

## APPLICATION PROCEDURES

You have to make application to UKZN by completing a Central Application Office (CAO) application form.

CAO website: [www.cao.ac.za](http://www.cao.ac.za) to download OR

Contact the CAO on 031 268 4444 OR

Write to [enquiries@ukzn.ac.za](mailto:enquiries@ukzn.ac.za)

### Semester 2: (intake – subject to availability)

- Apply directly to UKZN
- Applications close on the 30 April.

## CONTACT DETAILS

### Undergraduate Admissions

#### Howard College Campus

Tel : 031-260 1500

E-mail : [enquiries@ukzn.ac.za](mailto:enquiries@ukzn.ac.za)

#### Westville Campus

Tel : 031-260 2216

Email : [clms@ukzn.ac.za](mailto:clms@ukzn.ac.za)

# COLLEGE OF LAW AND MANAGEMENT STUDIES SCHOOL OF MANAGEMENT, IT AND GOVERNANCE

## Bachelor of Administration (BAdmin)



## Bachelor of Administration (BAdmin)

The Bachelor of Administration degree is only offered at the Westville campus. It is a three-year full-time qualification, which brings together the disciplines of Public Administration, Human Resources and Business Management. This inter-disciplinary approach of the programme promotes the study of governance at all levels through carefully designed modules of the relevant disciplines. The Bachelor of Administration degree is designed to build capacity in and transformation of the public sector environment. Development of knowledge, skills and competencies for enhanced service delivery is a key focus of this degree. Therefore, the rationale is to create a new cadre of individuals equipped with the ability to think critically and independently in a way that inter-

### Purpose of the Programme

The structure and content of the programme are designed to develop skills and competencies of students to prepare them for a career in the public sector. The programme offers students an opportunity to gain insight into the theory and practice of public affairs, administration, and policy analysis and development management. The programme lays the foundation for a workforce to address the skills deficit at higher levels of public, public-private partnerships and non-governmental.

### Career opportunities

Public Administration graduates can pursue careers in many fields. This includes careers in the civil service such as education administrators, administrative services managers, public administration consultant, executive director, director of development, program analyst, policy analyst, city manager and many other careers in media and non-governmental organizations.

### Is Public Administration for me?

You will most likely enjoy a career in Public Administration if you:

- ▶ Desire to work in government
- ▶ Aspire to impact large groups of people
- ▶ Have an ambition to become a leader

### Minimum Entrance Requirements

Applicants are eligible to apply to register for the qualification of Bachelor of Administration if they have previously obtained a NSC degree, and in addition;

#### EITHER

- 1) a minimum of 28 NSC points (excluding Life Orientation), with Level 3 Mathematics, Level 4 English (home or first additional language) and Level 4 Life Orientation.

#### OR

- 2) (a) Matriculation subject achievement as follows;
  - (i) a NSC degree with Level 2 Mathematics and Level 4 English (home or first additional language) and Level 4 Life Orientation, or
  - (ii) a minimum of HG E/SG C Maths and HG D English for Matriculation prior to 2008.

#### AND

- (b) been awarded the UKZN-UEL Certificate in Public Administration and achieved for the Certificate a weighted average of at least 60% as well as a final mark of at least 55% for the Introduction to Management Science module (CBAPOMS). Or an equivalent qualification as approved by the School and achieved for the equivalent qualification a weighted average of at least 60%, as well as a final mark of at least 55% for an equivalent Mathematics module as approved by the School.

### Duration

3 years

## BAdmin Programme Structure

### Level 1

- Introduction to Public Administration
- Management Sciences for Public Governance
- Elementary Microeconomics or, if majoring in Economics Principles of Microeconomics
- Management 120
- Introduction to Individual Behaviour and HRM or Accounting 101
- End User Computing
- Elementary Macroeconomics or, if majoring in Economics Principles of Macroeconomics
- Basic isiZulu Language Studies A or, if exempt #Principles of Social Behav. & Group Dynamics or #Accounting 103

### Level 2

- Introduction to Local Government
- Introduction to Public Sector HRM
- Intro. to Public Sector Financial Management
- Introduction to Public Policy Mngt
- Career Management
- Research Methodology: Statistical Methods and Analysis
- Intro to Human Resource Information Systems
- Intermediate Macro. & Applications
- Systems Analysis and Design
- Managing Workforce Diversity
- Employee Wellness
- Managerial Ethics in the Workplace
- Intermediate Micro. & Applications
- Databases and programming

### Level 3

- Development Policy and Project Management
- Contemporary Issues in Public Service Delivery
- Global & Regional Trends in Public Admin
- Organisational Change and Leadership
- Plus 64 credits of a combination of 3<sup>rd</sup> year modules in a discipline from within the Schools of Management, IT & Governance; or Economics or an approved discipline.