



**2017 HANDBOOK  
PUBLIC MANAGEMENT, LAW &  
ECONOMICS (MIDLANDS)**



# **HANDBOOK FOR 2017**

## **FACULTY OF MANAGEMENT SCIENCES**

**DEPARTMENT of  
PUBLIC MANAGEMENT, LAW  
and ECONOMICS**

## **DEPARTMENTAL MISSION**

To produce independent creative and responsible thinkers through the creation of a space for experiential, practical, 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 operate 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 programmes, 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 University of Technology's General Rules contained in the current General Handbook for Students.

## NOTE TO ALL REGISTERED 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 at that time.

## I. CONTACT DETAILS

All departmental queries to:

Secretary:	Vacant
Tel No:	(033) 845 8878
Fax No:	(033) 845 8857
Location of Department:	D Block Office D305 Riverside Campus

All Faculty queries to:

Faculty officer:	Ms. R Pankhurst
Tel No:	(031) 373 5410 /5441
Fax No:	(031) 373 5518
Location of Faculty office:	A-Block, 1 <sup>st</sup> Floor, ML Sultan Campus

Executive Dean:	Prof R Balkaran
Tel No:	(031) 373 5130
Fax No:	(031) 373 5518/086 6740 908
Location of	
Executive Dean's office:	A-Block, 1st Floor, ML Sultan Campus

## **2. STAFFING Name and Qualification**

**Head of Department**                    **(WORK IN PROGRESS)**

**Lecturers**                                Dr A van der Merwe, B Sc. (UKZN), BA Hons (UNISA),  
HDE (UKZN), M Com (UKZN) PHD (UKZN)  
  
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  
  
Mrs M Brauns, National N Diploma (TVET), B-Tech: Public  
Management (DUT), M-Tech: Public Management (DUT)

**Secretary:**                                Vacant

### 3. PROGRAMMES OFFERED BY THE DEPARTMENT

Programmes are offered in this Department which, upon successful completion, leads to the award of the following qualifications:

Qualification
Higher Certificate: Public Administration
National Diploma: Public Management (Phasing out)
Public Administration with specialization in (Phasing in) <ul style="list-style-type: none"><li>• Public Management</li><li>• Supply Chain Management</li><li>• Local Government</li><li>• Disaster and Risk Management</li></ul>
Bachelor of Technology: Public Management
Master of Management Sciences (Public Administration-Peace Studies)
Master of Management Sciences (Public Administration-Public Management)
Master of Management Sciences (Public Administration-Disaster Risk Mngt)
Master of Management Sciences (Public Administration-Higher Education)
Master of Management Sciences (Public Administration-Local Government)
Master of Management Sciences (Public Administration-Monitoring & Evaluation)
Master of Management Sciences (Public Administration-Supply Chain Mngt)
Doctor of Philosophy in Management Sciences (Public Administration-Peace Studies)
Doctor of Philosophy in Management Sciences (Public Administration-Public Management)
Doctor of Philosophy in Management Sciences (Public Administration-Disaster Risk Mngt)
Doctor of Philosophy in Management Sciences (Public Administration-Higher Education)
Doctor of Philosophy in Management Sciences (Public Administration-Local Government)
Doctor of Philosophy in Management Sciences (Public Administration-Monitoring & Evaluation)
Doctor of Philosophy in Management Sciences (Public Administration-Supply Chain Mngt)

### 4. PROGRAMME INFORMATION AND RULES

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:

#### 4.1 Diploma: Public Administration

Students who wish to enroll for the diploma must apply to student admissions before 31 October. These students must submit their matriculation results by the second week in January of the following year. The number of students enrolled each year will be determined the University and the departmental growth policies. In addition to the minimum University admission requirements, the following criteria must be met by students wishing to study this diploma.

- Minimum requirements NSC Maths 3 or Maths Literacy 4, English 3 and Two 20 credit subjects (one at a rating code 3 and one at 4) or equivalent qualification.

- A senior certificate or equivalent qualification. Applicants with 27 or more points will be considered. Compulsory subjects: English HG D or SG C.
- DUT RPL process is an alternative entry route.
- An access pathway for mature students (older than 23 years with a minimum of 3 years work experience in the related field) will be provided.
- A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with at least 50% in English
- All candidates who successfully complete the Higher Certificate in Public Administration will be admitted into the Diploma programme and will be granted credits for the first year of the Diploma programme up to a maximum of 50% of the total credits.

### **ADMISSION RATING SYSTEM**

The following admission rating system will be used to rank the applicant in order to facilitate the selection of students applying for the Diploma in Public Administration on a purely merit basis.

#### **4.2. B. Tech: Public Management**

Applicants for this programme must have a National Diploma: Public Management or appropriate Three (3) year qualification.

### **AND IN ADDITION**

Learners must have achieved an average of 60% at 3rd level

### **OR**

Have relevant practical experience in the public or management work environment.

### **OR**

Students in possession of **National 'N' Diploma in Public Management and Administration from TVET** 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 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.**

#### **4.3 Master of Management Sciences (Public Administration)**

Applicants must have:

- (i) B Tech: Public Management or an appropriate four year qualification.
- (ii) Two or more years relevant working experience

#### **4.4 Doctor of Philosophy in Management Sciences (Public Administration)**

Applicants must have an M Tech: Public Management or an appropriate tertiary Qualification at Master's level.

### **5. PROGRAMME STRUCTURE**

See General Rule G33

### **6. ASSESSMENT PLAN**

A final result shall be composed of the following:

Year Mark	40%
Examination Mark	60%

#### **Assessment Methods**

Summative: Test, one three hour written exam, assignments, etc

Informative: Presentation, role play, etc

The year mark shall be made up of the average of assessments during the year. Measures for assessment for each subject may differ and are outlined in the study guide for that subject.

### **7. RE-REGISTRATION RULES**

See General Rule G29

#### **Exclusion Rules**

See Common Faculty rule.

### **8. SUBJECT CONTENT**

#### **BACHELOR OF TECHNOLOGY: PUBLIC MANAGEMENT (3321009)**

##### **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.

## **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 of information, Develop strategic management functions and skills, Develop analytical problem solving techniques, Determining milestones, Bench-marking.

## **NATIONAL DIPLOMA: PUBLIC MANAGEMENT (PHASING OUT QUALIFICATION) (3321038)**

### **FUNDAMENTALS OF RESEARCH II**

Report writing, Research methodology and design, Independent and project research, relevant policy documents.

### **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**

#### **(Pre-requisite Public Resource Management I)**

Financial 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**

#### **(Pre-requisite Public Information Service I)**

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**

Negotiate with unions, clients and staff (art of negotiations), Obtain and disseminate information, Negotiation and 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**

#### **(Pre-requisite Public Information Practice II)**

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**

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.

### **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**

#### **(Pre-requisite Public Financial Management II)**

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**

#### **(Pre-requisite Public Human Resource Management 2)**

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.

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

# **DIPLOMA: PUBLIC ADMINISTRATION (PHASING IN QUALIFICATION)**

## **SPECIALIZATION IN PUBLIC MANAGEMENT**

### **DUT CORNERSTONE 101**

The module content will be developed around the concept of journeys, across time, across space, and across human relationships. It will take the journey of the uMngeni River (which is close to all DUT campuses) as a metaphor. The module will bring different disciplinary perspectives to this content – environmental, historical and sociological in particular.

The metaphor of the journey will be sustained across the module and will be applied to personal journeys, historical, political and environmental journeys, and social journeys, with a specific focus on gender. Each section will draw in issues of ethics, diversity and critical citizenry. The design team may later take a different metaphor or theme, but with the same outcomes and attributes.

The final section of the module will identify and integrate learning from earlier sections, and examine implications for further learning. At each stage of the module, activities such as the weekly online journal and class discussion will involve reflection and build communicative practices. There will be a concluding section in which students will identify their learning and examine the implications for their roles as students and as citizens.

### **PUBLIC MANAGEMENT AND ADMINISTRATION**

Definition of public management and administration, Legislative framework guiding public administration, Administrative and management functions, Public administration as a discipline and other related disciplines.

### **GOVERNANCE AND POLITICS**

The context of South African government and political systems, Constitutional and governance arrangements, Good governance and human rights, Global and regional politics and Political ideologies

### **ACADEMIC LITERACY AND PRACTICE**

1. (a) Duration: 12 weeks
- (b) Evaluation: Continuous Assessment

The module consists of the following:

Each week the teaching and learning will incorporate the three strategies outlined below collaboratively.

Strategy 1: Reading

Students will be given guided reading tasks in order to encourage them to complete a full reading of the text. Focus will be drawn to each of the following approaches to reading:

Reading a text for its educational value

Reading for pleasure

Reading selected passages of a text for analysis

The differentiation between reading novels, business correspondence newspapers and social media

The identification of different registers, dialects, and jargon within a text

The emergence of blending, code-switching and the incorporation of indigenous languages

Strategy 2: Critical-thinking and Discussion

Students will be provided with group discussion topics which will be related to the text that they have read. The objective will be to draw parallels between students' own life stories and experiences, and the pertinent issues which emerge from the text. Focus will be drawn to the following areas of social discourse:

Preparation for life in the adult world of work and responsibility

Gender relations

Personal ethical frameworks

Cultural literacies: reconfiguring inter-cultural communication into transculturation and engaging with global cultural trends through South African modes of representation

Strategy 3: Writing

Students will be guided to build upon the platform laid by the reading and critical-thinking/discussion sections of the module. The objective will be to develop writing skills at the sentence and paragraph construction levels using the following methodologies:

Examining how sentences and paragraphs have been constructed by the writer of the text in selected passages

Revision of the basic properties of sentences and paragraphs

Writing practice (beyond the shadow of plagiarism)

Laying the foundations of academic research through research report writing.

Proofreading and editing of writing

Summary writing

## **INTRODUCTION TO TECHNOLOGY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of computer terminology, Overview of the Ethics of Information Technology, Access to the internet, upload and downloading files, Overview of MS Word, Overview of a presentation package such as PowerPoint.

## **FINANCIAL LITERACY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Savings and budgeting, Debt Reduction and Asset Building (bank statement and bank recon) (interest rate, compound and simple), Building a good credit rating, Consumer Protection (link with law), Wages and taxation (basic categories, direct and indirect, vat, individual tax), Investment Planning  
Retirement (Building a pension fund / provident fund)

## **TIME & STRESS MANAGEMENT**

Self-management is defined; Internal and external motivational factors are identified using different theories of motivation, the value of good goals are understood so that characteristics of good goals can be used to set well defined goals, Techniques of time management are applied, Time log is adhere to, time wasters are identified, Stress is different from pressure, types and stages of stress are discussed. Techniques for stress management, training and development are defined, the training needs are established, Legislative framework understood, the importance of training is identified and different training levels are distinguished.

## **QUANTITATIVE APPROACHES TO MANAGEMENT SCIENCES**

Duration: 12 weeks

Evaluation: Continuous Assessment, based on tests and/or assignments

The module consists of the following sections: Basic Number Calculations, Using a Calculator, Working with Decimals, Working with Fractions, Factorisation, Decimal Fractions, Working with percentages, Working with averages, Ratio and Proportion, Simple and Compound Interest, Markups, Profitability, Discounts and Commissions, Graphs and Charts, Banking and Investing

## **INTRODUCTION TO ECONOMICS**

### **PRINCIPLES OF MICROECONOMICS**

Define economics, define the economic problem.

Explain scarcity, opportunity cost and choice using the Production Possibilities Curve.

Explain how scarcity results in the problems of allocation, distribution and production.

Identify the four sectors in the economy and show how they interact in the various markets.

Describe how production, income and spending are related in the economy.

Explain the components of the mixed economy.

Use demand and supply curves to explain how price and output are determined in free and regulated goods markets.

Use demand and supply curves to explain how wages and employment levels are determined in free and regulated labour markets.

Discuss the implications for price, output, profit, and efficiency of perfect competition and monopoly.

### **PRINCIPLES OF MACROECONOMICS**

Calculate the major measures of macroeconomic activity (GDP; GNP; Expenditure on the GDP; GDE etc.)

Explain the value-added method of calculating GDP.

Distinguish between GDP at market prices and GDP at factor cost.

Explain the difference between nominal and real GDP.

Describe the problems associated with measurement of GDP and GNP.

Compare and contrast the concepts of economic growth and economic development.

Draw a diagram of the business cycle.

Identify the different phases of the business cycle.

Explain what happens in the macro-economy during the different phases of the business cycle.

Define unemployment and explain its measurement.

Identify the different types of unemployment.

Define inflation and explain its measurement.

Describe the causes of inflation.

Discuss the consequences of unemployment and inflation for the economy.

Describe the functions of money.

Describe the main functions of the South African Reserve Bank.

Explain how the basic instruments of monetary policy may be used to pursue macroeconomic objectives.

Describe the distribution, allocation and stabilization functions of government.

Explain why international trade occurs.

Critically analyse the arguments for trade intervention.

Evaluate the impact of an import tariff.

Identify the main components of the balance of payments.

Explain how exchange rates are determined in the foreign exchange market.

Discuss the implications of globalisation for the economy.

### **PUBLIC FINANCE MANAGEMENT I**

The role players in public financial management, Principles and concepts of public financial management.

Theoretical foundation of public financial management, Budgeting systems, policies and procedures.

### **LAW FOR LIFE**

Introduction, Civil and criminal law, Law of insurance, Road accident fund, Law of contract, Marriage and Succession.

## **BUSINESS COMMUNICATION AND INFORMATION LITERACY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of Communication in the South African context, Begin to reflect on group roles, functions and behavior, Purpose, audience, context, conventions and types of business letters, Guidelines for Writing emails, Meetings: Types, jargon, office bearer roles, Meetings procedure, Meetings Documentation: Practice writing Notice, Agenda, Minutes, Report Writing: Asking questions in surveys and interviews at a basic level, Interpreting findings, and writing conclusions and recommendations, Work with topics: analyse, identify keywords and alternative terms. Combine key words to use in a search strategy, Work at computers learning how to access and search in electronic sources of information, Conduct a search for relevant information on an analysed topic using a variety of different resources, Search in Reference works such as encyclopedias and dictionaries both in print and online, Search Library Online Public Access Catalogue, Search using a Discovery tool such as Summon. Search using a search engine such Google, Search in a relevant Library database, Evaluate the results of the searches according to specific criteria: relevance, currency, authenticity, bias and decide which information is to be used, Answer questions about information found, or, give a presentation on information found or write a report on information found, Create references using a system such as the Harvard Referencing System for all sources of information that have been chosen for use, Write a paragraph of text demonstrating understanding of acknowledging sources as you write (in-text references).

## **PUBLIC POLICY MANAGEMENT**

Public Policy Process, Role players in policy making, Public policy monitoring and evaluation.

## **FUNDAMENTALS OF RESEARCH**

Aspects of research types of research, sources of topics for research and demarcation of the research problem, components of a research proposal, methods for collecting data, preliminary investigation, data analysis and sampling and report writing.

## **PUBLIC SECTOR ECONOMICS**

Define and explain an economic system. State the characteristics, objectives and importance of: Traditional economic system Command (planned) economic system, Market economic system "Mixed" economic system, Use the characteristics of the various systems to suggest an appropriate economic system for South Africa, Describe the circular flow of production, income and spending in a four sector, three market economy. Describe the government sector and show how it interacts with households and firms.

Describe how the foreign sector and show how it interacts with the domestic economy. State the major economic objectives. Identify and explain those economic objectives that are positively related to each other. Identify and explain those economic objectives that are negatively related to each other. Identify the major macroeconomic indicators.

Identify and explain the following reasons for market failure: Monopoly and imperfect competition; Public Goods; Externalities; Asymmetric information; Common property resources; Income distribution; Macroeconomic growth and stability. Explain how government intervention may alleviate the effects of market failure, in terms of the distributive, allocative and stabilization functions of government. Define fiscal policy. Identify the main components of the national budget. Outline the major expenditure and revenue proposals as detailed in the national budget. Outline the major expenditure and revenue proposals as detailed in the provincial budget. Discuss the trends in size, growth and composition of government expenditure in South Africa. Identify the main similarities and differences in government expenditure patterns between South Africa and other countries. Consider the long-term effects of government spending. Define public debt. Describe the characteristics of the size, composition and nature of public



debt in South Africa. Explain and compare different theories of public debt and evaluate them critically. Define public debt management. Identify and describe the different types of public debt costs. Discuss the different types of taxes. Identify the criteria in terms of revenue, efficiency and administrative simplicity. Illustrate how the consumer/producer of a good may bear the burden of an excise tax.

## **PUBLIC FINANCE MANAGEMENT 2**

### **(Pre-requisite Public Finance Management 1)**

Internal control systems, Public financial risk management, Budget analysis, integration and planning, Financial Performance.

## **PUBLIC HUMAN RESOURCE MANAGEMENT 2**

Contemporary practices within the public service, Human Resource Development, Human Resource Planning, Legislative and Statutory frameworks.

## **PROGRAMME & PROJECT MANAGEMENT 2**

Conceptualization of Project and Programme Management, Relationship between Programme, Project Management and Policy, Programme and Project Management Process and Project Risk Management.

## **MONITORING AND EVALUATION 2**

Legislative and Statutory frameworks , nature of Monitoring and Evaluation, types of evaluation, theories and models of monitoring and evaluation , relationship between policy, programme and projects and Monitoring and evaluation management.

## **PROCUREMENT AND LOGISTICS MANAGEMENT**

Introduction to procurement management, Legislative framework for public procurement in South Africa, Broad management issues in public procurement, Categories of expenditure, Inventory management and Supply chain management.

## **PUBLIC FINANCE MANAGEMENT 3**

### **(Pre-requisite Public Finance Management 2)**

Financial management systems and practices, Financial reporting, Financial risk management and Auditing.

## **PUBLIC HUMAN RESOURCE MANAGEMENT 3**

### **(Pre-requisite Public Human Resource Management 2)**

Knowledge Management, Organisational Effectiveness, Human Resource in Management Systems and Human Resource Development Plan.

## **ADMINISTRATIVE JUSTICE**

Overview of the General Principles of Administrative Justice, Judicial review processes in South Africa, Sources of Administrative Power, Comparative Administrative Justice and Legislative Framework.

## **MONITORING AND EVALUATION 3**

### **(Pre-requisite Monitoring and Evaluation 2)**

Selected Legislative framework guiding monitoring and evaluation, Performance monitoring process, Research in monitoring and evaluation, international best practice and Models of Monitoring and Evaluation.

## **PUBLIC MANAGEMENT PRACTICE 3A**

Key management skills and functions within the context of public management, Customer service, Resource Management and Communication and Information.

### **GLOBAL ENVIRONMENTAL ISSUES**

The module content will include the following themes:

- Environmental Pollution (Air, water and soil)

Differences between air, water and soil pollution in terms of cause and effect.

Social, economic and personal impact on environmental pollution.

Pollution control strategies.

Local case studies.

- Population growth vs. natural resources

Population growth trends in developed vs developing countries.

Social, economic and environmental impacts of human population growth in the global context.

Strategies to curb population growth

- Climate change and global warming

Causes of increased global mean temperatures.

Impact of climate change on extreme weather conditions.

Consequences of climate change on human health, natural resources and biodiversity.

- Sustainable development

Concept of sustainable development within the South African and global context

Inter-relationships between sustainable development, social responsibility, economic development and environmental protection.

### **WORKPLACE PREPAREDNESS**

Techniques for identifying personal strengths and weaknesses, Career planning and goal setting, Employment barriers and overcoming them, Sources of career and job opportunity information, Job search techniques, Styles, types and applications of the CV (resume), The written CV, Researching prospective employers, Preparation for interviews, Interviewing techniques, Dress and hygiene practices, Ethical behaviour and punctuality and Realistic expectations.

## **PUBLIC MANAGEMENT PRACTICE 3B (Pre-requisite Public Management Practice 3A)**

Information and Communication Management, Resource management, Legal Framework and Report writing.

### **PERFORMANCE MANAGEMENT**

Designing performance management systems, Total quality management towards accelerated service delivery, Key models and approaches for performance improvement in the public sector, Approaches inter alia Balance Score Card and Employees and Performance Management Development System.

## **SPECIALIZATION IN SUPPLY CHAIN MANAGEMENT DUT CORNERSTONE 101**

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The final section of the module will identify and integrate learning from earlier sections, and examine implications for further learning. At each stage of the module, activities such as the weekly online journal and class discussion will involve reflection and build communicative practices. There will be a concluding section in which students will identify their learning and examine the implications for their roles as students and as citizens.

## **GOVERNANCE AND POLITICS**

The context of South African government and political systems, Constitutional and governance arrangements, Good governance and human rights, Global and regional politics and Political ideologies

## **ACADEMIC LITERACY AND PRACTICE**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of Communication in the South African context, Begin to reflect on group roles, functions and behavior, Purpose, audience, context, conventions and types of business letters, Guidelines for Writing emails, Meetings: Types, jargon, office bearer roles, Meetings procedure, Meetings Documentation: Practice writing Notice, Agenda, Minutes, Report Writing: Asking questions in surveys and interviews at a basic level, Interpreting findings, and writing conclusions and recommendations, Work with topics: analyse, identify keywords and alternative terms. Combine key words to use in a search strategy, Work at computers learning how to access and search in electronic sources of information, Conduct a search for relevant information on an analysed topic using a variety of different resources, Search in Reference works such as encyclopedias and dictionaries both in print and online, Search Library Online Public Access Catalogue, Search using a Discovery tool such as Summon. Search using a search engine such Google, Search in a relevant Library database, Evaluate the results of the searches according to specific criteria: relevance, currency, authenticity, bias and decide which information is to be used, Answer questions about information found, or, give a presentation on information found or write a report on information found, Create references using a system such as the Harvard Referencing System for all sources of information that have been chosen for use, Write a paragraph of text demonstrating understanding of acknowledging sources as you write (in-text references)

## **INTRODUCTION TO TECHNOLOGY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of computer terminology, Overview of the Ethics of Information Technology, Access to the internet, upload and downloading files, Overview of MS Word, Overview of a presentation package such as PowerPoint.

## **SUPPLY CHAIN MANAGEMENT I**

Dynamics of supply chain management, Overview of supply chain and its origin, Supply chain dimension, Legislative framework regulating supply chain, Organisational structures in Supply Chain Management, Supply chain management process and Functions of supply chain management.

## **PUBLIC MANAGEMENT AND ADMINISTRATION**

Definition of public management and administration, Legislative framework guiding public administration, Administrative and management functions, Public administration as a discipline and other related disciplines.

## **TIME & STRESS MANAGEMENT**

Self-management is defined; Internal and external motivational factors are identified using different theories of motivation, the value of good goals are understood so that characteristics of good goals can be used to set well defined goals, Techniques of time management are applied, Time log is adhere to, time wasters are identified, Stress is different from pressure, types and stages of stress are discussed. Techniques for stress management, training and development are defined, the training needs are established, Legislative framework understood, the importance of training is identified and different training levels are distinguished.

## **QUANTITATIVE APPROACHES TO MANAGEMENT SCIENCES**

Duration: 12 weeks

Evaluation: Continuous Assessment, based on tests and/or assignments

The module consists of the following sections: Basic Number Calculations, Using a Calculator, Working with Decimals, Working with Fractions, Factorisation, Decimal Fractions, Working with percentages, Working with averages, Ratio and Proportion, Simple and Compound Interest, Markups, Profitability, Discounts and Commissions, Graphs and Charts, Banking and Investing

## **MICRO ECONOMICS**

Introductory Concepts, Circular Flow of Economic Activity in a Two - Sector Model, the Goods, Market, Elasticity, The Labour Market, Production and Costs, Market Structures: Perfect Competition, Market Structures: Monopoly.

## **PUBLIC FINANCE MANAGEMENT I**

The role players in public financial management, Principles and concepts of public financial management. Theoretical foundation of public financial management, Budgeting systems, policies and procedures.

## **LAW FOR LIFE**

Introduction, Civil and criminal law, Law of insurance, Road accident fund, Law of contract, Marriage and Succession.

## **BUSINESS COMMUNICATION AND INFORMATION LITERACY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of Communication in the South African context, Begin to reflect on group roles, functions and behavior, Purpose, audience, context, conventions and types of business letters, Guidelines for Writing emails, Meetings: Types, jargon, office bearer roles, Meetings procedure, Meetings Documentation: Practice writing Notice, Agenda, Minutes, Report Writing: Asking questions in surveys and interviews at a basic level, Interpreting findings, and writing conclusions and recommendations, Work with topics: analyse, identify keywords and alternative terms. Combine key words to use in a search strategy, Work at computers learning how to access and search in electronic sources of information, Conduct a search for relevant information on an analysed topic using a variety of different resources, Search in Reference works such as encyclopedias and dictionaries both in print and online, Search Library Online Public Access Catalogue, Search using a Discovery tool such as Summon. Search using a search engine such Google, Search in a relevant Library database, Evaluate the results of the searches according to specific criteria: relevance, currency, authenticity, bias and decide which information is to be used, Answer questions about information found, or, give a presentation on information found or write a report on information found, Create references using a system such as the Harvard Referencing System for all sources of information that have been chosen for use, Write a paragraph of text demonstrating understanding of acknowledging sources as you write (in-text references)

## **ADMINISTRATIVE JUSTICE**

Overview of the General Principles of Administrative Justice, Judicial review processes in South Africa, Sources of Administrative Power, Comparative Administrative Justice and Legislative Framework.

## **SUPPLY CHAIN MANAGEMENT 2**

### **(Pre-requisite Supply Chain Management 1)**

Sourcing and its related processes, Sourcing information, Analysis of market conditions, Directives, E sources; Locating suppliers; Suppliers appraisal assessment , Supplier approval; Evaluation supplier performance, Dimensions of supply chain management, Principles of Supply Chain Management, Total Quality Management.

## **MACRO ECONOMICS**

### **(Pre-requisite Economics 101)**

Macroeconomic Objectives and their measurement, The Public Sector, The Monetary Sector and The Foreign Sector.

## **PUBLIC FINANCE MANAGEMENT 2**

### **(Pre-requisite Public Finance Management 1)**

Internal control systems, Public financial risk management, Budget analysis, integration and planning, Financial Performance.

## **COMMERCIAL LAW I**

Introduction to the study of South African Law, General principles governing the law of contract, Contract of Sale, Contract of Agency and Introduction to the Law of Delict and Unjustified Enrichment.

## **LOGISTICS MANAGEMENT**

Evolution of the concept of logistics management, Logistics and value chain, Formulation of strategies and strategic management in logistics management, Logistics Cost management and profit analysis. Material Logistics and distribution management, Business logistics in supply chain, Models of value chain and financial aspects of logistics management.

## **FUNDAMENTALS OF RESEARCH**

Aspects of research types of research, sources of topics for research and demarcation of the research problem, components of a research proposal, methods for collecting data, preliminary investigation, data analysis and sampling and report writing.

## **RISK MANAGEMENT**

Nature of risk management, Components of risk management, Risk management process, Risk management framework and Accountability for risk management.

## **SUPPLY CHAIN MANAGEMENT 3**

### **(Pre-requisite Supply Chain Management 2)**

Supply and demand assessment and analysis, Strategic sourcing, Approaches to purchasing and supply management, Purchasing research, performance and ethics, Risk Management in purchasing and supply , Managing purchasing and supply contracts , International and global purchasing and supply, Tools for effective public sector Supply Chain Management , Partnerships and relationships in Supply Chain Management.

## **PUBLIC FINANCE MANAGEMENT 3**

### **(Pre-requisite Public Finance Management 2)**

Financial management systems and practices, Financial reporting, Financial risk management and Auditing.

## **SUPPLY CHAIN MANAGEMENT PRACTICE 3A**

Key management skills and functions within the context of public management and Customer service

## **GLOBAL ENVIRONMENTAL ISSUES**

The module content will include the following themes:

- Environmental Pollution (Air, water and soil)

Differences between air, water and soil pollution in terms of cause and effect.

Social, economic and personal impact on environmental pollution.

Pollution control strategies.

Local case studies.

- Population growth vs. natural resources

Population growth trends in developed vs developing countries.

Social, economic and environmental impacts of human population growth in the global context.

Strategies to curb population growth

- Climate change and global warming

Causes of increased global mean temperatures.

Impact of climate change on extreme weather conditions.

Consequences of climate change on human health, natural resources and biodiversity.

- Sustainable development

Concept of sustainable development within the South African and global context

Inter-relationships between sustainable development, social responsibility, economic development and environmental protection.

## **WORKPLACE PREPAREDNESS**

Techniques for identifying personal strengths and weaknesses, Career planning and goal setting, Employment barriers and overcoming them, Sources of career and job opportunity information, Job search techniques, Styles, types and applications of the CV (resume), The written CV, Researching prospective employers, Preparation for interviews, Interviewing techniques, Dress and hygiene practices, Ethical behaviour and punctuality and Realistic expectations.

## **SUPPLY CHAIN MANAGEMENT PRACTICE 3B**

### **(Pre-requisite Supply Chain Management Practice 3A)**

Policy, Finance, Information Technology and Report writing.

## **COMMERCIAL LAW 2**

### **(Pre-requisite Commercial Law 1)**

Contract of lease, Law relating to payment, negotiable instruments, EFT and e Commerce, Law of insurance, Law of security, The National Credit Act 34 of 2005, The Consumer Protection Act 68 of 2008, The Basic Conditions of Employment Act 75 of 1997 and the Occupational Health and Safety Act 85 of 1993 and Intellectual property rights.

## **WAREHOUSE MANAGEMENT**

Inventory Management, Basic inventory concepts, Storage design and handling facilities, Packaging and containerization, Equipment in warehouse management, Warehouse operations and Stock taking and asset management.

## **SPECIALIZATION IN LOCAL GOVERNMENT**

### **DUT CORNERSTONE 101**

The module content will be developed around the concept of journeys, across time, across space, and across human relationships. It will take the journey of the uMngeni River (which is close to all DUT campuses) as a metaphor. The module will bring different disciplinary perspectives to this content – environmental, historical and sociological in particular.

The metaphor of the journey will be sustained across the module and will be applied to personal journeys, historical, political and environmental journeys, and social journeys, with a specific focus on gender. Each section will draw in issues of ethics, diversity and critical citizenry. The design team may later take a different metaphor or theme, but with the same outcomes and attributes.

The final section of the module will identify and integrate learning from earlier sections, and examine implications for further learning. At each stage of the module, activities such as the weekly online journal and class discussion will involve reflection and build communicative practices. There will be a concluding section in which students will identify their learning and examine the implications for their roles as students and as citizens.

### **GOVERNANCE AND POLITICS**

The context of South African government and political systems, Constitutional and governance arrangements, Good governance and human rights, Global and regional politics and Political ideologies

### **ACADEMIC LITERACY AND PRACTICE**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of Communication in the South African context, Begin to reflect on group roles, functions and behavior, Purpose, audience, context, conventions and types of business letters, Guidelines for Writing emails, Meetings: Types, jargon, office bearer roles, Meetings procedure, Meetings Documentation: Practice writing Notice, Agenda, Minutes, Report Writing: Asking questions in surveys and interviews at a basic level, Interpreting findings, and writing conclusions and recommendations, Work with topics: analyse, identify keywords and alternative terms. Combine key words to use in a search strategy, Work at computers learning how to access and search in electronic sources of information, Conduct a search for relevant information on an analysed topic using a variety of different resources, Search in Reference works such as encyclopedias and dictionaries both in print and online, Search Library Online Public Access Catalogue, Search using a Discovery tool such as Summon. Search using a search engine such Google, Search in a relevant Library database, Evaluate the results of the searches according to specific criteria: relevance, currency, authenticity, bias and decide which information is to be used, Answer questions about information found, or, give a presentation on information found or write a report on information found, Create references using a system such as the Harvard Referencing System for all sources of information that have been chosen for use, Write a paragraph of text demonstrating understanding of acknowledging sources as you write (in-text references)

### **INTRODUCTION TO TECHNOLOGY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of computer terminology, Overview of the Ethics of Information Technology, Access to the internet, upload and downloading files, Overview of MS Word, Overview of a presentation package such as PowerPoint.

## **BUSINESS COMMUNICATION AND INFORMATION LITERACY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of Communication in the South African context, Begin to reflect on group roles, functions and behavior, Purpose, audience, context, conventions and types of business letters, Guidelines for Writing emails, Meetings: Types, jargon, office bearer roles, Meetings procedure, Meetings Documentation: Practice writing Notice, Agenda, Minutes, Report Writing: Asking questions in surveys and interviews at a basic level, Interpreting findings, and writing conclusions and recommendations, Work with topics: analyse, identify keywords and alternative terms. Combine key words to use in a search strategy, Work at computers learning how to access and search in electronic sources of information, Conduct a search for relevant information on an analysed topic using a variety of different resources, Search in Reference works such as encyclopedias and dictionaries both in print and online, Search Library Online Public Access Catalogue, Search using a Discovery tool such as Summon. Search using a search engine such Google, Search in a relevant Library database, Evaluate the results of the searches according to specific criteria: relevance, currency, authenticity, bias and decide which information is to be used, Answer questions about information found, or, give a presentation on information found or write a report on information found, Create references using a system such as the Harvard Referencing System for all sources of information that have been chosen for use, Write a paragraph of text demonstrating understanding of acknowledging sources as you write (in-text references)

## **FINANCIAL LITERACY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Savings and budgeting, Debt Reduction and Asset Building (bank statement and bank recon) (interest rate, compound and simple), Building a good credit rating, Consumer Protection (link with law), Wages and taxation (basic categories, direct and indirect, vat, individual tax), Investment Planning Retirement (Building a pension fund / provident fund)

## **TIME & STRESS MANAGEMENT**

Self-management is defined; Internal and external motivational factors are identified using different theories of motivation, the value of good goals are understood so that characteristics of good goals can be used to set well defined goals, Techniques of time management are applied, Time log is adhere to, time wasters are identified, Stress is different from pressure, types and stages of stress are discussed. Techniques for stress management, training and development are defined, the training needs are established, Legislative framework understood, the importance of training is identified and different training levels are distinguished.

## **QUANTITATIVE APPROACHES TO MANAGEMENT SCIENCES**

Duration: 12 weeks

Evaluation: Continuous Assessment, based on tests and/or assignments

The module consists of the following sections: Basic Number Calculations, Using a Calculator, Working with Decimals, Working with Fractions, Factorisation, Decimal Fractions, Working with percentages, Working with averages, Ratio and Proportion, Simple and Compound Interest, Markups, Profitability, Discounts and Commissions, Graphs and Charts, Banking and Investing



## **INTRODUCTION TO ECONOMICS**

### **PRINCIPLES OF MICROECONOMICS**

Define economics, define the economic problem.

Explain scarcity, opportunity cost and choice using the Production Possibilities Curve.

Explain how scarcity results in the problems of allocation, distribution and production.

Identify the four sectors in the economy and show how they interact in the various markets.

Describe how production, income and spending are related in the economy.

Explain the components of the mixed economy.

Use demand and supply curves to explain how price and output are determined in free and regulated goods markets.

Use demand and supply curves to explain how wages and employment levels are determined in free and regulated labour markets.

Discuss the implications for price, output, profit, and efficiency of perfect competition and monopoly.

### **PRINCIPLES OF MACROECONOMICS**

Calculate the major measures of macroeconomic activity (GDP; GNP; Expenditure on the GDP; GDE etc.)

Explain the value-added method of calculating GDP.

Distinguish between GDP at market prices and GDP at factor cost.

Explain the difference between nominal and real GDP.

Describe the problems associated with measurement of GDP and GNP.

Compare and contrast the concepts of economic growth and economic development.

Draw a diagram of the business cycle.

Identify the different phases of the business cycle.

Explain what happens in the macro-economy during the different phases of the business cycle.

Define unemployment and explain its measurement.

Identify the different types of unemployment.

Define inflation and explain its measurement.

Describe the causes of inflation.

Discuss the consequences of unemployment and inflation for the economy.

Describe the functions of money.

Describe the main functions of the South African Reserve Bank.

Explain how the basic instruments of monetary policy may be used to pursue macroeconomic objectives.

Describe the distribution, allocation and stabilization functions of government.

Explain why international trade occurs.

Critically analyse the arguments for trade intervention.

Evaluate the impact of an import tariff.

Identify the main components of the balance of payments.

Explain how exchange rates are determined in the foreign exchange market.

Discuss the implications of globalisation for the economy.

## **PUBLIC FINANCE MANAGEMENT I**

The role players in public financial management, Principles and concepts of public financial management. Theoretical foundation of public financial management, Budgeting systems, policies and procedures.

## **PUBLIC MANAGEMENT AND ADMINISTRATION**

Definition of public management and administration, Legislative framework guiding public administration, Administrative and management functions, Public administration as a discipline and other related disciplines.

## **LOCAL ECONOMIC DEVELOPMENT**

Historical background of local economic development, Theoretical framework of development at local government level, Legislative framework relating to LED, Key structures and role-players in LED, Relationship between IDP and LED and LED process.

## **LAW FOR LIFE**

Introduction, Civil and criminal law, Law of insurance, Road accident fund, Law of contract, Marriage and Succession.

## **LOCAL GOVERNMENT MANAGEMENT 2**

Legislative Framework, Principles and practices of Local Government Management in South Africa, Powers, functions and duties of local government, Structures, systems and processes for local government.

## **FUNDAMENTALS OF RESEARCH**

Aspects of research types of research, sources of topics for research and demarcation of the research problem, components of a research proposal, methods for collecting data, preliminary investigation, data analysis and sampling and report writing.

## **PUBLIC SECTOR ECONOMICS**

Define and explain an economic system.

State the characteristics, objectives and importance of:

Traditional economic system

Command (planned) economic system

Market economic system

“Mixed” economic system

Use the characteristics of the various systems to suggest an appropriate economic system for South Africa.

Describe the circular flow of production, income and spending in a four sector, three market economy.

Describe the government sector and show how it interacts with households and firms.

Describe how the foreign sector and show how it interacts with the domestic economy.

State the major economic objectives.

Identify and explain those economic objectives that are positively related to each other.

Identify and explain those economic objectives that are negatively related to each other.

Identify the major macroeconomic indicators.

Identify and explain the following reasons for market failure:

Monopoly and imperfect competition;

Public Goods;

Externalities;

Asymmetric information;

Common property resources;

Income distribution;

Macroeconomic growth and stability.

Explain how government intervention may alleviate the effects of market failure, in terms of the distributive, allocative and stabilization functions of government.

Define fiscal policy.

Identify the main components of the national budget.

Outline the major expenditure and revenue proposals as detailed in the national budget.

Outline the major expenditure and revenue proposals as detailed in the provincial budget.

Discuss the trends in size, growth and composition of government expenditure in South Africa.

Identify the main similarities and differences in government expenditure patterns between South Africa and other countries.

Consider the long-term effects of government spending.

Define public debt.

Describe the characteristics of the size, composition and nature of public debt in South Africa.

Explain and compare different theories of public debt and evaluate them critically.

Define public debt management.

Identify and describe the different types of public debt costs.

Discuss the different types of taxes.

Identify the criteria in terms of revenue, efficiency and administrative simplicity.

Illustrate how the consumer/producer of a good may bear the burden of an excise tax.

## **MUNICIPAL FINANCE MANAGEMENT 2**

Legislative framework relating to local government finance, Role-players in local government finance, Provisioning, Asset management and Municipal Revenue Management.

## **PUBLIC HUMAN RESOURCE MANAGEMENT 2**

Contemporary practices within the public service, Human Resource Development, Human Resource Planning, Legislative and Statutory frameworks.

## **PROGRAMME & PROJECT MANAGEMENT 2**

Conceptualization of Project and Programme Management, Relationship between Programme, Project Management and Policy, Programme and Project Management Process and Project Risk Management.

## **MONITORING AND EVALUATION 2**

Legislative and Statutory frameworks , nature of Monitoring and Evaluation, types of evaluation, theories and models of monitoring and evaluation , relationship between policy, programme and projects and Monitoring and evaluation management.

## **PUBLIC HUMAN RESOURCE MANAGEMENT 3**

### **(Pre-requisite Public Human Resource Management 2)**

Knowledge Management, Organisational Effectiveness, Human Resource in Management Systems and Human Resource Development Plan.

## **ADMINISTRATIVE JUSTICE**

Overview of the General Principles of Administrative Justice, Judicial review processes in South Africa, Sources of Administrative Power, Comparative Administrative Justice and Legislative Framework.

## **MONITORING AND EVALUATION 3**

### **(Pre-requisite Monitoring and Evaluation 2)**

Selected Legislative framework guiding monitoring and evaluation, Performance monitoring process, Research in monitoring and evaluation, international best practice and Models of Monitoring and Evaluation.

## **PUBLIC MANAGEMENT PRACTICE 3A**

Key management skills and functions within the context of public management, Customer service, Resource Management and Communication and Information.

## **MUNICIPAL FINANCE MANAGEMENT 3**

### **(Pre-requisite Municipal Finance Management 2)**

Strategies for managing municipal cash flow, cash management system, accounting standards, ethics and corporate governance, Municipal finance planning.

## **GLOBAL ENVIRONMENTAL ISSUES**

The module content will include the following themes:

- Environmental Pollution (Air, water and soil)  
Differences between air, water and soil pollution in terms of cause and effect.  
Social, economic and personal impact on environmental pollution.  
Pollution control strategies.  
Local case studies.
- Population growth vs. natural resources  
Population growth trends in developed vs developing countries.  
Social, economic and environmental impacts of human population growth in the global context.  
Strategies to curb population growth
- Climate change and global warming  
Causes of increased global mean temperatures.  
Impact of climate change on extreme weather conditions.  
Consequences of climate change on human health, natural resources and biodiversity.
- Sustainable development  
Concept of sustainable development within the South African and global context  
Inter-relationships between sustainable development, social responsibility, economic development and environmental protection.

## **WORKPLACE PREPAREDNESS**

Techniques for identifying personal strengths and weaknesses, Career planning and goal setting, Employment barriers and overcoming them, Sources of career and job opportunity information, Job search techniques, Styles, types and applications of the CV (resume), The written CV, Researching prospective employers, Preparation for interviews, Interviewing techniques, Dress and hygiene practices, Ethical behaviour and punctuality and Realistic expectations.

## **PUBLIC MANAGEMENT PRACTICE 3B**

### **(Pre-requisite Public Management Practice 3A)**

Information and Communication Management, Resource management, Legal Framework and Report writing.

## **PERFORMANCE MANAGEMENT**

Designing performance management systems, Total quality management towards accelerated service delivery, Key models and approaches for performance improvement in the public sector, Approaches inter alia Balance Score Card and Employees and Performance Management Development System.

## **LOCAL GOVERNMENT MANAGEMENT 3**

### **(Pre-requisite Local Government Management 2)**

South African Local government model, Local Government service delivery models, Local Government leadership and management, Intergovernmental Relations and Local Government.

# **SPECIALIZATION IN DISASTER AND RISK MANAGEMENT**

## **DUT CORNERSTONE 101**

The module content will be developed around the concept of journeys, across time, across space, and across human relationships. It will take the journey of the uMgeni River (which is close to all DUT campuses) as a metaphor. The module will bring different disciplinary perspectives to this content – environmental, historical and sociological in particular.

The metaphor of the journey will be sustained across the module and will be applied to personal journeys, historical, political and environmental journeys and social journeys, with a specific focus on gender. Each section will draw in issues of ethics, diversity and critical citizenry. The design team may later take a different metaphor or theme, but with the same outcomes and attributes.

The final section of the module will identify and integrate learning from earlier sections, and examine implications for further learning. At each stage of the module, activities such as the weekly online journal and class discussion will involve reflection and build communicative practices. There will be a concluding section in which students will identify their learning and examine the implications for their roles as students and as citizens.

## **PUBLIC MANAGEMENT AND ADMINISTRATION**

Definition of public management and administration, Legislative framework guiding public administration, Administrative and management functions, Public administration as a discipline and other related disciplines.

## **GOVERNANCE AND POLITICS**

The context of South African government and political systems, Constitutional and governance arrangements, Good governance and human rights, Global and regional politics and Political ideologies

## **ACADEMIC LITERACY AND PRACTICE**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of Communication in the South African context, Begin to reflect on group roles, functions and behavior, Purpose, audience, context, conventions and types of business letters, Guidelines for Writing emails, Meetings: Types, jargon, office bearer roles, Meetings procedure, Meetings Documentation: Practice writing Notice, Agenda, Minutes, Report Writing: Asking questions in surveys and interviews at a basic level, Interpreting findings, and writing conclusions and recommendations, Work with topics: analyse, identify keywords and alternative terms. Combine key words to use in a search strategy, Work at computers learning how to access and search in electronic sources of information, Conduct a search for relevant information on an analysed topic using a variety of different resources, Search in Reference works such as encyclopedias and dictionaries both in print and online, Search Library Online Public Access Catalogue, Search using a Discovery tool such as Summon. Search using a search engine such Google, Search in a relevant Library database, Evaluate the results of the searches according to specific criteria: relevance, currency, authenticity, bias and decide which information is to be used, Answer questions about information found, or, give a presentation on information found or write a report on information found, Create references using a system such as the Harvard Referencing System for all sources of information that have been chosen for use, Write a paragraph of text demonstrating understanding of acknowledging sources as you write (in-text references)

## **INTRODUCTION TO TECHNOLOGY**

Duration: 12 weeks

Evaluation: Continuous Assessment

The module consists of the following sections: Overview of computer terminology, Overview of the Ethics of Information Technology, Access to the internet, upload and downloading files, Overview of MS Word, Overview of a presentation package such as PowerPoint.

## **TIME & STRESS MANAGEMENT**

Self-management is defined; Internal and external motivational factors are identified using different theories of motivation, the value of good goals are understood so that characteristics of good goals can be used to set well defined goals, Techniques of time management are applied, Time log is adhere to, time wasters are identified, Stress is different from pressure, types and stages of stress are discussed. Techniques for stress management, training and development are defined, the training needs are established, Legislative framework understood, the importance of training is identified and different training levels are distinguished.

## **QUANTITATIVE APPROACHES TO MANAGEMENT SCIENCES**

Duration: 12 weeks

Evaluation: Continuous Assessment, based on tests and/or assignments

The module consists of the following sections: Basic Number Calculations, Using a Calculator, Working with Decimals, Working with Fractions, Factorisation, Decimal Fractions, Working with percentages, Working with averages, Ratio and Proportion, Simple and Compound Interest, Markups, Profitability, Discounts and Commissions, Graphs and Charts, Banking and Investing

## **PUBLIC FINANCE MANAGEMENT I**

Public Finance Management Principles, Legislative and Regulatory framework, Role-players and structures, Budgeting Process, Financial control and accountability.

## **DEVELOPMENT MANAGEMENT I**

Conceptualisation of Disaster and Development Management, Theoretical underpinning of Development Management, Relationship between Disaster & Development Management, Community-based development and Sustainable development.

## **DISASTER & RISK MANAGEMENT I**

Paradigm Shift from Disaster to Disaster Risk Management, Overview of Disaster Management, Disaster Continuum – Phases of disaster management, Focus of disaster risk reduction and Key Management principles.

## **LAW FOR LIFE**

Introduction, Civil and criminal law, Law of insurance, Road accident fund, Law of contract, Marriage and Succession.

## **DISASTER RISK REDUCTION 2**

### **(Pre-requisite Disaster and Risk Management I)**

Core Principles in Disaster Risk Reduction, Cornerstones of disaster risk reduction, Hazards, Vulnerability and Risk, Disaster Risk Reduction Planning and Capacity Building for Risk Reduction.

## **DISASTER RESPONSE AND RECOVERY 2**

Nature of disaster Response and Recovery, Disaster Assessment principles and process, Stakeholders and Logistics Management, Logistics management in disaster, Disaster response and recovery process.

## **LEGISLATION AND POLICY**

National and international disaster and risk management framework, Sector legislation and disaster management, Disaster Risk Legislative Mandates, key role-players in the disaster management policy process and Disaster management policy making process.

## **FUNDAMENTALS OF DISASTER RISK MANAGEMENT**

Nature of the universe, Environmental factors in disaster management, Human & the Environment – Vulnerability (social, economic & physical), Conceptualisation of Disaster and Risk Management, Underpinning principle of Disaster & Risk Management and Indigenous Practices.

## **DISASTER RISK GOVERNANCE 2**

Principles of good governance, Clarification of Governance, Politics and Disaster Management and Institutional Arrangement for disaster and risk management.

## **DEVELOPMENT MANAGEMENT 2**

### **(Pre-requisite Development Management 1)**

Global Development Agenda, Principles of Integrated Development Planning, Community-based development approach, Project based principles in Development Management and Application of the project management approach.

## **PROJECT MANAGEMENT**

Conceptualisation of Project Management, Relationship between Project Management and Policy discourses, Project Management Process, Project Risk Management and Application: case study approach.

## **CAPACITY DEVELOPMENT 2**

Information System, Numeracy skills in disaster and risk management, Presentation skills, Report writing and Communication principles and practices.

## **ADMINISTRATIVE JUSTICE**

Overview of the General Principles of Administrative Justice, Judicial review processes in South Africa, Sources of Administrative Power, Comparative Administrative Justice and Legislative Framework.

## **DISASTER AND RISK MANAGEMENT PRACTICE 3A**

Institutional policies and procedures, Information and communication skills, Information and Communication systems, Resource management and Report Writing.

## **DISASTER RISK REDUCTION 3**

### **(Pre-requisite Disaster Risk Reduction 2)**

Disaster Risk Assessments, Risk profiling process, Disaster Plans, Key role-players in disaster risk reduction and Risk reduction strategies.

## **DISASTER RESPONSE AND RECOVERY 3**

### **(Pre-requisite Disaster Response and Recovery 2)**

Immediate and medium to long term response and recovery processes, Stages of recovery, Co-ordination of logistics and stakeholder involvement in disaster response and recovery, Response and recovery strategies, Response and recovery approaches towards disaster risk reduction.

## **GLOBAL ENVIRONMENTAL ISSUES**

The module content will include the following themes:

- Environmental Pollution (Air, water and soil)

Differences between air, water and soil pollution in terms of cause and effect.

Social, economic and personal impact on environmental pollution.

Pollution control strategies.

Local case studies.

- Population growth vs. natural resources

Population growth trends in developed vs developing countries.

Social, economic and environmental impacts of human population growth in the global context.

Strategies to curb population growth

- Climate change and global warming

Causes of increased global mean temperatures.

Impact of climate change on extreme weather conditions.

Consequences of climate change on human health, natural resources and biodiversity.

- Sustainable development

Concept of sustainable development within the South African and global context

Inter-relationships between sustainable development, social responsibility, economic development and environmental protection.

## **WORKPLACE PREPAREDNESS**

Techniques for identifying personal strengths and weaknesses, Career planning and goal setting, Employment barriers and overcoming them, Sources of career and job opportunity information, Job search techniques, Styles, types and applications of the CV (resume), The written CV, Researching prospective employers, Preparation for interviews, Interviewing techniques, Dress and hygiene practices, Ethical behaviour and punctuality and Realistic expectations.

## **DISASTER RISK GOVERNANCE 3**

### **(Pre-requisite Disaster Risk Governance 2)**

Governance models and approaches, Multi-sphere: Inter Governmental Relations, International Relations in Disaster & Risk Management partnerships, Regional partnerships- Africa.

## **DEVELOPMENT MANAGEMENT 3**

### **(Pre-requisite Development Management 2)**

Implication of development on disaster and risk management. Sustainable development in Disaster Management, Development Dilemma in Africa, Development strategies and approaches, Application of Project Management Tools.

## **DISASTER AND RISK MANAGEMENT PRACTICE 3B**

Professional Attributes, Key management skills and functions within the generic public sector environment, Public sector ethics, Research, information and communication management, Principles of disaster and risk management.

## **INFORMATION MANAGEMENT & COMMUNICATION**

Information technology principles and practices, Technology and innovation, Information Technology in disaster and risk management, Communication tools for risk reduction,, Information and communication approaches and strategies.