

University of Pretoria Yearbook 2021

BCom Human Resource Management (07130144)

Department Human Resource Management

Minimum duration of study 3 years

Total credits 388

NQF level 07

Programme information

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

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

Admission requirements

- The closing date is an administrative admission guideline for non-selection programmes. Once a non-selection programme is full and has reached the institutional targets, then that programme will be closed for further admissions, irrespective of the closing date. However, if the institutional targets have not been met by the closing date, then that programme will remain open for admissions until the institutional targets are met.
- The following persons will be considered for admission: Candidates who are in possession of a certificate that is deemed by the University to be equivalent to the National Senior Certificate (NSC) with admission to bachelor's degree studies; candidates who are graduates from other tertiary institutions or have been granted the status of graduates of such institutions; and candidates who are graduates of another faculty at the University of Pretoria.
- Life Orientation is excluded when calculating the APS.

Transferring students

Candidates previously registered for the BCom — Extended programme

The Admissions Committee of the faculty considers applications of candidates who were previously registered for the BCom — Extended programme according to specific guidelines as stipulated in the Transfer Guide of the Faculty of Economic and Management Sciences as published on the EMS Faculty website.

Candidates previously registered at UP or at another university

The Admissions Committee of the faculty considers applications of candidates who have already completed the

final NSC or equivalent qualification and/or were previously registered at UP or at another university according to specific guidelines as stipulated in the Transfer Guide of the Faculty of Economic and Management Sciences as published on the EMS Faculty website. A complete academic record, as well as the final school leaving results, are required for such applications.

NB: Candidates who are still registered at another university must submit an academic record of their studies to the faculty as soon as possible after their final examinations. The closing date for these applications is **30 September**.

Qualifications from countries other than South Africa

- Citizens from countries other than South Africa and South African citizens with foreign qualifications must comply with all the other admission requirements and the prerequisites for subjects/modules.
- In addition to meeting the admission requirements, it may be expected from candidates to write the SAT, if required.
- Candidates must have completed the National Senior Certificate with admission to degree studies or a certificate of conditional exemption on the basis of a candidate's foreign qualifications, the so-called "Immigrant" or "Foreign Conditional Exemption". The only condition for the "Foreign Conditional Exemption" that is accepted is: 'completion of the degree course'. The exemption certificate is obtainable from Universities South Africa (USAf). Detailed information is available on the website at [click here](#)

University of Pretoria website: [click here](#)

Minimum requirements

Achievement level

English Home Language or English First Additional Language

| | | | |
|---------|----------|---------|----------|
| NSC/IEB | AS Level | NSC/IEB | AS Level |
| 5 | C | 4 | D |

APS

30

* Cambridge A level candidates who obtained at least a D and International Baccalaureate (IB) HL candidates who obtained at least a 4 in the required subjects, will be considered for admission.

Note: Accountancy is not a subject requirement for any of the BCom or BAdmin programmes.

Additional requirements

- General Regulations G.1 to G.15 (with the exception of Regulation G.11.2(c)) apply to a bachelor's degree.
- A student may not take more than the prescribed number of modules per semester unless the Dean decides otherwise.
- A student may take a module not listed as an elective module only if the prior approval of the Dean has been obtained.
- A student who is in possession of a bachelor's degree may not present any modules passed for that degree for another field of specialisation or degree in this Faculty. (See General Regulations G.8 and G.9)
- A module already passed may only be repeated with the approval of the Dean.
- A module passed may not be taken into account for more than one degree or field of specialisation.
- It remains the student's responsibility to ascertain, prior to registration, whether all the modules he/she intends taking can be accommodated in the class, test and examination timetables.
- The Faculty of Economic and Management Sciences supports an outcomes-based education system and

places a high premium on the development of specific academic competences. Class attendance in all modules and for the full duration of all programmes is therefore compulsory for all students.

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

Other programme-specific information

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

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

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

Specialisation modules: BDO 319, 329, 373, OBS 320.

"Major subject"

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

- a module passed at 300-level shall only be recognised for degree purposes if the corresponding prescribed module(s) at 200-level has/have been passed, unless the Dean decides otherwise;
- the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), and International business management 359 and 369 (OBS 359 and 369); and
- only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only.

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

Promotion to next study year

According to General 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. A degree will only be awarded with distinction to transferees from other degrees in the Faculty of Economic and Management Sciences, other faculties and from other universities who still complete their bachelor degrees within three years (including the years registered for the other degree and credits transferred and recognised).
- c. The GPA will be not be rounded up to a whole number.
- d. Exceptional cases will be considered by the Dean.

General information

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 from 2015 onward must take the modules indicated under the particular field of specialisation.

Curriculum: Year 1

Minimum credits: 120

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

Fundamental modules

Academic information management 111 (AIM 111)

| | |
|-------------------------------|--|
| Module credits | 4.00 |
| NQF Level | 05 |
| 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 and Religion |
| Prerequisites | No prerequisites. |
| Contact time | 2 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Information Science |
| Period of presentation | Semester 1 |

Module content

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

Academic information management 121 (AIM 121)

| | |
|------------------------|---|
| Module credits | 4.00 |
| NQF Level | 05 |
| 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 and Religion Faculty of Veterinary Science |
| Prerequisites | No prerequisites. |
| Contact time | 2 lectures per week |



Language of tuition Module is presented in English

Department Informatics

Period of presentation Semester 2

Module content

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

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

Module credits 6.00

NQF Level 05

Service modules Faculty of Economic and Management Sciences

Prerequisites No prerequisites.

Contact time 2 lectures per week

Language of tuition Module is presented in English

Department Unit for Academic Literacy

Period of presentation Semester 1 and Semester 2

Module content

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

This module is offered by the Faculty of Humanities.

Academic orientation 107 (UPO 107)

Module credits 0.00

NQF Level 00

Language of tuition Module is presented in English

Department Economic and Management Sciences Deans Office

Period of presentation Year

Core modules

Industrial and organisational psychology 121 (BDO 121)

Module credits 10.00

NQF Level 05

Prerequisites No prerequisites.

| | |
|-------------------------------|--------------------------------|
| Contact time | 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Human Resource Management |
| Period of presentation | Semester 2 |

Module content

Part 1: Introduction to industrial and organisational psychology

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

Part 2: Individual processes

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

Economics 110 (EKN 110)

| | |
|-------------------------------|---|
| Module credits | 10.00 |
| NQF Level | 05 |
| Service modules | Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences |
| Prerequisites | No prerequisites. |
| Contact time | 1 discussion class per week, 2 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Economics |
| Period of presentation | Semester 1 |

Module content

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

Economics 120 (EKN 120)

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

Module content

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

Financial accounting 111 (FRK 111)

| | |
|-------------------------------|--|
| Module credits | 10.00 |
| NQF Level | 05 |
| 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 | Module is presented in English |
| Department | 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 122 (FRK 122)

Module credits 12.00

NQF Level 05

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

Prerequisites FRK 111 GS or FRK 133, FRK 143

Contact time 4 lectures per week

Language of tuition Module is presented in English

Department Accounting

Period of presentation Semester 2

Module content

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

Informatics 183 (INF 183)

Module credits 3.00

NQF Level 05

Prerequisites No prerequisites.

Contact time 1 practical per week

Language of tuition Module is presented in English

Department Informatics

Period of presentation Year

Module content

Computer processing of accounting information.

Communication management 182 (KOB 182)

Module credits 5.00

NQF Level 07

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

Module content

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

Applied business communication skills.

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

Business management 114 (OBS 114)

| | |
|------------------------|---|
| Module credits | 10.00 |
| NQF Level | 05 |
| Service modules | Faculty of Engineering, Built Environment and Information Technology Faculty of Education Faculty of Humanities Faculty of Natural and Agricultural Sciences |

| | |
|-------------------------------|---|
| Prerequisites | May not be included in the same curriculum as OBS 155 |
| Contact time | 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Business Management |
| Period of presentation | Semester 1 |

Module content

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

Business management 124 (OBS 124)

| | |
|-----------------------|-------|
| Module credits | 10.00 |
| NQF Level | 05 |

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

Prerequisites Admission to the examination in OBS 114

Contact time 3 lectures per week

Language of tuition Module is presented in English

Department Business Management

Period of presentation Semester 2

Module content

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

Statistics 110 (STK 110)

Module credits 13.00

NQF Level 05

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

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

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

Language of tuition Module is presented in English

Department Statistics

Period of presentation Semester 1

Module content

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

Statistics 113 (STK 113)

Module credits 11.00

| | |
|-------------------------------|--|
| NQF Level | 05 |
| Service modules | Faculty of Humanities |
| Prerequisites | No prerequisites. |
| Contact time | 1 practical per week, 1 tutorial per week, 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Statistics |
| Period of presentation | Semester 1 |

Module content

*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. Probability: Introductory probability theory. Theoretical probability distributions. 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 120 (STK 120)

| | |
|-------------------------------|---|
| Module credits | 13.00 |
| NQF Level | 05 |
| Service modules | Faculty of Engineering, Built Environment and Information Technology Faculty of Humanities Faculty of Natural and Agricultural Sciences |
| Prerequisites | STK 110 GS or both STK 113 GS and STK 123 GS or both WST 133 and WST 143 or STK 133 and STK 143 |
| Contact time | 1 practical per week, 1 tutorial per week, 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Statistics |
| Period of presentation | Semester 2 |

Module content

Students can only get credit for one of the following two modules: STK 120 or STK 121.

Analysis of variance, categorical data analysis, distribution-free methods, curve fitting, regression and correlation, the analysis of time series and indices. Statistical and economic applications of quantitative techniques: Systems of linear equations: solving and application. Optimisation, linear functions, non-linear functions. Marginal and total functions. Stochastic and deterministic variables in statistical and economic context: producers' and consumers' surplus. Supporting mathematical concepts. Statistical concepts are illustrated using simulation within a data science framework.

This module is also presented as STK 121, an anti-semester module. This is a terminating module.

Statistics 123 (STK 123)

Module credits 12.00

NQF Level 05

Service modules Faculty of Humanities

Prerequisites STK 113 GS

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

Language of tuition Module is presented in English

Department Statistics

Period of presentation Semester 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 probability distributions (revision only). 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: 118

Fundamental modules

Introduction to moral and political philosophy 251 (FIL 251)

| | |
|-------------------------------|---|
| Module credits | 10.00 |
| NQF Level | 06 |
| Service modules | Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences |
| Prerequisites | No prerequisites. |
| Contact time | 2 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Philosophy |
| Period of presentation | Quarter 2, 3 and 4 |

Module content

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

Core modules

Industrial and organisational psychology 214 (BDO 214)

| | |
|-------------------------------|--------------------------------|
| Module credits | 16.00 |
| NQF Level | 06 |
| Prerequisites | BDO 111 GS, BDO 221 GS |
| Contact time | 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Human Resource Management |
| Period of presentation | Semester 1 |

Module content

Part 1: Organisational Behaviour I

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

Part 2: Organisational behaviour II

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

Industrial and organisational psychology 224 (BDO 224)

| | |
|-------------------------------|--------------------------------|
| Module credits | 16.00 |
| NQF Level | 06 |
| Prerequisites | BDO 111 GS, BDO 221 GS |
| Contact time | 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Human Resource Management |
| Period of presentation | Semester 2 |

Module content

Part 1: Employee health and ergonomics

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

Part 2: Personality

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

Industrial and organisational psychology 272 (BDO 272)

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

Module content

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

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

Business law 210 (BER 210)

Module credits 16.00

NQF Level 06

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

Prerequisites No prerequisites.

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

Language of tuition Module is presented in English

Department Mercantile Law

Period of presentation Semester 1

Module content

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

Business law 220 (BER 220)

Module credits 16.00

NQF Level 06

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

Prerequisites Examination entrance for BER 210

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

Language of tuition Module is presented in English

Department Mercantile Law

Period of presentation Semester 2

Module content

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

Business management 210 (OBS 210)

Module credits 16.00

| | |
|-------------------------------|--|
| NQF Level | 06 |
| 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 |
| Language of tuition | Module is presented in English |
| Department | 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 |
| NQF Level | 06 |
| 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. Students from other Faculties are required to have 50% for Mathematics in Grade 12. |
| Contact time | 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Business Management |
| Period of presentation | Semester 2 |

Module content

Project management and negotiations:

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

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

Curriculum: Final year

Minimum credits: 148

Core modules

Labour law 311 (ABR 311)

| | |
|-------------------------------|--|
| Module credits | 20.00 |
| NQF Level | 07 |
| Service modules | Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences Faculty of Humanities |
| Prerequisites | Admission to the relevant programme. |
| Contact time | 1 tutorial every 2nd week, 2 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Mercantile Law |
| Period of presentation | Semester 1 |

Module content

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

Labour relations 320 (ABV 320)

| | |
|-------------------------------|---|
| Module credits | 20.00 |
| NQF Level | 07 |
| Service modules | Faculty of Engineering, Built Environment and Information Technology Faculty of Humanities Faculty of Natural and Agricultural Sciences |
| Prerequisites | No prerequisites. |
| Contact time | 3 lectures per week |
| Language of tuition | Module is presented in English |
| Department | Human Resource Management |
| Period of presentation | Semester 2 |

Module content

The theoretical basis of Labour Relations

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

Labour Relations practice

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

Industrial and organisational psychology 319 (BDO 319)

Module credits 20.00

NQF Level 07

Service modules Faculty of Health Sciences

Prerequisites BDO 110, 120; BDO 219 GS, BDO 229 GS (except for Business Management students).

Contact time 3 lectures per week

Language of tuition Module is presented in English

Department Human Resource Management

Period of presentation Semester 1

Module content

Part 1: The Human Resource Management environment

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

Part 2: Human Resources Provision

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

Industrial and organisational psychology 329 (BDO 329)

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

Module content

Part 1: The theoretical environment of Human Resource Development

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

Part 2: The practical environment of Human Resource Development

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

Human Resource practices 371 (BDO 371)

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

Module content

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

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

Part 1: Human Resource Management

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

Part 2: Human Resource Development

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

Industrial and organisational psychology 372 (BDO 372)

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

Module content

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

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

Industrial and organisational psychology 373 (BDO 373)

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

Period of presentation Semester 2

Module content

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

Research methodology for human resources practice

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

Business management 310 (OBS 310)

Module credits 20.00

NQF Level 07

Service modules Faculty of Engineering, Built Environment and Information Technology

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

Contact time 3 lectures per week

Language of tuition Module is presented in English

Department Business Management

Period of presentation Semester 1

Module content

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

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.