



**2016 HANDBOOK
PUBLIC MANAGEMENT, LAW &
ECONOMICS (MIDLANDS)**



**FACULTY OF
MANAGEMENT
SCIENCES**

**DEPARTMENT OF
PUBLIC MANAGEMENT, LAW AND
ECONOMICS.**

DEPARTMENTAL MISSION

Mission

To produce independent creative and responsible thinkers through the creation of a space for experiential, real world learning with programs that are versatile, useful and relevant.

To teach knowledge, skills and technology that anticipates the requirements of industry and community, identified through partnerships and applied research in real world environments by constantly keeping abreast of developments.

Ensure good moral conduct, integrity, transparency, accountability and professional excellence around which the department is built and operated on.

What is a University of Technology?

A university of technology is characterized by being research informed rather than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, research output is commercialized thus providing a source of income for the institution. Learning programs, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as defined by industry and the professions.

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IMPORTANT NOTICE

The departmental rules in this Handbook must be read in conjunction with the Durban University of Technology's General Rules contained in the current General Handbook for Students

NOTE TO ALL STUDENTS

Your registration is in accordance with all current rules of the institution. If, for whatever reason, you do not register consecutively for every year/semester of your programme, your existing registration contract with the Institution will cease. Your re-registration anytime thereafter will be at the discretion of the Institution and, if permitted, will be in accordance with the rules applicable

I. CONTACT DETAILS

All departmental queries to:	033 845 8878
Secretary:	Ms Smangele Mhlongo
Tel No:	033 845 8878
Fax No:	033 845 8885
Location of Department:	D 305 Riverside Campus, P.M.B.
All Faculty queries to:	031 373 5410
Faculty officer:	Mrs Rowena Pankhurst
Tel No:	031 373 5410
Fax No:	031 373 5518
Location of Faculty office:	ML Sultan Campus, Durban.
Executive Dean:	Dr Rishi Balkaran.
Tel No:	031 373 5130
Fax No:	031 373 5518
Location of Executive Dean's office:	ML Sultan, Durban.

2. STAFFING

Name and Qualification

Head of Department: Mrs D Phoswa, NDip: Public Management (TN); B Tech Public Management (TN), M-Tech: Public Management

Lecturers Mr M E Tenza, (LLB, UNISA, Masters, UNISA)
Mr Z.M. Zwane, BA (UZ), BA(Hons)UNISA, Cert in Labour Relations(UNISA), MPA(UKZN)
Mr F van Zyl, (LLB, University of Free State), BA (ECON), NDip (Business Management) Damelin
Mr D.T.F. Mdlazi, B.Admin (Fort Hare), Hons B. Admin (UNISA), M. Admin (Stellenbosch)
Prof A van der Merwe, B Sc. (UKZN), BA Hons (UNISA), HDE (UKZN), M Com (UKZN) PHD (UKZN)

Secretary: Ms S Mhlongo, N Dip: OMT (DUT), B-Tech: OMT (DUT)

3. PROGRAMMES OFFERED BY THE DEPARTMENT

The following programmes are offered in the Department which, upon successful completion, lead to the award of the following qualifications:

Qualification	SAQA NLRD Number
NC:	
NHC	
ND:	3321038 (NDPBAD06)
BTECH	3321009
MTECH	3621002
DTECH	37**999

4. PROGRAMME INFORMATION AND RULES OF THE DEPARTMENT.

On the basis of a variety of placement assessments, successful applicants for study towards a National Diploma will be accepted into either a three-year minimum or an augmented, four-year minimum programme of study. An augmented curriculum is devised in order to enhance student development and to improve the student's chances of successful completion.

Minimum admission requirements.

(Standard statement aligned with SAQA Registration)

The minimum admission requirement is an National Senior Certificate with a minimum of 30% in the language of learning and teaching at the higher education institution as certified by Umalusi, coupled with achievement rating of 3 (moderate achievement (i.e. 40% to 49% or better in four recognized NSC 20 credits.

The requirements of General Rules (G7) the following specific rules, shall apply for entrance requirements for National Diploma: Public Management in respect applicants who have passed National Senior Certificate (NSC). These are:

(i) NSC requirements

COMPULSORY SUBJECTS	NSC Rating Code
English (home) OR English (first additional)	3
Maths OR	3
Maths Literacy	4
Any two additional subjects (must be 20 credit subjects)	One at 4 and one at 3

(ii) SENIOR CERTIFICATE requirements

A Senior Certificate or Equivalent qualification. Applicants with 27 or more points will be considered

COMPULSORY SUBJECTS

English D (HG) OR C (SG)

NB: Departmental handbook does not repeat general rules.

Refer students to the relevant G Rule number where the department rule is more stringent (e.g. Notwithstanding Rule G...)

Mature age. See General Rule (G7 (6))

5. WORK DONE DURING THE SEMESTER OR YEAR.

The formula to calculate the Year Mark for each module will be issued to learners with the lecture programme and the module study guide.

In addition to general requirements as stipulated under General Rule G15 (10), the department reserves the right to refuse a year mark to the learner whose progress has not been adequate owing to poor attendance as expected in the module guidelines. This also includes attendance to all lectures, tutorials, and or practical classes in the subject / module.

6. ASSESSMENT.

(If more stringent than General Rules)

A final result shall be composed of the following:

Year/Semester Mark:	40%
Examination Mark:	60%
Final Mark:	100%

The year/semester mark will be made of the average of assessments during the year/semester. Measures for assessment for each subject / module may differ and are outlined in the learner guide.

7. ELIGIBILITY FOR EXAMINATIONS

In terms of Rule G15 (10) and (11) a year / semester mark obtained for any subject is only valid for the examination in the year / semester in which a student is registered, plus the supplementary examination in that module / subject, if granted to the student in terms of general rules of the institution. A learner will be permitted to write the final examination in respect of the module with a minimum course mark of 40%.

Each subject or module has a course mark unless performance is evaluated through continuous evaluation method as approved by Senate.

8. SUPPLEMENTARY EXAMINATION.

A learner may be admitted to a supplementary examination after obtaining a minimum of 45% from the final result, and in terms of General Rule G16 (3).

9. PASS REQUIREMENTS.

In order to pass an examination, a student must obtain a final mark of 50% in terms of Rule G17.

10. SYLLABI.

The abridged syllabi for each module of the programme are indicated under subject content below.

11. PROGRAMME STRUCTURE

Complete table for all qualifications, e.g. ND, B Tech etc.

(Include extended curricula if applicable)

Code	Subjects:	*C/O	Semester/ Year	Assessment Method	NQF Level	Pre- requisite
PBDM101	Decision Making 1	*C	Semester	General Rule	6	N.S.C.
PBIN101	Public Information Services 1	*C	Semester	General Rule	6	N.S.C.
PBRM101	Public Resource Management 1	*C	Semester	General Rule	6	N.S.C.
SLMG101	Self-Management 1	C	Semester	General Rule	6	N.S.C.
POFM101	Public Office Management 1	*C	Semester	General Rule	6	N.S.C.
PSVD101	Public Service Delivery 1	*C	Semester	General Rule	6	N.S.C.
FRSC201	Fundamentals of Research 2	*C	Semester	General Rule	6	N.S.C.
PBFN201	Public Financial Management 2	*C	Semester	General Rule	6	Pass PBRM101
PBHR201	Public Human Management 2	*C	Semester	General Rule	6	Pass PBRM101
PJMG201	Project Management 2	*C	Semester	General Rule	6	N.S.C.
PBPL201	Public Procurement & Logistics Management 2	*C	Semester	General Rule	6	Pass PBRM101.
PINP201	Public Information Practices 2	*C	Semester	General Rule	6	Pass PBIN101.
ISCL301	Inter-sectoral Collaboration 3	*C	Semester	General Rule	6	Pass PSVD101.
MNIF301	Management of Information 3	*C	Semester	General Rule	6	Pass PIIN202
PBHR301	Public Human Resource management 3	*C	Semester	General Rule	6	Pass PBHM201

PFNP30I	Public Financial & Procurement Management 3	*C	Semester	General Rule	6	Pass PBFN20I &PBPL20I
PGRM30I	Program Management 3	*C	Semester	General Rule	6	Pass PJMG20I
PLSD30I	Policy Studies 3	*C	Semester	General Rule	6	Pass PBDM10I
GVRL40I	Governmental Relations 4	*C	Semester	General Rule	7	ND: PM
PBLA40I	Public Accountability 4	*C	Semester	General Rule	7	ND:PM
PBPM40I	Public Policy Management 4	*C	Semester	General Rule	7	ND: PM
SPBM40I	Strategic Public Management 4	*C	Semester	General Rule	7	ND : PM
RSIM40I	Research & Information Management 4	*C	Semester	General Rule	7	ND : PM
SHRM40I	Strategic Public Human Resource Management 4	*C	Semester	General Rule	7	ND : PM

* C + Compulsory; O = Optional.

12. **RE-REGISTRATION RULES** (if more stringent than General Rules)

Incl. Pre/Co requisite

Exclusion Rules (if more stringent than General Rules)

13. **NORMAL DURATION.**

3 years full and part-time.

14. **WORK INTEGRATED LEARNING. (Experiential Training)**

In order to qualify for the National Diploma: Public Management, and in addition to the requirements of General Rule G (15) all learners must undergo In-service Training (experiential training) for a specified period determined by the department. Without this training the university cannot award the qualification. Details are available in the departmental Experiential Learning Policy document.

Although the institution undertakes to assist the student/Candidate to obtain suitable experiential learning placement, the onus is still on the candidate to find an employer. The employer must be accredited by the Durban University of Technology for purposes of experiential learning. An experiential learning agreement creates a separate contract between the employer and the candidate/ student.

15. **AWARDING OF DIPLOMAS AND CERTIFICATES**

Students must apply for diplomas and certificates on the prescribed forms available from the Faculty of Management Sciences.

16. SUBJECT CONTENT

16.1 INSTRUCTIONAL PROGRAMME:

NATIONAL DIPLOMA: PUBLIC MANAGEMENT (3321038)

PUBLIC DECISION MAKING I

Problem solving techniques, Methods and operational procedures, Basic negotiation skills, Elementary conflict resolution skills. Introduction to Public Decision Making, Fundamentals of Decision Making, Decision Making models and techniques, Creativity and Decision Making, Public Decision Making and Ethics.

PUBLIC INFORMATION SERVICES I

Constitutional values and principles underlying public administration, Administrative law, Fundamental rights, Public Management principles and theories, Principles and introduction to public service delivery.

Introduction to the study of communication/information management in organisations. Application of writing skills: correspondence. Barriers to government communication. Sources of political information. Statutory framework for government information and communication. Telephone etiquette, Introduction to computers and word processing, correspondence, use of electronic mail, Interpersonal relations, Personal Component, Information searches, Writing skills,

PUBLIC OFFICE MANAGEMENT I

Introduction to Public Office Management, Office design and layout, Records Management, Organisational arrangement, Security measures.

PUBLIC RESOURCE MANAGEMENT I

Introduction to public financial resources, Introduction to basic financial management, Introduction to control mechanisms, Introduction to provisioning administration and logistics, Relevant Treasury regulations, Provisioning administration procedures, Asset management.

PUBLIC SERVICE DELIVERY I

Ethical foundations, Values and norms, Statutory framework, Manifestations of unethical conduct, Remedies and mechanisms to ensure ethical conduct, Disciplinary actions and sanctions, Organisational methods, Legislative policy framework, Frontline management principles, Public integrity and professionalism, Introduction to development management (principles, SA context for public service delivery, demographics, accessibility to services). White paper on Public Service Delivery.

SELF MANAGEMENT I

Enhancing ethical behaviour, Time management techniques, Organising, Basic training, Answerability and accountability, Principles of enhancing effectiveness and efficiency, the impact of training to Self-Management.

FUNDAMENTALS OF RESEARCH II

Introduction to Fundamentals of Research. Definition of terms and concepts. Scientific and non-scientific knowledge. Aspects of research. Planning and writing the research proposal. Quantitative & qualitative research. The research process, population, sampling and different types of data and research ethics.

PROJECT MANAGEMENT II

History of Project Management, Project Management Body of Knowledge, the role of leadership in Project Management, Conflict management, Communication, Project Management, Tools and control, Project Management cycle.

PUBLIC FINANCIAL MANAGEMENT II

Brief introduction to Public Financial Management legislation, Budgeting systems, Budgeting process, Public Accountability and Control.

PUBLIC HUMAN RESOURCE MANAGEMENT II

Fundamental concepts of Public Human Resource Management, Open-systems Perspective of Public Human Resource Management, Human Resource Planning, Job Analysis, Recruitment, Selection.

PUBLIC INFORMATION PRACTICES II

Inter - and Intranet navigation and searches, Intermediate word processing techniques, Spreadsheets, Presentation software, Introduction to databases, Introduction to market analysis, Marketing principles and techniques, Utilisation of appropriate media, Demographics (e.g. media exposure, etc.), Introduction to inter- and intra-departmental channels, Protocol principles, policies, procedures and skills, Negotiation skills, Conflict management, Principles of effective communication.

PUBLIC PROCUREMENT & LOGISTICS MANAGEMENT II

Supply Chain Management, The Legislative framework for Procurement, Record keeping and asset control, Stocktaking, Auctioning and disposal, Damage and loss control, Procuring goods and services, Provisioning Admin & Procurement Management.

INTERSECTORAL COLLABORATION III

Negotiations with unions, clients and staff (art of negotiations), Obtain and disseminate information, Conflict resolution techniques, Persuasive interpersonal communication skills, Maintain a neutral composure, Maintaining, co-ordinating and managing stakeholder relationships, Strategic thinking skills, Problem solving techniques, Ability to identify and distinguish between internal and external stakeholders, Labour Relations Act and other statutory requirements, Co-ordinate information, Interpret and analyse information, Negotiate and resolve conflict, Record and distribute findings in the form of a report, Basic understanding of government structures, policies and legislation

(including relevant legal principles), Governmental Relations, Public Private Partnerships.

MANAGEMENT OF INFORMATION III

Listening skills/reading skills, Meeting procedures and documentation, Use of technology, Formats of minutes, Networking, Planning information input and output, IT support systems, Information needs analysis, Write reports using word processing skills, Interpretation and feedback of relevant data, The need to feedback suggestions, Implementation techniques for feedback, Selecting appropriate technology, Management Information Systems, Ethics, Statistical interpretation, Service delivery mechanisms.

POLICY STUDIES III

Approaches to the study of policy. Models of public policy making and policy analysis. Policy makers and the environment. Budgeting and public policy. Policy design, formulation and implementation. Developing policy argument. Building capacity for policy improvement and tools. Policy impacts, monitoring & evaluation.

PROGRAMME MANAGEMENT III

Needs analysis or commissioned project, Registration of a project, The principles of project management, Project management cycle, Policy analysis, Presentation skills, Persuasive ability to sell projects and win project bids, Policy programme options, Selection of policy programmes, Policy programme management, Project management, Monitoring, Control, Management principles, Types of programmes in Government, Programme evaluation, Programme options.

PUBLIC FINANCIAL & PROCUREMENT MANAGEMENT III

Budgeting process (Strategic and business plan), Sources of revenue, Analyse financial statements, Compile cash flow statements, Budget control and procedures, Ethical foundations of finance, Performance measurement and reporting, Equitable division of budget allocations (priorities), Implementation of internal control system, Maintain and update internal control system, Evaluate internal control system (internal auditors), Tender procedures, Provisioning administration and purchasing procedures, Stock management, Management of assets (strategic physical assets management plan).

PUBLIC HUMAN RESOURCE MANAGEMENT III

Organisational strategy, Job analysis, Environmental scanning, Post and person specification, HR planning, Skills audit, Environment/context, Fair labour practice, Normative principles of system, Standard setting for individuals, Monitor performance, Address deviations to set standards, Full assessment of performance, Motivation and reward, Evaluate and adjust, Control achievement of objectives, Assess staff performance, Performance management systems, Labour relations, SAQA Act, Skills Development Act, White Paper on HRM, Public Service Training, Needs Analysis, Organisational strategies, Team

development, Development of training programmes, Career management, Health and Safety, Leadership.

PUBLIC MANAGEMENT PRACTICE III

Experiential learning.

16.2 INSTRUCTION PROGRAMME TO B-TECH PUBLIC MANAGEMENT (3321009) ENTRANCE REQUIREMENTS:

Applicant for this programme must have one of the following: - ND: Public Management and Administration

Students in possession of National 'N' Diploma in Public Management and Administration from FET institution are required to have 60% in all the N6 subjects. In addition students will be required to complete the following subjects:

SEMESTER 1

Public Financial Management 2

Public Human Resources Management 2

Policy Studies 3

SEMESTER 2

Fundamentals of Research 2

Public Financial & Procurement Management 3

Public Human Resources Management 3

Students interested in registering for BTECH Public Management and are not in possession of an appropriate ND Public Management & Administration or National 'N' Diploma in Public Management & Admin qualification will be required to complete the above modules.

NB: THESE ARE PURELY EXTENDED CURRICULAR MODULES TO PREPARE AND ENABLE LEARNERS TO BE ADMITTED INTO B-TECH: PUBLIC MANAGEMENT PROGRAMME.

GOVERNMENTAL RELATIONS IV:

Understanding of governmental structures and policies, Comparative international principles, Understanding the legislative framework, Public private partnerships, Globalisation and regionalisation.

PUBLIC ACCOUNTABILITY IV

Policy requirements: Internal control design., Internal control evaluation, Internal audit involvement and liaison, Risk management and cost management analysis techniques, Financial planning based on Medium Term Expenditure Framework, Budget integration, Budget analysis, Financial report writing, Financial policy for reporting, Financial statement analysis, Financial statement compilation, Performance reporting.

PUBLIC POLICY MANAGEMENT IV

Policy analysis (Principles, process, methodology and techniques), Stakeholders analysis, Impact studies, Policy evaluation, Feasibility studies, Environmental scanning, Policy formulation process, Policy proposal format, Stakeholder identification and participation, Research, Procedural arrangements, inter alia, lines of authority, channels of communication and Policy implementation, Policy evaluation and comparative study between development and developed and developing world. Management tools, applications, techniques and functions, Policy objectives, Departmental objectives, Departmental regulations and procedures, Multi-dimensional problem identification and structuring, Setting policy objectives and standards, Decision-making, Ethical and statutory context, Planning process, Policy formulation process, Departmental regulations, Programme impact indicators, Scoping (assessment objectives; levels of assessment; budgets; time frames), Assessment models, Principles of evaluation and monitoring, Policy analysis, Principles of evaluation & monitoring, Management principles.

RESEARCH & INFORMATION MANAGEMENT IV

Environmental scanning, Scenario building, Impact studies, Feasibility studies, Needs analysis, Audits, Research principles and techniques, Research methodology, Problem statements, Research design, Project management, Produce management Information, Produce review reports, Presentations and creating new knowledge and understanding.

STRATEGIC PUBLIC HUMAN RESOURCE MANAGEMENT IV

Appropriate legislation, Conflict management, Change management, Flexi-management techniques, Managing diversity, Information management, Project & strategic management, Transformation, Diversity management, Collective bargaining, Employer/Employee relations, CCMA, Bargaining chambers, Meeting procedures, Negotiation techniques, Skills w.r.t interpreting & analysing information, Recording, Retrieving, Disseminating, Storing information, Informal & formal communication, Codes of conduct, Grievance procedures, Feedback procedures, Interpretation of statutes, Relevant legislation, LRA observation techniques, Disciplinary hearings.

STRATEGIC PUBLIC MANAGEMENT IV

Formulate mission and vision, Identify key performance areas, Formulate strategic goals and objectives, Develop tactical and operational plans, Environmental scanning of relevant environment, Analysing information, Develop strategic management functions and skills, Develop analytical problem solving techniques, Determining milestones, Bench-marking.

16.3 INSTRUCTIONAL PROGRAMME: M -TECH: PUBLIC MANAGEMENT (3621002)

Entrance Requirements:

The B. Tech: Public Management or an appropriate four-year tertiary qualification and Two years relevant working experience.

Course Structuring

1. Full Dissertation

OR

2. Instructional offerings and a research project.

Comprises the following compulsory subjects: Research Project (0.5); Policy Studies V (0.1); Co-operative Governance V (0.1); Public Human Resource Management V (0.1); Leadership V (0.1); Project Management V (0.1); Public Financial Management V (0.1); Public Service Delivery V (0.1)

PLUS COMPULSORY MINI DESSERTATION

The electives offered will be dependent upon the demand for the subjects.

16.4 INSTRUCTIONAL PROGRAMMES: D- TECH: PUBLIC MANAGEMENT (37999)**

Entry requirements:

M. Tech: Public Management or an appropriate tertiary qualification at Master's level.

Dissertation /Thesis only.

NB: Students to read this section in conjunction with the relevant learner guides.

17. LAW AND ECONOMICS

Law and Economics components are servicing programmes under the Faculty of Accounting and Informatics: Department of Finance and Information Management. The subjects offered are as follows:

Commercial Law 1

Commercial Law 2

Advanced Law 3

Legal Practice 2

Conveyancing & Administration of Estates

Labour and Immaterial Property Law

Legal Practice

Labour Law

Corporate Procedures 2

Economics 1 encls111

Economics 2 encls121

COMMERCIAL LAW FOR ACCOUNTIING (I30309912) Module I

Understand the SA legal framework, understand the rule relating to the interpretation of Statutes, Understand and apply knowledge of principles relating to the law of Contract, Understand the legal principles relating to Contract of Sale, Understand and apply knowledge of principle relating to the Law of Agency.

COMMERCIAL LAW FOR ACCOUNTANTS II (I30310022) Module I

Know and understand the most important principles and sections of the Credit agreements Act 75 of 1980, understand the objectives of the Usury Act of 1968, understand the contract of lease, understand the legal principles relating to Negotiable instruments, understand the law relating to Insolvency, understand and apply the principle relating to the different forms of security, understand and apply principle relating to law of Insurance.

COMMERCIAL LAW FOR ACCOUNTANTS II (I30310022) Module 2

Know and apply the law relating to companies, understand and apply provisions of the Close Corporations Act 69 of 1984, Know partnership as business form.

ADVANCED LAW III

Know the legal principles relating to Trusts, Understand and apply general concepts and provisions regarding Labour Law/Arbitration, understand the law relating to Immaterial property and marketing, Define la of carriage of goods and carriage of persons, know statutes relating to financial institutions, know statutes relating to property transactions.

LEGAL PRACTICE I (I30303812)

Section A: The law firm,

Section B: Litigation and collections

Section C: legal instruments

Section D: Basic conveyancing

LEGAL PRACTICE II (I30303922)

This subject comprises two modules,

Legal Practice 201(I303A7422) CONVEYANCING

Legal Practice 202(I303A7522) ADMINISTRATION OF ESTATES

ECONOMICS I (2205612) Module I

The study of economic problem and its manifestation, individual as well as market demand, income and equilibrium and analysis of price elasticity of demand and supply, the production function, different revenue concepts and profits maximization in perfect competitive market.

ECONOMICS I (220205612) Module II

International economic markets, international trade balance of payment, international trade organizations and restrictions. The role of government in economy and evaluation of fiscal policy, macro demand curve and total expenditure. Unemployment and inflation as major courses of economic stability, and current economic issues.

E & OE