



2018 HANDBOOK PUBLIC MANAGEMENT & ECONOMICS



HANDBOOK FOR 2018

FACULTY OF MANAGEMENT SCIENCES

**DEPARTMENT of
PUBLIC MANAGEMENT
and ECONOMICS**

DEPARTMENTAL MISSION

To ensure a unique teaching, learning and research environment that is optimally conducive to the dissemination of real world education by:

Providing relevant, quality career-focused business education

Utilizing innovative learner-focused teaching methods

Inspiring excellence in applied relevant research

Engaging with business and the community to ensure an ethical, relevant and socially responsible return

To provide adequate and appropriate resources for effective service delivery.

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: Natasha Vadamalai
Tel No: (031) 373 6861
Fax No: (031) 373 5141 / 086 674 0908
Location of Department: 3rd Floor, Miriam Bee, ML Sultan Campus

Administrative Assistant Vacant (Economics)
Tel No: (031) 373 5229
Fax No: (031) 373 5822
Location of Department: 2nd Floor, AC0206, M L Sultan 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, 1st 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

**Acting Head of Department
/Senior Lecturer: Economics**

Mr M L Pillay, M. Com Univ. of Sydney, Australia

Associate Director

Dr M Reddy, PHD (NWU)

Senior Lecturers

Dr S S Pillay, D Admin (UKZN)

Dr K Parker, Phd. Univ. of Nebraska

Ms V Kessa, MPA (UPE)

Prof N Dorasamy, D Admin (UKZN)

Lecturers

Mr V. J Hadebe, M. Admin (UKZN)

Mr J Davis, B.A. Hons Univ of Natal

Mr G Murwirapachena, MCom Economics
(University of Fort Hare)

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">• Public Management• Supply Chain Management• Local Government• Disaster and Risk Management
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.

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

The module consists of the following sections: Concept of academic literacies and the link between reading texts and literacy, Africanisation of Soccer, Gender and Sport, Sport and Entrepreneurship, Government Policy on Sport, Football and Corporate Social Responsibility, Beautiful Tourism and Cultural Warfare, Bunny Chow and Multicultural Experiences, Lost in Translation: What's in a Song , Tony Yengeni and Bull Slaughtering, Homosexuality in African society, The Spear and Freedom of Expression

INTRODUCTION TO TECHNOLOGY

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 and Overview of a presentation package such as PowerPoint.

FINANCIAL LITERACY

The module consists of the following sections: Introduction to Financial Literacy, Savings and budgeting, Debt Reduction and Asset Building, Basic Accounting, Cash Management, Basic Cost Accounting, Cost Volume Profit Analysis and Personal Finance.

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

The module consist 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, Mark-up , Profitability, Discounts and Commissions and Graphs and Charts

INTRODUCTION TO ECONOMICS

PRINCIPLES OF MICROECONOMICS

The Economic Problem. Markets and Price Determination; Elasticity; Production and Costs; Market structures and profit maximization.

PRINCIPLES OF MACROECONOMICS

Macroeconomic objectives and macroeconomic indicators; Measurement of the performance of the macro- economy; Money and Monetary Policy; Government and Fiscal Policy; International Trade

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

Group roles, functions and behaviour, and reflection on own and others' performance. Format and conventions for: various types of business letters; emails; reports; meetings documentation. Exercises for practice of the aforementioned. Functions and patterns of meetings and roles and functions of office bearers. Accessing and searching electronic catalogues and databases for specific items; evaluating items so found. Use of at least one referencing system.

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

Economic systems; Circular flow of production, income and spending in a mixed market economy.; Economic objectives and macroeconomic indicators; Market failure and Government intervention; Fiscal policy and the National Budget; Public debt and public debt management; Taxation and Incidence of 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

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

The module consists of the following sections: Concept of academic literacies and the link between reading texts and literacy, Africanisation of Soccer, Gender and Sport, Sport and Entrepreneurship, Government Policy on Sport, Football and Corporate Social Responsibility, Beautiful Tourism and Cultural Warfare, Bunny Chow and Multicultural Experiences, Lost in Translation: What's in a Song, Tony Yengeni and

Bull Slaughtering, Homosexuality in African society, The Spear and Freedom of Expression

INTRODUCTION TO TECHNOLOGY

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 and 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

The module consist 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, Markup , Profitability, Discounts and Commissions and Graphs and Charts

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

Group roles, functions and behaviour, and reflection on own and others' performance. Format and conventions for: various types of business letters; emails; reports; meetings documentation. Exercises for practice of the aforementioned. Functions and patterns of meetings and roles and functions of office bearers. Accessing and searching electronic catalogues and databases for specific items; evaluating items so found. Use of at least one referencing system.

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

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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

The module consists of the following sections: Concept of academic literacies and the link between reading texts and literacy, Africanisation of Soccer, Gender and Sport, Sport and Entrepreneurship, Government Policy on Sport, Football and Corporate Social Responsibility, Beautiful Tourism and Cultural Warfare, Bunny Chow and Multicultural Experiences, Lost in Translation: What's in a Song, Tony Yengeni and Bull Slaughtering, Homosexuality in African society, The Spear and Freedom of Expression

INTRODUCTION TO TECHNOLOGY

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 and Overview of a presentation package such as PowerPoint.

BUSINESS COMMUNICATION AND INFORMATION LITERACY

Group roles, functions and behaviour, and reflection on own and others' performance. Format and conventions for: various types of business letters; emails; reports; meetings documentation. Exercises for practice of the aforementioned. Functions and patterns of meetings and roles and functions of office bearers. Accessing and searching electronic catalogues and databases for specific items; evaluating items so found. Use of at least one referencing system.

FINANCIAL LITERACY

The module consists of the following sections: Introduction to Financial Literacy, Savings and budgeting, Debt Reduction and Asset Building, Basic Accounting, Cash Management, Basic Cost Accounting, Cost Volume Profit Analysis and Personal Finance.

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

The module consist 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, Mark-up , Profitability, Discounts and Commissions and Graphs and Charts

INTRODUCTION TO ECONOMICS

PRINCIPLES OF MICROECONOMICS

The Economic Problem. Markets and Price Determination; Elasticity; Production and Costs; Market structures and profit maximization.

PRINCIPLES OF MACROECONOMICS

Macroeconomic objectives and macroeconomic indicators; Measurement of the performance of the macro- economy; Money and Monetary Policy; Government and Fiscal Policy; International Trade.

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

Economic systems; Circular flow of production, income and spending in a mixed market economy.; Economic objectives and macroeconomic indicators; Market failure and Government intervention; Fiscal policy and the National Budget; Public debt and public debt management; Taxation and Incidence of 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 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

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QUANTITATIVE APPROACHES TO MANAGEMENT SCIENCES

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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.

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The module content will include the following themes:

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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.