



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE



FACULTY OF
MANAGEMENT
SCIENCES

A background image showing a man in a white shirt and dark tie, and a woman with long dark hair, both looking towards the left. The image is partially obscured by a large teal diagonal overlay.

PUBLIC MANAGEMENT & ECONOMICS

2021 HANDBOOK

HANDBOOK FOR 2021

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: Mr S. L. Reddy (Acting)
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 V Rawjee
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

Head of Department

Name and Qualification

Dr S S Pillay, D Admin (UKZN)

Associate Director

Dr M Reddy, PHD (NWU)

Senior Lecturers

Dr K Parker, Phd. Univ. of Nebraska

Ms V Kessa, MPA (UPE)

Prof N Dorasamy, D Admin (UKZN)

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

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

Lecturers

Dr J Davis, PHD Eco Education
(UKZN)

Dr G Murwirapachena, PHD Eco
(NMU)

Mr C I Ifeacho MCom(UKZN)

Mr L F Ntuli MPA (NMMU)

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 in Public Administration
Diploma in Public Administration with specialization in (Phasing in) <ul style="list-style-type: none">• Public Management• Supply Chain Management• Local Government Management• Disaster and Risk Management
Advanced Diploma in Public Administration with specialization in (Phasing in) <ul style="list-style-type: none"><input type="checkbox"/> Public Management<input type="checkbox"/> Supply Chain Management<input type="checkbox"/> Local Government Management<input type="checkbox"/> Disaster and Risk 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 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 Higher Certificate in Public Administration

Duration: One year Programme (Full-time)

In addition to Rule G7, applicants with a National Senior Certificate (NSC) or a Senior Certificate (SC) qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in Table below. Applicants with a National Certificate (Vocational) Level 4 qualification must score a minimum of 50% for English or Communication.

Compulsory Subjects	NSC	SC		NCV
	Rating	HG	SG	50%
English home language/English first additional language/Communication	3	E	D	

The points scored by an applicant with a National Senior Certificate (NSC) will be calculated as follows:

Rating	Points
7	7
6	6
5	5
4	5
3	4
2	3
1	-

The points scored by an applicant with a Senior Certificate (SC) will be calculated as follows:

Symbol	Points Higher Grade	Points Standard Grade
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

In calculating the total points scored by an applicant, Life Orientation and more than one additional language are excluded.

4.2 Diploma: Public Administration

Duration: Three Year Programme (Full-time)

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.

In addition to Rule G7, applicants with a National Senior Certificate (NSC) or a Senior Certificate (SC) must score a minimum of 25 points, and achieve a minimum rating/symbol for English and Mathematics/Maths Literacy as reflected in the Table below. Applicants with a National Certificate (Vocational) level 4 qualification must score a minimum of 50% for English or Communication, as well as for Mathematics or Maths Literacy.

Compulsory Subjects	NSC	SC		NCV
English home language/English first additional language/Communication	Rating	HG	SG	50%
	3	E	D	
Mathematics	3	E	D	40%
Mathematics Literacy	4	-	-	50%

The total points scored by an applicant with a National Senior Certificate (NSC) will be calculated as follows:

Rating	Points
7	7
6	6
5	5
4	4
3	3
2	2
1	1

The total points scored by an applicant with a Senior Certificate (SC) will be calculated as follows:

Symbol	Points: Higher Grade	Points: Standard Grade
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

In calculating the total points scored by an applicant, the rating/symbol achieved for Life Orientation and more than one additional language will be excluded.

- A senior certificate or equivalent qualification. Applicants with 27 or more points will be considered. Compulsory subjects: English HG D or SGC.
- 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.

4.3. Advanced Diploma in Public Administration

Duration: One year Programme (Full-time)

A Diploma in Public Administration or a cognate 360 credit NQF level 6 qualification.

4.4 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 Master of Management Sciences (Public Administration) or an appropriate tertiary Qualification at Master's level.

5. PROGRAMME STRUCTURE

5.1 Higher Certificate in Public Administration

Name of module	Module Code DURBAN	Study Level	NQF Level	Module Credits	C/E*	Pre-Req.	Co-Req.	Exam.
Cornerstone 101	CSTN101	I	5	12	C	None	None	No
Public Management and Administration	PMAD101	I	5	16	C	None	None	No
Public Service Delivery	PBSD101	I	5	16	C	None	None	No
Public Finance Management	PBFM101	I	5	16	C	None	None	No
Corporate Communication	CRCM101	I	5	16	C	None	None	No
Public Sector People Management	PSPM101	I	5	16	C	None	None	No
Motivation	MTVN101	I	5	16	C	None	None	No
Innovation and Creative Thinking	ICTH101	I	5	16	C	None	None	No
TOTAL				124				

5.2 Diploma in Public Administration

- ☐ The programme structure allows students to specialize in one of the following four areas; namely, Public Management; Local Government; Supply Chain Management, or Disaster and Risk Management. In the “Stream” column below, these areas of specialization are represented by “P”, “L”, “S” and “D”, respectively.
- ☐ Students at the Durban campus will be required to select ONE of the FOUR areas of specialization; namely: Public Management (“P”); Local Government (“L”); Supply Chain Management (“S”), or Disaster and Risk Management (“D”).
- ☐ Students wishing to specialize in Public Management must choose those modules that are represented by “P” in the “Stream” column.
- ☐ Students wishing to specialize in Local Government Management must choose those modules that are represented by “L” in the “Stream” column.
- ☐ Students wishing to specialize in Supply Chain Management must choose those modules that are represented by “S” in the “Stream” column.
- ☐ Students wishing to specialize in Disaster and Risk Management must choose those modules that are represented by “D” in the “Stream” column.

Diploma in Public Administration (specializing in Public Management, Local Government Management, Supply Chain Management, and Disaster & Risk Management)

Name of module	Module code	Study Level	NQF Level	Module Credits	C/E*	Pre-Requisite	Co-Req.	Stream	Exam
Cornerstone 101	CSTN101	I	5	12	C	NIL	NIL	P, L, S, D	No
Introduction to Technology	ITLG101	I	5	16	C	NIL	NIL	P, L, S, D	No

Public Management & Administration	PMAD101	I	5	16	C	NIL	NIL	P, L, S, D	No
Public Policy Management I	PPLC101	I	5	16	E	NIL	NIL	P	Yes
Local Government Management I	LGMN101	I	5	16	E	NIL	NIL	L	Yes
Academic Literacy and Practice	ALTPI01	I	5	12	C	NIL	NIL	P, L, S, D	No
Introduction to Economics	IECO101	I	5	16	E	NIL	NIL	P,L	No
Quantitative Approaches to Management Sciences	QTAPI01	I	5	8	C	NIL	NIL	D	No
Micro-Economics	MCEC101	I	5	12	E	NIL	NIL	S	Yes
Public Finance Management I	PFNM101	I	5	16	C	NIL	NIL	P, L, S, D	Yes
The Entrepreneurial Edge	TBA	I	6	8	E	NIL	NIL	P,LS, D	No
Disaster and Risk Management I	DRMN101	I	5	16	E	NIL	NIL	D	Yes
Development Management I	DVLP101	I	5	16	E	NIL	NIL	P,D, L	Yes
Commercial Law I	CRCL101	I	6	16	E	NIL	NIL	S	Yes
Supply Chain Management I	SCMN101	I	6	16	E	NIL	NIL	S	Yes

Logistics Management 1	LGSM101	1	5	16	E	NIL		S	Yes
Fundamentals of Disaster Risk Management	FDRM101	1	5	16	E	NIL	NIL	D	Yes
Public Policy Management 2	PPLC201	2	6	16	E	Public Policy Management I	NIL	P	Yes
Public Finance Management 2	PFNM201	2	6	16	E	Public Finance Management I	NIL	S, P	Yes
Public Sector Economics	PSEC101	2	6	12	E	Introduction to Economics	NIL	P, L	Yes
Disaster Risk Reduction 2	DRRD201	2	5	16	E	NIL	NIL	D	Yes
Disaster Response and Recovery 2	DRDR201	2	5	16	E	NIL	NIL	D	Yes
Legislation and Policy	LGPL101	2	5	16	E	NIL	NIL	D	Yes
Local Government Management 2	LGMN201	2	6	16	E	Local Government Management 2	NIL	L	Yes
Macro-Economics	MCRE101	2	6	16	E	Micro-Economics	NIL	S	Yes
Supply Chain Management 2	SCMN201	2	6	16	E	Supply Chain Management I	NIL	S	Yes

Monitoring and Evaluation 2	MNEV20I	2	6	16	E	NIL	NIL	P, L	Yes
Public Human Resource Management 2	PBHM20I	2	6	16	E	NIL	NIL	P, L	Yes
Fundamentals of Research	FNDR10I	2	6	16	E	NIL	NIL	P, L, S	Yes
Procurement and Logistics Management	PLGM10I	2	6	16	E	NIL	NIL	P,L	Yes
Programme and Project Management 2	PPJM20I	2	6	16	E	NIL	NIL	P, L	Yes
Capacity Development 2	CPTD20I	2	6	16	E	NIL	NIL	D	Yes
Disaster Risk Governance 2	DRGV20I	2	6	16	E	NIL	NIL	D	Yes
Development Management 2	DVLP20I	2	6	16	E	Development Management I	NIL	D	Yes
Performance Management	PRFM10I	2	6	16	E		NIL	P,L	Yes
Project Management	PJTM10I	2	6	16	E	NIL	NIL	S,D	Yes
Municipal Finance Management 2	MNFM20I	2	6	16	E	NIL	NIL	L	Yes
Logistics Management 2	LGSM20I	2	6	16	E	Logistics Management I	NIL	S	Yes
Commercial Law 2	CRCL20I	2	6	16	E	Commercial Law I	NIL	S	Yes
Risk Management	RSKM10I	2	6	16	E	NIL	NIL	S	Yes

Monitoring and Evaluation 3	MNEV30I	3	6	16	E	Monitoring and Evaluation 2	NIL	P, L	Yes
Governmental Relations	IGRL30I	3	6	16	E	NIL	NIL	P	Yes
Municipal Finance Management 3	MNFM30I	3	6	16	E	Municipal Finance Management 2	NIL	L	Yes
Public Human Resource Management 3	PBHM30I	3	6	16	E	Public Human Resource Management 2	NIL	P, L	Yes
Public Management Practice 3A	PMPA30I	3	6	12	E	NIL	NIL	P	No
Public Management Practice 3B	PMPB30I	3	6	20	E	NIL	NIL	P	NO
Public Finance Management 3	PFNM30I	3	6	16	E	Public Finance Management 2	NIL	P, S	Yes
Time & Stress Management	TSMG10I	3	5	8	C	NIL	NIL	P,L,S,D	No
Disaster Risk Management Practice 3A	DRPA30I	3	6	12	E	NIL	NIL	D	No
Disaster Risk Reduction 3	DRRD30I	3	6	16	E	Disaster Risk Reduction 2	NIL	D	Yes
Disaster Response & Recovery 3	DRSR30I	3	6	16	E	Disaster Response & Recovery 2	NIL	D	Yes

Supply Chain Management 3	SCMN30I	3	6	16	E	Supply Chain Management 2	NIL	S	Yes
Supply Chain Management Practice 3A	SCPA30I	3	6	8	E	NIL	NIL	S	No
Local Government Management 3	LGMN30I	3	6	16	E	Local Government Management 2	NIL	L	Yes
Local Government Management Practice 3A	LGMP30I	3	6	8	E	NIL	NIL	L	No
Local Government Management Practice 3B	LGMP302	3	6	20	E	NIL	NIL	L	No
Logistics Management 3	LGSM30I	3	6	16	E	Logistics Management 2	NIL	S	Yes
Disaster Risk Governance 3	DRGV30I	3	6	16	E	Disaster Risk Governance 2	NIL	D	Yes
Disaster Risk Management Practice 3B	DRPB30I	3	6	16	E		NIL	D	No
Development Management 3	DVLP30I	3	6	16	E	Development Management 2	NIL	D	Yes
Supply Chain Management Practice 3B	SCPB30I	3	6	20	E		NIL	S	No

Warehouse Management	WHMN101	3	6	16	E	NIL	NIL	S	Yes
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5.3 Advanced Diploma Public Administration

(Specializing in Public Management, Local Government Management, Supply Chain Management, and Disaster & Risk Management)

Name of module	Module code	Study Level	NQF Level	Module Credits	C/E*	Pre-Req.	Co-Req.	Exam.
Advanced Finance	TBA*	I	7	24	C	--	--	Yes
Advanced Research Methodology and Project	TBA*	I	7	16	C	--	--	No
Policy Management and International Relations	TBA*	I	7	24	C	--	--	Yes
Advanced Monitoring and Evaluation	TBA*	I	7	24	C	--	--	Yes
Advanced Leadership and Governance	TBA*	I	7	24	C	--	--	Yes
Choose ONE elective								
Advanced People Management	TBA*	I	7	16	E	--	--	Yes
Advanced Local Economic Development	TBA*	I	7	16	E	--	--	Yes
Advanced Procurement	TBA*	I	7	16	E	--	--	Yes
Advanced Disaster and Risk Management	TBA*	I	7	16	E	--	--	Yes
TOTAL				128				

TBA*: to be allocated

6. ASSESSMENT PLAN

6.1 Higher Certificate in Public Administration

All The modules in the programme will be continuously assessed. Information on the

weightings allocated to each assessment, the nature of each assessment, as well as the calculation of the final mark for each module will be outlined in the respective Study Guides.

6.2 Diploma: Public Administration

Some of the modules in the programme will be continuously assessed and a final examination will be administered for the other modules in the programme. Information on the weightings allocated to each assessment, the nature of each assessment, as well as the calculation of the final mark for each module will be outlined in the respective Study Guides.

Assessment Methods

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

Formative: Presentation, role play, etc

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

Promotion to a Higher Level/Progression Rules

- DUT Rule G16 applies.
- A student cannot enrol for a module if the prerequisite module, where applicable, is not passed.
- If a student has not met the progression rules at the end of any year, he/she may appeal to the head of the department.
- At the end of the fourth year, when the student appeals, the head of department will evaluate the student's progress to establish if there is a reasonable chance of the student completing the diploma in the maximum time (5 years), and use this to make a decision – in accordance with the requirements of Rule G17.

6.3 Advanced Diploma Public Administration

Apart from one module, namely, “Advanced Research Methodology and Project”, which will be assessed on a continuous basis, the remaining modules in the programme will each include a final examination. Information on the weightings allocated to each assessment, the nature of each assessment, as well as the calculation of the final mark for each module will be included in the respective Study Guides.

7. RE-REGISTRATION RULES

See General Rule G29

Exclusion Rules

See Common Faculty rule.

8. SUBJECT CONTENT

HIGHER CERTIFICATE IN PUBLIC ADMINISTRATION

Cornerstone 101

The module content will be developed around the concept of journeys, across time, across space, and across human relationships; the first use of the concept 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.

The module will start with the analysis of a particular issue or metaphor (one critical event or development will be analysed; the event in focus will be selected on the basis of its connections to the theme of journeys and its relevance to the issues of ethics, diversity and critical citizenry).

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, students will be required to engage in activities that 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

- ☐ The relationship between public sector regulations and management
- ☐ Selected theories and principles of management
- ☐ Planning operations of a small team in the public sector
- ☐ Organising operations of a small team in the public sector
- ☐ Controlling operations of a small team in the public sector
- ☐ Nature of leadership
- ☐ Leadership and management

- ☐ Theories of leadership
- ☐ Leadership and political behaviour in the organisation
- ☐ Types of leadership

Public Service Delivery

- ☐ The importance of efficient and effective public service delivery
- ☐ Components of the statutory framework
- ☐ Public service regulations and guidelines for service delivery
- ☐ Intergovernmental relations and service delivery
- ☐ Batho Pele principles and service delivery
- ☐ Normative guidelines for service delivery
- ☐ Challenges to service delivery performance
- ☐ Service delivery improvement plans
- ☐ Accountability
- ☐ Factors influencing service delivery
- ☐ Alternate service delivery approaches (ASD).

Public Finance Management

- Nature of public financial management
- Constitution 1996
- Financial Management Processes
- Municipal Financial Management Act
- Treasury Regulations
- Budgeting and budget management processes
- Financial Control
- Oversight
- Asset Management
- Supply Chain Management

Corporate Communication

- ☐ Communication theory
- ☐ Communication models
- ☐ The roles of verbal and non-verbal communication
- ☐ Barriers to communication
- ☐ Small group communication
- ☐ Effective team work
- ☐ Presentations
- ☐ Use of communication media
- ☐ Application of writing skills

- ☐ Report writing
- ☐ Meetings
- ☐ Information management and retrieval

Public Sector People Management

- ☐ National and organisational policies and procedures
- ☐ People Management
- ☐ Delegation
- ☐ First line management
- ☐ Decision making and problem solving
- ☐ Performance reporting
- ☐ Monitoring and evaluation
- ☐ Understanding business culture
- ☐ Ethics in service delivery

Motivation

- The concept of motivation
- Goal setting
- Motivation strategies
- Maslow's needs hierarchy.
- Herzberg's two factor motivation theory.
- The role of expectancies about effort, performance and rewards as motivating factors.
- Assessment engagement as an indicator of job performance.
- Performance feedback and reward employees to achieve
- Motivation in the public sector – the Lewisham experience.
- Leadership as a motivational element.
- Different types of leadership and their impact on motivation.

Innovation and Creative Thinking

- Creativity and decision making
- Promoting creative thinking
- Leading and managing innovation
- The nature of innovative models and approaches
- The role of intuition and lateral thinking within the decision making process
- Apply techniques and skills for creative public decision-making
- The contribution of innovation in managing knowledge systems
- The impact of innovation for improved public services.

DIPLOMA IN PUBLIC ADMINISTRATION

SPECIALIZATION IN PUBLIC MANAGEMENT

FIRST YEAR

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.

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.

Public Management & 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.

Public Policy Management I

- Introduction and concepts of policy and public policy
- Dimensions of public policy
- Types of decisions
- Role players in decision making
- Phases of public policy
- Factors influencing public policy
- Limitations of public policy

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 Economics

The Economic Problem. Markets and Price Determination; Elasticity; Production and Costs; Market Structures, Macroeconomic Indicators and Economic Policy

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.

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.

The Entrepreneurial Edge

INNOVATION

- Long term personal goals
- Business goals that match personal goals

MARKET

- Market segmentation
- Competitor analysis
- Suppliers
- Customers

RISK

- From the perspective of a bank
- Market research
- Financial (cash flow / breakeven)
- Problem solving
- Business successes and failures
- Competitive advantage

PLANNING

- Environment
- Strategic and operational planning

- Business objectives (Quality / Price / Niche)
- Social responsibility

FINANCE

- Funding the business
- Costing

MARKETING

- Products and services
- Pricing
- Location
- Advertising and promotions

BECOMING AN ENTREPRENEUR

- ☐ Understanding yourself
- ☐ What kind of business will suite me best
- ☐ A vision for the business
- ☐ Why become an entrepreneur
- ☐ Who are entrepreneurs
- ☐ Entrepreneurial Resources
- ☐ Entrepreneurial myths
- ☐ Entrepreneurial transition

ADDRESSING RISK

- ☐ Risks the banks are concerned with
- ☐ From the perspective of the bank
- ☐ Risks and interest rates
- ☐ Researching to reduce my risks
- ☐ Understanding my risks and prospects
- ☐ Problem solving
- ☐ Competitive advantage
- ☐ Business successes and failures

UNDERSTANDING MY MARKET

- ☐ What does my market look like
- ☐ Sharing the market
- ☐ Competitors
- ☐ Suppliers
- ☐ Customer Relations Management

PLANNING

- ☐ The environment
- ☐ Strategic planning
- ☐ Operational planning
- ☐ Types of plans
- ☐ Setting the business vision
- ☐ Determining the business mission
- ☐ Setting business objectives
- ☐ Finding and evaluating suppliers

FINANCIAL OBJECTIVES

- ☐ Costing a product / service
- ☐ Funding the business

MARKETING

- ☐ What you should know about products and services
- ☐ Considering the price
- ☐ Finding the proper location
- ☐ What to consider when advertising and doing promotions

ETHICS AND SOCIAL RESPONSIBILITY

- ☐ Considering ethical issues to address
- ☐ Drawing up an ethics standard
- ☐ Being held ethically responsible
- ☐ Being responsible to your stakeholders

SECOND YEAR

Public Policy Management 2

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

Public Human Resource Management 2

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

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 Finance Management 2

(Pre-requisite Public Finance Management 1)

Internal control systems, Public financial risk management, Budget analysis, integration

and planning, Financial Performance.

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.

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.

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.

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.

Programme and 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.

THIRD YEAR

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

Public Finance Management 3

(Pre-requisite Public Finance Management 2)

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

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.

Governmental Relations

- Introduction and concepts of IGR
- IGR approaches and models

- Instruments of IGR, Technical Committees and Forums
- IGR in a unitary and federal state
- Monitoring and Oversight on IGR matters
- Intergovernmental Fiscal Relations
- Cooperative governance and its challenges
- Regional and international bodies promoting IGR

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.

Public Management Practice 3A

- 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
- Realistic expectations

Public Management Practice 3B

Work based learning which entails

- ☐ Conceptualization
- ☐ Systematisation
- ☐ Contextualisation
- ☐ Interpersonal
- ☐ Social engagement
- ☐ Sodality Engagement

SPECIALIZATION IN SUPPLY CHAIN MANAGEMENT

FIRST YEAR

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.

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.

Public Management & 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.

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.

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

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.

Logistics Management I

- 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
- Financial aspects of logistics management

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.

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.

The Entrepreneurial Edge

INNOVATION

- ☐ Long term personal goals
- ☐ Business goals that match personal goals

MARKET

- ☐ Market segmentation
- ☐ Competitor analysis
- ☐ Suppliers
- ☐ Customers

RISK

- ☐ From the perspective of a bank
- ☐ Market research

- ☐ Financial (cash flow / breakeven)
- ☐ Problem solving
- ☐ Business successes and failures
- ☐ Competitive advantage

PLANNING

- ☐ Environment
- ☐ Strategic and operational planning
- ☐ Business objectives (Quality / Price / Niche)
- ☐ Social responsibility

FINANCE

- ☐ Funding the business
- ☐ Costing

MARKETING

- ☐ Products and services
- ☐ Pricing
- ☐ Location
- ☐ Advertising and promotions

BECOMING AN ENTREPRENEUR

- ☐ Understanding yourself
- ☐ What kind of business will suite me best
- ☐ A vision for the business
- ☐ Why become an entrepreneur
- ☐ Who are entrepreneurs
- ☐ Entrepreneurial Resources
- ☐ Entrepreneurial myths
- ☐ Entrepreneurial transition

ADDRESSING RISK

- ☐ Risks the banks are concerned with
- ☐ From the perspective of the bank
- ☐ Risks and interest rates
- ☐ Researching to reduce my risks
- ☐ Understanding my risks and prospects
- ☐ Problem solving
- ☐ Competitive advantage
- ☐ Business successes and failures

UNDERSTANDING MY MARKET

- ☐ What does my market look like
- ☐ Sharing the market
- ☐ Competitors
- ☐ Suppliers
- ☐ Customer Relations Management

PLANNING

- ☐ The environment
- ☐ Strategic planning
- ☐ Operational planning
- ☐ Types of plans
- ☐ Setting the business vision
- ☐ Determining the business mission
- ☐ Setting business objectives
- ☐ Finding and evaluating suppliers

FINANCIAL OBJECTIVES

- ☐ Costing a product / service
- ☐ Funding the business

MARKETING

- ☐ What you should know about products and services
- ☐ Considering the price
- ☐ Finding the proper location
- ☐ What to consider when advertising and doing promotions

ETHICS AND SOCIAL RESPONSIBILITY

- ☐ Considering ethical issues to address
- ☐ Drawing up an ethics standard
- ☐ Being held ethically responsible
- ☐ Being responsible to your stakeholders

SECOND YEAR

Project Management

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

Public Finance Management 2

(Pre-requisite Public Finance Management I)

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

Supply Chain Management 2

(Pre-requisite Supply Chain Management I)

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.

Logistics Management 2

- Principles of Logistics management
- Logistics contracts
- Freight claims
- Competitive advantage created by logistics management
- Inventory management
- Concepts of business logistics in supply chain
- Logistics management and supply chain 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.

Commercial Law 2

(Pre-requisite Commercial Law I)

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.

Macro-Economics

(Pre-requisite Economics I01)

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

Sector and The Foreign Sector.

Risk Management

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

THIRD YEAR

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 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.

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.

Logistics Management 3

- ☐ The logistics information systems
- ☐ Logistics channels and network designs
- ☐ Global logistics
- ☐ Logistics and strategic management
- ☐ Humanitarian logistics
- ☐ Transportation and traffic management
- ☐ The calculation of logistics costs
- ☐ Logistics and sustainability

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.

Supply Chain Management Practice 3A

- 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
- Realistic expectations

Supply Chain Management Practice 3B

Work based learning which entails:

- Conceptualization
- Systematisation
- Contextualisation
- Interpersonal
- Social engagement
- Sodality Engagement

SPECIALIZATION IN LOCAL GOVERNMENT MANAGEMENT

FIRST YEAR

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.

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theme, but with the same outcomes and attributes.

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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.

Public Management & 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 Government Management I

- ☐ Role of local government management
- ☐ Environment of Local government in South Africa
- ☐ Integrated development planning process
- ☐ Rural local government in South Africa
- ☐ Traditional leaders and Local Government
- ☐ Local economic development

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 Economics

The Economic Problem. Markets and Price Determination; Elasticity; Production and Costs; Market Structures, Macroeconomic Indicators and Economic Policy

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.

Public Finance Management I

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

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

Budgeting systems,

The Entrepreneurial Edge

INNOVATION

- Long term personal goals
- Business goals that match personal goals

MARKET

- Market segmentation
- Competitor analysis
- Suppliers
- Customers

RISK

- From the perspective of a bank
- Market research
- Financial (cash flow / breakeven)
- Problem solving
- Business successes and failures
- Competitive advantage

PLANNING

- Environment
- Strategic and operational planning
- Business objectives (Quality / Price / Niche)
- Social responsibility

FINANCE

- Funding the business
- Costing

MARKETING

- Products and services
- Pricing
- Location
- Advertising and promotions

BECOMING AN ENTREPRENEUR

- ☐ Understanding yourself
- ☐ What kind of business will suite me best
- ☐ A vision for the business
- ☐ Why become an entrepreneur

- ☐ Who are entrepreneurs
- ☐ Entrepreneurial Resources
- ☐ Entrepreneurial myths
- ☐ Entrepreneurial transition

ADDRESSING RISK

- ☐ Risks the banks are concerned with
- ☐ From the perspective of the bank
- ☐ Risks and interest rates
- ☐ Researching to reduce my risks
- ☐ Understanding my risks and prospects
- ☐ Problem solving
- ☐ Competitive advantage
- ☐ Business successes and failures

UNDERSTANDING MY MARKET

- ☐ What does my market look like
- ☐ Sharing the market
- ☐ Competitors
- ☐ Suppliers
- ☐ Customer Relations Management

PLANNING

- ☐ The environment
- ☐ Strategic planning
- ☐ Operational planning
- ☐ Types of plans
- ☐ Setting the business vision
- ☐ Determining the business mission
- ☐ Setting business objectives
- ☐ Finding and evaluating suppliers

FINANCIAL OBJECTIVES

- ☐ Costing a product / service
- ☐ Funding the business

MARKETING

- ☐ What you should know about products and services
- ☐ Considering the price

- ☐ Finding the proper location
- ☐ What to consider when advertising and doing promotions

ETHICS AND SOCIAL RESPONSIBILITY

- ☐ Considering ethical issues to address
- ☐ Drawing up an ethics standard
- ☐ Being held ethically responsible
- ☐ Being responsible to your stakeholders

SECOND YEAR

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.

Public Human Resource Management 2

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

Municipal Finance Management 2

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

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.

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.

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.

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.

Programme and 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.

THIRD YEAR

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

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.

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.

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.

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.

Local Government Management Practice 3A

- 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
- Realistic expectations

Local Government Management Practice 3B

Work based learning which entails

- Conceptualization
- Systematisation
- Contextualisation
- Interpersonal
- Social engagement
- Sodality Engagement

SPECIALIZATION IN DISASTER AND RISK MANAGEMENT

FIRST YEAR

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.

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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.

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.

Public Management & 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.

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.

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

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

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.

Public Finance Management I

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

Disaster and 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.

The Entrepreneurial Edge

INNOVATION

- Long term personal goals

- Business goals that match personal goals

MARKET

- Market segmentation
- Competitor analysis
- Suppliers
- Customers

RISK

- From the perspective of a bank
- Market research
- Financial (cash flow / breakeven)
- Problem solving
- Business successes and failures
- Competitive advantage

PLANNING

- Environment
- Strategic and operational planning
- Business objectives (Quality / Price / Niche)
- Social responsibility

FINANCE

- Funding the business
- Costing

MARKETING

- Products and services
- Pricing
- Location
- Advertising and promotions

BECOMING AN ENTREPRENEUR

- ☐ Understanding yourself
- ☐ What kind of business will suite me best
- ☐ A vision for the business
- ☐ Why become an entrepreneur
- ☐ Who are entrepreneurs
- ☐ Entrepreneurial Resources
- ☐ Entrepreneurial myths
- ☐ Entrepreneurial transition

ADDRESSING RISK

- ☐ Risks the banks are concerned with
- ☐ From the perspective of the bank
- ☐ Risks and interest rates
- ☐ Researching to reduce my risks
- ☐ Understanding my risks and prospects
- ☐ Problem solving
- ☐ Competitive advantage
- ☐ Business successes and failures

UNDERSTANDING MY MARKET

- ☐ What does my market look like
- ☐ Sharing the market
- ☐ Competitors
- ☐ Suppliers
- ☐ Customer Relations Management

PLANNING

- ☐ The environment
- ☐ Strategic planning
- ☐ Operational planning
- ☐ Types of plans
- ☐ Setting the business vision
- ☐ Determining the business mission
- ☐ Setting business objectives
- ☐ Finding and evaluating suppliers

FINANCIAL OBJECTIVES

- ☐ Costing a product / service
- ☐ Funding the business

MARKETING

- ☐ What you should know about products and services
- ☐ Considering the price
- ☐ Finding the proper location
- ☐ What to consider when advertising and doing promotions

ETHICS AND SOCIAL RESPONSIBILITY

- ☐ Considering ethical issues to address

- ☐ Drawing up an ethics standard
- ☐ Being held ethically responsible
- ☐ Being responsible to your stakeholders

SECOND YEAR

Public Finance Management 2

(Pre-requisite Public Finance Management 1)

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

Disaster Risk Reduction 2

(Pre-requisite Disaster and Risk Management 1)

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.

Project Management

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

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 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.

Capacity Development 2

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

THIRD YEAR

Public Finance Management 3

(Pre-requisite Public Finance Management 2)

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

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.

Disaster Risk Management Practice 3A

- 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
- Realistic expectations

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 & 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.

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.

Disaster Risk Management Practice 3B

- Work based learning
- Conceptualization
- Systematisation
- Contextualisation
- Interpersonal
- Social engagement
- Sodality Engagement

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.

E & OE