

University of Pretoria Yearbook 2017

BAdmin Public Management (07131173)

Duration of study 3 years

Total credits 365

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Programme information

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.

Admission requirements

- The following persons will be considered for admission: 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 endorsement; a candidate who is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution; and a candidate who is a graduate of another faculty at the University of Pretoria.
- ?Life Orientation is excluded when calculating the APS.
- This programme is only offered in English. Students cannot be admitted to a BCom degree via a BAdmin if they do not comply with the admission requirements for a BCom degree.

Minimum requirments								
Achievement level								APS
Afrikaans or English				Mathematics				
NSC/IEB	HIGCSE	AS-Level	A-Level	NSC/IEB	HIGCSE	AS-Level	A-Level	
5	3	C	C	Mathematics 4 or Mathematics Literacy 4	3	D	D	28

Other programme-specific information

Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level except for the modules offered at 200- and 300-level only.

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

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

- (1) OBS 310 and BDO 319, 329 may not be included in the same curriculum for degree purposes.
- (2) ADR 310 is an elective module only at 200-level, not at 300-level.
- (3) ABR 311 and ABV 320 can be included in the curriculum as elective modules at 200-level, provided that it can be accommodated in the class, test and examination timetables.
- (4) STL and IPL have no modules at year-level 1, but follow on PTO 111 and PTO 120.

Please note: Candidates who did not obtain at least 4 (50-59%) in Mathematics in Grade 12, or who did not pass Statistics 113, 123, may not include EKN 120, 214, 234, 310, 320 and STK 110, 120 in their curriculum. Refer also to faculty prerequisites for these modules.

Specialisation modules: PAD 312, 322

"Major subject"

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

- the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), and International business management 359 and 369 (OBS 359 and 369);
- only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only.

Promotion to next study year

According to General Regulation G.3 students have to comply with certain requirements as set by the Faculty Board.

- a. A student must pass at least 4 core semester or 2 core year modules to be admitted to the subsequent year of study.
- b. If a student has passed less than the required minimum of 4 core semester or 2 core year modules, he/she will not be readmitted to the Faculty of Economic and Management Sciences. Such a student may apply in writing to the Faculty's Admissions Committee to be readmitted conditionally – with the proviso that the Admissions Committee may set further conditions with regards to the student's academic progress. The Faculty's Admissions Committee may deny a student's application for readmission.
- c. If a student has been readmitted conditionally, his/her academic progress will be monitored after the first semester examinations to determine whether he/she has complied with the requirements set by the Admissions Committee. If not, his/her studies will be suspended.
- d. A student whose studies have been suspended because of his/her poor academic performance has the right to appeal against the decision of the Faculty's Admissions Committee.
- e. A student may be refused promotion to a subsequent year of study if the prescribed tuition fees are not paid.
- f. A student may be refused admission to the examination, or promotion to a subsequent year of study or promotion in a module (if applicable) if he/ she fails to fulfil the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.

Pass with distinction

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

General information

Minimum requirements for bachelor's degrees; semester and year modules; new regulations

1. Students who commenced their studies before 2015 must complete the programme 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 specialisation. 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.
2. Students who are registering for a degree programme for the first time in 2015 must take the modules indicated under the particular field of specialisation.

Please note: Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only. It is thus the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations.

Curriculum: Year 1

Minimum credits: 130

Fundamental modules

Academic information management 101 (AIM 101)

Module credits 6.00

Service modules

Faculty of Engineering, Built Environment and Information Technology
Faculty of Education
Faculty of Economic and Management Sciences
Faculty of Humanities
Faculty of Law
Faculty of Health Sciences
Faculty of Natural and Agricultural Sciences
Faculty of Theology
Faculty of Veterinary Science

Prerequisites No prerequisites.

Contact time 2 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Information Science

Period of presentation Semester 1

Module content

Find, evaluate, process, manage and present information resources for academic purposes using appropriate technology. Apply effective search strategies in different technological environments. Demonstrate the ethical and fair use of information resources. Integrate 21st-century communications into the management of academic information.

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

Module credits 6.00

Service modules Faculty of Economic and Management Sciences

Prerequisites No prerequisites.

Contact time 2 lectures per week

Language of tuition Module is presented in English

Academic organisation Unit for Academic Literacy

Period of presentation Semester 1 and Semester 2

Module content

This module intends to equip students with the competence in reading and writing required in the four high impact modules: Business Management, Financial Accounting, Statistics and Economics. Students will also be equipped to interpret and draw figures and graphs and to do computations and manage relevant formulas. During Semester 1 students engage with the online computer program MyFoundationsLab individually in a flexible learning environment, and during Semester 2 they attend the scheduled contact sessions and do the coursework.

This module is offered by the Faculty of Humanities.

Academic orientation 107 (UPO 107)

Module credits	0.00
Language of tuition	Afrikaans and English is used in one class
Academic organisation	EMS Dean's Office
Period of presentation	Year

Core modules

Economics 110 (EKN 110)

Module credits	10.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences
Prerequisites	No prerequisites.
Contact time	1 discussion class per week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Economics
Period of presentation	Semester 1

Module content

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

Politics 111 (PTO 111)

Module credits	12.00
Service modules	Faculty of Economic and Management Sciences Faculty of Law

Prerequisites	No prerequisites.
Contact time	1 discussion class per week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Political Sciences
Period of presentation	Semester 1

Module content

Basics of politics

An introduction to the study of organised political society at national and international levels with specific reference to political concepts, approaches and methods. The emphasis is on state and governance as frameworks for analysis. This includes the development and comparison of related political entities, processes and regime types of a democratic and non-democratic nature, also considering the salient changes brought about by globalisation.

Politics 120 (PTO 120)

Module credits	12.00
Service modules	Faculty of Economic and Management Sciences Faculty of Law
Prerequisites	PTO 111(GS)
Contact time	1 discussion class per week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Political Sciences
Period of presentation	Semester 2

Module content

Cooperation in the political world

An introduction to cooperation at national and international levels with specific reference to the nature, foundations and politics of cooperation. This includes an analysis and comparison of the politicisation, localisation and internationalisation of issues and of the problems at national, regional and international levels related to cooperation in an increasingly interdependent world characterised by the absence of supranational institutions. Attention is also paid to the corresponding dynamics of regime development, performance and change.

Public administration 112 (PAD 112)

Module credits	10.00
Service modules	Faculty of Humanities
Prerequisites	No prerequisites.
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin

Period of presentation Semester 1

Module content

This module in public administration is designed specifically to assist students in understanding the role of public administration in a modern state, the unique characteristics of public administration, the schools and approaches in public administration and introducing the various generic administrative functions. The discipline of public administration has developed rapidly and by implication, has changed and shifted its paradigm over the years. The purpose of this module is to introduce public administration to the student as a field of study that makes a significant contribution to the effective administration and management of government institutions.

Public administration 122 (PAD 122)

Module credits 10.00

Service modules Faculty of Humanities

Prerequisites PAD 112 GS

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation School of Public Man + Admin

Period of presentation Semester 2

Module content

This module in public administration will introduce the constitutional framework pertaining to public administration. The South African system of government, the functions, role and powers of the executive, legislative and judicial branches of government as well as the functioning of the three spheres of government will be discussed. The module will enable the student to understand how and where public administration is practiced.

Industrial and organisational psychology 111 (BDO 111)

Module credits 10.00

Contact time 4 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Human Resource Management

Period of presentation Semester 2

Module content

*Only for BCom / BAdmin students

Introduction to industrial and organisational psychology

This section 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 section 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.

Elective modules

Afrikaans 110 (AFR 110)

Module credits 12.00

Service modules

Faculty of Engineering, Built Environment and Information Technology
Faculty of Education
Faculty of Economic and Management Sciences
Faculty of Law
Faculty of Health Sciences

Prerequisites No prerequisites.

Contact time 2 discussion classes per week, 2 lectures per week

Language of tuition Module is presented in Afrikaans

Academic organisation Afrikaans

Period of presentation Semester 1

Module content

*This module is only offered in Afrikaans

Taalkundekomponent: Inleiding tot die Afrikaanse taalkunde met klem op lees-en skryfvaardigheid.

Letterkundekomponent: Inleiding tot die Afrikaanse en Nederlandse letterkunde aan die hand van kortverhale en gedigte.

Afrikaans 114 (AFR 114)

Module credits 12.00

Service modules

Faculty of Economic and Management Sciences
Faculty of Law

Prerequisites No prerequisites.

Contact time 2 lectures per week

Language of tuition Module is presented in Afrikaans

Academic organisation Afrikaans

Period of presentation Semester 1

Module content

Afrikaans for speakers of other languages (1) *No mother tongue speakers of Afrikaans will be allowed to take this module. A subject for advanced learners of Afrikaans. A basic knowledge of Afrikaans grammar and listening, reading, writing and speaking skills are required.

Afrikaans 120 (AFR 120)

Module credits 12.00

Service modules Faculty of Engineering, Built Environment and Information Technology
Faculty of Education
Faculty of Economic and Management Sciences
Faculty of Law
Faculty of Health Sciences

Prerequisites No prerequisites.

Contact time 2 lectures per week, 2 discussion classes per week

Language of tuition Module is presented in Afrikaans

Academic organisation Afrikaans

Period of presentation Semester 2

Module content

*This module is only offered in Afrikaans

Taalkundekomponent: Inleiding tot die Afrikaanse sintaksis, fonetiek en taalgeskiedenis.

Letterkundekomponent: Inleiding tot die Romankuns Inleiding tot die Drama

Financial accounting 111 (FRK 111)

Module credits 10.00

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

Prerequisites No prerequisites.

Contact time 4 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Accounting

Period of presentation Semester 1

Module content

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

Financial accounting 121 (FRK 121)

Module credits 12.00

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

Prerequisites FRK 111 GS

Contact time 4 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Accounting

Period of presentation Semester 2

Module content

Property, plant and equipment; intangible assets; inventories; liabilities; presentation of financial statements; enterprises without profit motive; partnerships; companies; close corporations; cash flow statements; analysis and interpretation of financial statements.

Business management 114 (OBS 114)

Module credits 10.00

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

Prerequisites May not be included in the same curriculum as OBS 155

Contact time 3 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Business Management

Period of presentation Semester 1

Module content

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. Responsible leadership and the role of a business in society. 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.

Introduction to and overview of general management, especially regarding the five management tasks: strategic management; contemporary developments and management issues; financial management; marketing and public relations. Introduction to and overview of the value chain model; management of the input; management of the purchasing function; management of the transformation process with specific reference to production and operations management; human resources management and information management; corporate governance and black economic empowerment (BEE).

Business management 124 (OBS 124)

Module credits 10.00

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

Prerequisites Admission to the examination in OBS 114

Contact time 3 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Business Management

Period of presentation Semester 2

Module content

The nature and development of entrepreneurship; the individual entrepreneur and characteristics of South African entrepreneurs. Creativity and innovation, opportunity finding and exploitation. The business plan and resource requirements are explored. Getting started (business start up). Exploring different routes to entrepreneurship: entering a family business, buying a franchise, home-based business and the business buyout. This semester also covers how entrepreneurs can network and find support in their environments. Case studies of successful entrepreneurs - also South African entrepreneurs - are studied.

Statistics 113 (STK 113)

Module credits 11.00

Service modules Faculty of Education
Faculty of Humanities
Faculty of Natural and Agricultural Sciences

Prerequisites No prerequisites.

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

Language of tuition Separate classes for Afrikaans and English

Academic organisation Statistics

Period of presentation Semester 1

Module content

*On its own, STK 113 and 123 will not be recognised for degree purposes, but exemption will be granted for STK 110.

Data operations and transformations:

Introductory concepts, the role of statistic, various types of data and the number system. Concepts underlying linear, quadratic, exponential, hyperbolic, logarithmic transformations of quantitative data, graphical representations, solving of equations, 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, double) and absolute values.

Descriptive statistics – Univariate:

Sampling and the collection of data, frequency distributions and graphical representations. Descriptive measures of location and dispersion. Introductory probability theory. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

The weekly one hour practical is presented during the last seven weeks of the semester.

Statistics 123 (STK 123)

Module credits 12.00

Service modules Faculty of Education
Faculty of Humanities
Faculty of Natural and Agricultural Sciences

Prerequisites STK 113 GS

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

Language of tuition Separate classes for Afrikaans and English

Academic organisation Statistics

Period of presentation Semester 2

Module content

*On its own, STK 113 and 123 will not be recognized for degree purposes, but exemption will be granted for STK 110.

Optimisation 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, optimisation techniques, the area under a curve and applications of definite integrals. Probability and inference: Theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one-sample and two-sample cases). Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. The weekly one hour practical is presented during the last seven weeks of the semester.

Curriculum: Year 2

Minimum credits: 143

Core modules

Public administration 212 (PAD 212)

Module credits	16.00
Service modules	Faculty of Humanities
Prerequisites	PAD 112 or PAD 122 with a GS in the other
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
Period of presentation	Semester 1

Module content

This module in public administration constitutes an in-depth analysis of the generic administrative functions, including, policy making, organising, financing, staffing and control. Students will thus be equipped with knowledge and skills related to government strategic planning, policy-making and decision-making, budgeting, public procurement, human resource management functions and employment legislation impacting on human resources within public organisations.

Public administration 222 (PAD 222)

Module credits	16.00
Service modules	Faculty of Humanities
Prerequisites	PAD 212 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
Period of presentation	Semester 2

Module content

This module in public administration introduces the student to the process of planning, executing and evaluating research in the public sector. Students will be enabled to identify, plan, execute and present a research project. This is a service learning module and as such students will be expected to complete approximately 15 hours service learning and submit a portfolio as part of their formal assessment.

Industrial and organisational psychology 221 (BDO 221)

Module credits	10.00
Prerequisites	BDO 111 GS. May not be included in the same curriculum as SLK 110/120
Contact time	4 lectures per week

Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Human Resource Management
Period of presentation	Semester 1

Module content

*Only for BCom / BAdmin students

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

This theme deals with some central aspects in human interaction. These aspects should be known and understood by prospective human resource management practitioners and industrial psychologists, as they are acknowledged as human behaviour specialists in the work context who can assist employers/organisations to enhance the performance, productivity and wellness of human resources in the workplace. Effective human interaction plays a pivotal role in this environment. Thus this module covers aspects like the self-concept, social roles, social perception, time structuring and management, motivation and frustration and psychological adaptation processes and how it relates to human interaction in general and with reference to the workplace. Both theory and practical implications are covered.

Communication management 284 (KOB 284)

Module credits	5.00
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	Div Communication Management
Period of presentation	Quarter 4

Module content

*Module content will be adapted in accordance with the appropriate degree programme. Only one of KOB 281-284 may be taken as a module where necessary for a programme.

Applied business communication skills

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

Elective modules

Business law 210 (BER 210)



Module credits 16.00

Service modules

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

Prerequisites No prerequisites.

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

Language of tuition Separate classes for Afrikaans and English

Academic organisation Mercantile Law

Period of presentation Semester 1

Module content

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

Business law 220 (BER 220)

Module credits 16.00

Service modules

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

Prerequisites Examination entrance for BER 210

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

Language of tuition Separate classes for Afrikaans and English

Academic organisation Mercantile Law

Period of presentation Semester 2

Module content

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

International relations 210 (IPL 210)

Module credits 20.00

Service modules

Faculty of Economic and Management Sciences

Prerequisites PTO 101 (GS)

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation Political Sciences

Period of presentation Semester 1

Module content

International theory and organisation

What causes war and peace? Can international order and justice be reconciled? Does the international structure matter? The answers depend on the theoretical lenses through which world politics are viewed. An overview is provided of competing theoretical perspectives of international relations. It includes mainstream and alternative perspectives, as well as the underlying ideas, theories and variants of each. These theories also propose different approaches to global peace, amongst others peace through international organisation. A comprehensive analysis is made of selected international organisations with a universal or regional scope, such as the United Nations, the African Union and the Southern African Development Community, and of international law that underpins these organisations and their activities.

International relations 220 (IPL 220)

Module credits	20.00
Service modules	Faculty of Economic and Management Sciences
Prerequisites	PTO 101 (GS), IPL 210(GS)
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	Political Sciences
Period of presentation	Semester 2

Module content

Foreign policy and diplomacy

A short introduction to the study of foreign policy is followed by an explanation of the use of the comparative method and a framework for foreign policy analysis and evaluation. This allows for a comparative study of the foreign policies of selected states from the major regions of the world, amongst others of South African foreign policy. In each case study the policy environment, the formulation and implementation processes, as well as the substance of the particular state's foreign policy are covered. Thereafter the focus narrows to diplomacy: the oldest, most versatile and universally used instrument of foreign policy. The nature, history, modes of diplomacy and legal framework of the institution are explored. Examples are drawn from global practice, with specific consideration of the evolution of diplomatic practice within the African and South African context.

Communication management 210 (KOB 210)

Module credits	16.00
Service modules	Faculty of Engineering, Built Environment and Information Technology
Prerequisites	No prerequisites.
Language of tuition	Afrikaans and English is used in one class
Academic organisation	Div Communication Management
Period of presentation	Semester 1

Module content

Management communication

Based on the paradigm of Integrated Communication (IC), this module covers management communication theory, leadership and supervisory communication, as well as the management of change and transformation through communication. Management communication in the global arena focuses on the dynamics and celebration of diversity and intercultural relations. Managers should take cognisance of the importance of development communication in both a business and community context. The importance of ethical considerations in managerial and leadership communication is emphasised. After explaining quantitative and qualitative research designs, appropriate communication research techniques are explored.

Communication management 220 (KOB 220)

Module credits 16.00

Service modules Faculty of Engineering, Built Environment and Information Technology

Prerequisites KOB 210 GS

Language of tuition Afrikaans and English is used in one class

Academic organisation Div Communication Management

Period of presentation Semester 2

Module content

Organisational communication management

Through the utilisation of organisational communication management theories, a study is made of group and team communication, with specific emphasis on facilitation, negotiation and innovation. Knowledge management, internal communication, culture and organisational climate are core components of the complex dynamics of the sharing of meaning within the organisation. The function of strategic communication is emphasised throughout. Ethical considerations in organisational communication management are also stressed and appropriate research techniques are presented.

Business management 210 (OBS 210)

Module credits 16.00

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

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

Contact time 3 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Business Management

Period of presentation Semester 1

Module content

Logistics management

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

Business management 220 (OBS 220)

Module credits 16.00

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

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

Contact time 3 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Business Management

Period of presentation Semester 2

Module content

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.

Legal interpretation 210 (RVW 210)

Module credits 10.00

Service modules Faculty of Economic and Management Sciences
Faculty of Humanities

Prerequisites No prerequisites.

Language of tuition Separate classes for Afrikaans and English

Academic organisation Public Law

Period of presentation Semester 1

Module content

*For LLB, BAdmin, BA specialising in law and BCom Taxation

Statute law:

- (a) General introduction: relationship between text and context
- (b) What is legislation: categories and types of legislation
- (c) The structure and format of legislation (enacted law texts)
- (d) Commencement, amendment and demise of legislation

Principles of interpretation:

- (a) How to interpret legislation: various theories and methods of interpretation and the influence of the supreme Constitution on statutory interpretation
- (b) Internal and external aids to determine the legislative purpose
- (c) So-called peremptory and directory provisions
- (d) Statutory interpretation and judicial lawmaking
- (e) Basic principles of constitutional interpretation

Political science 210 (STL 210)

Module credits 20.00

Service modules Faculty of Economic and Management Sciences

Prerequisites PTO 101(GS)

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation Political Sciences

Period of presentation Semester 1

Module content

Political dynamics (Micro)

The study of the theory and practice of behavioural phenomena in politics. With reference to appropriate examples, the emphasis is on the study of political culture, leadership, communication, interests groups, parties and party systems; on elections, electoral systems, voting behaviour; and on public opinion and direct popular control techniques.

Political science 220 (STL 220)

Module credits 20.00

Service modules Faculty of Economic and Management Sciences

Prerequisites PTO 101 (GS), STL 210(GS)

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation Political Sciences

Period of presentation Semester 2

Module content

Political dynamics (Macro)

A theoretical basis and framework is provided for the description, analysis and classification of political and policy problems. The emphasis is on the nature of the state, governance and conflict in Africa. Amongst others a study is made of the issues of colonialism and post-colonialism, democratisation, authoritarianism and the development of the state in Africa, in the context of a globalising world.

Industrial and organisational psychology 222 (BDO 222)

Module credits	16.00
Prerequisites	BDO 111 GS, BDO 221 GS
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Human Resource Management
Period of presentation	Semester 2

Module content

*Only for BCom / BAdmin students

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. This will include organisational culture as an 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 of the contemporary problems of organisational change.

Industrial and organisational psychology 223 (BDO 223)

Module credits	16.00
Prerequisites	BDO 111 GS, BDO 221 GS
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Human Resource Management
Period of presentation	Semester 2

Module content

*Only for BCom / BAdmin students

Employee health and ergonomics

This section focuses on actual and important aspects of safety and health management in organisations, as well as the nature and role of ergonomics therein. 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 section 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.

Curriculum: Final year

Minimum credits: 120

Core modules

Public administration 312 (PAD 312)

Module credits	20.00
Service modules	Faculty of Humanities
Prerequisites	PAD 112, PAD 122, PAD 212 or PAD 222 with a GS in the other
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
Period of presentation	Semester 1

Module content

This module in public administration is designed specifically to assist students to have a better understanding regarding the depth, origin and development of ethics in public service and administration. The emphasis here is on building responsive public servants whose duties and responsibilities do not only encourage the effective and efficient functioning of public organisations in an aim to facilitate better service delivery to all, but also apply ethical personal and organisational codes and standards in their daily operational activities. The purpose of this module is to enable the student to apply, synthesise and abstract theory into practice for a better public service of the future.

Public administration 322 (PAD 322)

Module credits	20.00
Service modules	Faculty of Humanities
Prerequisites	PAD 312 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	School of Public Man + Admin
Period of presentation	Semester 2

Module content

This module on public administration is designed to broaden the view of students on the understanding of the origin and development of administrative systems. The emphasis is on the practical application of knowledge to problems of developing societies. Increasing global interdependence require scholarly interest in comparative public administration. A motivating force for comparative Public administration is the search for discovering regularities in administrative processes and behaviours throughout the human experience, irrespective of place and time.

Elective modules

Labour law 311 (ABR 311)

Module credits	20.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences Faculty of Humanities
Prerequisites	No prerequisites.
Contact time	1 tutorial every 2nd week, 2 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Mercantile Law
Period of presentation	Semester 1

Module content

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

Labour relations 320 (ABV 320)

Module credits	20.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Humanities
Prerequisites	No prerequisites.
Contact time	3 lectures per week
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Human Resource Management
Period of presentation	Semester 2

Module content

The theoretical basis of Labour Relations

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

Labour Relations practice

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

Administrative law 310 (ADR 310)

Module credits	10.00
Service modules	Faculty of Economic and Management Sciences

Prerequisites	No prerequisites.
Language of tuition	Separate classes for Afrikaans and English
Academic organisation	Public Law
Period of presentation	Semester 1

Module content

*For LLB and BAdmin

An overview of judicial review of administrative action in light of the Constitution and the Promotion of Administrative Justice Act 3 of 2000, with a focus on the legitimate scope of such judicial review and the grounds for judicial review.

Industrial and organisational psychology 319 (BDO 319)

Module credits	20.00
Service modules	Faculty of Health Sciences
Prerequisites	BDO 110, 120; BDO 219 GS, BDO 229 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	Human Resource Management
Period of presentation	Semester 1

Module content

Human resource management systems

This section provides an introduction to human resource management systems and addresses current developments and problems in the field, which will be comprehensively addressed and include the following: job analysis, description, specification, and 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.

Human resources provision

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.

Industrial and organisational psychology 329 (BDO 329)

Module credits	20.00
Service modules	Faculty of Health Sciences
Prerequisites	BDO 319 GS
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	Human Resource Management

Period of presentation Semester 2

Module content

Motivation and performance management

This section 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

This section 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.

International relations 310 (IPL 310)

Module credits 30.00

Service modules Faculty of Economic and Management Sciences

Prerequisites PTO 101, IPL 210(GS), 220(GS)

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation Political Sciences

Period of presentation Semester 1

Module content

International political economy

The nature and functioning of the international contemporary 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; the rise of new economic powers in the Global South; and global economic governance.

International relations 320 (IPL 320)

Module credits 30.00

Service modules Faculty of Economic and Management Sciences

Prerequisites PTO 101, IPL 210(GS), 220(GS), 310(GS)

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation Political Sciences

Period of presentation Semester 2

Module content

Security and strategic studies

A study of traditional and contemporary approaches to security and strategy. Attention is paid to new theories on war, security and strategy; military and non-military security issues and threats; the national security of developing states; as well as the relationship between policy, strategy and tactics. The latter includes an introductory overview of the nature, levels, patterns, forms and instruments of strategy, and the laws of war. The national, regional and continental security situation in Africa and modes of multilateral security cooperation in particular are analysed, also in relation to extra-continental trends. Regarding the aforesaid, emphasis is placed on the legal and institutional framework, national security policy and strategic posture of South Africa.

Communication management 310 (KOB 310)

Module credits 20.00

Service modules Faculty of Engineering, Built Environment and Information Technology

Prerequisites KOB 210 or KOB 220 with a GS in the other

Language of tuition Afrikaans and English is used in one class

Academic organisation Div Communication Management

Period of presentation Semester 1

Module content

Strategic communication management

Integrated Communication (IC) presupposes the alignment and subsequent implementation of the enterprise, corporate and corporate communication strategies of the organisation. The corporate positioning that results from these strategies is communicated through the organisation's unique reputation, image, identity and brand. Environmental scanning furthermore enables the organisation to identify and address issues, risks and possible crises that can influence this positioning. Current corporate governance thinking supports the principle of a symbiotic relationship between business and society by emphasising economic, environmental and social sustainability (the triple bottom line). This culminates in a new realisation of the organisation's corporate social responsibility and its role as a corporate citizen. Ethics in strategic management are highlighted and applicable research techniques are analysed.

Communication management 320 (KOB 320)

Module credits 20.00

Service modules Faculty of Engineering, Built Environment and Information Technology

Prerequisites KOB 210 or KOB 220 with a GS in the other, KOB 310 GS

Contact time 3 lectures per week

Language of tuition Afrikaans and English is used in one class

Academic organisation Div Communication Management

Period of presentation Semester 2

Module content

Strategic relationship management

The strategic management of internal and external relationships is essential for the organisation's "licence to operate". Stakeholder theories provide a framework for managing relationships with stakeholders such as employees, investors, media and the government. The growing significance and potential impact of activism on organisational performance, justifies the management of such pressure groups through communication. Deontological and teleological ethical approaches are investigated in the strategic management of relationships. The complexity of ethical decision making in the modern business environment, as well as anti-ethics and African ethics amongst others, are also studied. Perception, social and stakeholder audits are examples of idiosyncratic research designs undertaken in strategic reputation management.

Business management 310 (OBS 310)

Module credits 20.00

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

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

Contact time 3 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Business Management

Period of presentation Semester 1

Module content

Human resource management and development

The environment in which human resource 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.

Business management 320 (OBS 320)

Module credits 20.00

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

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

Contact time 3 lectures per week

Language of tuition Separate classes for Afrikaans and English

Academic organisation Business Management

Period of presentation Semester 2

Module content

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.

Political science 310 (STL 310)

Module credits 30.00

Service modules Faculty of Economic and Management Sciences

Prerequisites PTO 101, STL 210(GS), 220(GS)

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation Political Sciences

Period of presentation Semester 1

Module content

Political theory

A theoretical and normative study of political ideas. This includes the study of key political thinkers such as Plato, Thomas Hobbes and John Rawls as well as the contemporary manifestations of ideologies such as liberalism, socialism, conservatism and nationalism. This normative assessment of politics concludes with a critical evaluation of the development, nature and practical value of prominent democratic theories including participatory, legal, and deliberative democracy.

Political science 320 (STL 320)

Module credits 30.00

Service modules Faculty of Economic and Management Sciences

Prerequisites PTO 101, STL 210(GS), STL 220(GS), 310(GS)

Contact time 3 lectures per week

Language of tuition Module is presented in English

Academic organisation Political Sciences

Period of presentation Semester 2

Module content

Part 1: Democratic studies

A high level critical analysis of democratic theory and practice. The analysis of democratic theory will include themes such as classical, radical, deliberative and feminist perspectives. The analysis of democratic practice will include aspects such as democratisation, democratic consolidation, democratic citizenship and society, the role and importance of civil society, the institutions and procedures for democracy and “good governance”.

Part 2: Political analysis

The methods and practice of political analysis is the focus of study. The principles and problems underpinning different approaches and methods of political analysis are described and explained. This includes the nature, methods and use of comparative analysis, forecasting, risk analysis, performance evaluation and the political audit. These analytical methods are positioned in a political and policy context, with emphasis on practical application. Applicable examples and case studies are used throughout.

The information published here is subject to change and may be amended after the publication of this information. The [General Regulations \(G Regulations\)](#) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the [General Rules](#) section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.