVESTMENT MANAGEMENT (KODE 07130202)**

The purpose of this degree is to expose learners, specializing in Investment Management, to the theoretical principles and practical application of investment decision-making at a high level. A multi-disciplinary approach is followed and financial, economic and statistical principles are incorporated with the aim of improving the investment decision-making process. This well-structured degree has an analytic and scientific basis and is aimed at enabling students to comply with the demands of a rapidly changing local and international investment environment.

**Package coordinator** : Prof EJ Oost, EM2-52, Tel: 420-3010

**Total credits required** : 477

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	8	24	1	10	0	0
Core modules	20	110	20	171	16	162
Elective modules	0	0	0	0	0	0
<b>Total</b>	<b>28</b>	<b>134</b>	<b>21</b>	<b>181</b>	<b>16</b>	<b>162</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

#### YEAR LEVEL:

1

2

3

#### Fundamental modules (Compulsory)

CIL Computer Literacy ★ 171, 173

172, 174

EOT Language Skills § 151, 153

152, 154

BPE Business Ethics 251

#### Core modules (Compulsory)

FRK Financial Accounting 100<sup>(1);(2)</sup> or 101<sup>(1);(2)</sup> 200<sup>(2)</sup> 300

BLB Investment Management 200 300

EKN Economics 110, 120 251, 220 310, 320

252

STK Statistics 110, 120 210, 220

FBS Financial Management 200 300

INF Informatics 112

OBS Business Management 155

KRG Commercial Law 110, 120

KOB Communication Management 182

#### Note: See Regulation C.2 for prerequisites of all modules.

★ Exemption will be awarded if an exemption test is passed.

§ Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.

(1) See Reg 1.2 (e).

(2) At the end of the first year of study a student should obtain at least 60% for Accounting 100 or 101 and for both semesters in Statistics and Economics to continue with the second year of study for the degree BCom with specialization in Investment Management.

*A student who obtained at least a D symbol for Mathematics on Higher Grade but does not comply with the admission requirements on grounds of a too low M-score, must register for the BCom (Own Choice) (code 07130221) degree course. If an average of at least 65% is achieved in all the second-semester modules, admission to the BCom degree course with specialization in Investment Management will be considered, provided that there is place in the second year of study.*

**Specialization modules:** BLB 300 and EKN 310, 320.





EKN	Economics		251, 252	310, 320
			220	313
STK	Statistics		210, 220	353, 310
			281	320
TBE	Tourism Management	110, 120	210, 220	310, 320
FIL	Philosophy	151, 152		
		153, 154, 155		
SOC	Sociology	151, 152		
		153, 154		
		155, 156		
BDO	Industrial & Organizational Psychology	110, 120		
LEK	Agricultural Economics		220	
SPK	Sport Science		252	
RKD	Recreation Science		253, 254	
JRN	Introduction to journalism	151		

**Note: See Regulation C.2 for prerequisites of all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) See Reg 1.2 (d)
- (2) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (3) See Reg 1.2 (e).
- (4) Students who enrol for Informatics must also take CIL 172 and 173.

**Specialization modules:** BEM 351, 352, 361, 362.

## **C.8 CURRICULUM FOR BCOM WITH SPECIALIZATION IN ECONOMETRICS (CODE 07130011)**

The purpose of this qualification is to provide graduates with knowledge on the working of the economic and financial systems of South Africa and basic econometric models. After completing this programme, candidates will be able to do a prognosis, analysis and forecast of the South African economy. This degree will provide the graduate with the necessary practical skills for using economic and econometric models that management or government can apply in policy. Candidates will be able to do basic statistical analyses of economic trends and to apply the necessary computer and communication skills.

**Package coordinator** : Prof C Harmse, EM4-25, Tel: 420-2413  
**Total credits required** : 423



### C.9 CURRICULUM FOR BCOM WITH SPECIALIZATION IN ECONOMICS (CODE 07130051)

The purpose of this qualification is to provide graduates with knowledge on the working of the economic and financial systems of South Africa and the influence exerted on it by the global economy and financial markets. This programme will provide students with the necessary theoretical and applied principles of the instruments and effects of economic policy, such as fiscal policy, monetary policy and labour policy. Students will be able to do a prognosis and analysis of the South African economy and therefore be able to advise management in the private as well as public sectors. Graduates will also be provided with the necessary statistical, computer and communication skills.

**Package coordinator** : Prof C Harmse, EM4-25 Tel: 420-2413  
**Total credits required** : 420

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	8	24	1	10	0	0
Core modules	19	112	15	128	8	80
Elective modules	0	0	4	32	4*	40
<b>Total</b>	<b>27</b>	<b>136</b>	<b>20</b>	<b>170</b>	<b>12</b>	<b>120</b>

\* If Statistics 310 is not chosen as an option. If chosen, the total number of credits will be higher

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

#### Learning programme

YEAR LEVEL :	1	2	3
<b>Fundamental modules (Compulsory)</b>			
CIL Computer Literacy *	171, 173 172, 174		
EOT Language Skills §	151, 153 152, 154		
BPE Business Ethics		251	
<b>Core modules (Compulsory)</b>			
EKN Economics	113, 123	213, 223 251, 220 252, 271 <sup>(2)</sup>	310, 320 313, 324
OBS Business Management	110, 120		
FRK Financial Accounting <sup>(1)</sup>	151 *, 121 152, 181 <sup>(3)</sup> or 100 <sup>(4)</sup> or 101 <sup>(4)</sup>		
STK Statistics	110, 120	210, 220	
BER Business Law		210	
KOB Communication Management	182		
<b>Elective modules</b>			
FBS Financial Management <sup>(5)</sup>		200	300

<b>or</b>			
OBS Business Management	210, 220	310, 320	
<b>or</b>			
STK Statistics		310, 320	

**Note: See Regulation C.2 for prerequisites of all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) See Reg 1.2 (d)
- (2) 21-week module.
- (3) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (4) See Reg 1.2 (e).
- (5) Can only be taken if FRK 100 or 101 has been passed.

**Specialization modules:** EKN 310, 320, 313, 324.

**C.10 CURRICULUM FOR BCOM DEGREE WITH SPECIALIZATION IN ENTREPRENEURSHIP (CODE 07130063)**

The purpose of this qualification is to provide qualifiers with the necessary performance motivation, entrepreneurial and business skills to improve their entrepreneurial performance. The student is provided with the applicable theory, supported by the practical application thereof, to operate efficiently in a diversity of work environments. Specific attention is paid to starting and developing own entrepreneurial ventures.

**Package coordinator** : Prof JJ van Vuuren, EM3-60, Tel: 420-3401  
**Total credits required** : 438

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	8	24	1	10	0	0
Core modules	26	136	20	148	12	120
Elective modules	0	0	0	0	0	0
<b>Total</b>	<b>34</b>	<b>160</b>	<b>21</b>	<b>158</b>	<b>12</b>	<b>120</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

**Learning programme**

<b>YEAR LEVEL:</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Fundamental modules (Compulsory)</b>			
CIL Computer Literacy *	171,173		
	172,174		
EOT Language Skills §	151, 153		
	152, 154		
BPE Business Ethics		251	

**Core modules (Compulsory)**

OBS Entrepreneurship	113, 123	213, 223	313, 323
OBS Business Management	110, 120	210, 220	310, 320
BEM Marketing Management	110, 161	251, 261	
	162	252, 262	
STK Statistics	110, 120		
FRK Financial Accounting <sup>(1)</sup>	151 ★, 121		
	152, 181 <sup>(2)</sup>		
	or 100 <sup>(3)</sup>		
	or 101 <sup>(3)</sup>		
EKN Economics	110, 120		
OBS International Business			359, 369
BER Business Law		210, 220	
KOB Communication Management	181		
FBS Financial Management <sup>(4)</sup>		110, 120	

**Note: See Regulation C.2 for prerequisites of all modules.**

- ★ Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- <sup>(1)</sup> See Reg 1.2 (d)
- <sup>(2)</sup> FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- <sup>(3)</sup> See Reg 1.2 (e).
- <sup>(4)</sup> FBS 110 and 120 can only be taken on a full-time basis. Although at 100 level, these modules are only presented in the second year of study and carry a weight of 10 credits each.

**Specialization modules:** OBS 313, 323.

## C.11 CURRICULUM FOR BCOM WITH SPECIALIZATION IN INFORMATICS (CODE 07130172)

This programme is defined as the application of modern information systems in organisations, both private and public. The student will have a graduate-level knowledge of the analysis, design and implementation of information systems, databases, operating systems, networks and information management. In addition, the student will have the competence to develop a complete information system to support organisational functions. The holder of this qualification has the skills to advise organisations in empowering and enhancing the quality of work life of the individual workers through the application of information technology.

**Package coordinator** : Prof C de Villiers, Educ/Law K5-77, Tel:420-3085  
**Total credits required** : 461

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	8	24	1	10	0	0
Core modules	20	100	16	88	10	75
Elective modules	4	20	8	64	8	80
<b>Total</b>	<b>32</b>	<b>144</b>	<b>25</b>	<b>162</b>	<b>18</b>	<b>155</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

YEAR LEVEL:	1	2	3
<b>Fundamental modules (Compulsory)</b>			
CIL Computer Literacy *	171, 173 172, 174		
EOT Language Skills §	151, 153 152, 154		
BPE Besigheidsetiek		251	
<b>Core modules (Compulsory)</b>			
INF Informatics <sup>(1); (2)</sup>	112, 163 153, 164 154	214, 261 262 271, 272	314, 324 370 354
FRK Financial Accounting <sup>(3)</sup>	151 *, 121 152, 181 <sup>(4)</sup> or 100 <sup>(6)</sup> or 101 <sup>(6)</sup>		
EKN Economics	110, 120		
BER Business Law		210, 220	
STK Statistics	110, 120		
KOB Communication Management	184		
<b>Elective modules</b>			
OBS Business Management	110, 120	210, 220	310 <sup>(7)</sup> , 320
EKN Economics		251, 220 252	310, 320
FRK Financial Accounting <sup>(6)</sup>		200	300
STK Statistics		210, 220	310, 320
ODT Auditing <sup>(6)</sup>		200	301
BEL Taxation <sup>(6)</sup>			300
KOB Communication Management		251, 261 252, 262	351, 361 352, 362
FBS Financial Management <sup>(6)</sup>		200	300
BEM Marketing Management	110, 161 162	251, 261 252, 262	351, 361 352, 362
BDO Industrial and Organizational Psychology	110, 120	219, 229 271, 272	319 <sup>(7)</sup> , 329 <sup>(7)</sup> 371, 372
PAD Public Administration	151, 161 152, 162	251, 261 252, 262	351, 361 352, 362
OBS Entrepreneurship	113, 123	213, 223	313, 323

COS Computer Science	212 <sup>(6)</sup> , 213 <sup>(6)</sup> 283 <sup>(6)</sup> , 284 <sup>(6)</sup>	314, 333 341, 343
INL Information Science	211, 221, 212 and at least one of INY 221, 222 223	311 and at least one of INY 311, 312, INL 321 and at least one of INY 322, 323 324

**Elective modules** can only be taken if they can be accommodated in the class, test and examination timetables.

**Note: See Regulation C.2 for prerequisites of all modules.**

- ★ Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) Only candidates who meet the entrance requirements for the compulsory courses Informatics 153, 154, 163, 164, and 253, 263 i.e. a minimum of 50% in Mathematics (higher grade) or 60% in Mathematics (standard grade) in Grade 12, will be admitted to the BCom degree with specialization in Informatics. Admission to the BCom degree with specialization in Informatics can also be obtained by complying with the requirements as set out in Reg 1.2(m) of the section **Requirements for specific subject courses/modules**, in which case the Dean, on recommendation of the head of department, may allow a student to register simultaneously for Informatics 153, 154, 163, 164 and 271, 272.
- (2) In addition to the provisions of the footnote<sup>(1)</sup> above, candidates who have passed Grade 12 Mathematics with at least 40% Higher Grade or 50% Standard Grade and have passed Informatics 151 and 152, may, if their academic performance merits it, be allowed by the Dean, on recommendation of the head of the department, to register for the BCom degree course with specialization in Informatics, and to register simultaneously for Informatics 153, 154, 163, 164, 271, 272.
- (3) See Reg 1.2 (d).
- (4) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (5) See Reg 1.2 (e).
- (6) Can only be taken if FRK 100 or 101 has been passed.
- (7) OBS 310 and BDO 319, 329 may not be included in the same curriculum.
- (8) Students must take COS 110 as an extra subject in their first year to be able to take this elective. Students must also comply with the regulations and prerequisites for Computer Science as stipulated in the yearbook of the Faculty of Engineering, Built Environment and Information technology.

**Specialization modules:** INF 314, 324, 370 and 354.

## C.12 CURRICULUM FOR BCOM WITH SPECIALIZATION IN COMMUNICATION MANAGEMENT (CODE 07130281)

This field of specialization has as its aim the provision of the theoretical foundation of communication as strategic management function. The performance dimensions of communication management in the business environment are addressed by means of practical projects that are undertaken by the students. Students are therefore enabled to integrate and reconcile the theory and practice of communication management.

**Package coordinator** : Prof AF Grobler, EM4-112, Tel: 420-2306

**Total credits required** : 444

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	1	10	0	0
Core modules	22	116	12	96	8	80
Elective modules	4	20	8	64	4	40
<b>Total</b>	<b>32</b>	<b>154</b>	<b>21</b>	<b>170</b>	<b>12</b>	<b>120</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

#### YEAR LEVEL :

1

2

3

#### Fundamental modules (Compulsory)

CIL Computer Literacy ★ 171,174

EOT Language Skills § 151, 153

152, 154

BPE Business Ethics 251

#### Core modules (Compulsory)

KOB Communication Management 181 251, 261 351, 361

252, 262

352, 362

BEM Marketing Management 110, 161 251, 261 351, 361

162 252, 262

352, 362

EKN Economics 110, 120

OBS Business Management 110, 120 210, 220

FRK Financial Accounting<sup>(1)</sup> 151 ★, 121

152, 181<sup>(2)</sup>or 100<sup>(3)</sup>or 101<sup>(3)</sup>

STK Statistics 110, 120

#### Elective modules

BER Business Law 210, 220

EKN Economics 251, 220

252

FRK Financial Accounting<sup>(4)</sup> 200

FBS Financial Management<sup>(4)</sup> 200 300

BDO Industrial and Organizational Psychology 110, 120 219, 229 319<sup>(5)</sup>, 329<sup>(5)</sup>

271, 272

371, 372



OBS Business Management		310 <sup>(5)</sup> , 320
OBS Entrepreneurship		311, 321
INF Informatics <sup>(6)</sup>	112	
CIL Computer Literacy* <sup>(6)</sup>	172, 173	

**Note: See Regulation C.2 for prerequisites of all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) See Reg 1.2 (d).
- (2) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (3) See Reg 1.2 (e).
- (4) Can only be taken if FRK 100 or 101 has been passed.
- (5) OBS 310 and BDO 319, 329 may not be included in the same curriculum.
- (6) Students who enrol for Informatics must also take CIL 172 and 173.

**Specialization modules:** KOB 351, 352, 361, 362.

### C.13 CURRICULUM FOR BCOM WITH SPECIALIZATION IN AVIATION MANAGEMENT (CODE 07130143)

This qualification provides a broad professional education to pilots, navigators, air traffic and mission controllers. The programme equips learners with the required intellectual capacity and skills to design, manage and operate systems in the aviation environment. Learners will also be equipped with the expertise to solve human factor problems in order to ensure a higher level of safety, efficiency and individual well-being in aviation.

**Package coordinator** : Prof LP Vermeulen, EM3-93, Tel: 420-3074  
**Total credits required** : 434

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	0	0	0	0
Core modules	26	136	20	160	12	120
Elective modules	0	0	0	0	0	0
<b>Total</b>	<b>33</b>	<b>154</b>	<b>20</b>	<b>160</b>	<b>12</b>	<b>120</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

#### Learning programme

YEAR LEVEL:	1	2	3
<b>Fundamental modules</b> ( <i>Compulsory</i> )			
CIL Computer Literacy *	171,172		
EOT Language Skills §	151, 153		
	152, 154		

**Core modules (Compulsory)**

AVS Aviation Science <sup>(1)</sup>	101 or 102	201 or 202 or 203	301 or 302 or 303
OBS Business Management	110, 120	210, 220	310, 320
AVM Aviation Management		210, 220	310, 320
BDO Industrial and Organizational Psychology	110, 120		
EKN Economics	110, 120		
STK Statistics	110, 120		
FRK Financial Accounting <sup>(2)</sup>	151 ★, 121 152, 181 <sup>(3)</sup> or 100 <sup>(4)</sup> or 101 <sup>(4)</sup>		
AVL Aviation Law		210, 220	
KOB Communication Management	181		
BER Business Law		210, 220	

**Note: See Regulation C.2 for prerequisites of all modules.**

- ★ Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) See prerequisites for subject credits, General Regulations G8 and G9.
- (2) See Reg 1.2 (d)
- (3) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (4) See Reg 1.2 (e).

**Specialization modules:** AVM 310, 320 and OBS 310, 320.

**C.14 CURRICULUM FOR BCOM WITH SPECIALIZATION IN HUMAN RESOURCES MANAGEMENT (CODE 07130142)**

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, socially, organisational) as it manifests itself in the world of work.

**Package coordinator** : Mr MA Buys, EM3-99, Tel: 420-3434  
**Total credits required** : 444

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	0	0	0	0
Core modules	24	128	18	148	14	150
Elective modules	0	0	0	0	0	0
<b>Total</b>	<b>31</b>	<b>146</b>	<b>18</b>	<b>148</b>	<b>14</b>	<b>150</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

#### YEAR LEVEL:

1

2

3

#### Fundamental modules (Compulsory)

CIL Computer Literacy *	171,172		
EOT Language Skills §	151, 153		
	152, 154		

#### Core modules (Compulsory)

BDO Industrial and Organizational Psychology	110, 120	219, 229	319, 329
OBS Business Management	110, 120	210, 220	320
EKN Economics	110, 120		
FRK Financial Accounting <sup>(1)</sup>	151 *, 121		
	152, 181 <sup>(2)</sup>		
STK Statistics	110, 120		
BER Business Law		210, 220	
ABR Labour Law			311
ABV Labour Relations			320
SLK Psychology	154, 155	251, 253	351, 352
KOB Communication Management	181	251, 252	

**Note: See Regulation C.2 for prerequisites of all modules.**

\* Exemption will be awarded if an exemption test is passed.

§ Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.

<sup>(1)</sup> See Reg 1.2 (d).

<sup>(2)</sup> FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.

**Specialization modules:** BDO 319, 329.

## C.15 CURRICULUM FOR BCOM WITH SPECIALIZATION IN BUSINESS MANAGEMENT (CODE 07130062)

This qualification is aimed at management knowledge and skills as it applies to the private enterprise as value-adding unit in a changing environment with the necessary competitiveness to survive. The study field is introduced and management decision skills





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BDO Industrial and Organizational Psychology	110, 120	219, 229 271, 272	319, 329 371, 372
EKN Economics	110, 120		
FRK Financial Accounting <sup>(1)</sup>	151 *, 121 152, 181 <sup>(2)</sup> or 100 <sup>(3)</sup> or 101 <sup>(3)</sup>		
STL Political Science	151, 156 157 and IPL 155		
STK Statistics	110, 120		
NME Research Methodology		220	
KOB Communication Management	184		
ENG English	152		

### Elective modules

STL Political Science		253, 255 256 and IPL 257	
KOB Communication Management		251, 261 252, 262	351, 361 352, 362
OBS Entrepreneurship			311, 321
ABR Labour Law			311
ABV Labour Relations			320
EKN Economics		251, 220 252	310, 320

**Note: See Regulation C.2 for prerequisites of all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed. All BCom Public Affairs students must, however, enrol for and pass English 152.
- (1) See Reg 1.2 (d).
- (2) FRK 181 is a 14-week module that is offered during the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (3) See Reg 1.2 (e).

**Specialization modules:** PAD 351, 352, 361, 362.

## C.17 CURRICULUM FOR BCOM WITH SPECIALIZATION IN LAW (CODE 07130151)

The purpose of this package in law is to provide broad formative education but it does not lead to any specific career outcomes. The student is, however, enabled to continue with the LLB degree, which is career-specific based on a BCom(Hons). The skills acquired may be applied in either the private or public sectors.

**Package coordinator** : Prof SR van Jaarsveld, Edu-Law 5-44, Tel: 420-2363  
**Total credits required** : 447

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	0	0	0	0
Core modules	32	160	12	65	10	60
Elective modules	0	0	8	64	8	80
<b>Total</b>	<b>38</b>	<b>178</b>	<b>20</b>	<b>129</b>	<b>18</b>	<b>140</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

#### YEAR LEVEL :

1

2

3

#### Fundamental modules (Compulsory)

CIL Computer Literacy *	171, 174		
EOT Language Skills §	151, 153		
	152, 154		

#### Core modules (Compulsory)

EKN Economics	110, 120		
OBS Business Management	110, 120		
FRK Financial Accounting <sup>(1)</sup>	151 *, 121		
	152, 181 <sup>(2)</sup>		
	or 100 <sup>(3)</sup>		
	or 101 <sup>(3)</sup>		
STK Statistics	110, 120		
IDR Introduction to Law	110, 120		
RVD Legal Skills	110, 120; or		
	111, 121		
PSR Law of Persons	110		
FMR Family Law	110, 120		
KTR Law of Contract		210, 220	
ERF Law of Succession		211, 221	
SAR Law of Things			310
DLR Law of Delict			320
ABR Labour Law		210	
KTH Specific Contracts		220	
ODR Entrepreneurial Law			310
VHD Law of Negotiable Instruments			320
ISR Insolvency Law			320
KOB Communication Management	182		

#### Elective modules

OBS Business Management		210, 220	310, 320
EKN Economics		251, 220	310, 320
		252	
FBS Financial Management <sup>(4)</sup>		200	300
FRK Financial Accounting <sup>(4)</sup>		200	300

Any other subject in the Faculty at 200 and 300 level, with the approval of the Dean.

**Note: See Regulation C.2 for prerequisites of all modules.**

- ★ Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) See Reg 1.2 (d).
- (2) FRK 181 is a 14-week module that is offered during the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (3) See Reg 1.2 (e).
- (4) Can only be taken if FRK 100 or 101 has been passed.

**Please note:**

Students who intend to follow the LLB degree course after completion of the BCom degree with specialization in Law, are advised to enquire at the Faculty Administration of the Faculty of Law which courses can be taken concurrently with the BCom degree studies. Please note, however, that approval to register for these extra courses must be obtained from the Dean of the Faculty of Economic and Management Sciences.

**Specialization modules:** SAR 310 and DLR 320; or ODR 310, VHD 320 and ISR 320.

**C.18 CURRICULUM FOR BCOM WITH SPECIALIZATION IN ACCOUNTING SCIENCES (CODE 07130042)**

The qualification BCom (Accounting Sciences) complies with the requirements of the Certificate in the Theory of Accounting (CTA) as required by the Public Accountants' and Auditors' Board and the South African Institute of Chartered Accountants. Specific requirements set by the accountants' and auditors' professions are included in the programme.

**Package coordinator** : Prof C Koomhof, EM2-45, Tel: 420-3423  
**Total credits required** : 485

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	8	24	1	10	0	0
Core modules	22	120	20	163	16	168
Elective modules	0	0	0	0	0	0
<b>Total</b>	<b>30</b>	<b>144</b>	<b>21</b>	<b>173</b>	<b>16</b>	<b>168</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a module which extends over at least 28 weeks.

**Learning programme**

<b>YEAR LEVEL :</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Fundamental modules (Compulsory)</b>			
CIL Computer Literacy ★	171, 173		
	172, 174		
EOT Language Skills §	151, 153		
	152, 154		



BPE Business Ethics		251	
<b>Core modules (Compulsory)</b>			
FRK Financial Accounting	100 <sup>(1)</sup> or 101 <sup>(1)</sup>	200	300
INF Informatics	112	254, 264	
ODT Auditing		200	300 or 301
		<b>or</b>	
EKN Economics		251, 220	310, 320
		252	
FBS Financial Management		200	300
BEL Taxation			300
KRG Commercial Law	110, 120	200	
STK Statistics	110, 120		
EKN Economics	110, 120		
OBS Business Management	155		
BAD Administration of Estates			261
KOB Communication Management	183		
BEM Marketing Management	162		
BDO Industrial and Organizational Psychology	181		

**Note:** See Regulation C.2 for prerequisites of all modules.

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- <sup>(1)</sup> See Reg 1.2 (e).

**Please note:**

1. A student who does not fulfil the requirements for admission to this field of specialization, but who is nevertheless interested in becoming a chartered accountant (CA(SA)), or registered accountant and auditor (RAA), should register for the BCom (Own Choice) (Code 07130221). If such a student achieves an average of at least 65% in all the courses in the second semester, and has passed FRK 100 or FRK 101 or an exemption test in FRK 100, he or she may apply for permission to change to the BCom degree course with specialization in Accounting Sciences.
2. See Reg. 1.2, *Requirements for specific subject courses/modules*, for the prerequisites for individual courses.

**Specialization modules:** FRK 300 and ODT 300 or 301; or FRK 300 and FBS 300.

### C.19 CURRICULUM FOR BCOM WITH SPECIALIZATION IN RECREATION AND SPORT MANAGEMENT (CODE 07130251)

The programme aims to equip potential managers with specific and applied knowledge and competencies to manage sport and recreation in both the private and public sector. Recreation and sport as products differ from other products in the market causing the bridge between Management Science and the theory and practice of sport and recreation not to be realised efficiently. The programme focuses specifically on this challenge.

**Package coordinator** : Prof GJ van Wyk, Sports Centre 2-15, Tel: 362-1578  
**Total credits required** : 442

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	0	0	0	0
Core modules	26	136	20	168	12	120
Elective modules	0	0	0	0	0	0
<b>Total</b>	<b>32</b>	<b>154</b>	<b>20</b>	<b>168</b>	<b>12</b>	<b>120</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

YEAR LEVEL :	1	2	3
<b>Fundamental modules</b> ( <i>Compulsory</i> )			
CIL Computer Literacy *	171, 174		
EOT Language Skills §	151, 153 152, 154		
<b>Core modules</b> ( <i>Compulsory</i> )			
SPK Sport Science	151, 161 152, 162	251, 261 252, 262	351, 361 352, 362
RKD Recreation Science		251, 253 252, 254	
BEM Marketing Management	110, 161 162	251, 261 252, 262	351, 361 352, 362
EKN Economics	110, 120		
OBS Business Management	110, 120	210, 220	310, 320
FRK Financial Accounting <sup>(1)</sup>	151 *, 121 152, 181 <sup>(2)</sup> or 100 <sup>(3)</sup> or 101 <sup>(3)</sup>		
STK Statistics	110, 120		
BER Business Law		210, 220	
KOB Communication Management	181		

**Note: See Regulation C.2 for prerequisites of all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- <sup>(1)</sup> See Reg 1.2 (d).
- <sup>(2)</sup> FRK 181 is a 14-week module that is offered during the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- <sup>(3)</sup> See Reg 1.2 (e).

**Specialization modules:** SPK 351, 352, 361, 362.



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OBS Business Management	110, 120		
KOB Communication Management	182		
<b>Elective modules</b>			
CIL Computer Literacy *	172, 173		
STK Statistics		281	353
WTW Mathematics <sup>(1); (5)</sup>	114, 126	211, 220	310, 382
	128	218, 221	354, 383
EKN Economics		251, 220	310, 320
		252	
LEK Agricultural Economics		251, 220	310, 320
		252	
BPE Business Ethics		251	
INF Informatics <sup>(6)</sup>	112	214, 261	314, 324
	153, 163	262	354
	154, 164	271, 272	370
COS Computer Science	110, 160		
IAS#		211, 221	351, 361
		261 <sup>(7)</sup>	352, 362
		262 <sup>(7)</sup>	

#IAS 211 = Actuarial Mathematics 211

#IAS 221 = Actuarial Mathematics 221

#IAS 261 = Life Assurance Practice in the RSA 261

#IAS 262 = Life Assurance Practice in the RSA 262

#IAS 351 = Short-term Insurance Practice in the RSA 351

#IAS 352 = Short-term Insurance Practice in the RSA 352

#IAS 361 = Retirement Fund Practice in the RSA 361

#IAS 362 = Retirement Fund Practice in the RSA 362

See prerequisites for IAS on page 19.

Students in **Mathematical Statistics** who also want to be trained for the **Insurance Industry**, normally choose, among others:

WST Mathematical Statistics	110, 120	210, 220	310, 361 362
WTW Mathematics	114, 126	211, 220	
	128	218, 221	
COS Computer Science	160 or		
	110		
EKN Economics	113, 123		
IAS#		211, 221	351, 361
		261 <sup>(7)</sup>	352, 362
		262 <sup>(7)</sup>	

Students in the **econometrics** field normally choose, among others:

WST Mathematical Statistics	110, 120	210, 220	310, 361 362
<b>or</b>			
STK Statistics	110, 120	210, 220	310, 320
		281	
WTW Mathematics	114, 126	211, 220	
	128	218, 221	

COS Computer Science	160 or 110		
EKN Economics	110, 120	251, 220 252, 271	310, 320
FRK Financial Accounting	151 *, 121 152, 181 <sup>(3)</sup> or 100 <sup>(4)</sup> or 101 <sup>(4)</sup>		

**Other students** choose modules from any other subject/faculty according to their own specific requirements.

**Note: See Regulation C.2 for prerequisites of all modules.**

- ★ Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) If WST modules are taken, notice must be taken of the relevant WTW prerequisites as stipulated in the yearbook.
- (2) See Reg 1.2 (d).
- (3) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (4) See Reg 1.2 (e).
- (5) The equivalent of seven-week modules, with the exception of WTW 114 which is presented over a period of 14 weeks.
- (6) Students who register for Informatics, must also take CIL 172 and 173.
- (7) IAS 261 and IAS 262 are not presented every year. Please contact the head of department in this regard.

**Specialization modules:** STK 310, 320 or WST 310, 361, 362.

## C.21 CURRICULUM FOR BCOM WITH SPECIALIZATION IN TOURISM MANAGEMENT (CODE 07130242)

The overall purpose of this qualification is to develop future managers and entrepreneurs in the tourism industry that have a sound background in the economic and business sciences; think and act within a strategic and systems framework; have an in-depth knowledge of the operational and management aspects of the key components of the tourism industry; and have had practical experience and industry exposure to the key facets of tourism.

**Package coordinator** : Prof ET Heath, Tourism House 2-61, Tel: 420-4000  
**Total credits required** : 434

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	0	0	0	0
Core modules	26	136	12	96	8	80
Elective modules	0	0	8	64	4	40
<b>Total</b>	<b>32</b>	<b>154</b>	<b>20</b>	<b>160</b>	<b>12</b>	<b>120</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

**Learning programme**

**YEAR LEVEL :**

**1**

**2**

**3**

**Fundamental modules (Compulsory)**

CIL Computer Literacy *	171, 174		
EOT Language Skills §	151, 153		
	152, 154		

**Core modules (Compulsory)**

TBE Tourism Management	110, 120	210, 220	310, 320 <sup>(1)</sup>
OBS Business Management <sup>(2)</sup>	110, 120	210, 220	310, 320
		<b>or</b>	
FBS Financial Management <sup>(2); (3)</sup>		200	
BEM Marketing Management	110, 161		
	162		
BER Business Law		210, 220	
EKN Economics	110, 120		
FRK Financial Accounting <sup>(4)</sup>	151 *, 121		
	152, 181 <sup>(5)</sup>		
	<b>or</b> 100 <sup>(6)</sup>		
	<b>or</b> 101 <sup>(6)</sup>		
STK Statistics	110, 120		
KOB Communication Management	181		

**Compulsory attendance courses** (See TBE 190 to 394 below)

Various practical and industry-interaction activities are supportive of the theoretical component of the Tourism Management syllabi, and will take place during vacations, over weekends and after hours to develop practical and industry skills.

TBE Tourism Management	190, 191	290 or 291 292 or 293	390 or 391 394
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**Elective modules**

BEM Marketing Management		251, 261 252, 262	351, 361 352, 362
FBS Financial Management <sup>(2); (3)</sup>		200	300
FRK Financial Accounting <sup>(3)</sup>		200	300
EKN Economics		251, 220 252	310, 320
KOB Communication Management		251, 261 252, 262	351, 361 352, 362

**Note: See Regulation C.2 for prerequisites of all modules.**

- ★ Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) A student must, in consultation with the head of department, obtain 1 000 credits for the practical component (which includes satisfactory class attendance, approved practical work and applicable practical short courses as determined by the head of department) before he or she will be admitted to the examination in TBE 310 and 320.
- (2) At 200 level either OBS 210, 220 or FBS 200 should be taken as a "compulsory module". FBS at 200 level may only be taken as an elective module if not included in the compulsory curriculum.
- (3) Can only be taken if FRK 100 or 101 has been passed.
- (4) See Reg 1.2 (d).
- (5) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (6) See Reg 1.2 (e).

**Specialization modules:** TBE 310, 320.

**C.22 BACCALAUREUS ADMINISTRATIONIS (BADMIN)**
**(a) Fields of specialization**

Public Management	(07131171)
International Relations	(07131151)
Aviation Management	(07131181)

**(b) Duration**

Three years.

**(c) Subminima**

Subminima in courses, where applicable, are stipulated in the relevant syllabi.

**C.23 CURRICULUM FOR BADMIN WITH SPECIALIZATION IN PUBLIC MANAGEMENT (CODE 07131171)**

This programme is directed towards the study of Public Administration that will equip the candidate for a career in the broad public sector. Candidates will gain in-depth knowledge of certain administrative and management practices in the South African and international public sectors. Emphasis is placed on the three spheres of government with reference to aspects such as resources management, international administration and management, policy, accountability and ethics, the role of the state, intergovernmental relations and administrative justice.

**Package coordinator** : Dr E van Rooyen, EM3-113, Tel: 420-3474  
**Total credits required** : 381

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	0	0	0	0
Core modules	16	85	4	32	4	40
Elective modules	6	30	12	96	8	80
<b>Total</b>	<b>28</b>	<b>133</b>	<b>16</b>	<b>128</b>	<b>12</b>	<b>120</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

#### YEAR LEVEL:

1

2

3

#### Fundamental modules (Compulsory)

CIL Computer Literacy *	171, 174		
EOT Language Skills §	151, 153 152, 154		

#### Core modules (Compulsory)

PAD Public Administration	151, 161 152, 162	251, 261 252, 262	351, 361 352, 362
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or

MAD Municipal Administration <sup>(1)</sup>		261 262	351, 361 352, 362
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STL Political Science	151, 156 157 and IPL 155		
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or

IPL International Relations	152, 155 156 and STL 151		
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EKN Economics	110		
BDO Industrial and Organizational Psychology	110, 120		
KOB Communication Management	184		

#### Elective modules

STL Political Science		253, 255 256 and IPL 257	351, 353 352, 354
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or

IPL International Relations		255, 256 257 and STL 255	352, 353 354, 356
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EKN Economics	<u>120</u>	<u>251, 220</u> <u>252</u>	<u>310, 320</u>
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OBS Business Management	110, 120	210, 220	310 <sup>(2)</sup> , 320
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BDO Industrial and Organizational Psychology		219, 229 271, 272	319 <sup>(2)</sup> , 329 <sup>(2)</sup> 371, 372
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FRK Financial Accounting <sup>(3)</sup>	151 *, 121 152, 181 <sup>(5)</sup> or 100 <sup>(6)</sup> or 101 <sup>(6)</sup>	200 <sup>(4)</sup>	300 <sup>(4)</sup>
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BER Business Law		210, 220	
STK Statistics	<u>110, 120</u>		
	113, 123 <sup>(7)</sup>		
INF Informatics <sup>(6)</sup>	<u>112</u>	<u>214, 261</u>	
		<u>262</u>	
CIL Computer Literacy*	172, 173		
AFR Afrikaans	159, 160		
	163, 162		
	165, 164		
	167, 166		
SRG Constitutional Law		210, 220	
ADR Administrative Law			310 <sup>(9)</sup>
RVW Legal Interpretation		210	
ABR Labour Law			311 <sup>(10)</sup>
ABV Labour Relations			320 <sup>(10)</sup>
KOB Communication		251, 261	351, 361
Management		252, 262	352, 362

**Note: See Regulation C.2 for prerequisites of all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed.
- (1) If MAD is selected, PAD 151, 152, 161, 162, 251 and 252 must be taken prior to MAD 261, 262.
- (2) OBS 310, BDO 319, 329 may not be included in the same curriculum.
- (3) See Reg 1.2 (d).
- (4) Can only be taken if FRK 100 or 101 has been passed.
- (5) FRK 181 is a 14-week module that is offered in the first as well as the second semester. Credit for any of FRK 151, 152 and 121 will only be awarded if FRK 181 has been passed.
- (6) See Reg 1.2 (e).
- (7) On its own, STK 113 and 123 will not be recognised for degree purposes, but in this Faculty, exemption will be granted from the matriculation Mathematics admission requirement (i.e. 40% higher grade or 50% standard grade) and STK 110.
- (8) Students who register for Informatics must also take CIL 172 and 173.
- (9) Elective course at 200-level, not 300-level.
- (10) Can be included in the curriculum as elective courses on 200-level, provided that it can be accommodated in the class, test and examination timetables; may not be presented with SRG 310, 320 as 300-level courses.

*Please note:*

Students who did not obtain at least 40% in Mathematics Higher Grade or 50% in Mathematics Standard Grade in Grade 12, or who did not pass Statistics 113, 123, may not include the underlined courses in their curriculum.

**Specialization modules:** PAD 351, 352, 361, 362; or MAD 351, 352, 361, 362.

### C.24 CURRICULUM FOR BADMIN WITH SPECIALIZATION IN INTERNATIONAL RELATIONS (CODE 07131151)

The purpose of this programme is to develop skills in order to comprehend the changing nature of contemporary world politics, thereby enabling innovative and pro-active participation in the management of international issues and challenges, in career situations in both the public and private sectors. In addition, basic political analysis and communication skills are also developed.

**Package coordinator** : Mr RD Henwood, HSB21-11, Tel: 420-2687

**Total credits required** : 435

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	7	24	1	10	2	30
Core modules	14	77	7	70	6	90
Elective modules*	6	30	8	64	4	40
<b>Total</b>	<b>27</b>	<b>131</b>	<b>16</b>	<b>144</b>	<b>12</b>	<b>160</b>

\* Students should enrol for the number of elective modules as indicated per year level. At each year level a minimum of four of these electives should be from the same subject course. Because the credits per module may differ from faculty to faculty, the total credits for the required number of elective modules could exceed the indicated values.

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28 week-module.

#### Learning programme

YEAR LEVEL :	1	2	3
<b>Fundamental modules (Compulsory)</b>			
CIL Computer Literacy *	171, 174		
EOT Language Skills §	151, 153 152, 154		
PTO Politics			351
RES Research	151	251 or 252	
STL Political Science			354
<b>Core modules (Compulsory)</b>			
STL Political Science	151 <sup>(1)</sup> , 156 157	253, 255 256	351, 356 352 <i>Three of</i>
IPL International Relations	152, 155 <sup>(1)</sup> 156	255, 256 257	352, 353 356, 357
PAD Public Administration	151, 161 152, 162		
EKN Economics	110		
IPW International Law		251	
KOB Communication Management	184		
ENG English	152		

**Elective modules**

BEM Marketing Management	110, 161	<u>251, 261</u>	
	162	<u>252, 262</u>	
PAD Public Administration		251, 261	351, 361
		252, 262	352, 362
GES History <sup>(2)</sup>	152, 153	253, 254	352, 355
GGY Geography <sup>(2);(3);(4)</sup>	153	251	351, 362
BDO Industrial and Organizational Psychology	110, 120	219, 229	319, 329
		271, 272	371, 372
EKN Economics	<u>120</u>	<u>251, 220</u>	<u>310, 320</u>
		<u>252</u>	

Language<sup>(6)</sup> (German, English, French, Arabic, Mandarin, Russian, Spanish)

**Note: See Regulation C.2 for prerequisites of all modules.**

- \* Exemption will be awarded if an exemption test is passed.
- § Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed. All BCom International Relations students must, however, enrol for and pass English 152.
- (1) STL 151 and IPL 155 are compulsory as core modules. STL 151 is offered in the first quarter and IPL 155 in the second quarter as introduction to Political Science and International Relations. STL 151 is also a prerequisite for IPL 155.
- (2) A maximum of four modules may be taken.
- (3) Equivalent of a seven-week module.
- (4) See *Rules and Syllabi: Natural and Agricultural Sciences* for credits and prerequisites.
- (5) Eight modules with a maximum of 64 credits may be taken from the following:
  - A European language (groups 5, 6 or 7) at UP **or**
  - An International language i.e. Arabic, Mandarin, Russian or Spanish at Unisa.
 See *Rules and Syllabi: Humanities* for credits, prerequisites and presentation of these modules.

*Please note:*

Students who did not obtain at least 40% in Mathematics higher grade or 50% in Mathematics standard grade in Grade 12, or who did not pass Statistics 113, 123, may not include the underlined courses in their curriculum.

**Specialization modules:** Three of IPL 352, 353, 356, 357 and STL 351, 352, 356.

## C.25 CURRICULUM FOR BADMIN WITH SPECIALIZATION IN AVIATION MANAGEMENT (CODE 07131181)

The qualification provides a broad professional education to pilots, navigators, mission and air traffic controllers. It is a career-orientated study programme, combining a solid core of management subjects with aviation-specific training. The programme enables learners with the required intellectual capacity and skills to design, manage and operate systems in the aviation environment. They will also acquire the expertise to solve human-factor problems in order to ensure a higher level of safety, efficiency and individual well-being in aviation.

**Package coordinator** : Prof LP Vermeulen, EM3-93, Tel: 420-3074  
**Total credits required** : 397

	Year Level 1		Year Level 2		Year Level 3	
	Number	Credits	Number	Credits	Number	Credits
Fundamental modules	6	18	0	0	0	0
Core modules	20	101	16	128	12	120
Elective modules	6	30	0	0	0	0
<b>Total</b>	<b>32</b>	<b>149</b>	<b>16</b>	<b>128</b>	<b>12</b>	<b>120</b>

**NB:** To calculate the total number of prescribed modules, a weight of one (1) is allocated to a 7-week module, two (2) to a 14-week module and four (4) to a 28-week module.

### Learning programme

YEAR LEVEL:	1	2	3
<b>Fundamental modules (Compulsory)</b>			
CIL Computer Literacy ★	171, 172		
EOT Language Skills §	151, 153 152, 154		
<b>Core modules (Compulsory)</b>			
AVS Aviation Science <sup>(1)</sup>	101 or 102	201 or 202 or 203	301 or 302 or 303
PAD Public Administration	151, 161 152, 162	251, 261 252, 262	351, 361 352, 362
OBS Business Management	110, 120		
AVM Aviation Management <sup>(1)</sup>		210, 220	310, 320
BDO Industrial and Organizational Psychology	110, 120		
EKN Economics	110		
AVL Aviation Law <sup>(1)</sup>		210, 220	
KOB Communication Management	184		
ENG English	152		
<b>Elective modules</b>			
STL Political Science	151, 156 157 and IPL 155		
EKN Economics	<u>120</u>		
TBE Tourism Management	110, 120		

**Note:** See Regulation C.2 for prerequisites of all modules.

<sup>(1)</sup> See prerequisites for subject credits, Reg C.2.

★ Exemption will be awarded if an exemption test is passed.

§ Exemption from the four Language Skills modules EOT 151, 152, 153 and 154 will be awarded if the compulsory assessment test is passed. All BCom Aviation Management students must, however, enrol for and pass English 152.

*Please note:*

Students who did not obtain at least 40% in Mathematics higher grade or 50% in Mathematics standard grade in Grade 12, or who did not pass Statistics 113, 123, may not include the underlined courses in their curriculum.

**Specialization modules:** AVM 310, 320 and PAD 351, 352, 361, 362.

<b>II. HONOURS DEGREES</b>
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See General Regulations G.16 to G.29.

<b>C.26 BCOM(HONS) AND BADMIN(HONS)</b>
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**(a) General**

The Dean has the right of authorisation regarding matters not provided for in the General Regulations or in the Faculty regulations.

**(b) Requirements for admission**

- (i) Subject to the stipulations of General Regulations G.1.3 and G.62, a candidate is not admitted to the study for the BCom(Hons) or the BAdmin(Hons) degree unless he is in possession of a BCom or a BAdmin degree respectively.
- (ii) Preparatory work for the honours degree, as determined by each head of department, with an assessment thereof, is compulsory for all candidates. Candidates can be exempted from this requirement if they pass an exemption assessment as determined by the head of the department concerned.
- (iii) The head of the department concerned may set additional admission requirements.
- (iv) In respect of BCom(Hons):
  1. Mathematics at Grade 12 level or another qualification in Mathematics, Statistics or Mathematical Statistics deemed adequate by the head of department.
  2. Adequate knowledge of Management, Financial and Economic Sciences as well as Statistics as determined by the head of the department concerned in consultation with the Dean.
- (v) In addition to any other requirements, the following prerequisites apply to the BCom(Hons) and the BAdmin(Hons) degree course with specialization in Economics:
  - Mathematics at Grade 12 level or another qualification in Mathematics, Statistics or Mathematical Statistics deemed adequate by the head of department;
  - Statistics 110, 120 or equivalent.

**(c) Fields of study**

The BCom(Hons) and the BAdmin(Hons) degrees are presented in the following fields (codes in brackets):

**(i) BCom(Hons) degree**

Investment Management (*Subject to approval by the CHE*)

Marketing Management (07240161)

Econometrics (07240011)

Economics (07240051)

Financial Management Sciences (07240203)

Informatics (07240172)

Internal Auditing (07240081)

Communication Management (07240281)

Agricultural Economics (07240090)

Human Resources Management (07240142)

Business Management	(07240072)
Accounting Sciences	(07240042)
Recreation and Sport Management	(07240001)
Statistics	(07240061)
Tourism Management	(07240240)
Mathematical Statistics	(07240242)

- (ii) **BAdmin(Hons) degree**
- |                          |            |
|--------------------------|------------|
| Economics                | (07241051) |
| International Relations  | (07241122) |
| Municipal Administration | (07241141) |
| Public Management        | (07241171) |
| Public Administration    | (07241111) |
| Political Science        | (07241131) |

**(d) Duration of study**

Subject to the provisions of General Regulation G.18.3, a full-time student must complete his or her studies for an honours degree within two academic years (four semesters) and an after-hours student within three academic years (six semesters) after first registration for the degree. However, the Dean may, on the recommendation of the head of the department concerned, extend the period of study in both cases by a maximum of two semesters. A student who does not qualify for the degree within three years (six semesters) or four years (eight semesters) respectively after first registration, must repeat the prescribed courses.

**(e) Curricula**

- (i) A student qualifies for the honours degree by obtaining at least EIGHT semester courses of the equivalent thereof.
- (ii) A student compiles his/her curriculum in consultation with the head of the department concerned.
- (iii) Details of courses, credit values and syllabi are available, on request, from the relevant head of department.

**(f) Examination**

- (i) The subminimum required in the examination in each course is 50%, except in courses presented by the Department of Accounting, Marketing and Communication Management, Business Management, Statistics, Tourism Management and School of Public Management and Administration in which a subminimum of 40% must be obtained. However, all departments set a final mark of at least 50% as the pass mark for a course. A minimum pass mark or 50% is required for an essay.
- (ii) Subject to the provisions of General Regulation G.26, a head of a department determines, in consultation with the Dean:
- (aa) when the honours examinations in his department will take place, provided that:
- (1) honours examinations which do not take place before the end of the academic year, must take place not later than 15 January of the following year, and all examination results must be submitted to Student administration by 25 January;

- (2) honours examinations which do not take place before the end of the first semester, may take place not later than 18 July, and all examination results must be submitted to Student administration on or before 24 July;
- (bb) whether a student will be admitted to a supplementary examination: provided that a supplementary examination is granted only once in a maximum of two prescribed semester courses or in one year course.  
**NB:** For the purposes of this stipulation, the phrase "*not sit an examination more than twice in the same subject*" as it appears in General Regulation G.18.2, implies that a student may not be admitted to an examination in a course, including a supplementary examination, more than three times.
- (cc) the manner in which essays are prepared and examined in his department.  
**NB:** Full details are published in each department's postgraduate information brochure that is available from the head of the department concerned. The minimum pass mark for an essay is 50%. The stipulations regarding pass requirements for dissertations in General Regulation G.60.2.1.2(a), apply *mutatis mutandis* to essays.
- (iii) Subject to the provisions of General Regulation G.12.2.1.3, the subminimum required in subdivisions of courses is published in the postgraduate information brochure that is available from the head of the department concerned.
- (iv) To obtain the degree with distinction, a student must obtain an average of at least 75% in the prescribed courses.

### III. MASTER'S DEGREES

See General Regulations G.30 to G.44 and G.57 to G.62.

The Dean has the right of authorisation regarding matters not provided for in the general regulations or the Faculty regulations.

#### C.27 MCOM and MADMIN

##### (a) Requirements for admission

- (i) Subject to the provisions of General Regulations G.1.3 and G.62, the related B(Hons) degree is a requirement for admission to master's degree study.
- (ii) The requirement of an exemption assessment on preparatory work, as determined by the head of the department concerned, should be complied with.
- (iii) MCom degrees: Adequate knowledge of Management, Financial and Economic Sciences as well as Statistics as determined by the head of the department concerned in consultation with the Dean.
- (iv) The head of the department concerned may set additional admission requirements.
- (v) For MCom degrees (with the exception of the field of specialization Labour Relations Management) as well as for the MAdmin degree with specialization in Economics: Mathematics at Grade 12-level or another qualification in

Mathematics, Statistics or Mathematical Statistics deemed adequate by the head of department.

**(b) Degrees and fields of study**

The MCom and MAdmin degrees are presented in the following fields (codes in brackets):

<b>MCom degree</b>	<b>Dissertation</b>	<b>Course work</b>
Labour Relations Management		(07250001)
Industrial Psychology		(07250143)
Marketing Management	(07250021)	(07250022)
Taxation	(07250183)	(07250182)
Econometrics	(07250011)	(07250012)
Economics	(07250051)	(07250052)
Financial Management Sciences	(07250203)	(07250204)
Informatics	(07250172)	(07250173)
Internal Auditing	(07250081)	
Communication Management	(07250281)	(07250282)
Agricultural Economics	(07250090)	
Human Resources Management		(07250142)
Business Management	(07250072)	
Government Finances and Auditing	(07250221)	
Computer Auditing	(07250191)	
Accounting Sciences	(07250042)	(07250043)
Recreation and Sport Management	(07250251)	
Statistics	(07250061)	(07250062)
Tourism Management	(07250242)	
Mathematical Statistics	(07250341)	(07250342)
<b>MAdmin degree</b>		
Labour Relations Management		(07251161)
Economics	(07251051)	(07251052)
International Relations	(07251123)	(07251124)
Municipal Administration	(07251141)	
Public Management	(07251171)	
Public Administration	(07251111)	
Political Science	(07251131)	(07251132)

**(c) Duration of study**

The degree course must be completed within four years after the first registration for the degree, provided that the Dean may, in exceptional cases, and on the recommendation of the head of department concerned, approve a fixed limited extension of the period of study.

**(d) Dissertations, curricula and course credits**

- (i) A dissertation must be submitted on a field of study chosen from those covered by the honours degree. However, the Dean may, on the recommendation of the head of department concerned, approve the substitution of the required dissertation by the successful completion of a prescribed number of course credits and an essay.
- (ii) Information regarding courses, credits and syllabi are available, on request, from the head of the department concerned.



**(e) Pass requirements:**

- (i) The minimum pass mark for both a dissertation and an essay is 50%. The provisions regarding pass requirements for dissertations, contained in General Regulation G.60.2.1.2(a), apply *mutatis mutandis* to essays.
- (ii) A pass mark of at least 50% is required in the examination of each course.
- (iii) In order to obtain the degree with distinction, at least 75% must be obtained for the dissertation or an average of at least 75% in the examinations and for the essay.

**C.28 MASTER OF BUSINESS ADMINISTRATION (MBA)**

The degree is offered by the Graduate School of Management, Pretoria and the Gordon Institute of Business Science, Illovo, Johannesburg.

**1. Graduate School of Management, Pretoria**

Course codes:

Part-time : 07254001

Modular : 07254002

**(a) Requirements for admission**

- (i) Subject to the provisions of General Regulations G.1.3 and G.62, a bachelor's degree or an equivalent qualification is required for admission to master's degree studies.
- (ii) Specific requirements apply regarding preparatory work. Candidates who do not comply with the requirements will be given the opportunity to complete a preparatory programme as determined by the Director of the School.
- (iii) A D-symbol (Higher Grade) in Mathematics, obtained at Grade 12 (matriculation) level.
- (iv) Practical experience deemed adequate and applicable by the Director.
- (v) The Director of the School may set additional admission requirements.
- (vi) Candidates will be subjected to a selection process.

**(b) Duration of study**

- (i) Modular : Two years, on a blockweek basis with web-based support
- (ii) Part-time : Two years.

**(c) Curriculum**

Prescribed courses and a research report, compiled in consultation with the Director of the School. A brochure containing details of the curriculum and syllabi is available upon request from the Director of the School. For both programmes (modular and after-hours), the research report must be completed in the final year of study.

**(d) Pass requirements**

- (i) The minimum pass mark for a course is 50%, provided that a subminimum of 50% has been obtained in the examination.
- (ii) A candidate may not fail more than two courses during the programme and the maximum duration for successful completion of the MBA degree may not exceed three years.
- (iii) Satisfactory class attendance and satisfactory participation in all prescribed programme activities are required. Admission to the examination may be denied in cases of non-compliance.

**(e) Pass with distinction**

The MBA degree is conferred with distinction if:

- (i) A final mark (the weighted average of all final course marks, including the research project) of at least 75% is obtained;
- (ii) No courses were failed;
- (iii) Compliance with all other programme requirements; and
- (iv) The programme has been completed within the prescribed time.

**2. Gordon Institute of Business Science, Illovo, Johannesburg:**

**Course codes:**

Modular: 07254005

Full-time: 07254006

Part-time: 07254007

**(a) Requirements for admission**

- (i) Subject to the provisions of General Regulations G.1.3 and G.62, a bachelor's degree or an equivalent qualification is required for admission to master's degree studies.
- (ii) The requirement of an exemption assessment on preparatory work, as determined by the Director of the Institute, must be complied with.
- (iii) A pass in Mathematics on Grade 12-level or another qualification in Mathematics or Statistics or Mathematical Statistics deemed adequate by the Director of the Institute.
- (iv) Practical experience deemed adequate and applicable by the Director of the Institute.
- (v) The Director of the Institute may set additional admission requirements.
- (vi) Candidates will be subjected to a selection process.

**(b) Duration of study**

- (i) Modular: two years
- (ii) Full-time: one year
- (iii) Part-time: two years

**(c) Curriculum**

Prescribed courses, a compulsory research project (which has to be completed in the final year of study) and a compulsory international tour.

Details are available from the Director of the Gordon Institute of Business Science, Illovo, Johannesburg.

**(d) Pass requirements**

- (i) The minimum pass mark for each prescribed core, integrative and elective course is 50%, provided that a subminimum of 45% has been obtained in the examination. The minimum pass mark for the research project is 50%.
- (ii) A student who has failed more than two core courses may not continue his studies for the MBA degree, except with the approval of the Director of the Institute.
- (iii) Should a student fail an elective course, he may repeat the elective course or an equivalent as determined by the Director of the Institute.

**(e) Pass with distinction**

The degree is conferred with distinction if an average of at least 75% has been obtained in the prescribed curriculum.

The syllabi in respect of the MBA offered by the Gordon Institute of Business Science appear on page 119 of this publication.

## **C.29 MASTER OF PUBLIC ADMINISTRATION (MPA) (CODE 07251151)**

**(a) Requirements for admission**

- (i) Subject to the provisions of General Regulations G.1.3 and G.62, a bachelor's degree is a prerequisite for admission to the MPA degree study.
- (ii) Administrative and managerial experience, preferably in the public sector, deemed applicable by the Director of the School of Public Management and Administration.
- (iii) The Director of the School of Public Management and Administration may set additional admission requirements.
- (iv) The requirement of an exemption assessment on preparatory work, as determined by the Director of the School of Public Management and Administration, must be complied with.

**(b) Curriculum**

Ten prescribed courses as well as an extended assignment must be completed. The prescribed compulsory courses must be completed successfully before students may register for the elective courses. The curriculum is compiled in consultation with the Director of the School of Public Management and Administration. Details of the curricula for the different fields of specialization are published in the Faculty brochure on postgraduate studies that is available, on request, from the Director of the School of Public Management and Administration.

**(c) Duration of study**

The course extends over a minimum period of two years, but must be completed within four years after the first registration for the degree. However, in exceptional cases the Dean may, on the recommendation of the Director of the School of Public Management and Administration, approve a limited fixed extension of the period of study.

**(d) Examination and pass requirements**

- (i) A subminimum of 45% is required in the examination in each course.
- (ii) Credit is obtained for each course in which a final mark of at least 50% has been achieved.
- (iii) Only one supplementary examination in a maximum of two courses is permitted.
- (iv) A student may not present him or herself for an examination in the same course more than twice, except with the approval of the Dean, on the recommendation of the Director of the School of Public Management and Administration. In the context of this regulation the phrase "*may not sit an examination more than twice in the same subject*" (General Regulation G.32.2), implies that a student will not be admitted to an examination in a course, including one supplementary examination, more than three times.

- (v) The degree is conferred with distinction if an average of at least 75% has been obtained in the prescribed courses.

### C.30 MAGISTER PHILOSOPHIAE (MPhil)

#### (a) Requirements for admission

- (i) Subject to General Regulations G.1.3 and G.62, a related B(Hons) degree is a prerequisite for admission to master's degree studies.
- (ii) The requirement of an exemption assessment on preparatory work, as determined by the head of department concerned, must be complied with.
- (iii) The head of department concerned may set additional admission requirements.

#### (b) Fields of specialization

The MPhil degree is presented in the following specialization fields (code in brackets):

<b>Specialization</b>	<b>Code</b>
Labour Relations Management	(07255100)
Marketing Management	(07255130)
Taxation	(07255140)
Econometrics	(07255160)
Economics	(07255170)
Entrepreneurship	(07255180)
Financial Management Sciences	(07255191)
Informatics	(07255200)
International Management	(07255210)
International Relations	(07255221)
Internal Auditing	(07255230)
Communication Management	(07255240)
Agricultural Economics	(07255250)
Human Resources Management	(07255261)
Municipal Administration	(07255270)
Business Management	(07255280)
Public Management	(07255290)
Government Finances and Auditing	(07255300)
Public Administration	(07255310)
Computer Auditing	(07255320)
Accounting Sciences	(07255330)
Recreation and Sport Management	(07255340)
Statistics	(07255360)
Tourism Management	(07255370)
Mathematical Statistics	(07255390)

#### (c) Duration of study

The degree course must be completed within four years after the first registration for the degree, provided that the Dean may, in exceptional cases, and on the recommendation of the head of the department concerned, approve a fixed limited extension of the period of study.

**(d) Dissertations, curricula and course credits**

- (i) A dissertation must be submitted on a field of study chosen from those covered by the honours degree. However, the Dean may, on the recommendation of the head of the department concerned, approve the substitution of the required dissertation by the successful completion of a prescribed number of course credits and an essay.
- (ii) Information regarding courses, credit values and syllabi are available, on request, from the head of the department concerned.

**(e) Pass requirements:**

- (i) The minimum pass mark for both a dissertation and an essay is 50%. The provisions regarding pass requirements for dissertations, contained in General Regulation G.60.2.1.2(a), apply *mutatis mutandis* to essays.
- (ii) A pass mark of at least 50% is required in the examination of each course.
- (iii) In order to obtain the degree with distinction, at least 75% must be obtained for the dissertation or an average of at least 75% in the examinations and for the essay.

**IV. DOCTOR'S DEGREES**

See General Regulations G.45 to G.62.

**C.31 DCOM, DADMIN AND DBA DEGREES****(a) Requirements for admission**

- (i) Subject to the provisions of General Regulations G.45, G.1.3 and G.62, a candidate is admitted to doctoral studies only if he or she is in possession of an appropriate master's degree. The head of department concerned may, however, set additional admission requirements.
- (ii) The requirement of an exemption assessment on preparatory work, as determined by the head of department concerned, must be complied with.
- (iii) Regarding the DCom and the DBA degree courses:
  - (aa) Adequate knowledge of Management, Financial and Economic Sciences as well as Statistics as determined by the head of department concerned in consultation with the Dean.
  - (bb) A pass mark in Mathematics at Grade 12 level or another qualification in Mathematics, Statistics or Mathematical Statistics deemed adequate by the head of department concerned.

**(b) Degrees, fields of study and codes**

Field of Study	Degree Code	Thesis Code	Examination Code
<b>DCom:</b>			
Labour Relations Management	07260001	ABV 990	ABV 900
Marketing Management	07260021	BEM 990	BEM 900
Econometrics	07260011	EKT 990	EKT 900

Economics	07260051	EKN 990	EKN 900
Financial Management Sciences	07261203	FIB 990	FIB 900
Informatics	07260172	INF 990	INF 900
Internal Auditing	07260081	IOK 990	IOK 900
Communication Management	07260281	KOB 990	KOB 900
Agricultural Economics	07260090	LEK 990	LEK 900
Human Resources Management	07260142	MHB 990	MHB 900
Business Management	07260072	OBS 990	OBS 900
Accounting Sciences	07260042	RWE 990	RWE 900
Statistics	07260061	STK 990	STK 900
Tourism Management	07260242	TBE 990	TBE 900
Mathematical Statistics	07260341	WST 990	WST 900

**DAdmin:**

Labour Relations Management	07261161	ABV 990	ABV 900
Economics	07261051	EKN 990	EKN 900
International Relations	07261122	IPL 992	IPL 901
Municipal Administration	07261141	MAD 990	MAD 900
Public Administration	07261111	PAD 990	PAD 900
Public Management	07261171	OBR 990	OBR 900
Political Science	07261131	STL 990	STL 900

**DBA:**

Business Administration	07264001	BEA 990	BEA 900
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**(c) Duration of study**

Studies must be completed within four years after the first registration for the degree. However, in exceptional cases, the Dean may, on the recommendation of the head of department/director concerned, approve a fixed limited extension of the period of study.

**(d) Extent of doctoral study**

- (i) **Thesis:** A student for the DCom, DAdmin or DBA degree must submit a thesis on a topic recommended by the head of department/director and approved by the Dean.
- (ii) **Examination:**
- (aa) The Dean may, on the recommendation of the head of department/director, require:
- that an oral examination on the thesis is conducted; and
  - that an examination in one main subject and two ancillary subjects, chosen from the subjects of the Faculty, is passed.
- (bb) Regarding the DCom and DBA degree courses:  
*Capita selecta* from the Management, Financial and Economic Sciences, as well as Statistics.  
 A student who has acquired adequate knowledge of these basic subjects through other means, may be exempted from the examinations in the prescribed *capita selecta* by the Dean, on the recommendation of the head of department/director who present the subjects.

**(e) Pass requirement**

At least 50% for the thesis as well as in the prescribed examination(s).

**(f) Publications**

In terms of General Regulation G.56, a DCom or DAdmin degree can be conferred by virtue of publications.

**(g) General**

The Dean has the right of authorisation regarding matters not provided for in the general regulations or in the Faculty regulations.

### **C.32 PhD DEGREE (PHILOSOPHIAE DOCTOR)**

See General Regulations G.45 to G.62; also the Faculty publication *Information on Postgraduate Studies*.

**(a) Requirements for admission**

Subject to the provisions of General Regulations G.45 and G.62, the MCom, MAdmin or another appropriate master's degree is required for admission.

**(b) Curriculum**

The PhD degree is conferred by virtue of

(i) course work in one major and at least two supportive fields;

and

(ii) a thesis.

The curriculum is compiled in consultation with the head of department/director.

The topic of the thesis must be approved by the Dean on recommendation of the head of department/director.

**(c) Pass requirements**

The prescribed examinations and the thesis should respectively be passed in accordance with the stipulations of Regulations G.52 and G.60.2.2.

**(d) General**

The Dean has the right of authorisation regarding matters not provided for in the general regulations or the Faculty regulations.

## **V. POSTGRADUATE DIPLOMAS**

### **C.33 POSTGRADUATE DIPLOMA IN INVESTIGATIVE AND FORENSIC ACCOUNTING (CODE 07220028)**

**(a) Requirements for admission**

(i) Subject to the provisions of General Regulations G.62 and G.63, one of the following degrees is required for admission:

- A BCom degree with Accounting or Auditing at 300-level or a Bachelor's degree in Law

- Any other relevant Bachelor's degree approved by the Head, Department of Accounting.
  - (ii) A selection of candidates will take place, subject to the provisions of General Regulation G.1.3. (*The presentation of the programme is subject to a minimum number of students being admitted.*)
  - (iii) The requirement of an exemption assessment on preparatory work, as determined by the head of department, should be complied with.
  - (iv) The head of department may set additional admission requirements.
- (b) Duration of study**  
Part-time one evening per week, over a period of 18 months.
- (c) Examination and pass requirements**
- (i) Evaluation will consist of four tests or assignments in each of two subject courses, for which an average of 50% each should be obtained in order to gain admission to the examinations.
  - (ii) An examination paper is written in each of the two subject courses, and 50% should be obtained in each. The final mark for each subject course will be the average of the tests/assignments on the one hand and the examination mark on the other hand. In order to pass an average of at least 50% in the two subject courses is required.
  - (iii) The Postgraduate Diploma is conferred with distinction if an average of at least 75% for the two subject courses is obtained.
- (d) General**
- (i) The Dean has the right of authorisation regarding matters not provided for in the General or the Faculty regulations.
  - (ii) Further details regarding the postgraduate diploma, the subject courses which form part of the curriculum, the applicable codes, etc., appear in the Faculty brochure: *Information on Postgraduate studies*.

### **C.34 POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION**

***This postgraduate diploma is offered by the Gordon Institute of Business Science, Illovo, Johannesburg.***

**Course codes:**

Modular: 07220024

Part-time: 07220025

Full-time: 07220026

**(a) Requirements for admission**

- (i) Subject to the provisions of General Regulations G.1.3 and G.62, a bachelor's degree or an equivalent qualification is required for admission to the postgraduate diploma.
- (ii) The requirement of an exemption assessment on preparatory work, as determined by the Director, must be complied with.
- (iii) The Director may set additional admission requirements.
- (vi) Candidates will be subjected to a selection process.



**(b) Duration of study**

Modular: eighteen months

Part-time: two years

Full-time: one year

**(c) Curriculum**

Prescribed courses, workshops and company or field visits. Details are available from the Director of the Gordon Institute of Business Science, Illovo, Johannesburg.

**(d) Pass requirements**

(i) The minimum pass mark for each prescribed subject course is 50%, provided that a subminimum of 45% has been obtained in the examination.

(ii) A student who has failed more than two core courses may not continue with his studies for the diploma, except with the approval of the Director.

**(e) Pass with distinction**

The diploma is conferred with distinction if an average of at least 75% has been obtained in the prescribed curriculum.

The syllabi in respect of the Postgraduate Diploma in Business Administration, offered by the Gordon Institute of Business Science, appear on page 126 of this publication.

**VI. CERTIFICATE**

**C.35 CERTIFICATE IN THE THEORY OF ACCOUNTANCY (CODE 07210011)**

**(a) Admission**

Only selected candidates will be allowed to register for the Certificate in the Theory of Accountancy.

**(b) Pass requirements**

(i) The Certificate in the Theory of Accountancy will only be issued to graduate candidates who have passed the following modules for the specialization Accounting Sciences at the University of Pretoria: (or equivalent modules accepted by the Head of the Department of Auditing).

(1) Financial Accounting 100 or 101, 200, 300, 700

(2) Auditing 200, 300, 700

(3) Financial Management 200, 300, 700

(4) Taxation 300, 700

(5) Informatics 112, 254, 264

(6) Commercial Law 110, 120, 200

(7) Statistics 110, 120

(8) Business Management 155

(9) Economics 110, 120

(10) Applied Accountancy 700 (RMP 700)

(11) Communication Management 181

(12) Administration of Estates 261

(13) Industrial and Organizational Psychology 181

(14) Marketing Management 162

- (ii) The Certificate is also issued to other graduate candidates who have passed such undergraduate courses at the University of Pretoria or elsewhere, as required by the Chairperson of the School for Financial Management, as well as Financial Accounting 700, Auditing 700, Financial Management 700, Taxation 700 and Applied Accountancy 700 at this University.
- (iii) A student must pass in Applied Accountancy 700 during the final year of study for the Certificate in the Theory of Accountancy.

## **VII. OTHER REGISTRATIONS**

### **COMMERCE SPECIAL**

Individual subjects – not for degree purposes

Undergraduate: (Code 07180001)

Postgraduate: (Code 07280001)

Conditional: (Code 07181001)

### **ADMISSION COURSE : ECONOMIC AND MANAGEMENT SCIENCES**

Undergraduate: (Code 07185001)

Postgraduate: (Code 07285001)

### **NON-EXAMINATION PURPOSES**

Undergraduate: (Code 07185002)

Postgraduate: (Code 07285002)

### **FOREIGN CO-OPERATION**

Undergraduate: (Code 07185003)

Postgraduate: (Code 07285003)

### **FOREIGN EXCHANGE STUDENTS**

Undergraduate: (Code 07185004)

Postgraduate: (Code 07285004)

<b>SYLLABI FOR THE BACHELOR'S DEGREES</b>
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**Notes:**

- (a) Refer to the Faculty of Humanities for the syllabi of the following courses: Afrikaans, German, English, French, History, IsiNdebele, IsiZulu, Journalism, Psychology, Sociology, Sepedi, Setswana.
- (b) Refer to the Faculty of Engineering, Built Environment and Information Technology for the syllabi of Information Science (INY and INL modules).
- (c) Refer to the Faculty of Natural and Agricultural Sciences for the syllabi of Geography and Insurance Science.

<b>Modules</b>	<b>Department or Faculty</b>
Actuarial Mathematics.....	Natural and Agricultural Sciences
Administration of Estates .....	Taxation
Afrikaans .....	Humanities
Administrative Law .....	Law
Agricultural Economics.....	Natural and Agricultural Sciences
Auditing .....	Auditing
Aviation Law .....	Human Resources Management
Aviation Management.....	Human Resources Management
Aviation Science.....	Human Resources Management
Business Ethics .....	Humanities
Business Law .....	Mercantile Law
Business Management.....	Business Management
Commercial Law.....	Mercantile Law
Communication Management.....	Marketing and Communication Management
Constitutional Law .....	Law
Economics.....	Economics
English.....	Humanities
Entrepreneurship.....	Business Management
Entrepreneurial Law.....	Law
Family Law .....	Law
Financial Management.....	Financial Management
Financial Accounting.....	Accounting
French.....	Humanities
Geography .....	Natural and Agricultural Sciences
German .....	Humanities
History.....	Humanities
Industrial and Organisational Psychology .....	Human Resources Management
Informatics.....	Informatics
Insolvency Law .....	Law

## Economic & Management Sciences 2003

Insurance Science.....	Natural and Agricultural Sciences
International Relations .....	Humanities
International Law .....	Law
Investment Management .....	Financial Management
IsiNdebele .....	Humanities
IsiZulu.....	Humanities
Introduction to Law .....	Law
Journalism.....	Humanities
Labour Law .....	Mercantile Law
Labour Relations .....	Human Resources Management
Law of Contract.....	Law
Law of Delict.....	Law
Law of Negotiable Instruments .....	Law
Law of Persons.....	Law
Law of Succession.....	Law
Law of Things.....	Law
Legal Skills .....	Law
Marketing Management.....	Marketing and Communication Management
Mathematics.....	Mathematics/Natural and Agricultural Sciences
Mathematical Statistics .....	Statistics
Municipal Administration .....	School of Public Management and Administration
Political Science.....	Humanities
Politics.....	Humanities
Public Administration.....	School of Public Management and Administration
Recreation Science.....	Biokinetics, Sport and Leisure Science
Research Methodology .....	School of Public Management and Administration
Sepedi.....	Humanities
Setswana .....	Humanities
Sociology .....	Humanities
Specific Contracts.....	Law
Sport Science.....	Biokinetics, Sport and Leisure Science
Statistics.....	Statistics
Taxation.....	Taxation
Tourism Management.....	Tourism Management

**SYLLABI IN ALPHABETICAL ORDER ACCORDING TO MODULE CODE**

**(ABR 210) Labour Law 210 (4 l.p.w.) (14 weeks) (15 credits)**

- (a) Introduction to Mercantile Law.
- (b) Labour Law.
- (c) Arbitration Law.
- (d) Construction Law.

**(ABR 311) Labour Law 311 (3 l.p.w.) (14 weeks) (20 credits)**

Basic principles of the employment contract. Collective Labour Law. Statutory conditions of employment. Individual labour disputes. Collective labour disputes. Settlement procedures. Social security provisions.

**(ABV 320) Labour Relations 320 (3 l.p.w.) (14 weeks) (20 credits)**

*The theoretical basis of Labour Relations*

In this module 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 module 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.

**(ADR 310) Administrative law 310 (4 l.p.w.) (10 credits)  
(for LLB and BAdmin)**

Administrative justice with regard to the Constitution and the general principles of administrative law:

- (a) Administrative law in the constitutional dispensation and its nature, scope and sources.
- (b) The different kinds of administrative acts.
- (c) Requirements for valid administrative conduct (with specific reference to administrative justice).
- (d) Control over the validity of administrative conduct.
- (e) Access to information.

**(AVL 210) Aviation Law 210 (4 l.p.w.) (28 weeks) (16 credits)**

International and national air law: air navigation commission and standing committees, national organisations of aviation. Laws relating to aircraft, personnel licensing and training, the operation of aircraft and aviation communications, etc; obligations of users of airspace and general aviation rules.

**(AVL 220) Aviation Law 220 (4 l.p.w.) (28 weeks) (16 credits)**

Aviation Procedures: air-traffic services, air-traffic control and flight information services; instrument flying procedures, holding procedures, instrument approach and letdown procedures, take-off and departure procedures, enroute procedures and aerodrome procedures; search and rescue regulations, dangerous goods and safety regulations.

**(AVM 210) Aviation Management 210 (4 l.p.w.) (14 weeks) (16 credits)**

Organisational Behaviour in Aviation: the human factor, foundations of individual behaviour, perception, values, attitudes and motivation. The group factor, group behaviour, understanding of work teams, communication, leadership and intergroup behaviour. Organisational systems and dynamics, organisational culture, change and development.

**(AVM 220) Aviation Management 220 (4 l.p.w.) (14 weeks) (16 credits)**

Aviation Ergonomics: the man-machine system and man-machine interface; workload and human information processing, judgement and decision making. Work place design and layout, human factors in cockpit and flight-deck design. Aircraft cabin and its human interface: passenger behaviour, behaviour in emergencies, flight phobia, etc.

**(AVM 310) Aviation Management 310 (4 l.p.w.) (14 weeks) (20 credits)**

Flight resource management: crew resource management (CRM), the evolution of CRM, components of CRM, assessing CRM, migration of CRM into line operations, CRM across aviation disciplines, cross-cultural challenges in CRM training, implementing CRM/HF training.

**(AVM 320) Aviation Management 320 (4 l.p.w.) (14 weeks) (20 credits)**

Aviation Safety: causes of unsafe behaviour, environmental factors, physiological factors, social factors; poor judgement and hazardous attitudes, emotional stress, and fatigue. The Management of Aviation Safety: human factors in cabin safety, judgement awareness (DECIDE), risk assessment, time-pressure management, management of sleep, stress and fatigue; CFIT accident risk management and take-off safety.

**(AVS 101) Aviation Science 101 (4 l.p.w.) (28 weeks) (20 credits)**

Aviation general and Aviation technical: principles of flight, flight performance, aircraft elements, airframe and systems, power plant, special operational procedures. Instruments and electronics: air data instruments, Pitot and static systems, airspeed indicator, etc; gyroscopic instruments, gyro fundamentals, etc; navigation systems, flight data recorders, flight management systems, magnetism and compasses.

**(AVS 102) Aviation Science 102 (4 l.p.w.) (28 weeks) (20 credits)**

Aeronautical Information Services: International Civil Aviation Organisation, -procedures and -publications, AIS general, AIS theory and procedures, meteorological information services. Aerodynamics, instruments and separations. Introduction to Air Traffic Control: ATC theory and procedures, navigation, approach aids and radio technical. Meteorology affecting aircraft operations. Simulated operational training.

**(AVS 201) Aviation Science 201 (4 l.p.w.) (28 weeks) (32 credits)**

Radio aids and communication: Basic radio theory, methods of aviation communication, basic radar theory and area navigation systems. Aviation meteorology: atmospheric and physical processes, meteorological observations, weather analysis and forecasting; aeronautical meteorology, climatology, altimetry and meteorological organisations for international aviation. Aviation medicine and human factors: basic physiological concepts, human information processing, human behaviour, flying and health, hygiene and survival.

**(AVS 202) Aviation Science 202 (4 l.p.w.) (28 weeks) (32 credits)**

Aerodrome control services: ATC theory and procedures, aerodrome procedures and physical aerodrome characteristics. Utilisation of maps and charts, advanced plotting methods, interpretation of flight plans, radio and electronic aids in the provision of aerodrome

control services. Meteorology affecting aircraft operations at airports. Rescue practices and procedures. Simulated aerodrome control training.

**(AVS 203) Aviation Science 203 (4 l.p.w.) (28 weeks) (32 credits)**

Flight information service: General ATC theory and procedures, aeronautical communication, search and rescue procedures, approach and area control procedures, radar control procedures, IFR separation standards. Mission control: procedures and practices during operations and missions, emergency procedures, control techniques, RT procedures, electronic warfare (EW), air defence radar systems.

**(AVS 301) Aviation Science 301 (4 l.p.w.) (28 weeks) (40 credits)**

Flight planning and performance: Definitions and terms, airspeed, meteorological, and aerodrome terminology; aeroplane manuals, mass and balance, flight planning, PET and PNR. Navigation and plotting: latitude and longitude, direction, distance, charts, relative velocity, measurement of time, DR navigation and navigation plotting.

**(AVS 302) Aviation Science 302 (4 l.p.w.) (28 weeks) (40 credits)**

Approach Control: ATC procedures relevant to approach control. Approach control practices and procedures. Approach radar control: radar theory, procedures and technical. Separation standards for effective approach control services. Meteorology affecting approach control. Simulated training.

**(AVS 303) Aviation Science 303 (4 l.p.w.) (28 weeks) (40 credits)**

Air operation management: mission control, search and rescue procedures, EW mission planning, offensive air operations, air combat management. Airspace command and control structure: sector control centre operations, mobile area operations, airspace control doctrines, command and control systems. Simulated air operations management exercises.

**(BAD 261) Administration of Estates 261 (2 l.p.w.) (14 weeks) (6 credits)**

In this module an introduction to the administration of deceased and insolvent estates is provided. Specific emphasis is placed on the preparation of the executor's account for deceased estates as well as the trustee's account for insolvent estates. The calculation of estate duty is also dealt with in detail.

**(BDO 110) Industrial and Organisational Psychology 110 (4 l.p.w.) (14 weeks) (10 credits)**

*Introduction to Industrial and Organisational Psychology*

This module is an introduction to the various schools of thought in psychology with particular emphasis on Industrial and Organisational Psychology and its fields of application. The basic principles of scientifically systematising industrial psychological knowledge will be discussed. The biological basis of behaviour will be addressed in order to lay the foundation for the application of ergonomical principles.

*Individual Processes*

This module consists of the principles of learning as found in the work context. The role of perception in the work environment will be discussed by considering aspects such as shape, depth, distance and colour perceptions. Cognition, thought, reasoning, memory, creativity and decision-making will be included. Intelligence will be addressed and placed in an Industrial and Organisational Psychology perspective.

**(BDO 120) Industrial and Organisational Psychology 120 (4 l.p.w.) (14 weeks)  
(10 credits)**

*Development and personality*

This module consists of a discussion of the life span and important periods in human development with emphasis on their meaning in the work context. With regard to personality, the following themes will be addressed: the cultural context of personality, its formation and determinants of personality; personality as determinant of behaviour as well as the development and maintenance of self-image. Attention will be given to the basic methods of personality measuring and personality assessment.

*Man in interaction*

The nature and functions of as well as changes in attitudes and values will be discussed in order to gain a better understanding of them in a work context. Causes and handling of aggression will be discussed to get a better understanding of conflict. The causes, kinds and handling of conflict are discussed within a work context. Adaptability to work is addressed to create a basis for the management of a healthy worker corps. Earlier and contemporary motivational theories will be comprehensively discussed to establish a healthy basis for their implementation.

**(BDO 151) Industrial and Organisational Psychology 110 (4 l.p.w.) (7 weeks)  
(5 credits)**

*Introduction to Industrial and Organisational Psychology*

This module is an introduction to the various schools of thought in psychology with particular emphasis on Industrial and Organisational Psychology and its fields of application. The basic principles of scientifically systematising industrial psychological knowledge will be discussed. The biological basis of behaviour will be addressed in order to lay the foundation for the application of ergonomical principles.

**(BDO 181) Industrial and Organisational Psychology 181 (4 l.p.w.) (7 weeks)  
(5 credits)**

*Capita selecta*

This course will provide an introduction to personnel psychology, organisational behaviour and labour relations. It will refer to the selection of employees, and the training and development of human resources in order to adapt to changing circumstances. The role of leadership in group utilisation and motivation will be treated both theoretically and practically. Labour relations will be studied in terms of institutional processes and the service relationship and will include practical aspects such as the handling of grievances, disciplining and dispute resolution.

**(BDO 219) Industrial and Organisational Psychology 219 (3 l.p.w.) (14 weeks)  
(16 credits)**

*Group behaviour and leadership*

This module will focus on organisational behaviour with specific reference to the principles of group behaviour and the role of work teams in the organisation. Particular attention will be paid to group development, group interaction, group structures, group processes and the promotion of team performance in the organisation. Leadership and the effect of power and politics in the organisation will be studied. The function of leadership in individual, group and task-oriented behaviour will also be addressed.

*Organisational behaviour*

The behavioural basis for organisational structuring and organisation design will be addressed in this course. This will include organisational culture as important facet in any organisation. The dynamics and approaches to organisational change will be addressed with specific reference to the role of change agents, resistance to change and



organisational development with a practical discussion on contemporary problems related to organisational change, personnel turnover, fatigue, boredom, absenteeism, conflict, accidents.

**(BDO 229) Industrial and Organisational Psychology 229 (3 l.p.w.) (14 weeks)  
(16 credits)**

*Employee health and ergonomics*

This module focuses on actual and important aspects of safety and health management in organisations, as well as the nature and role of ergonomics therein. These aspects are theoretically and practically covered, providing the student with the knowledge and skills required in the organisational psychology and human resource management field.

*Workforce diversity*

This module will focus on the development of sensitivity towards a diverse employee corps and the development of mutual respect and tolerance between individuals and groups in any organisation. Particular attention will be given to the prerequisites for the effective implementation of a diversity management programme in an organisation.

**(BDO 271) Industrial and Organisational Psychology 271 (1 l.p.w.) (28 weeks)  
(8 credits)**

*Industrial psychological practice*

This module will address the practical applications of leadership in the workplace, groups, organisation structures, organisation change, management of diversity, occupational health, ergonomics and goal achievement in organisations. The following methods will be used in this module: case studies, practical exercises, group work and assignments which have to be integrated with the process of research.

**(BDO 272) Industrial and Organisational Psychology 272 (1 l.p.w.) (28 weeks)  
(8 credits)**

*Psychometrics*

Psychometrics involves 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.

**(BDO 319) Industrial and Organisational Psychology 319 (3 l.p.w.) (14 weeks)  
(20 credits)**

*Human resource management systems*

This module provides an introduction to human resource management systems and addresses current developments and problems in this field. These which will be comprehensively addressed include the following: job analysis, job description, job specification, job design, remuneration theory and systems, job evaluation and grading as well as benefit and fringe-benefit systems. Remuneration systems as motivation for employees will also be included.

*People acquisition*

Human resources provision will be presented from an industrial psychological perspective and will include the following themes: human resources planning; macro and micro variables which could affect personnel forecasting and provision; human resource information systems; the auditing of skills as well as techniques such as recruitment, selection, placement and induction.

**(BDO 329) Industrial and Organisational Psychology 329 (3 l.p.w.) (14 weeks)  
(20 credits)**

*Motivation and performance management*

This module will address the main characteristics of a performance management system and will focus on the strategic and motivational value of the process. Performance management will be addressed under the following headings: criteria development; performance planning; data gathering; observation and documenting; performance appraisal; appraisal instruments; performance feedback to promote motivation.

*People and career development*

The module will address current methods that can be used to develop human resources and to present career development programmes in order to promote performance at both an individual and organisational level. Emphasis will be on needs analysis, curriculum design, goal setting for learning, programme development, preparation of materials, training interventions, presentation and facilitation skills as well as course evaluation. The integration of individual career expectations with the organisation's requirements and strategies will be illustrated based on career development.

**(BDO 371) Industrial and Organisational Psychology 371 (1 l.p.w.) (28 weeks)  
(10 credits)**

*Human resource management practices*

In this module the virtual organisation will be established. Students will act as "human resource practitioners" in this organisation. The full spectrum of human resource practices will be applied and practised. The student will be given the opportunity to prepare and present reports, to practise and apply techniques, to work on projects within teams as well as to assess processes.

**(BDO 372) Industrial and Organisational Psychology 372 (1 l.p.w.) (28 weeks)  
(10 credits)**

*Psychometrics for Industrial Psychology*

This module will focus on the use of psychological tests and other evaluation methods in organisational context. The following themes will be addressed: the transfer of test results in organisations, the measuring of organisational behaviour, apprenticeship tests, assessment centres, video simulation tests, value scales, compilation of capability profiles, trainability tests and work sampling, introduction to the measuring of personality.

**(BEL 300) Taxation 300 (3½ l.p.w.) (28 weeks)(42 credits)**

The purpose of the module is to enable the learner to calculate the value-added tax liability and to journalise transactions; calculate the normal tax liability (including the determination of taxable capital gains and assessed capital losses) of individuals, companies, estates and trusts, discuss tax principles; and calculate provisional and employees' tax and to object against an assessment.

**(BEM 110) Marketing Management 110 (3 l.p.w.) (14 weeks) (10 credits)**

*Fundamentals of marketing management and marketing instruments*

General overview of marketing management, including the marketing concept, the process of marketing management, evolution of marketing and the marketing environment. Consumer entity, market segmentation, positioning and marketing information. Perspective on various marketing instruments in the marketing mix, for example, product decisions, distribution decisions, marketing communication decisions and pricing decisions.

**(BEM161) Marketing Management 161 (3 l.p.w.) (7 weeks) (5 credits)**

*Sales decisions*

The selling process, selling techniques, management of selling corps and the management of sales promotions. A professional approach to selling techniques and the selling process, the position of personal sales in the execution of the marketing task; integration of various sales management tasks – recruitment, selection, training, remuneration and evaluation of the sales process and ethics of sales practices.

**(BEM 162) Marketing Management 162 (3 l.p.w.) (7 weeks) (5 credits)**

*Introduction to the marketing of professional services*

Acquiring basic marketing skills will enhance the capabilities of professionals in *inter alia* the accounting profession. This module provides an overview of the seven marketing instruments of a professional services marketing mix. The focus will fall on the practical implications of the characteristics of intangible products and the pricing, promotion, placement, physical evidence, process and people dimensions of professional services.

**(BEM 251) Marketing Management 251 (3 l.p.w.) (7 weeks) (8 credits)**

*Consumer behaviour*

Internal and external influencing factors of consumer behaviour. The consumer's decision process and application fields of consumer behaviour. Consumer behaviour models and the use thereof in marketing management.

**(BEM 252) Marketing Management 252 (3 l.p.w.) (7 weeks) (8 credits)**

*Marketing research*

The use of marketing research in marketing decision making; the process of marketing research, research designs, random tests, consumer surveys, questionnaires, experimentation, observation, data analysis and analyses of marketing models. Scientific approach to marketing information, the influence of modern trends (computers, Internet).

**(BEM 261) Marketing Management 261 (3 l.p.w.) (7 weeks) (8 credits)**

*Distribution decisions*

The development and management of distribution channels – strategic aims, conventional marketing systems, the main role players, the integration of distribution with the other marketing instruments and relationship marketing; the influence of the external environment on channel design and management; the management of the internal channel environment; vertical marketing systems, concession agreements, relationship management and the forming of strategic alliances.

**(BEM 262) Marketing Management 262 (3 l.p.w.) (7 weeks) (8 credits)**

*Product decisions*

Problem supposition and problem determination in connection with product decisions, management strategies of the enterprise, enterprise strategy, product strategy, organisation of product strategy, product and market development strategy. Case studies, group discussions, seminars, guest speakers, visits to enterprises for meaningful integration of theory and practice.

**(BEM 351) Marketing Management 351 (3 l.p.w. + 1 l.p.w. practical) (7 weeks) (10 credits)**

*Pricing decisions*

Influence of cost, demand and competition on effective pricing decisions; financial analysis of market-based pricing; value and price sensitivity; competitive influences on price determination; psychological aspects of pricing and strategic pricing decisions.

Practical (1 l.p.w.): Case studies, group discussions, seminars, and visits to/by organisations for meaningful integration of the theory and practice.

**(BEM 352) Marketing Management 352 (3 l.p.w. + 1 l.p.w. practical) (7 weeks)  
(10 credits)**

*Marketing communication decisions*

Integrated marketing communication (IMC) approach; objectives and budgets for IMC programmes; management of advertising; sales promotion; personal selling; direct marketing; sponsorship, interactive media and internet marketing. Evaluation of IMC effectiveness.

Practical (1 l.p.w.): Case studies, group discussions, seminars, and visits to/by organisations for meaningful integration of the theory and practice.

**(BEM 361) Marketing Management 361 (3 l.p.w. + 1 l.p.w. practical) (7 weeks)  
(10 credits)**

*Strategic issues in marketing*

Multi-level marketing; relationship marketing; e-marketing; brand loyalty; generation segmentation and ethics in marketing.

Practical (1 l.p.w.): Case studies, group discussions, seminars, and visits to/by organisations for meaningful integration of the theory and practice.

**(BEM 362) Marketing Management 362 (3 l.p.w. + 1 l.p.w. practical) (7 weeks)  
(10 credits)**

*Strategic marketing*

Strategic analysis; customer management; market strategies; globalisation; strategy implementation; marketing planning and strategy evaluation and control.

Practical (1 l.p.w.): Case studies, group discussions, seminars, and visits to/by organisations for meaningful integration of the theory and practice.

**(BER 210) Business Law 210 (3 l.p.w.) (14 weeks) (16 credits)**

Basic principles of Law of Contract, Law of sales, credit agreements, lease.

**(BER 220) Business Law 220 (3 l.p.w.) (14 weeks) (16 credits)**

Labour Law; aspects of Security Law ; Law of Insolvency; Entrepreneurial Law; Company Law; Law concerning close corporations; Law of Partnerships.

**(BLB 200) Investment Management 200 (3 l.p.w.) (28 weeks) (32 credits)**

Functioning of the South African financial system, money market instruments: issuers and institutions, capital market instruments: issuers and instruments, types of risk and measuring risk, types of return and measuring return, share markets, rules and regulations of the JSE Securities Exchange, trading activities in the equity market, share price indices, valuation of ordinary shares, and the fundamental analysis of ordinary shares, industry analysis, technical analysis of shares, investment objectives and investment process, asset allocation, local and international bond markets, bond fundamentals, valuation of bonds, mathematics of fixed interest securities, structure of interest rates and yield curves, duration, convexity and immunization, switching and trading strategies in the bond market, fixed income portfolio strategies.

**(BLB 300) Investment Management 300 (3 l.p.w.) (28 weeks) (40 credits)**

Efficient market hypothesis, portfolio management, asset allocation, construction of efficient investment portfolios, capital asset pricing models (CAPM & APT), equity portfolio management strategies, performance evaluation of investment portfolios,

restructuring of investment portfolios, measuring of financial risk exposure, futures market in South Africa, the use of futures contracts in financial risk management, pricing and the valuation of futures contracts, swaps and forward rate agreements, option markets in South Africa and the valuation of options, option payoffs and trading strategies, warrants and convertible securities, alternative evaluation techniques, real estate investment, venture capital, right issues and capitalization issues.

**(BPE 251) Business Ethics 251 (1 l.p.w.) (7 weeks) (10 credits)**

What is meant by business ethics? And is it really necessary? In this module an attempt is made to provide adequate answers. Students are guided towards understanding the factors that influence their moral reasoning in the South African context. They are introduced to some of the macroeconomic ethical issues that companies have to deal with. They are also made aware of the role they can play in establishing sound business ethics practices at an organisation level. The focus is on the interface between corporate governance processes and the facilitation of ethical values within the workplace. Various stakeholder interests and the moral obligations these imply, are discussed. The module also addresses the most common ethical problems in the workplace, and the most important elements in the process of managing ethics in organisations.

**(DLR 320) Law of delict 320 (4 l.p.w.) (15 credits)**

- (a) General principles of the law of delict.
- (b) *Capita selecta* from the principles applicable to specific delicts.

**(EKN 110) Economics 110 (3 l.p.w.) (14 weeks) (10 credits)**

Conceptualise the interrelationships of the different sectors in South African economy. The functioning of international trade, government economics and policy, the labour market, monetary economics, economic development, and environmental economics with specific reference to the South African context. The impact of national and international decisions and events on the South African economy.

**(EKN 113) Economics 113 (3 l.p.w.) (14 weeks) (15 credits)**

*Introduction to economics and principles of microeconomics.*

The scope of economics; the basic theory of demand and supply; price, income and cross elasticity of demand; consumer utility, the utility function and case studies in terms of the utility function; the theory of the firm in the short and long run; market structures namely the perfect market, monopoly, oligopoly and monopolistic competition; public sector finances; microeconomics vs macroeconomics and economic statistics

**(EKN 120) Economics 120 (3 l.p.w.) (14 weeks) (10 credits)**

The economic environment and problem: working and course of the South African economy; functioning and interrelationships of the different economic sectors. Macroeconomic theory and analysis. Analyse and interpret economic performance criteria: economic growth, inflation, job creation, balance of payments and exchange rate stability, income distribution. Calculate and interpret core economic indicators. Basic microeconomic principles: demand analysis (consumer theory); supply analysis (producer theory). Market analysis: market equilibrium; price determination; market forms; market failure; calculate and interpret price, income and cross elasticities.

**(EKN 123) Economics 123 (3 l.p.w.) (14 weeks) (15 credits)**

*National income and principles of macroeconomics.*

The mechanics of national income accounts, the Keynesian macroeconomic model, the money market, demand for money and money supply, money and credit creation and the

role of the monetary authorities. The IS-LM model of macroeconomic equilibrium and monetary and fiscal policy applications; The aggregate demand and supply models with the debate between the classical school, the monetarists and the Keynesian school. The problems of inflation and unemployment. Macroeconomic issues namely: macroeconomic policy, international trade, the balance of payments and economic growth.

**(EKN 213) Economics 213 (3 1.p.w.) (14 weeks) (16 credits)**

*Monetary economics*

The role and elements of the financial system in the economy, economic description, functions, historical development, legal framework and asset and liability structures of financial institutions in South Africa including the Reserve Bank, Corporation for Public Deposits, banks, insurers, life insurance companies, short-term insurers, Post Office Savings Banks, investment firms, fund managers, authorised dealers, unit trusts, pension/provident funds, public investment commissioners, other financial institutions including stock-broking firms, mining houses, the Industrial Development Corporation, the Development Bank of South Africa and stokvels. Financial instruments in the money market, financial instruments in the capital market, fixed interest securities market, variable interest securities market, stock market (shares), capital market instruments, foreign exchange market and instruments, futures market and contracts, options market and contracts

**(EKN 220) Economics 220 (3 l.p.w.) (14 weeks) (16 credits)**

International economic insight is provided into: international economic relations and history, theory of international trade, international capital movements, international trade politics, economic and customs unions and other forms of regional co-operation and integration, international monetary relations, foreign exchange markets, exchange rate issues and the balance of payments, as well as open economy macroeconomic issues.

**(EKN 223) Economics 223 (3 1.p.w.) (14 weeks) (16 credits)**

*Monetary economics*

The meaning and functions of money, evolution of the payments system, measuring money, understanding interest rates, portfolio choice, the behaviour of interest rates, risk and term structure of interest rates, economic analysis of the financial structure, multiple deposit creation and the money supply process, determinants of the money supply, the demand for money (different schools of thought), transmission mechanisms of monetary policy, money and inflation, theory of rational expectations and efficient capital markets, rational expectations and implications for policy.

Global finance and the world economic environment, International Monetary System, Eurocurrency market and offshore banking, overview of the global financial markets (philosophy, instruments, style and the rest of the world); the current monetary policy framework and policy process (including committees, operational procedures and problems); practical monetary policy in South Africa – with specific reference to the accommodation policies of the SARB, possible future developments (including the possibility of inflationary targets and modern central banking trends), bank regulation and electronic banking.

**(EKN 251) Economics 251 (3 l.p.w.) (7 weeks) (8 credits)**

From Wall and Bay Street to Diagonal Street: a thorough understanding of the mechanisms and theories explaining the workings of the economy is essential. Macroeconomic insight is provided on: the real market, the money market, two-market equilibrium, monetarism, growth theory, conjuncture analysis, inflation, Keynesian general equilibrium analysis and fiscal and monetary policy issues.

**(EKN 252) Economics 252 (3 l.p.w.) (7 weeks) (8 credits)**

Microeconomic insight is provided into: consumer and producer theory, general microeconomic equilibrium, pareto-optimality and optimality of the price mechanism, welfare economics, market forms and the production structure of South Africa.

**(EKN 271) Economics 271 (1 l.p.w.) (21 weeks) (8 credits)**

A practical course designed to combine the knowledge gained in Economics 251, 252 and 220 and with statistics, basic mathematics and research knowledge in order to gain the analytical experience needed in the job market. This course will make use of information technology in order to develop the practical skills required of every economist and econometrician.

**(EKN 310) Economics 310 (3 l.p.w.) (14 weeks) (20 credits)**

Welfare economics (optimality of the market mechanism, general equilibrium, market failure and the role of the government); general macro-economic policy: public finance theory and fiscal policy, monetary policy, public debt management policy; international trade and balance of payments adjustment policies; modern macro-economic policy considerations and development. Macroeconomic policy – implementation in South Africa: monetary policy, fiscal policy, competition policy, labour policy, South African development issues/policies.

**(EKN 313) Economics 313 (3 l.p.w.) (14 weeks) (20 credits)**

*History of Economic Thought*

Economics systems: types, origin and historical development; history of economic thought, the history of western and other economic systems.

**(EKN 320) Economics 320 (3 l.p.w.) (14 weeks) (20 credits)**

Identification, collection and interpretation process of relevant economic data; the national accounts (i.e. income and production accounts, the national financial account, the balance of payments and input-output tables); economic growth; inflation; employment, unemployment, wages, productivity and income distribution; business cycles; financial, fiscal and social indicators; international comparisons; relationships between economic time series – regression analysis; long-term future studies and scenario analysis; overall assessment of the South African economy over the period from 1960 onwards.

**(EKN 324) Economics 324 (3 l.p.w.) (14 weeks) (20 credits)**

*Econometrics*

The econometric approach; models, economic models and econometric models; data and refined data; economic application of the basic linear regression model; violations of the classical assumptions; extensions of the basic linear regression model and simultaneous equations (structural and reduced form equations, bias of LS<2SLS, identification problem); forecasting.

**(ERF 211) Law of succession 211 (2 l.p.w.) (14 weeks) (10 credits)**

(a) Testate succession.

**(ERF 221) Law of succession 211 (2 l.p.w.) (14 weeks) (10 credits)**

(a) Intestate succession.

(b) Administration of estates:

- Function of the Master.
- Appointment and function of the executor.

- The executor's account.
- Aspects of estate duty.

**(FBS 110) Financial Management 110 (3 l.p.w.) (14 weeks) (10 credits)**

Purpose and functioning of financial management. Basic financial management concepts. Accounting concepts and the use of the basic accounting equation to describe the financial position of a business. Recording of financial transactions. Relationship between cash and accounting profit. Internal control and the management of cash. Debtors and short-term investments. Stock valuation models. Depreciation. Financial statements of a business. Distinguishing characteristics of the different forms of business. Overview of financial markets and the role of financial institutions. Risk and return characteristics of various financial instruments. Issuing ordinary shares and debt instruments.

**(FBS 120) Financial Management 120 (3 l.p.w.) (14 weeks) (10 credits)**

Analysis of financial statements. Budgeting and budgetary control. Tax principles and normal income tax for individuals. Time value of money and its use for financial and investment decisions. Calculating the cost of capital and the financing of a business to maintain the optimal capital structure. Capital investment decisions and a study of the financial selection criteria in the evaluation of capital investment projects. The dividend decision and an overview of financial risk management.

**(FBS 200) Financial Management 200 (3 l.p.w.) (28 weeks) (32 credits)**

The purpose and functioning of management accounting, cost classification. The determination of product costs including raw material costs, labour costs, overheads and the allocation thereof according to traditional and activity-based costing methods, inventory management, the accumulation of costs according to job and process costing systems, the treatment of joint and by-products and the determination of costs according to a direct and absorption costing approach. Decision-making with reference to cost-volume-profit ratios, relevant costs, risk and uncertainty, decision trees, linear programming and capital investment budgets. Planning and control through the application of quantitative techniques, budgets and standard costing.

**(FBS 300) Financial Management 300 (3 l.p.w.) (28 weeks) (40 credits)**

The purpose and functioning of management accounting, cost classification. The determination of product costs including raw material costs, labour costs, overheads and the allocation thereof according to traditional and activity-based costing methods, the accumulation of costs according to job and process costing systems, the treatment of joint and by-products and the determination of costs according to a direct and absorption costing approach.

Decision-making with reference to cost-volume-profit ratios, relevant costs, risk and uncertainty, decision trees, linear programming and capital investment budgets, principles of project management. Planning and control through the application of quantitative techniques, budgets and standard costing. Performance measurement by means of the principles of responsibility accounting and the determination of transfer prices.

Financial Management by taking cognisance of the purpose of Financial Management, working capital management, financing decisions, cost of capital, dividend policy, capital structure decisions, share valuation. The student should be capable of applying the underlying theory to advance case studies.

**(FMR 110) Family law 110 (2 l.p.w.) (14 weeks) (7 credits)**

- Introduction to family law.
- Relevant fundamental rights.



- (c) The engagement.
- (d) General principles regarding the coming into existence of a marriage.
- (e) Void, voidable and putative marriages.
- (f) The invariable consequences of the marriage.
- (g) Basic principles regarding the legal relationship between child and parent.

**(FMR 120) Family law 120 (2 l.p.w.) (14 weeks) (7 credits)**

- (a) The variable consequences of a marriage.
- (b) Principles regarding the dissolution of a marriage.
- (c) The consequences of the dissolution of a marriage.

**(FRK 100) Financial Accounting 100 (4 l.p.w.) (28 weeks) (24 credits)**

Interest calculations, insurance claims, accounting treatment of transactions, enterprises without profit motive, departmental accounts and annual financial statements of sole proprietorships. Joint ventures, partnerships, close corporations, companies, analysis and interpretation of financial statements using cash-flow statement, manufacturing enterprises, tracing and correction of errors, incomplete records, branch accounting and an introduction to theory of accounting. An ability to apply the aforementioned theory to complex problems is essential.

**(FRK 101) Financial Accounting 101 (6 l.p.w.) (28 weeks) (24 credits)**

Basic accounting equation, accounting procedures from source documents via subsidiary books, general ledgers, trial balance and adjustments to the financial statements of a sole proprietorship. Control accounts, departmental accounts, bank reconciliation statements, realisation of property, plant and equipment, depreciation. Interest calculations, insurance claims, treatment of accounting transactions, enterprises without profit motive, departmental accounts and branch accounting. Joint ventures, partnerships, close corporations, companies, analysis and interpretation of financial statements using cash-flow statement, manufacturing enterprises, tracing and correction of errors, incomplete records, branch accounting and an introduction to theory of accounting.

**(FRK 121) Financial Accounting 121 (4 l.p.w.) (14 weeks) (12 credits)**

Elements applicable to the compilation of detailed financial statements. The conceptual framework of Accounting. Income statement, balance sheet, cash flow statement and analysis and interpretation of the financial statements of clubs, partnerships, close corporations. Introduction to companies.

**(FRK 151) Financial Accounting 151 (4 l.p.w.) (7 weeks) (5 credits)**

*Computer-assisted training*

The nature and function of Accounting. The development of Accounting, financial position, financial result. The recording process. Processing of Accounting data. Elementary income statement and balance sheet.

**(FRK 152) Financial Accounting 152 (4 l.p.w.) (7 weeks) (5 credits)**

Flow of documents. Accounting systems. Introduction to internal control and internal control measures. Bank reconciliations. Control accounts. Adjustments. Financial statements of a sole proprietorship.

**(FRK 181) Financial Accounting 181 (2 l.p.w.) (14 weeks) (3 credits)**

(Presented in both the first and second semester.)

Computer processing of accounting information.

**(FRK 200) Financial Accounting 200 (5 l.p.w.) (28 weeks) (38 credits)**

Accounting for investment transactions, debentures and instalment sale agreements. Consolidation techniques and preparation of group financial statements. Preparation and presentation of company annual financial statements in compliance with the requirements of the Companies Act and certain statements of generally accepted accounting practice. Contents of interim reports and provisional financial statements in compliance with Companies Act requirements. Introduction to changes/conversion of entity forms. Introduction to income tax in respect of companies and individuals, and VAT.

**(FRK 300) Financial Accounting 300 (4½ l.p.w.) (28 weeks) (42 credits)**

Revision of accounting requirements of the Companies Act with advanced problems, introduction to company tax. Viewpoints regarding generally accepted accounting practice. Introduction to group statements (consolidated accounts), with minority shareholders as well as horizontal, vertical and mixed groups. Analysis and interpretation of financial statements (including cash-flow statement) with reporting for the various purposes which such reports are used for. The technical ability to apply the aforementioned theory to complex problems, is essential.

**(IDR 110) Introduction to law 110 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) The law (distinction between the law and other normative systems, law and justice, law and certainty).
- (b) Sources of the law (overview of the sources of South African law).
- (c) Divisions of the law (overview of the branches of the law).
- (d) Aspects of private law (basic concepts of private law, doctrine of subjective rights).
- (e) Civil procedure (overview of basic steps and role of civil procedure).
- (f) Aspects of criminal law (basic principles of criminal law).
- (g) Criminal procedure (overview of basic steps and role of criminal procedure).
- (h) Law of evidence (basic principles of the law of evidence).

**(IDR 120) Introduction to law 120 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) Law and the business world (introduction to the law of contract, forms of entrepreneurship and basic accounting terminology).
- (b) Court structure (structure and jurisdiction of various courts, alternative dispute resolution).
- (c) Constitution (overview of constitutional history, main features of the 1996 Constitution).
- (d) Human rights (overview of the contents and functioning of the Bill of Rights in the Constitution).
- (e) Legal comparison (overview of major legal families, South Africa's position).
- (f) Perspectives on the law (introduction to various approaches to the law).

**(INF 112) Informatics 112 (3 l.p.w.) (14 weeks) (10 credits)**

Introduction to information systems, information systems in organisations, hardware: input, processing, output, software: systems and applications software, organisation of data and information, telecommunications and networks, the Internet and intranets. Transaction processing systems, management information systems, decision support systems, information systems in business and society, systems analysis, systems design, implementation, maintenance and revision.

**(INF 153) Informatics 153 (2 l.p.w.) (14 weeks) (5 credits)**

General systems theory, creative problem solving, soft systems methodology.

**(INF 154) Informatics 154 (1 l.p.w. + 2 l.p.w. practical) (14 weeks) (5 credits)**

Introduction to programming.

**(INF 163) Informatics 163 (2 l.p.w.) (14 weeks) (5 credits)**

The systems analyst, systems development building blocks, systems development, systems analysis methods, process modelling.

**(INF 164) Informatics 164 (1 l.p.w. + 2 l.p.w. practical) (14 weeks) (5 credits)**

Advanced programming, use of a computer-aided software engineering tool.

**(INF 214) Informatics 214 (3 l.p.w. + 2 l.p.w. practical) (14 weeks) (14 credits)**

Database design: the relational model, structured query language (SQL), entity relationship modelling, normalization, database development life cycle. Practical introduction to database design. Databases: advanced entity relationship modelling and normalization, object-oriented databases, database development life cycle, advanced practical database design.

**(INF 254) Informatics 254 (1 l.p.w. + 2 l.p.w. practical) (14 weeks) (8 credits)**

Use of an accounting information system e.g. Pastel.

**(INF 261) Informatics 261 (3 l.p.w. + 2 l.p.w. practical) (7 weeks) (7 credits)**

Database management: transaction management, concurrent processes, recovery, database administration. New developments: distributed databases, client-server databases; practical implementation of databases.

**(INF 262) Informatics 262 (3 l.p.w. + 2 l.p.w. practical) (7 weeks) (7 credits)**

Operating systems: memory management, processor management, device management, file management, system management, concurrent processes. Practical application in commercial operating systems.

**(INF 264) Informatics 264 (1 l.p.w. + 2 l.p.w. practical) (14 weeks) (8 credits)**

Application of spreadsheets and query languages in an accounting environment.

**(INF 271) Informatics 271 (2 l.p.w.) (28 weeks) (14 credits)**

Systems analysis. System design: construction, application architecture, input design, output design, interface design, internal controls, program design, object design, project management, system implementation, use of computer-aided development tools.

**(INF 272) Informatics 272 (2 l.p.w. practical + exercise class) (28 weeks) (14 credits)**

Use of computer-aided development tools, advanced programming.

**(INF 314) Informatics 314 (3 l.p.w. + 2 l.p.w. practical) (14 weeks) (15 credits)**

Data communications and networks: fundamentals of business information communication, wide-area and local-area networks. Data communications and networks: applications and management issues.

**(INF 324) Informatics 324 (3 l.p.w. + 2 l.p.w. practical) (14 weeks) (15 credits)**

Information systems in organisations, social and ethical responsibilities, the role of the Informatician. IT end-user relationships, IT management.

**(INF 354) Informatics 354 (2 l.p.w. + 2 l.p.w. practical) (14 weeks) (15 credits)**

Advanced programming.

**(INF 370) Informatics 370 (2 l.p.w. + 2 l.p.w. practical) (28 weeks) (30 credits)**

Application of systems analysis and design in a practical project, programming, use of computer-aided development tools.

**(IPL 152) Actors and issues 152 (2 l.p.w.) (7 weeks) (6 credits)**

An overview and analysis is provided of the most important actors and issues in both the national and international political environment. The focus is on ecological, welfare and humanitarian issues, as well as on the resources and strategies that can be applied to deal with these issues.

**(IPL 155) Introduction to international relations 155 (2 l.p.w.)(7 weeks) (6 credits)**

The basic concepts of and frameworks for analysing International Relations are explored. The development of the international system and the most salient changes brought about by globalisation are investigated.

**(IPL 156) International cooperation 156 (2 l.p.w.) (7 weeks) (6 credits)**

The nature, foundations and development of international cooperation are investigated. Particular attention is paid to problems related to cooperation in the absence of supranational institutions in an increasingly interdependent world.

**Note: (STL 151) Basics of politics** is taken together with the aforesaid modules to complete International Relations (IPL) at the 100-level (4 modules in total).

**(IPL 255) International organisations 255 (2 l.p.w.) (7 weeks) (10 credits)**

A comprehensive analysis is made of a number of international organisations covering universal and regional organisations, such as the United Nations, the Organisation of African Unity and the Southern African Development Community.

**(IPL 256) Foreign policy and diplomacy 256 (2 l.p.w.) (7 weeks) (10 credits)**

The most important aspects of foreign policy and diplomacy are dealt with. The focus is on the basic elements of the foreign policy process and an in-depth study is made of one of the instruments of foreign policy, namely diplomacy. The nature, history and various modes of diplomacy, including negotiation, mediation and unconventional diplomatic techniques, are investigated. Examples, in particular from the South African situation, illustrate these aspects.

**(IPL 257) Africa in world politics 257 (2 l.p.w.) (7 weeks) (10 credits)**

South Africa, Southern Africa and Africa as role players in world politics is the focus of study. The aim is to assess the role and influence of these actors and regions in world politics, as well as to indicate the factors that determine their international relations. The dynamic and problematic nature of the current international relations of these role players is also emphasised.

**Note: (STL 255) African politics** is taken together with the aforesaid modules to complete International Relations (IPL) at the 200-level (4 modules in total).

**(IPL 352) International political economy 352 (2 l.p.w.) (7 weeks) (15 credits)**

The present nature and functioning of the international political-economic order are analysed against the background of the process of globalisation. The focus is on the interaction of political and economic trends and issues such as the economic importance and political impact of regional trade blocs; the debt burden of states; international aid; the role and influence of multinational corporations; and the transfer of technology to less-developed countries.

**(IPL 353) Strategic studies 353 (2 l.p.w.) (7 weeks) (15 credits)**

The nature and foundations of Strategic Studies, levels and forms of strategy, non-military strategies, arms control and disarmament receive attention. This includes new theories on war, security and strategy, as well as the relationship between policy, strategy and tactics, and the more salient contemporary threats to security.

**(IPL 356) Theories of world politics 356 (2 l.p.w.) (7 weeks) (15 credits)**

Contending perspectives of world politics are analysed from the point of view of the theory of International Relations and are illustrated by means of selected texts and film material. The emphasis is on positivist and post-positivist theories of a rationalist and reflectivist nature, including realism and neo-realism, liberal-pluralism and neo-liberalism, structuralist-globalism, feminism, ecologism, critical post-modernism and constructivism.

**(IPL 357) Comparative foreign policy 357 (2 l.p.w.) (7 weeks) (15 credits)**

A comparative study is made of the foreign policies of selected states. The comparative method and its use in the context of the study of foreign policy are explained and a framework is provided in terms of which foreign policy can be compared and evaluated. The study of South African foreign policy forms an important focus and skills are developed in the collection and processing of factual information on the topic. The policy environment and formulation process, as well as the substance of the policy are also looked at.

**(IPW 251) International Law 252 (2 l.p.w.) (7 weeks) (10 credits)**

The course provides an overview of the basic principles of international law. This includes an examination of the nature of international law, sources of international law, the relationship between international law and national law, and aspects of international law related to security studies such as international crime, the international criminal court and terrorism.

**(ISR 320) Insolvency law 320 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) General introduction.
- (b) The process of sequestration.
- (c) Effects of sequestration.
- (d) Voidable and void dispositions.
- (e) Overview of administration of insolvent estates.
- (f) Composition, rehabilitation and offences.
- (g) Liquidation of companies and closed corporations.
- (h) Judicial management.

**(KOB 181-184) Communication Management 181-184 (3 l.p.w.) (7 weeks) (5 credits)**

*(Course content will be adapted in accordance with the appropriate degree programme.)*

*Applied business communication skills*

Acquiring basic business communication skills will enhance the capabilities of employees and managers in the business environment. This module provides an overview of skills on the intrapersonal, interpersonal, group (team), organisational, public and mass communication levels. The practical part of the module concentrates on the performance dimensions of these skills as applied to particular professions.

**(KOB 251) Communication Management 251 (3 l.p.w.) (7 weeks) (8 credits)**

*Organisational communication*

The development of organisational communication against the background of management theories. The management of interpersonal communication in terms of listening

skills, obstacles in effective communication, nonverbal communication. Knowledge of the organisational communication process: formal channels and obstacles, informal communication networks and the grapevine. The function of a communication audit.

**(KOB 252) Communication Management 252 (3 l.p.w.) (7 weeks) (8 credits)**

*Team communication*

The management of communication among groups and in teams; the creation of teamwork and shared leadership; task and transactional processes; communication problems in the team; team participation and the planning of team events, meetings, presentations and written reports.

**(KOB 261) Communication Management 261 (3 l.p.w.) (7 weeks) (8 credits)**

*Intercultural business communication*

The management of communication within an international and intercultural context by being aware of the elements that may contribute to or become obstacles to effective communication. The analysis of cultural aspects which emphasise cultural differences like language, technology, social organisation, contextualisation, power and leadership, nonverbal communication and the concept of time.

**(KOB 262) Communication Management 262 (3 l.p.w.) (7 weeks) (8 credits)**

*Management communication*

The integration of communication with management; the movement from task-oriented management to people-oriented management; employee communication. The differentiation between the communication behaviour of management and leadership within the context of motivation, problem-solving, decision-making and change management.

**(KOB 351) Communication Management 351 (3 l.p.w.) (7 weeks) (10 credits)**

*Introduction to corporate communication management*

Corporate communication in organisations; application of the four communication models on the development of corporate communication; differentiation between the role of communication technician and communication manager; strategic contribution of the corporate communication function; communication of the corporate strategy to various stakeholders.

**(KOB 352) Communication Management 352 (3 l.p.w.) (7 weeks) (10 credits)**

*Management of corporate relationships*

The creation of an internal communication strategy and a model for effective internal communication management; the compilation of a crisis communication plan. The management of relationships with financial stakeholders, government, communities, consumers, clients, providers and the media. Social responsibility, and the development of a corporate identity.

**(KOB 361) Communication Management 361 (3 l.p.w.) (7 weeks) (10 credits)**

*Strategic communication management*

The positioning of the communication strategy within the corporate strategy; the establishment of a communication strategy. Research methods to identify stakeholders and target audiences; the formulation of a communication policy; stakeholder analysis. Environmental scanning and issues management. The formulation and implementation of a communication plan.

**(KOB 362) Communication Management 362 (3 l.p.w.) (7 weeks) (10 credits)**

*Media management*

Mass media theory and mass communication; the media as institution. The compilation of a media plan for the organisation; media contact lists; target public analysis in terms of different media. Writing a media release; media kit for special events; organising media conferences and the preparation of management. Strategic use of electronic media; strategic management of printed communication media. The value of interpersonal communication as medium against printed and electronic media; informed decision-making with regards to the use of traditional media.

**(KRG 110) Commercial Law 110 (3 l.p.w.) (14 weeks) (10 credits)**

General introduction. General principles of the law of contract: introduction to the law of contract; consensus; contractual capacity; legality and physical possibility of performance; formalities; parties to the contract; conditions and related legal concepts; special terms and the interpretation of contracts; breach of contract and the termination of the contractual relationship.

**(KRG 120) Commercial Law 120 (3 l.p.w.) (14 weeks) (10 credits)**

Law of purchase and sale; law of lease; credit agreements; law of agency; law of security.

**(KRG 200) Commercial Law 200 (3 l.p.w.) (28 weeks) (32 credits)**

Company law, law concerning close corporations, law of partnerships, labour law, law of arbitration and transport, law of insurance, law concerning negotiable documents, law of insolvency, law of succession and trusts.

**(KTH 220) Specific contracts 220 (4 l.p.w.) (14 weeks) (15 credits)**

- (a) Law of purchase and sale.
- (b) Law of letting and hiring.
- (c) Law of agency.
- (d) Law of surety.

**(KTR 210) Law of contract 210 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) General principles of the law of obligations.
- (b) Formation of the contract.
- (c) Content of the contract.
- (d) Interpretation of written contracts.

**(KTR 220) Law of contract 220 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) Breach of contract.
- (b) Remedies for contracts.
- (c) Termination of contractual obligations.

**(LEK 220) Agricultural marketing 220 (3 l.p.w.) (14 weeks) (12 credits)**

The agribusiness system; the unique characteristics of agricultural products; marketing functions and costs; market structure; historical evolution of agricultural marketing in South Africa. Marketing environment and price analysis in agriculture: Introduction to supply and demand analysis. Marketing plan and strategies for agricultural commodities; market analysis; product management; distribution channels for agricultural commodities, the agricultural supply chain, the agricultural futures.

**(LEK 251) Introduction to farm management 251 (3 l.p.w.) (7 weeks) (6 credits)**

Farm management and agricultural finance, farm management information; analysis of farming results; risk and farm planning; budgets: partial break-even, enterprise, total, capital, cash-flow budgets; obtaining finance and credit.

**(LEK 252) Introduction to agricultural production economics 252 (3 l.p.w.) (7 weeks) (6 credits)**

Introduction to production and resource use: the agricultural production function, total physical product curve, marginal physical product curve, average physical product curve, stages of production. Assessing short-term business costs; economics of short-term decisions. Economics of input substitution: least-cost use of inputs for a given output, short-term least-cost input use, effects of input price changes. Leastcost input use for a given budget. Economics of product substitution. Product combinations for maximum profit. Economics of crop and animal production.

**(LEK 310) Introduction to agricultural policy analysis and theory 310 (3 l.p.w.) (14 weeks) (12 credits)**

Historical evolution of South African agricultural policy. Agriculture and the state: reasons for government intervention. Theoretical aspects of agricultural policy. Introduction to agricultural policy analysis. Welfare principles, pareto-optimality. Macro-economic policy and the agricultural sector. International agricultural trade.

**(LEK 320) Agribusiness management 320 (3 l.p.w.) (14 weeks) (18 credits)**

Location and distribution; financing the agribusiness – capital acquisition, payback, capital sources; credit management; the market for agro-food products; cost structures; financial feasibility – capital budget, return on investment; legal forms of ownership. Management, management tasks and processes; fields of agribusiness management; business objectives; productivity; business organisation; marketing; management information; IT in agribusiness; risk and insurance; strategic management.

**(LEK 415) Agricultural Economics 415 (3 l.p.w. + 1 l.p.w. practical) (14 weeks) (18 credits)**

All issues concerning agricultural futures and option instruments as well as their implications in respect of margins and cash flow and uses for hedging. Both long and short option positions are dealt with, but more emphasis is placed on short positions since it represents the more complicated side of the option market. The aim of this course is to equip users to manage elementary option portfolios. Option ratios, “the Greeks”, will also be dealt with in order to use the software. In addition the course entails a three-month market simulation practical.

**(LEK 421) Production analysis 421 (3 l.p.w. + 1 l.p.w. practical) (14 weeks) (24 credits)**

Price and production function analysis; input-output, input-input and product-product relationships; profit maximization; the production process through time, economics of size, risk and risk management; linear programming.

**(LEK 451) Theoretical concepts and empirical measurement of demand and supply 451 (3 l.p.w.+ 1 l.p.w. practical) (7 weeks) (12 credits)**

This module will focus on the demand and supply shifters as well as the elasticities, flexibilities and impact multipliers. After providing an appropriate background in the theoretical concepts of demand and supply, these basics will be applied in the generation of econometric/simulation models. At the end of the semester the student must submit a



project in which he/she must analyse the demand or supply patterns of a commodity of his/her choice by generating an econometric model.

**(LEK 452) Commodity price analysis 452 (3 l.p.w. + 1 l.p.w. practical) (7 weeks) (12 credits)**

The module will focus on projecting and forecasting of prices spanning over long- as well as short-term time periods. A brief look at price determination under different market structures will be followed by practical sessions on measuring market structures in a variety of ways. Time will be spent on measuring price changes by using indexes, and especially seasonal indexing. This will be supported by the relevant practical sessions. In addition to the separate themes, the relevance of changes to the main macroeconomic indicators will be dealt with under the relevant topics throughout.

**(LEK 463) Agricultural financial management and markets 463 (3 l.p.w. ) (7 weeks) (10 credits)**

Information economy and concepts related to the functioning of financial markets. Financial analysis of agribusinesses. Capital theories and investment analysis, asset valuation, theories on risks and analysis of portfolios, managing risks and pricing, relationship between lenders and borrowers, structural aspects of agriculture, policy matters in agriculture, and agricultural financial markets.

**(MAD 261) Municipal Administration 261 (3 l.p.w.) (7 weeks) (8 credits)**

Introduction to Provincial and Local Government.

**(MAD 262) Municipal Administration 262 (3 l.p.w.) (7 weeks) (8 credits)**

Policy Studies and Local Government Policy Formulation.

**(MAD 351) Municipal Administration 351 (3 l.p.w.) (7 weeks) (10 credits)**

Municipal financial management.

**(MAD 352) Municipal Administration 352 (3 l.p.w.) (7 weeks) (10 credits)**

Public accountability, administrative discretion and adjudication.

**(MAD 361) Municipal Administration 361 (3 l.p.w.) (7 weeks) (10 credits)**

Cooperative governance.

**(MAD 362) Municipal Administration 362 (3 l.p.w.) (7 weeks) (10 credits)**

Planning on regional and local government level.

**(NME 220) Research Methodology 220 (2 l.p.w.) (14 weeks) (16 credits)**

*Introduction to research in Public Administration*

Aspects of research; types of research; sources of topics for scientific research; basic reading techniques for literature review; demarcation of the research problem; formulating a hypothesis; writing a research proposal; methods for collecting data; data collection and sampling; data analysis; research report; technical aspects of report writing; list of references/sources.

**(OBS 110) Business Management 110 (3 l.p.w.) (14 weeks) (10 credits)**

Introduction to Business Management as a science, the environment in which the enterprise operates, the field of business, the mission and goals of an enterprise, management and entrepreneurship. The choice of a form of enterprise, the choice of products and/or services, profit and cost planning for different sizes of operating units, the

choice of location, the nature of production processes and the layout of the plant or operating unit.

**(OBS 113) Entrepreneurship 113 (3 l.p.w.) (14 weeks) (10 credits)**

Introduction to the South African entrepreneurship environment. Entrepreneurship as construct, including the culture of entrepreneurship. Characteristics of South African entrepreneurs, entrepreneurship in the informal sector.

**(OBS 120) Business Management 120 (3 l.p.w.) (14 weeks) (10 credits)**

Introduction to and overview of general management, especially regarding the five management tasks, strategic management, contemporary developments and management issues, financial management, marketing, public relations. (Note: For marketing students, marketing is replaced by financial management, and public relations by small business management.)

Introduction to and overview of the value chain model, management of the inputs, management of the purchasing function, management of the transformation process with specific reference to production and operations management, human resources management, and information management. (Note: For information management students, information management is replaced by small business management.)

**(OBS 123) Entrepreneurship 123 (3 l.p.w.) (14 weeks) (10 credits)**

Feasibility of new opportunities, the business plan and its subsections: marketing, operations, financial, purchasing and administrative plan. Importance of entrepreneurship in South Africa, case studies of successful entrepreneurs, female entrepreneurs.

**(OBS 155-156) Business Management 155-156 (3 l.p.w.) (7 weeks) (5 credits)**

*(Course content will be adapted in accordance with the appropriate degree programme.)*

A brief introduction to business management which includes a description of a business enterprise and its environments and stake holders; the business person's task in establishing a business, and the obtaining of finance; the general management principles which are used to manage the whole enterprise and its different functions in order to ensure competitiveness.

**(OBS 210) Business Management 210 (3 l.p.w.) (14 weeks) (16 credits)**

*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.

**(OBS 213) Entrepreneurship 213 (3 l.p.w.) (14 weeks) (16 credits)**

Creativity, innovation and identification of opportunities: synopsis of creativity, techniques to facilitate creativity, barriers to creativity, creative versus critical thinking. Creative problem-solving and identification of opportunities: identification of opportunities, development of ideas, evaluation and prioritising of ideas. Reinforcement of personal attributes: personal attributes and actions to facilitate creativity, enhancement of intuitive abilities.

**(OBS 220) Business Management 220 (3 l.p.w.) (14 weeks) (16 credits)**

*Project management: 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.

**(OBS 223) Entrepreneurship 223 (3 l.p.w.) (14 weeks) (16 credits)**

Nature of small business management, management of entrepreneurial opportunities, management of business the plan, small business marketing, purchasing, operational and financial management. Social and legal small business environment in South Africa: all legal requirements entrepreneurial businesses have to comply with.

**(OBS 310) Business Management 310 (4 l.p.w.) (14 weeks) (20 credits)**

*Human resources management and development*

The environment in which human resources management takes place, job analysis, strategic human resource planning, equal employment opportunities, planning and management of training, development and careers, functioning in a global environment.

*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.

**(OBS 311) Entrepreneurship 311 (3 l.p.w.) (14 weeks) (20 credits)**

*\*General service course available as elective course to some BCom degrees.*

Characteristics and description of entrepreneurship, the entrepreneurial process, identification of opportunities, new business opportunities, the entrepreneurial manager, the entrepreneurial team. The small business enabling environment, management of growth and development of a small business; the compilation of a business plan.

**(OBS 313) Entrepreneurship 313 (3 l.p.w.) (14 weeks) (20 credits)**

Entrepreneurial process, new ideas, identification of opportunities, the entrepreneurial mind in action, the entrepreneurial manager, new business plans. Ethics and the entrepreneur, management of growth, entrepreneurs in unsuccessful businesses, closure of the entrepreneurial process (harvesting).

**(OBS 315) Business Management 315 (2 l.p.w.) (7 weeks) (10 credits)**

*Introduction to electronic business*

An introduction to the field of electronic business in which the implications of electronic business on the enterprise and existing business models are dealt with. Some business applications concerning aspects of e-law are also dealt with.

**(OBS 320) Business Management 320 (3 l.p.w.) (14 weeks) (20 credits)**

*Strategic management analysis and formulation*

Basic concepts, formulation of mission, policy and objectives, external evaluation of the business environment, internal evaluation of the enterprise, including intellectual assets; the formulation and development of a strategic plan.

*Strategic management implementation*

The role of management in strategy implementation; budgets as instrument in the implementation process; leading processes of change within enterprises; supporting policies, procedures and information systems for implementation in the various functional areas; evaluation and control of implementation.

**(OBS 321) Entrepreneurship 321 (3 l.p.w.) (14 weeks) (20 credits)**

*\*General service course available as elective course to some BCom degrees.*

Performance motivation: development of positive motives, role models, determining of the level of achievement motivation, reinforcement of the need for performance motivation, strategies and action plans. Creativity, innovation, need for achievement, entrepreneurial role models, and the development of risk propensity.

**(OBS 323) Entrepreneurship 323 (3 l.p.w.) (14 weeks) (20 credits)**

Development of performance motivation, development of positive motives, role models, level of performance motivation, reinforcement of performance motivation, strategies and action plans. Franchising, small business consultation, business acquisitions, mentorship, female entrepreneurs, family business, home industries and management of growth.

**(OBS 325) Business Management 325 (2 l.p.w.) (7weeks) (10 credits)**

*Introduction to electronic commerce*

An introduction to the domain of electronic commerce in which the implications of online trading on the enterprise and existing business models are studied. Strategic positioning of the enterprise via electronic commerce activities will be introduced. Some business applications concerning e-law with regard to e-commerce are also dealt with.

**(OBS 359) International Business Management 359 (2 l.p.w.)(14 weeks) (20 credits)**

*Introduction to international management*

International business management, the process of internationalisation, growth in international trade and investment, the evolution of multinational enterprises, management perspectives on international trade and international trade theories, international trade regulation, economic integration, the formation of trading blocks, and free -trade areas.

*The international business environment*

The cultural environment of international business, the political and legal environments as well as the economic environment of international business, the international monetary system, the foreign exchange market, and international capital markets.

**(OBS 369) International Business Management 369 (2 l.p.w.)(14 weeks) (20 credits)**

*International financial management*

Purpose, scope and principles of international financial management, international cash-flow management, foreign exchange risk and foreign exchange risk management, international investment and financing decisions, import and export management, import and export financing, and international purchasing and sourcing.

*International management, leadership and market entry*

International management and leadership, dimensions of strategic international human resource management, international market entry and introduction to international marketing strategy, and future perspectives on Southern Africa as an emerging market.

**(ODR 310) ENTREPRENEURIAL LAW 310 (2 l.p.w.) (14 weeks) (15 credits)**

- (a) Company Law.
- (b) Law relating to Close Corporations.
- (c) Partnership Law.

**(ODT 200) Auditing 200 (3 l.p.w.) (28 weeks) (35 credits)**

History of auditing: the concept "profession". The theory, including the postulates in auditing. Most important concepts, selected sections of the Companies Act which are prescribed by the Public Accountants' and Auditors' Board (PAAB) and the South African Institute of Chartered Accountants (SAICA). Publications of the SAICA and the PAAB.

Principles of auditing, the audit process. Internal control and system design and evaluation.

**(ODT 300) Auditing 300 (3½ l.p.w.) (28 weeks) (42 credits)**

Application of statistical sampling methods in auditing. Sections of the Companies Act and the Closed Corporation Act prescribed by the PAAB and the SAICA. Publications of the SAICA, the PAAB and selected international auditing standards. The audit process. Internal control and system design and evaluation. Test of controls. Auditing and controls in an electronic data processing environment.

**(ODT 301) Auditing 301 (3 l.p.w.) (28 weeks) (42 credits)**

*Internal auditing*

Audit sampling and other testing procedures. Information technology auditing; computer assisted audit techniques (CAATs); advanced information technology concepts. Internal audit framework; ethics for the internal auditor; management's role; the audit committee; outsourcing; operational auditing; IIA standards; quality control; internal audit report.

**(PAD 151) Public Administration 151 (3 l.p.w.) (7 weeks) (5 credits)**

*Constitutional framework for public administration*

South African system of government. Dynamic nature of government. Public and judicial institutions. Human Rights Commission. Commission on Gender Equality. Bill of Rights.

**(PAD 152) Public Administration 152 (3 l.p.w.) (7 weeks) (5 credits)**

*Theoretical foundations of public administration*

The phenomenon of public administration. Locus-focus of public administration. Politics, government and administration. Origin, development and contents of the discipline. Approaches in public administration. Relationships between public administration and other academic disciplines. Administrative process.

**(PAD 161) Public Administration 161 (3 l.p.w.) (7 weeks) (5 credits)**

*Role of the state*

Service motive. Public administration: its services and clients. Relations between legislative, executive and judicial institutions. Problems and possibilities of development.

*Development role of the state*

Education. Cultural development. Creation of wealth. Utilisation of resources. Change and modernisation.

*Protective role of the state*

Health services. Welfare services. Environmental affairs. Social services. The judiciary and judicial institutions. Security services. Crime in the public service.

**(PAD 162) Public Administration 162 (3 l.p.w.) (7 weeks) (5 credits)**

*Standards in public administration*

The constitutional state's protective role. Normative guidelines and ethical conduct. Practices of public administration. Rights and obligations of the state. Authority of the State.

**(PAD 251) Public Administration 251 (3 l.p.w.) (7 weeks) (8 credits)**

*Organisational dynamics*

Organisation and management concepts. Theories and bureaucratisation. Organisational culture. Organisation and the external environment. Departmentalisation in the various governmental spheres. Delegation. Communication. Public service and infrastructure. Organisational change and development. Organisational behaviour. Organisational

conflict. Political and organisational analysis. Group dynamics. Structural design of organisations. Organisation development.

**(PAD 252) Public Administration 252 (3 l.p.w.) (7 weeks) (8 credits)**

*Public policy studies*

Role players in public policy. Policy and programme formulation. Decision-making and problem-solving. Legislation and public policy. Policy-making process. Public opinion. Policy implementation. Policy effectiveness and evaluation. Policy alternatives. The press and public policy. Decision analysis in the public sector. Policy making and governance. Quantitative tools for policy making. Policy analysis. Analytical policy studies. Tools of policy analysis.

**(PAD 261) Public Administration 261 (3 l.p.w.) (7 weeks) (8 credits)**

*Public sector economics*

Role of the public sector manager in public sector finance. Administration of financial process. Accounting systems. State revenue (taxes, service fees, subsidies, borrowing). Regulation and competition policy. Debt management. Cooperative government. Fiscal relations. Growth and development. Financing of the Reconstruction and Development Programme. Public sector competitiveness and productivity. Resource utilisation and management. Cost benefit analysis. Financial accountability. Contracting and provisioning. Analysis of fiscal policy (inflation, deficit, government debt). Role of the Auditor-General.

**(PAD 262) Public Administration 262 (3 l.p.w.) (7 weeks) (8 credits)**

*Public human resources management*

Management of a changing work force. Utilisation of personnel. Personnel training and career development. Conditions of service. Labour relations. Negotiations. Women in public administration. Professionalism. Job analysis. Job evaluation. Wage and salary management. Performance appraisal systems. Compensation systems. Pension systems and other issues of retirement.

**(PAD 351) Public Administration 351 (3 l.p.w.) (7 weeks) (10 credits)**

*Public management*

Knowledge and skills requirements for public managers. Management techniques. Management of and for administrative modernisation. Conflict resolution in the public sector. Management of productivity, quality and innovation. System analysis. Project management. Risk management. Management of change. Bureaucracy. Strategic planning. Management practices.

**(PAD 352) Public Administration 352 (3 l.p.w.) (7 weeks) (10 credits)**

*Theoretical foundations*

Accountability and democracy. Democratic public accountability. Democratic public responsibility. Accounting officers. Ombudsman systems. Role of the public protector. Cost benefit analysis. Cost effectiveness analysis. Validity requirements in public institutions.

**(PAD 361) Public Administration 361 (3 l.p.w.) (7 weeks) (10 credits)**

The state, the individual, ethics and service rendering.

**(PAD 362) Public Administration 362 (3 l.p.w.) (7 weeks) (10 credits)**

*Information management*

Computer literacy. Strategic planning. Electronic governance. Data collection and analysis. Analytical skills and methods. Communication policy and practices. Technological communication. Electronic communication and management. Privacy and security of communication. Freedom of information. Data warehousing. Media relations. Media and citizen groups.

**(PSR 110) LAW OF PERSONS 110 (2 l.p.w.) (14 weeks) (10 credits)**

The material legal rules in respect of the coming into existence, private law status and termination of a natural person or legal subject.

**(PTO 351) Politics 351 (2 l.p.w.) (7 weeks) (15 credits)**

*Strategic intelligence and risk analysis*

An analysis of strategic intelligence, the strategic intelligence cycle, intelligence and policy, counter-intelligence and intelligence agencies. The link between intelligence and threat perception, and the practical application of strategic intelligence are emphasised. The nature, methods and use of forecasting and risk analysis are also analysed. Forecasting and risk analysis are positioned in a political policy and strategic context, with emphasis on practical application.

**(RKD 251) Therapeutic recreation 251 (3 l.p.w.) (7 weeks) (10 credits)**

An overview of the development as well as the philosophy and general importance of therapeutic recreation is presented. The relation between recreation and wellness in a broad sense is developed. A selection of models to reach these goals is presented.

**(RKD 252) Resource design and management 252 (3 l.p.w.) (7 weeks) (10 credits)**

The elements of the conceptual model for the planning and management of recreation resources are studied and then applied. A model for the development and management of a recreation centre is developed. The natural environment as resource as well as the ecological responsibility towards the environment is also addressed.

**(RKD 253) Recreation and aspects of tourism management 253 (3 l.p.w.) (7 weeks) (10 credits)**

Tourism is analysed from the perspective of the recreation manager. The focus is placed on the recreation behaviour of the consumer at the tourist destination.

**(RKD 254) Economy of leisure time (3 l.p.w.) (7 weeks) (10 credits)**

The economic principles and processes underlying leisure behaviour and management are identified and explained. The mechanics of the demand supply model are applied to recreation service delivery.

**(RVD 110) Legal skills 110 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) Introduction to communication: the communication model.
- (b) Listening skills.
- (c) Reading skills.
- (d) Writing skills.

**(RVD 120) Legal skills 120 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) Public-speaking skills.
- (b) Legal terminology; reading and drafting of basic legal texts in English.

- (c) Legal argument and logic.
- (d) Basic legal research.

**(RVD 111) Legal skills 111 (4 l.p.w.) (14 weeks) (10 credits)**

- (a) Time planning and organisation skills.
- (b) Introduction to communication: the communication model.
- (c) Listening skills.
- (d) Reading skills.
- (e) Writing skills.

**(RVD 121) Legal skills 121 (4 l.p.w.) (14 weeks) (10 credits)**

- (a) Basic public-speaking skills.
- (b) Basic English legal terminology.
- (c) Legal argument and logic.
- (d) Basic legal research.

**(RWV 210) Legal interpretation 210 (2 l.p.w.) (14 weeks) (10 credits)**

- (a) Introduction: Important concepts.
- (b) Different kinds of legislation.
- (c) Structure of legislation.
- (d) Commencement and extinction of legislation.
- (e) Theory and method of interpretation.
- (f) Influence of the 1996 Constitution.
- (g) Presumptions of interpretation.
- (h) Internal and external aids to determine intention.
- (i) Peremptory and directory provisions.
- (j) Interpretation of statutes.

**(SAR 310) Law of things 310 (4 l.p.w.) (14 weeks) (15 credits)**

- (a) General principles of the law of things.
- (b) Constitutional aspects.
- (c) Control (possession and holdership).
- (d) Ownership (including joint ownership and sectional-title property).
- (e) Limited real rights (including servitudes, limiting provisions, public servitudes, mineral rights and real security rights).

**(SPK 151) Sport Science 151 (3 l.p.w.) (7 weeks) (5 credits)**

*Introduction to the phenomena of recreation and sport*

Orientation, functions, terminology and history of recreation and sport as economic products. Future tendencies and strategies for service delivery.

**(SPK 152) Sport Science 152 (3 l.p.w.) (7 weeks) (5 credits)**

*Psychology of sport*

Orientation within psychology and its applications in sport is addressed. Human behaviour within the normal as well as exercise and sports context is studied. The psychological principles of value to the sports coach as manager and educator is dealt with.

**(SPK 161) Sport Science 161 (3 l.p.w.) (7 weeks) (5 credits)**

*Introduction to communication in sport and recreation*

The broad principles of communication are addressed. The application of these principles within sport, recreation and coaching is touched upon and developed. The generic



principles of information systems as currently applicable in sport and recreation, are presented.

**(SPK 162) Sport Science 162 (3 l.p.w.) (7 weeks) (5 credits)**

*The philosophy of recreation and sport*

Both the value as well as dangers of sport for the individual is dealt with. The Olympic Games is presented as an example of the principles mentioned. The methods used are of a philosophical nature and ample opportunity is created for debate regarding the mentioned principles.

**(SPK 251) Sport Science 251 (3 l.p.w.) (7 weeks) (8 credits)**

*Sociology of recreation and sport*

Owing to the fact that almost everyone is involved in recreation and/or sport, it follows that cultural values, norms and standards will be accessible via sport and recreation. This has a darker side as well because these facets can be negatively influenced. Examples across the world are presented as examples of this possibility

**(SPK 252) Sport Science 252 (3 l.p.w.) (7 weeks) (8 credits)**

*Social marketing of sport and recreation*

The principles and processes of the social marketing approach to recreation and sport services are clarified and analysed. The Benefit-based Management Model of recreation and sport management and the concept of added value are applied to service providers in the public sector as well as the private sector.

**(SPK 261) Sport Science 261 (3 l.p.w.) (7 weeks) (8 credits)**

*Sport and corporate wellness*

Sport as medium to obtain corporate and employee wellness is clarified and illustrated by means of relevant case studies.

**(SPK 262) Sport Science 262 (3 l.p.w.) (7 weeks) (8 credits)**

*Ethics, sport and recreation*

Ethical issues in sport and recreation practice, sports and leisure science research and in the sociology of sport and leisure are identified and analysed from the perspective of a sport and recreation manager.

**(SPK 351) Sport Science 351 (3 l.p.w.) (7 weeks) (10 credits)**

*Event management*

The basics of project management are taught and the techniques involved are indicated and then applied in a real project that is undertaken by the students. Sponsorships and their management form part of the course. After completion the project is evaluated by means of IT.

**(SPK 352) Sport Science 352 (3 l.p.w.) (7 weeks) (10 credits)**

*Facilities management*

The conceptual planning and management of a facility is developed within this module by means of the latest information available in this regard.

**(SPK 361) Sport Science 361 (3 l.p.w.) (7 weeks) (10 credits)**

*Recreation, sport and the law*

An introduction and overview of the relevant laws as applicable to sports and recreation issues are addressed. The matter of liability pertaining to injuries of participants as seen against the background of motivation to participate, is delved upon.

**(SPK 362) Sport Science 362 (3 l.p.w.) (7 weeks) (10 credits)**

*Sport tourism*

The role of sport as a tourist attraction is objectively presented by way of statistics. The effect of this within the local and national economy is indicated. The behaviour of the tourist in terms of his/her likes and dislikes is analysed in order to develop a feeling of how sport tourism should be developed as a product.

**(SRG 210) Constitutional law 210 (3 l.p.w.) (14 weeks) (10 credits)**

- (a) Basic concepts of Constitutional Law.
- (b) Forms of government and unions of states.
- (c) History of Constitutional Law.
- (d) The following aspects of the South African constitutional dispensation:
  - The head of state: functions and powers.
  - The executive authority and its powers.
  - Provincial and local government.

**(SRG 220) Constitutional law 220 (3 l.p.w.) (14 weeks) (10 credits)**

- (a) The following aspects of the South African constitutional dispensation:
  - The role of the courts.
  - The legislature.
- (b) Electoral systems.
- (c) Citizenship.
- (d) Human rights, the South African Constitution and the application thereof by the Constitutional Court.

**(STK 110) Statistics 110 (3 l.p.w. + 1 hour p.p.w) (14 weeks) (13 credits)**

*Descriptive Statistics*

Sampling and the collection of data, frequency distributions and graphical representations. Descriptive measures of location and dispersion.

*Probability and inference*

Introductory probability theory and theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one- and two-sample cases). Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STK 113) Statistics 113 (3 l.p.w.) (14 weeks) (+ 1 hour p.p.w. last 7 weeks) (11½ credits)**

*Data operations and transformations*

Introductory concepts: the role of Statistics, various types of data and the number system. Concepts underlying linear, quadratic, exponential, hyperbolic and logarithmic transformations of quantitative data: graphical representations, solving of equations and interpretations. Determining linear equations in practical situations. Characteristics of logarithmic functions. The relationship between the exponential and logarithmic functions in economic and related problems. Systems of equations in equilibrium. Additional concepts relating to data-processing: functions and inverse functions, sigma notation, factorial notation, sequences and series, inequalities (strong, weak, absolute, conditional and double) and absolute values.

*Descriptive Statistics – Univariate*

Sampling and the collection of data, frequency distributions and graphical representations. Descriptive measures of location and dispersion. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STK 120) Statistics 120 (3 l.p.w. + 1 hour p.p.w.) (14 weeks) (13 credits)**

*Multivariate Statistics*

Analysis of variance, categorical data analysis, distribution-free methods, curve fitting, regression and correlation, the analysis of time series and indices.

*Statistical and economical applications of quantitative techniques*

Systems of linear equations: drafting, matrices, solving and application. Optimisation: Linear functions (two and more independent variables), non-linear functions (one and two independent variables). Marginal and total functions. Stochastic and deterministic variables in statistical and economical context: producers' surplus, consumers' surplus, distribution functions, probability distributions and probability density functions. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STK 123) Statistics 123 (3 l.p.w.) (14 weeks) (+ 1 hour p.p.w. last 7 weeks) (11½ credits)**

*Optimization techniques with economic applications*

Data transformations and relationships with economic applications: operations and rules, linear, quadratic, exponential, hyperbolic and logarithmic functions, systems of equations in equilibrium, system of linear inequalities, solving of linear programming problems by means of the graphical and extreme point methods. Applications of differentiation and integration in statistic and economic related problems: the limit of a function, continuity, rate of change, the derivative of a function, differentiation rules, higher order derivatives, optimization techniques, the area under a curve and applications of definite integrals.

*Probability and inference*

Introductory probability theory and theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one- and two-sample cases). Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STK 210) Statistics 210 (3 l.p.w. + 3 hours p.p.w.) (14 weeks) (20 credits)**

Probability theory. Univariate probability distributions, expected values and moments. Special probability distributions: binomial, hypergeometric, poisson, exponential, gamma, beta and normal distribution. Probability distributions and moments in the bivariate case. The bivariate normal distribution. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STK 220) Statistics 220 (3 l.p.w. + 3 hours p.p.w.) (14 weeks) (20 credits)**

Probability distributions and moments in multivariate case. Multinomial distribution. Probability distributions of functions of random variables. Sampling procedures and distributions. Statistical inference concerning means, variances and proportions in one- and two-sample cases. Identification, use, evaluation and interpretation of statistical computer packages and techniques in the simulation of distributions and statistical inference.

**(STK 281) Statistics 281 (3 l.p.w. + 3 hours p.p.w.) (7 weeks) (10 credits)**

Applied regression analysis: simple and multiple regression, nonlinear regression, correlation, the use of dummy variables, heteroscedasticity, serial correlation and lag structures. Applied time-series analysis. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STK 310) Statistics 310 (3 l.p.w. + 3 hours p.p.w.) (14 weeks) (25 credits)**

Regression analysis: simple and multiple regression, nonlinear regression, correlation and the use of dummy variables. Multivariate distributions: normal, multinomial and poisson

distribution. Linear combinations of normal variables. Analysis of variance and covariance. Categorical data analysis. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STK 320) Statistics 320 (3 l.p.w. + 3 hours p.p.w.) (14 weeks) (25 credits)**

Regression analysis extensions: heteroscedasticity, serial correlation and lag structures. Time-series analysis. Applications of matrices, differentiation and integration in the economic and management sciences. Evaluation of simple economic models. Theory and applications of time-series models: univariate time series. Stationary and non-stationary time series. ARMA and ARIMA models. Regression models. Model identification and estimation. Spectrum and periodogram. Forecasting with time-series models. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. Student seminars.

**(STK 353) Statistical analysis of survey data (2 l.p.w. + 1½ hours p.p.w.) (14 weeks) (12½ credits)**

Sampling: basic techniques in probability, non-probability and complex sampling. Re-sampling methods: Jackknife and bootstrap methods for estimation and testing – basic principles, relationships and applications. Analysis of categorical data: multinomial samples, Pearson chi-square statistic, Wald chi-square statistic, log-linear modelling, logistic regression. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(STL 151) Basics of politics 151 (2 l.p.w.) (7 weeks) (6 credits)**

An introduction to the scientific study of the organised political society, with specific reference to concepts, approaches and methods. The emphasis is on the “state” and “political system” as frameworks for analysis.

**(STL 156) Comparative politics 156 (2 l.p.w.) (7 weeks) (6 credits)**

As an introduction to comparative politics. The focus is on the comparison of different political systems. The aim is to compare the constitution, institutions and procedures of South Africa with those of other political systems.

**(STL 157) Political process and behaviour 157 (2 l.p.w.) (7 weeks) (6 credits)**

The study of behavioural phenomena in the political system. The emphasis is on political leadership, interests groups and political parties and party systems; elections, electoral systems and voting behaviour; as well as direct popular control techniques, namely the compulsory referendum, the initiative and the recall.

**Note: (IPL 155) Introduction to International Relations** is taken together with the *afore-said modules to complete Political Science (STL) at the 100-level (4 modules in total).*

**(STL 253) Political development 253 (2 l.p.w.) (7 weeks) (10 credits)**

An introduction to the theoretical origin of basic concepts and controversial issues in political development. The emphasis is on trends in political development and the role of the state in socio-economic development.

**(STL 255) African politics 255 (2 l.p.w.) (7 weeks) (10 credits)**

A broad overview of issues in African politics. The emphasis is on the problems of the African state; typology of regimes; constitutionalism in Africa; and procedures and practices of governance. The link between governance and conflict is made, followed by a typology of conflict in Africa.

**(STL 256) Political thought 256 (2 l.p.w.) (7 weeks) (10 credits)**

The study of the fundamental normative issues inherent in the political existence of humans. Different perspectives on the following issues are discussed: the justification of the state, liberty, authority, equality, justice and the distribution of property.

**Note:** (IPL 257) *Africa in world politics* is taken together with the aforesaid modules to complete Political Science (STL) at the 200-level (4 modules in total).

**(STL 351) Policy studies 351 (2 l.p.w.) (7 weeks) (15 credits)**

The most important approaches to and methods of policy analysis are explained by applying them to selected case studies. A theoretical basis and framework are provided for the description, analysis and classification of policy problems.

**(STL 352) South African political issues 352 (2 l.p.w.) (7 weeks) (15 credits)**

The nature and importance of problems underlying South African politics is the focus of study. The emphasis is on changes in the political environment related to the implementation of the 1996 Constitution. An analysis and evaluation is made of the most important policy frameworks of the South African government. Attention is also given to the identification of economic, social and political issues underlying South African politics and the analysis and assessment of alternative approaches to and possible solutions for political problems.

**(STL 354) Political analysis 354 (2 l.p.w.) (7 weeks) (15 credits)**

The methods and operationalisation of political analysis is the focus of study. The principles and problems underpinning the approaches and methods of political analysis are described and explained. Attention is given to the operationalisation of the scientific method with emphasis on the observation, description, explanation and prediction of political phenomena. Applicable examples and case studies are used throughout.

**(STL 356) Contemporary political ideologies 356 (2 l.p.w.) (7 weeks) (15 credits)**

The definition and evaluation of the concept of ideology with reference to its development and contemporary interpretation, as well as the study of the fundamental principles and contemporary manifestations of ideologies such as liberalism, socialism, nationalism and feminism.

**(TBE 110) Tourism Management 110 (4 l.p.w.) (14 weeks) (10 credits)**

*Structure and organisation of the tourism industry*

This introductory section provides an introduction to and overview of the tourism industry. Firstly definitions and concepts are explored, whereafter the evolution of tourism through the ages is addressed. With a sound frame of reference in place, the structure and organisation of tourism at the international, national, provincial and private sector levels are examined.

*The tourism system and the key components of tourism*

This section provides various perspectives on the tourism system and then focuses on the various components of the tourism system, their relationships and interdependence. Specific attention is given to key aspects such as attractions, transportation, distribution channels, hospitality and related services.

**(TBE 120) Tourism Management 120 (4 l.p.w.) (14 weeks) (10 credits)**

*Tourism demand, consumer behaviour and market research*

As the consumer is central to success in the tourism industry, this section addresses tourism demand from both a quantitative and a qualitative perspective. An understanding is provided of tourist behaviour; cultural and international aspects of travel as well as the

sociology of tourism. The latter part of this section focuses on the key role of travel and tourism research, particularly the application of research techniques and the interpretation of research results as an aid in tourism planning and decision-making.

*Tourism supply, planning and development*

This section focuses on supply side activities and services that need to be addressed to ensure quality visitor experiences. Particular attention is given to the formulation and implementation of sustainable tourism planning, development and management principles and practices.

**(TBE 210) Tourism Management 210 (4 l.p.w.) (14 weeks) (16 credits)**

*Tourism policy, product development and impacts*

In this section the processes and policy issues pertaining to tourism product development are addressed. Specific emphasis is placed on the importance of appropriate product and destination development. Planning concepts at different scales, development processes as well as the principles and policies that should be followed in the planning of tourism are addressed. This section concludes with a balanced perspective on the social, economic and environmental impacts of tourism.

*Tourism focus areas*

This section investigates key growth sectors in the tourism industry such as ecotourism, adventure tourism and cultural tourism. Specific attention is given to the nature and extent of these growth sectors and focus areas, their interrelationships, importance and the numerous opportunities they create for entrepreneurs and destinations in general.

**(TBE 220) Tourism Management 220 (4 l.p.w.) (14 weeks) (16 credits)**

*The management of tourism attractions*

In this section visitor attractions, which are at the core of successful tourism, will be addressed at three levels. Firstly, the key role of visitor attractions in the tourism industry will be outlined, after which the overall development process (feasibility studies, financial and design aspects, etc.) relating to visitor attractions will receive attention. The last part of this section focuses on the strategic management and operational aspects of visitor attractions.

*Strategic destination marketing*

This section firstly explores the unique characteristics of and approaches to strategic destination marketing, with particular emphasis on global best practices in this regard. It then provides a management and operational framework for destination marketing. Within this framework new developments, trends, practices and case studies in destination marketing are also addressed.

**(TBE 310) Tourism Management 310 (4 l.p.w.) (14 weeks) (20 credits)**

*Hospitality management 1 – Rooms division and front office management*

This section covers the “guest cycle” and addresses the process and procedures, from the moment a potential guest contacts an accommodation establishment to the time that he or she departs. All the operational and management functions of this process as well as key supportive aspects such as hospitality, social skills and customer care are covered in detail. A distinction is drawn between revenue centres and support centres. All the key support centres such as housekeeping, maintenance and security are covered. This section concludes with a well-rounded overview of the operational and management aspects of the front office and its support units.

*Hospitality management 2 – Food and beverage and financial management*

This section firstly covers the key operational and management aspects of food and beverage management, which forms a vital part of hospitality management. Industry exposure and practical involvement is an essential ingredient of this section. As financial

management and costing is critical to the success of any hospitality organisation, the second part of this section covers all the policies, principles and procedures pertaining to financial operations and financial management in such establishments.

**(TBE 320) Tourism Management 320 (4 l.p.w.) (14 weeks) (20 credits)**

*Tourism distribution management*

This section provides an overview of distribution theory as it applies to tourism with definitions, concepts and theories explained in the context of the tourism environment. The tourism distribution system is discussed from two perspectives: traditional distribution channels and the rapidly expanding on-line tourism distribution sector. The particular role of airlines in terms of the development of global distribution systems and central reservation systems is described and particular attention is also given to the role and growth of e-commerce in tourism.

With regard to travel retailing, the various organisational forms of travel retailers are explained as well as the way in which they function. The various management functions such as marketing, operational, human resources and financial, as they apply to the travel retailer and tour wholesaler, are described. Specific areas of specialisation in travel retailing such as corporate travel and incentive travel are also introduced.

**Please note:** Various practical and industry-interaction activities support the theoretical component of the TBE 110, 120, 210, 220, 310, and 320 syllabi and take place during vacations, over weekends and after hours to develop practical and industry skills. (See **Parts 1-5** below.)

A student should, in consultation with the head of department, obtain 1 000 "credits" for the practical component (which includes satisfactory class attendance, approved practical work and appropriate practical short courses as determined by the head of department) before such student will be allowed to sit for the examination in TBE 320.

**Part 1:**

**(TBE 190) Tourism Management 190 (Approx. 30 hours)**

*Travel practical*

An introduction to the theoretical and practical aspects of tour-guiding.

**(TBE 191) Tourism Management 191 (Approx. 30 hours)**

*Hospitality practical*

An introduction to the operational and practical aspects of food and beverage management.

**Part 2:**

**(TBE 290) Tourism Management 290 (Approx. 40 hours)**

*Travel practical*

An introduction to travel-related operations.

**(TBE 291) Tourism Management 291 (Approx. 40 hours)**

*Hospitality practical*

The application and integration of technology in the hospitality industry (Module 1).

**Part 3:**

**(TBE 292) Tourism Management 292 (Approx. 40 hours)**

*Travel practical*

Principles and practices of air travel techniques.

**(TBE 293) Tourism Management 293 (Approx. 40 hours)**

*Hospitality practical*

The application and integration of technology in the hospitality industry (Module 2).

**Part 4:**

**(TBE 390) Tourism Management 390 (Approx. 40 hours)**

*Travel practical*

The application and utilisation of a central reservation system.

**(TBE 391) Tourism Management 391 (Approx. 40 hours)**

*Hospitality practical*

The application and integration of technology in the hospitality industry (Module 3).

**Part 5:**

**(TBE 394) Tourism Management 394**

*Compulsory practical training*

Compulsory practical training in the tourism industry during the three years of study, as determined by the head of the department.

**(VHD 320) Law of negotiable instruments 320 (2 l.p.w.) (14 weeks)**

**(10 credits)**

- (a) Elements of negotiability; the bill of exchange, cheque and promissory note; parties to bills, cheques and notes.
- (b) Requirements for validity, negotiation, holdership and acceptance.
- (c) The banker-client relationship; crossings and additions to crossings; the legal position of the drawee and collecting bank and the legal nature of travellers' cards.
- (d) The legal position of the issuer, cardholder and supplier in case of tri-partite credit cards.

**(WST 110) Mathematical Statistics 110 (4 l.p.w. + 3 hours p.p.w.) (14 weeks)**

**(16 credits)**

Sampling methods. Exploratory data analysis. Classification of data, graphical representations, elementary descriptive measures. More advanced descriptive methods. Probability calculation. Introductory distribution theory and statistical inference: Point and interval estimation. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(WST 120) Mathematical Statistics 120 (4 l.p.w. + 3 hours p.p.w.) (14 weeks)**

**(16 credits)**

Statistical inference: hypothesis testing with applications in one and two-sample cases. Analysis of variance. Distribution-free methods. Correlation and regression. Introductory categorical data analysis. Indices. Curve fitting. Time-series analysis. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. Report writing.

**(WST 210) Mathematical Statistics 210 (4 l.p.w. + 6 hours p.p.w.) (14 weeks)**

**(24 credits)**

Set theory. Probability theory. Random variables. Special distributions: Bernoulli, binomial, hypergeometric, geometric, negative binomial, Poisson, uniform, gamma, exponential and normal. Joint distributions. Independent random variables. Conditional distributions. Bivariate normal distribution. Functions and transformations of random



variables. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(WST 220) Mathematical Statistics 220 (4 l.p.w. + 6 hours p.p.w.) (14 weeks) (24 credits)**

Limit distributions and the central limit theorem. Sampling distribution: Chi-square, t, beta and F. Point estimation. Interval estimation. Test of hypotheses. Multivariate normal distribution. Linear regression. Markov chains. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(WST 310) Mathematical Statistics 310 (4 l.p.w. + 6 hours p.p.w.) (14 weeks) (36 credits)**

Matrix methods in Statistics: generalised inverses, vector spaces and projections. Multivariate statistical distributions: moment-generating functions, multivariate normal distribution, conditional distributions, quadratic forms, discrete multivariate distributions. The linear model: theoretical model, estimation of linear functions, generalised t- and F-tests, linear regression, analysis of variance. Regression analysis: single and multiple regression, residual analysis, analysis of variance, selection methods, dummy variables. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(WST 361) Mathematical Statistics 361 (2 l.p.w. + 3 hours p.p.w.) (14 weeks) (18 credits)**

Estimation and test theory: methods of obtaining estimators and properties of estimators. Uniformly most powerful tests and the maximum likelihood criterion with applications. Design of experiments. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(WST 362) Mathematical Statistics 362 (2 l.p.w. + 3 hours p.p.w.) (14 weeks) (18 credits)**

Distribution-free methods: one, two and multi-sample rank tests. Linear rank test statistics with applications. Rank correlation. Asymptotic relative efficiency. Student seminars. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

**(WTW 114) Calculus 114 (4 l.p.w. + 1 l.p.p.w.) (14 weeks) (16 credits)**

Vector algebra with applications to geometry. Functions, limits and continuity. Differential calculus of single variable functions, rate of change, graph sketching, applications. The mean value theorem, the rule of L'Hospital. Definite and indefinite integrals, the fundamental theorem of Calculus, the mean value theorem for integrals, integration techniques. This course serves as preparation for students majoring in Mathematics (including all students who intend to enrol for WTW 218 and WTW 220). The course also includes a formal technique mastering programme.

**(WTW 126) Linear Algebra 126 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (8 credits)**

Vector algebra with applications, matrix algebra, systems of linear equations, the vector space  $\mathbb{R}^n$ , bases, determinants. Mathematical induction. Complex numbers and factorisation of polynomials. Conic sections. This course serves as preparation for students majoring in Mathematics (including all students who intend to enrol for WTW 211). The course also includes a formal technique mastering programme.

**(WTW 128) Calculus 128 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (8 credits)**

Integration techniques, improper integrals. Applications of integration, introduction to differential equations. Elementary power series and Taylor's theorem. Vector functions, space curves and arc lengths. Quadric surfaces and multivariable functions. This course serves as preparation for students majoring in Mathematics (including all students who intend to enrol for WTW 218 and WTW 220). The course also includes a formal technique mastering programme.

**(WTW 134) Mathematics 134 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (16 credits)**

Functions, derivatives, interpretation of the derivative, rules of differentiation, applications of differentiation, integration, interpretation of the integral, applications of integration. Discrete probability, matrices, solutions of systems of equations. WTW134 does not generally lead to admission to Mathematics at 200 level and is intended for students who require Mathematics at 100 level only.

**(WTW 211) Linear Algebra 211 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (12 credits)**

Matrices and linear equations, linear independence, real vector spaces and subspaces, eigenvalues, eigenvectors, diagonalisation of matrices, applications of eigenvalue problems, linear transformations.

**(WTW 218) Calculus 218 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (12 credits)**

Calculus of multivariable functions, directional derivatives. Extrema and Lagrange multipliers. Multiple integrals, polar, cylindrical and spherical coordinates. Line integrals and the theorem of Green. Surface integrals and the theorems of Gauss and Stokes.

**(WTW 220) Analysis 220 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (12 credits)**

Properties of real numbers. Analysis of sequences and series of real numbers. Power series and theorems of convergence. The Bolzano-Weierstrass theorem and the intermediate value theorem. Analysis of real-valued functions on an interval.

**(WTW 221) Linear Algebra 221 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (12 credits)**

Change of basis, diagonalisability of linear transformations, orthogonal vectors, unitary and orthogonal transformations, canonical forms, applications.

**(WTW 286) Differential equations 286 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (12 credits)**

Theory and solution methods for linear differential equations as well as for systems of linear differential equations. Solution methods for first order non-linear differential equations. The Laplace transform. Introduction to qualitative analysis of linear and non-linear systems.

**(WTW 310) Analysis 310 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (18 credits)**

Topology of finite dimensional spaces: open and closed sets, compactness, connectedness and completeness. Theorems of Bolzano-Weierstrass and Heine-Borel. Properties of continuous functions and applications. Integration theory in  $\mathbb{R}$  and  $\mathbb{R}^n$ . Sequences of functions.

**(WTW 320) Analysis 320 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (18 credits)**

Series of functions, power series and Fourier series. Complex functions, Cauchy-Riemann equations, Cauchy's theorem and integral formulas. Laurent series, residue theorem and calculation of real integrals using residues. This module is not presented every year – please consult the head of department.

**(WTW 354) Financial engineering 354 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (18 credits)**

Mean variance portfolio theory. The capital asset pricing model, factor models. Utility functions.

**(WTW 381) Algebra 381 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (18 credits)**

Group theory: definition, examples, elementary properties, subgroups, permutation groups, isomorphism, order, cyclic groups, homomorphisms, factor groups. Ring theory: definition, examples, elementary properties, ideals, homomorphisms, factor rings, polynomial rings, factorisation of polynomials. Field extensions, applications to straight-edge and compass constructions.

**(WTW 382) Dynamical systems 382 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (18 credits)**

Matrix exponential function: homogeneous and non-homogeneous linear systems of partial differential equations. Qualitative analysis of systems: phase portraits, stability, linearisation, energy method and Liapunov's method. Introduction to chaotic systems. Application to real life problems. This module is not presented every year – please consult the head of department.

**(WTW 383) Numerical analysis 383 (2 l.p.w. + 1 l.p.p.w.) (14 weeks) (18 credits)**

Direct methods and iterative methods for the solving of linear equations, pivoting, eigenvalues and eigenvectors. Application in boundary value problems and eigenvalue problems for differential equations. Algorithms for numerical techniques are derived and implemented in computer programs. Complexity of computation is investigated. Error estimates and convergence results are proved.

**SYLLABI FOR PROGRAMMES OFFERED BY THE GORDON INSTITUTE OF BUSINESS SCIENCE (GIBS), ILLOVO, JOHANNESBURG**

**MASTER OF BUSINESS ADMINISTRATION**

**(GIA 880) Innovation and Design**

*(Qualifying core course for MBA)*

Introduction to the concepts of innovation and design and the impact of the rapid rates of innovation on the environment of business. This course exposes you to the broader factors driving global market changes and the likely consequences of this on South African business. The value chain and transformation model concepts will be examined with particular reference to their relevance to organisational and managerial performance. You will evaluate the interrelationship between the elements of the value chain and how they can be managed for improved performance through the application of process innovation. Mechanisms for establishing customers' needs as an input into the innovation process will be explored, as will the innovation process itself to understand its key stages, drivers, obstacles and facilitating mechanisms. Examination of the use of partnering as a tool to drive innovation levels in an organisation. Another important focus is the concept of design through Quality Function Deployment, Value Engineering, Design for Manufacture and Assembly and the use of technological design tools. The course explores the issues associated with implementing innovation-enhancing mechanisms into the organisation and the process of managing innovation itself. Time-based Competition will be investigated as a particular tool for enhancing Time to Market performance.

### **(GIA 881) Analytical Tools and Techniques**

*(Qualifying core course for MBA)*

This course examines statistical tools used in business decision-making. All statistical methods will be introduced in a non-technical manner and developed in business contexts. Topics include the time value of money, descriptive and inferential statistics, the basis of investment decisions, risk, net present value, the internal rate of return and basic probability theory. Statistical computer packages play a major supporting role in statistical applications, and frequently encountered spreadsheet and software packages will be utilised during the course.

### **(GIA 882) Economics: Prices and Markets**

*(Qualifying core course for MBA)*

This course introduces micro-economic theory and its application to real business situations. In doing so, it provides a vital foundation for studies in financial management, marketing, production management and the macro-economic environment of business. Topics include supply and demand analysis, elasticity, pricing strategies in different markets, consumer behaviour, theory of the firm, production theory and costs, competitive and non-competitive markets, labour market issues and the role of government in a market economy. An understanding of micro-economics will help you to appreciate how a business works in the context of the economic environment in which it operates.

### **(GIA 883) Financial Accounting**

*(Qualifying core course for MBA)*

This course is designed to equip participants with the necessary skills to analyse and interpret financial information. An overview of the double entry accounting system up to the point of the preparation of simple financial statements serves as the basis for understanding the uses and limitations of the financial reports that companies prepare for shareholders and other external agencies. Topics dealt with in depth include the contents of financial reports, ratio analysis and cash flow analysis, in addition to specific techniques developed for prediction of financial failure and vulnerability to takeover. Actual financial statements are analysed and participants are expected to be familiar with real cases in the current financial press.

### **(GIA 884) Management Accounting**

*(Qualifying core course for MBA)*

Management Accounting provides management information – firstly in order to allocate costs to products and inventories, secondly to assist in planning and decision-making, and finally in order to measure performance. This course is intended as an introduction for individuals who will plan, make business decisions and evaluate the performance of business units using information derived from the accounting system.

### **(GIA 885) Corporate Finance**

*(Qualifying core course for MBA)*

Corporate Finance encompasses what every general manager should know about finance. Its purpose is to provide an introduction to financial management that blends relevant theory with practical application. There are four parts. The first covers the use of financial statements to glean information about the firm and to plan future performance. The second covers raising capital including whether the firm should rely on equity or debt financing and what to distribute to owners in the form of dividends or share repurchase. Part three looks at the allocation of capital, including techniques for investment evaluation and the rates of return projects must earn to create value. The final section integrates

much of the preceding material to examine motives and gains behind corporate restructurings, including mergers and acquisitions.

### **(GIA 886) Organisational Behaviour**

*(Qualifying core course for MBA)*

This course introduces the concept of people as a critical competitive resource. It is the knowledge skills and attitudes of the people in a company that enhance or hinder its capacity to compete effectively. The context in which the course is positioned is the changing world of work and the impact this has on employee behaviour, jobs and careers. It will provide an understanding of individual behaviour, including individual attitudes and values. Emphasis will be placed on the determinants of job satisfaction in organisations. The different models of motivation will be examined as well as the application of employee motivation in a Southern African context. Team-oriented topics include group dynamics and team building, organisation power and politics and the management of political situations in companies. Extensive use of case studies and experiential learning will enhance the learning in this course. Participants will gain the conceptual tools to analyse the impact of management/employee behaviour on competitive performance, quality and profitability. You will learn how to enhance individual performance and build productive working relationships so as to achieve strategic corporate objectives.

### **(GIA 887) Human Resource Systems**

*(Qualifying core course for MBA)*

This course builds on the conceptual framework developed in the Organisational Behaviour course. The focus is on the strategic management of the organisation's human resources to deliver its competitive advantage and how HR Systems should support the achievement of strategic objectives. The course will examine the concept of Strategic HR and HR in the South African context. Specific systems studies will include the legal framework for HR, training and development strategies, performance management, and the future of HR with reference to the virtual workplace. The course will include a field visit to illustrate unique problems and approaches to HR strategy to deepen the learnings that the rest of the course will provide.

### **(GIA) 888 Organisational Development and Transformation**

*(Qualifying core course for MBA)*

The primary purpose of this course is to equip students with the conceptual and practical skills to enable them to contribute to the development of and maintenance of effective organisations. In pursuit of this purpose, the focus of the course will be on the following:

- Organisational diagnosis and action research
- Data collection and feedback process
- Designing effective interventions: Strategic, techno-structural, human resource management and processes interventions
- Definition and conceptual analysis of organisation development and strategic change
- The nature of change and change management models
- Metaphorical analysis
- Managing change and organisational transformation
- Culture change

You will have a greater understanding of how organisations need to change to accommodate the challenges of global competitiveness. You will also learn how an organisation's structure impacts on its performance. You will appreciate the challenges associated with the management of change in organisations, and develop the skills and insights required to effect change in your own organisation.

### **(GIA 889) Marketing**

*(Qualifying core course for MBA)*

To satisfy existing and potential customers competitively, four complex and inter-dependent marketing variables need to be managed:

- The development of a product or service
- The pricing of that product or service
- The place where the product or service is delivered or its channels of distribution, and
- The promotion of that product or service (including direct sales, sales promotion, advertising and public relations)

The course teaches a systematic approach to marketing decision-making in order to match continuously changing market opportunities with internal resources of the company in terms of production capacity, people and finance. Key topics include understanding the market and the customer, analysing marketing opportunities, developing marketing strategies, planning marketing programmes, and new directions for marketing, particularly the impact of e-business.

### **(GIA 892) Integrative Business Research Report**

*(Qualifying course for MBA)*

This report will provide a student with the opportunity to apply the theories and concepts that have been learned in the core courses to a real problem or issue in an organisation and also to gain valuable experience in planning and implementing a complex research project. It will be necessary to seek agreement with your company mentor on the topic to be researched to ensure that it is relevant.

### **(GIA 893) Global Elective**

*(Qualifying course for MBA)*

Business in South Africa increasingly has to operate in the global arena and, therefore international competence is critical for all managers. Towards the end of the second-year there is a compulsory elective that focuses on global business.

### **(GIB 880) Operations Management**

*(Qualifying core course for MBA)*

This course examines how an organisation's structures, systems and processes contribute to its competitive position. It involves management of processes whereby inputs such as labour, materials and equipment are converted to products or services that meet customers' needs at an acceptable cost. Improving performance cross-functionally and across the value chain is an important focus. Topics include functional vs corporate operations strategy, operations' reactive role, service delivery systems design, process choice, quality management and improving operations, time and productivity, aligning operations to markets and the impact of technology developments on the service delivery system.

### **(GIB 881) Business, Government and the Economy**

*(Qualifying core course for MBA)*

This course examines the macro-economic and socio-political environment in which business operates. Its aims are, firstly, to demonstrate the multi-faceted way in which global economic trends and domestic socio-political strategies impact on the private sector. Secondly, the course aims to provide participants with an insight into and understanding of the major causal relationships encountered in the macro-economic equation. Key topics are: political/economic cycles, a concise profile of the South African economy, aggregate supply and aggregate demand analysis, public sector economics, international economics, globalisation and international competitiveness, monetary

economics, the Growth, Employment and Redistribution (GEAR) Programme, and economic indicators (including the business cycle, inflation and unemployment). The course will provide a student with the conceptual framework and analytical tools to understand and predict the impact of global and local macro-economic and socio-political systems on business generally and on your organisation in particular. The focus will be on the South African economy within the context of the global environment.

### **(GIB 882) Entrepreneurship**

*(Qualifying core course for MBA)*

Can entrepreneurship be taught, or is it an inherent ability or character trait? Can one deliberately set out to become an entrepreneur and succeed, or do you have to be “born” entrepreneur to be successful? The premise is that everyone has the capacity to succeed in an entrepreneurial setting, although some people may have a greater propensity to succeed than others. The intention in the course is to demystify the phenomenon broadly referred to as entrepreneurship: to make it easily understood as a business concept, readily accessible as a career option and practically applicable as a style of management. The course is personalised so that participants can apply the learning to themselves, either as the lead entrepreneur or entrepreneurial team member in a new venture situation, as an intrapreneur or corporate manager within a large established corporate setting, or as the entrepreneurial leader of a large established business.

### **(GIB 883) Leadership**

*(Qualifying core course for MBA)*

The aim of this course is to provide participants with an understanding of leadership in the context of work and organisation. The major underlying assumption of this course is that leadership can be learned, and there is no such thing as a distinctly successful leadership style or set of traits that make a great leader. Different theories and styles of leadership are examined, together with how the contextual environments of leaders may impact on their leadership styles. The focus is on leadership as distinct from management, and the key competencies required to be an effective leader for global competitiveness in South African context.

### **(GIB 884) Competitive Strategy**

*(Qualifying core course for MBA)*

This course focuses on two areas: Building strategic capability and designing effective organisations. Strategy is about deciding how to compete and although this is a timeless and universal question, the reality for most industries and businesses is that the answers continue to change. The goal of any top management team is to both seek and create the opportunities that present themselves to it while at the same time ensuring that threats and constraints are adequately dealt with. The organisation is the vehicle (or means) by which the Chief Executive and the top management team implement and execute a sound strategy. In most organisations, the structure, systems and culture have been established over many years. When there is a significant change in the strategy of the business, it is vital for an organisation to develop the skill and capabilities firstly to redesign in a cost effective approach that is aligned to the new strategy. Organisational change frequently fails because of the inherent difficulties in managing a complete process of shifting an organisation from where it is to where it needs to be.

### **(GIB 885) Information and Knowledge Management**

*(Qualifying core course for MBA)*

The objective of this course is to give participants a thorough understanding of the role information plays as a critical management resource and the implications for business

strategy and operations. In addition, participants will examine key trends in the field of electronic commerce and gain an introduction to the subject of knowledge management. You will gain insight into the knowledge economy and how your organisation will need to change to accommodate and benefit from this global trend. You will gain greater appreciation of the strategic advantage of information, and how to use it for competitive advantage in your organisation. Finally you will learn how strategic technology and systems choices will affect your organisation's capacity to compete.

### **(GID 880) Value Creation in Corporate Restructuring**

*(Elective Course for MBA)*

*Prerequisite: Corporate Finance*

This course is designed to provide students with an understanding of the issues regarding corporate restructuring and the financial management of distressed corporations. The course covers a variety of value-creation techniques involving restructuring and re-organisation for non-distressed corporations, including implementation of Value-based Management, M & A, leveraged transactions (LBOs, MBOs, share repurchases), going public, divestiture (spin-offs, sell-offs, equity carve-outs) and project financing as an alternative form of divestiture. The emphasis will be on understanding these restructuring tools and the reasons behind their potential success or failure, and how to implement these schemes to maximise shareholder value.

### **(GID 883) Personal Leadership**

*(Elective course for MBA)*

This course will be a personal exploration of what is understood by leadership, both as a generic quality and as a personal experience. Areas to be considered are the following:

*Inner leadership:*

- Presence, centring and process
- Respect and dignity
- Spaciousness and joy

*Leadership-in-action:*

- Building community
- Vision and empowerment
- Leading out conflict
- Creating harmony
- Transcending ego
- Cultural context

### **(GID 884) Advanced Innovation**

*(Elective course for MBA)*

This course will build on the core course to focus on understanding the drivers of innovation at a deeper level and will include Technology issues such as tools for technology development and encapsulation, technology transfer, management of technology (R and D) for profit, technology forecasting, knowledge management and protecting intellectual property.

### **(GID 885) Macro-Environment of Business**

*(Elective course for MBA)*

This course will be based upon three themes: globalisation, the increasing influence of knowledge in the economy and the progress being made in consolidating democracy in South Africa. South Africa's macro-economic policy (GEAR) will be considered in relation to what the dominant international expectation is of emerging economies, and the conflict



that is being caused not only within the country, but especially within the Tripartite Alliance by this policy. This includes a consideration of the role of business and trade unions in South Africa. Consideration will be given to the Education and Training system that will be expected to deliver knowledge workers of the future. The knowledge component of the business activities of each participant will be discussed and assessments prepared by them will be used to test the general proposition.

### **(GID 886) Global Management**

*(Elective course for MBA)*

This elective is designed to develop the knowledge and skills participants need to manage effectively in global contexts and work with people from different cultures. Specifically, the objectives of this course are:

- To examine global factors challenging firms expanding abroad
- To identify planning strategies in the global arena
- To review the design of global organisations and operations
- To examine the role of culture in International Management
- To develop familiarity with the types of situations and issues that managers confront when working internationally
- To develop an appreciation of how living and working in another culture impacts one's own management behaviour

### **(GID 887) The 22 Immutable Laws of Marketing**

*(Elective course for MBA)*

- Expeditionary marketing
  - Marketing as a contrarian strategy
  - Deep differentiation of the business
  - Bringing market processes inside
- Natural Marketing Structure
  - Marketing as market-making
  - Structural invariants in markets
  - The 22 immutable laws of marketing
- E-Marketing and M-Marketing
  - Marketing as competing in cyberspace
  - Growth of digital brands
  - The new marketing mix
- Value Migration
  - Marketing as dynamic business design
  - A methodology of strategic innovation
  - "Imagineering"
- Marketing metrics
  - Marketing as customer wealth creation
  - Demonstrable delivered value
  - The 'new' bottom line
- The service-profit chain
  - Marketing as relationship management
  - The through life value of a customer
  - The loyalty effect
- Self-marketing
  - Marketing as identity management
  - "Brand-you"
  - Serving segments of one

- Anti marketing  
Marketing as global enemy no.1  
The "No-Logo" movement  
Cause-related marketing

**(GID 888) Venture Capital and Business Strategy for the Professional Entrepreneur**  
(Elective course for MBA)

The course examines the entrepreneurial process from a combination of perspectives, i.e. the "Professional Entrepreneur", the "Venture Capitalists" and the "Business Strategist".

It develops advanced level skills in the application of knowledge based tools use in:

- The preparation of a business plan for a feasible new business
- The financial valuation and strategic assessment of early stage business venture
- The development of equity enhancing strategies for early stage business ventures.

<b>POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION</b>
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**(GIA 780) Innovation and Design**

(Qualifying course for PDBA)

How an organisation responds to global market changes and rapid rates of innovation is a key to its competitive advantage. This course explores the concept of design in the context of improving performance in the value chain. An important focus is the process of innovation and how to manage it using partnering, customer needs analysis and time-based competition.

**(GIA 782) Economics: Prices and Markets**

(Qualifying course for PDBA)

We introduce micro-economic theory and its application to real business situations. This course will help you appreciate how a business works in the context of the economic environment in which it operates. Topics include the theory of the firm, supply and demand analysis, consumer behaviour, how markets function and pricing strategies in different markets.

**(GIA 783) Financial Accounting**

(Qualifying course for PDBA)

This course focuses on interpreting the financial statements that the company uses to report on its financial position and operating results. You will become familiar with how balance sheets, income statements and cash flow statements are structured.

**(GIA 784) Management Accounting**

(Qualifying course for PDBA)

This course includes the techniques of management accounting used for internal company purposes, such as forecasting, budgeting, product costing and the allocation of overheads.

**(GIA 786) Organisational Behaviour**

(Qualifying course for PDBA)

This course introduces the concept of people as a critical competitive resource in an organisation. To motivate employees, managers need to understand the behaviour of individuals and teams within organisations.

**(GIA 787) Human Resource Systems**

*(Qualifying course for PDBA)*

This course focuses on the strategic management of the organisation's human resources to deliver competitive advantage, and how HR systems such as recruitment and selection, compensation, training and development, succession planning and industrial relations should support the achievement of strategic objectives. In the context of rapid transformation in South African, you will study new labour and HR development legislation and the concept of fairness and equity.

**(GIA 789) Marketing**

*(Qualifying course for PDBA)*

Marketing strategies within the context of overall corporate objectives are studied in this course. You will learn a systematic approach to marketing decision-making including market and customer analysis, analysing marketing opportunities and implementation and evaluation of marketing plans. E-business and other strategies of marketing through the Internet give this course a very contemporary focus.

**(GIB 781) Business, Government and the Economy**

*(Qualifying course for PDBA)*

The macro-economic and socio-political environment in which business operates is the focus of this course. You will gain insight into how the South African economy operates, as well as an understanding of economic indicators such as the business cycle, inflation and unemployment.

**(GIB 785) Information and Knowledge Management**

*(Qualifying course for PDBA)*

Competitive advantage increasingly depends on knowledge management – what the organisation knows and how it uses what it knows. This course focuses on the knowledge economy and how technological advances in information technology have impacted on the structure of industries and organisations, on the management of people and how business is conducted.

**(GIC 780) Operations Management**

*(Qualifying course for PDBA)*

In this course you will examine how the resources, structures, systems and processes of your organisation should be managed to improve its competitive position. Improving performance cross-functionally and across the value chain is an important focus, as is the design of service delivery systems.

**(GIC 781) Integrating Structures and Processes**

*(Qualifying course for PDBA)*

An integrative of business and management. We introduce the concepts of strategy formulation and implementation and study the links between operations, processes and structures. Using the knowledge and skills learned throughout the programme, you will develop a holistic view of business and the organisation. The skill-building session will be a business simulation, with coaching on your decision-making provided by facilitators.

**(GIC 782) Personal and Organisational Effectiveness**

*(Qualifying course for PDBA)*

This course gives you a theoretical and practical exposure to the world of business and a framework for analysing the corporate experience. You will examine the changing nature of work as we move into the 21<sup>st</sup> century and its impact on individual, team and

organisational processes. The role of entry-level professionals and the challenges facing new managers in a corporate environment are charted. Mentorship, networking and career planning are all processes that impact strategically on career advancement. A particular focus is on project planning and management, and the skills required to define business issues, research them and present management reports.

**PRIZES AND MEDALS IN THE FACULTY**

<b>Name</b>	<b>Donor</b>	<b>Award</b>
Finansies en Tegniek Prize	Finansies en Tegniek	To the most promising student in the Faculty Economic and Management Sciences
UNICOMM Achievement Award	UNICOMM	For the best achievement in Communication Management at 200 level
ABSA Prize for Economics students	ABSA	For the best achievement in Economics 213, 223 (Banking)
Nedbank Prize for students in Economics	Nedbank	For the best achievement in Economics 324 (Banking)
ABSA Prize for the best Master's degree student	ABSA	For the best Master's degree student in Economics
Geert de Wet Prize for Econometrics	Ms Alma de Wet	For the best achievement in Econometrics at honours level
PSG Asset Management Achievement Award for Economics students	PSG Asset Management	Two prizes for the two best students in the subject Economics at 100 level
ABSA Prize for Economics students	ABSA	For the best achievement in Economics at 200 level
		For the best achievement in Economics at 300 level
Standard Bank Prize for Economics students	Standard Bank of South Africa Ltd	For the best achievement in Economics at honours level
		To the best Doctoral student in the Department of Economics
LEVSA Prize for Agricultural Economics*	Agricultural Economics Association of SA	To the best undergraduate student in Agricultural Economics for the BSc(Agric) or BCom degree, who achieved an average mark of at least 70% in Agricultural Economics for the full duration of the study period
AST Prize	AST	For the best achievement in Informatics at 100 level
AST Prize	AST	For the best achievement in Informatics at 200 level
AST Prize	AST	For the best achievement in Informatics at 300 level
ABSA Prize for Informatics	ABSA	For the best achievement over the three years of study in Informatics
Inbekon Prize for Informatics	Inbekon (Pty) Ltd	For the best project in Informatics at 300 level
Future Enterprise Prize for honours students.	Gerrie Lewies	To the best honours student in Informatics
Informatics Prize	Department of Informatics	For the best honours project in Informatics

<b>Name</b>	<b>Donor</b>	<b>Award</b>
Murray & Roberts Achievement Award	Murray & Roberts	For the best academic achievement in Industrial and Organisational Psychology at 300 level
Human Resources Management Undergraduate Prize	Department of Human Resources Management, University of Pretoria	To the best student over the three years of study for the BCom degree specializing in Human Resources Management
Mof Lemmer Prize for Labour Relations 700	Department of Human Resources Management, University of Pretoria	For the best achievement in Labour Relations 700 for the BCom(Hons) degree specializing in Human Resources Management
Safair Prize for Human Resources Management	Safair Freighters (Pty) Ltd	For the best average achievement in studies for the BCom(Hons) degree specializing in Human Resources Management
Institute for People Management (Pretoria Branch) Research Prize for Human Resources Management	Institute for People Management (Pretoria Branch)	For the best research project for the BCom(Hons) degree specializing in Human Resources Management
Institute for People Management (Pretoria Branch) Postgraduate prize for Human Resources Management	Institute for People Management (Pretoria Branch)	To the most deserving student for the BCom(Hons) degree specializing in Human Resources Management
SA Board for Personnel Practice certificate for academic achievement	SA Board for Personnel Practice	For the best academic achievement in the degree MCom specializing in Human Resources Management
Van Schaik Prize	Van Schaik Publishers (Pty) Ltd	For the best achievement during the first year in Business Management for the B Com degree specializing in Business Management
P Linford Prize	Chair in Logistics	For the best results in Logistic Management during the second year for the B Com degree specializing in Business Management
J A Stegman Prize	Sasol Ltd	For the best results in Project Management during the second year studies for the B Com degree specializing in Business Management
Juta Prize	Juta Legal and Academic Publishers	For the best achievement during the second year for the BCom degree specializing in Business Management
Prof B de Loor Prize	Dr Anton Rupert	For the best achievement in all the third-year subjects for the BCom degree specializing in Business Management

<b>Name</b>	<b>Donor</b>	<b>Award</b>
Nedbank Syfrets Private Bank Prize	Nedbank Syfrets Private Bank	For the best achievement in Business Management during all the studies for the BCom degree specializing in Business Management
ABSA Bank Prize	ABSA Bank	For the best achievement in Business Management at 300 level in the BCom degree specializing in Business Management.
Elsabe Smith Prize	Elsabe Smith Brokers (Sanlam)	For the best achievement in Entrepreneurship for the BCom degree specializing in Entrepreneurship
P Linford Achievement Award	Chair in Logistics Management	For the best achievement in Logistics Management during study for the BCom(Hons) degree specializing in Business Management
Elsabe Smith Prize	Elsabe Smith Brokers (Sanlam)	For the best achievement during the study for the MPhil degree with specialization in Entrepreneurship
Sasol Prize	Sasol Ltd	For the best postgraduate achievement in the MCom, DCom or PhD degree in the Department of Business Management
Heinemann Achievement Award	Heinemann Publishers	For the best achievement in Public Administration at 300 level
Juta Prize for Personnel Administration 700	Juta Legal & Academic Publishers	For the best achievement in Personnel Administration 700
Sanlam Achievement Award for Public Administration	Sanlam	For the best achievement in Public Administration at honours level
SAFPUM Trophy for MPA	SAFPUM	For the best achievement in Public Administration for the MPA degree
Heinemann Prize for the best MPA research report	Heinemann Publishers	For the best MPA research report in the final year (minimum 65%)
SPMA Directors' Award for best achievement in Policy Analysis 800	SPMA	To the best student in Policy Analysis 800
SPMA Directors' Award for best achievement in PhD in Public Affairs	SPMA	To the best PhD student specializing in Public Affairs
Jan Fiskaal Taxation Prize	Deloitte & Touche	For the best achievement in Taxation at Master's level
Nedbank Prize	Nedbank Ltd	For best achievement in Financial Accounting 121
Pricewaterhouse-Coopers Merit Prize	Pricewaterhouse-Coopers	For the best achievement in Financial Accounting 100

<b>Name</b>	<b>Donor</b>	<b>Award</b>
KPMG Merit Award	KPMG	For the best achievement for the BCom degree specializing in Accounting Sciences at 100-level
Arthur Andersen Prize	Arthur Andersen	For the best achievement in Financial Management 200
Pricewaterhouse-Coopers Merit Award	Pricewaterhouse-Coopers	For the best achievement in Financial Accounting 200
Grant Thornton Kessel Feinstein Merit Award	Grant Thornton Kessel Feinstein	For the best achievement in Auditing 200
Deloitte & Touche Merit Award	Deloitte & Touche	For the best achievement in Taxation 300
Fisher Hoffman Sithole Prize	Fisher Hoffman PKF (Pretoria)	For the best achievement in Management Accounting 300
Pretoria Society Prize	Pretoria Society of Chartered Accountants	For the best achievement (minimum of 80%) in the final examination in Financial Accounting 300
PricewaterhouseCoopers Merit Award	Pricewaterhouse-Coopers	For the best achievement in Auditing 300
Ernst & Young Merit Award	Ernst & Young	For the best achievement in Taxation 700
Pricewaterhouse-Coopers Merit Award	Pricewaterhouse-Coopers	For the best achievement in Management Accounting 700
Ernst & Young Prize	Ernst & Young	For the best achievement in Financial Accounting 700
Deloitte & Touche Merit Award	Deloitte & Touche	For the best achievement in Auditing 700
ABSA Prize for Statistics	ABSA	For the best achievement in Statistics at 300 level
ABSA Prize for project work in Statistics	ABSA	To the winner of the project competition in Statistics at 300 level
ABSA Prize for Mathematical Statistics	ABSA	For the best achievement in Mathematical Statistics at 300 level
ABSA Prize for the project in Mathematical Statistics 300	ABSA	To the winner of the project competition in Mathematical Statistics at 300 level
Hollard Insurance Prize	Hollard Insurance Company Ltd	For the best achievement in Actuarial Statistics 780
PPS Prize	Professional Provident Association of SA	To the most promising BCom(Hons) student specializing in Actuarial Science
ABSA Consultants and Actuaries Prize	ABSA Consultants and Actuaries	For the best achievement in Actuarial Science 702



<b>Name</b>	<b>Donor</b>	<b>Award</b>
Hannover Reinsurance Prize	Hannover Reinsurers Company Ltd	For the best achievement in Actuarial Science 704
<b>Other</b>		
R.S.C Honorary Medal*	Representative Student Council	To the student who contributed most to student community life

\* Not limited to the Faculty.

*The Afrikaans text of this publication is the official version and will be given precedence in the interpretation of the content.*