

# **BSc HONS. IN ADMINISTRATION AND TECHNOLOGY**

## **1.0 INTRODUCTION**

The Bachelor of Science Honours Degree in Administration and Technology is a three-year degree programme. The programme focuses on the administrative systems and use of technology in organisations.

## **2.0 OBJECTIVES OF THE PROGRAMME**

This programme aims to:

- Produce graduates that are conscious of the changing needs of Organisations in the modern environment and have the capacity to make effective contribution to the administrative system.
- Develop administrators that are technology savvy.
- Instill in students the spirit of Entrepreneurship that can assist them initiate their own business ventures.

## **3.0 REGULATIONS**

- 3.1 These regulations must be read in conjunction with the Chinhoyi University of Technology General Academic Regulations for Undergraduate Degrees, hereafter referred to as the General Regulations.
- 3.2 The Bachelor of Science Honours Degree in Administration and Technology will be awarded to candidates who successfully complete the programme in accordance with these regulations.
- 3.3 Chinhoyi University of Technology in Collaboration with the Zimbabwe Institute of Public Administration and Management will offer the Bachelor of Science Honours Degree in Administration and Technology.

## **4.0 QUALIFICATIONS FOR ENTRY INTO THE PROGRAMME**

To be admitted into the programme, candidates must have satisfied the entry requirements of the General Academic Regulations of Chinhoyi University of Technology for undergraduate studies.

### **4.1 Normal Entry**

Candidates must have

- a) passed at least 5 subjects at Ordinary Level including English Language and Mathematics or approved equivalents.

- b) good passes in at least two subjects at 'A' Level. Preference will be given to those with commercial related subjects e.g.: - Computers, Mathematics, Accounting, Economics, Management of Business, Sociology and Geography.

#### 4.2 **SPECIAL ENTRY**

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Candidates should:

- a) have at least 5 subjects at 'O' Levels including English Language and Mathematics
- b) be a holder of a National Diploma in Office Technology and Administration Studies or any other relevant qualification.

#### 4.3 **MATURE ENTRY**

As stipulated in the University General Regulations.

### 5.0 **GENERAL PROVISIONS**

- 5.1 The duration of the Bachelor of Science in Office Administration and Technology Honours Degree shall be four years on block release basis. The minimum contact hours per course will be forty eight (48) hours.
- 5.2 To be admitted, students should have fully satisfied the requirements of the registration process at Chinhoyi University of Technology.
- 5.3 Attendance of classes will be as prescribed in the General Academic regulations and attendance of tutorials, seminars, fieldwork and practical work are compulsory.
- 5.4 In Semesters 1, 2, 3 and 4 students are required to take 5 courses and should pass all courses before proceeding on Industrial Attachment.
- 5.5 The total number of courses taken in any semester shall not exceed seven (7) courses.
- 5.6 A candidate who has failed 50% or less of the courses in a semester will be required to proceed carrying the failed course(s). Students will be required to register for the failed courses first before registering for new courses.
- 5.7 In terms of the provisions of the General Regulations, a student who carries a failed course may not be permitted to take the course(s) in the subsequent semester for which the course(s) that he/she is carrying is a pre-requisite.
- 5.8 A candidate who fails more than 75% of the courses in a semester will be required to discontinue from the programme.
- 5.9 Repeat will be allowed in cases where a candidate has failed more than 50% but less than 75% of the courses in a semester. A repeat candidate is not allowed to take new courses.

5.10 A repeat candidate who fails more than 50% of the courses will be discontinued.

## 6.0 EXAMINATIONS

- 6.1 Formal examinations will normally be held at the end of each semester.
- 6.2 To be admitted into examinations, a student must have satisfied the Departmental Board of Examiners in coursework.
- 6.3 Normally examinations will be conducted through written papers, practicals, projects and oral presentations.
- 6.4 Assessment of a course shall include the mark of the examination as well as the coursework mark in that course. Normally, the coursework shall contribute 30% and the examination 70% of the final mark.
- 6.5 External Examiners will be appointed as prescribed in the General Academic Regulations of Chinhoyi University of Technology.
- 6.6 A student that obtains a mark between 40% and 49% in a course at the end of the semester shall normally be given an opportunity to write supplementary examinations.
- 6.7 The maximum passing mark in supplementary examinations shall be 50%.
- 6.8 To be admitted into examinations, a student must have:
  - 6.8.1 paid all fees in accordance with the fees ordinance.
  - 6.8.2 satisfactorily attended courses of the programme including meeting all prescribed coursework requirements such as written assignments, practical classes and projects.
- 6.9 Examinations of all courses shall be approved by the departmental board.

## 7. MARKING SCHEME

- 7.1 The marking Scheme shall be in accordance with the provisions of the General Academic Regulations of Chinhoyi University of Technology.
- 7.2 The courses constituting each semester of the four-year programme are defined hereunder in these regulations. To each course, a weighting factor is assigned. The aggregate mark in a semester is the weighted average of the specified number of courses in that semester. The minimum acceptable aggregate mark for a semester is the pass mark as prescribed in the General Regulations.
- 7.3 Candidate must satisfy the Examiners in both the examination and the coursework in each course.

## 8.0 DETERMINATION OF CANDIDATES' RESULTS

- 8.1 Determination of the results shall be in accordance with the General Regulations for Chinhoyi University of Technology.
- 8.2 Provisions for passing and proceeding in a programme shall be in accordance with the General Regulations of Chinhoyi University of Technology.

## 9.0 INDUSTRIAL ATTACHMENT

- 9.1 Semesters 5 & 6 will be Industrial Attachment. All students spend at least eight (8) months of this period on approved industrial attachment. The purpose of industrial attachment is to:
- i. make students relate theories learnt to real life situations in industry
  - ii. provide exposure to and experience of the industrial environment.
  - iii. make students understand the structure of the industry they operate in.
  - iv. help students identify and solve possible industrial problems.
  - v. develop student perceptions of career choices.
- 9.2 The Industrial attachment will be governed by the General University Regulations, where the student would be expected to cover areas indicated on the attachment module.
- 9.3 Students must pass all courses from semester 1-4 before proceeding on industrial attachment. No student will be allowed to proceed for industrial attachment carrying any course.
- 9.4 Where a student wishes to be attached abroad, it is the responsibility of the student to provide the university with the relevant information for consideration before approval of the attachment placement.
- 9.5 While on attachment the student will be supervised in accordance with the university requirements. The weighting for the assessment will be as follows:
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|---|-----|
| Industrial supervisor's report          | 20% |
| Academic supervisor's report            | 30% |
| Student's Industrial Attachment Project | 50% |
- 9.6 A student may be assessed by an academic supervisor other than of this university provided that the supervisor has been approved by this university.
- 9.7 The industrial supervisor's report and the academic supervisor's report shall constitute the practical component of the assessment.
- 9.8 A student is deemed to have passed attachment only after passing both the practical component and the industrial attachment project.

- 9.9 Where a student obtains less than 50% in the practical component, the student repeats the practical component of the attachment and where the student fails to attain 50% in the industry based project they resubmit the project.
- 9.10 The organization where the student is attached should submit the industrial supervisor's report to the University. The student should ensure that the supervisor's report has been sent to the department at least one calendar month before the completion of the attachment period.
- 9.11 The Industrial Attachment project should be submitted to the department a month before the end of the attachment period. A student who fails to meet the deadline for submission is deemed to have failed the project and may not proceed to the next semester.

## **10.0 Semesters 5 & 6**

- 10.1 Apart from doing their industrial attachment during this period, all Semester 5 students will be required to take five taught courses while those in semester 6 will take four taught courses.
- 10.2 Subject to the provisions of the General Regulations, a candidate who fails to satisfy the Examiners in two (2) or more courses in the final assessment shall normally be permitted to repeat the course (s) in which he/she has failed.

## **11.0 Degree Classification**

- 11.1 In determining a candidate's degree classification, the aggregate marks from all semesters will be weighted equally to arrive at an aggregate mark upon which the classification will be based.
- 11.2 The degree will be awarded in the categories: First class (1), Upper Second class (2.1), Lower Second class (2.2), Third class (3) and Fail (F).

## **12.0 AWARD OF THE DEGREE**

- 12.1 Students are required to satisfy the examiners in all the courses before being awarded the degree.
- 12.2 The successful candidates will have their degrees annotated as being in the field of Bachelor of Science Honours Degree in Office Administration and Technology under the seal of the Chinhoyi University of Technology.

## **15.0 STRUCTURE OF THE PROGRAMME**

The Bachelor of Science in Office Administration and Technology Honours degree programme comprises twenty eight taught courses, industrial attachment and a project.

Overview of the courses is as listed below.

### **Semester 1**

- Financial Accounting for Business
- Principles of Management
- Principles of Economics
- Communication Skills
- Information Technology and Computer Applications

### **Semester 2**

- Administrative law
- Quantitative Methods
- Public Relations
- E- Marketing
- Business Etiquette and Grooming

### **Semester 3**

- Office Administration
- Principles of Entrepreneurship
- Management accounting for Business
- Meeting procedures and events management
- E-Business

### **Semester 4**

- Organisational Behaviour
- Business Research Methods
- Project Management
- Financial Administration
- E-procurement

### **Semester 5 and 6**

Industrial Attachment

### **Semester 5**

- Records Management
- Human Resources Administration
- Change Management
- Corporate Governance and business ethics
- Gender and Development

## **Semester 6.**

- Research Project
- Data Communications and Networks
- Procurement and Stores Management
- Strategic Management
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## **9.0 CAREER OPPORTUNITIES**

Graduates have a wide choice of career paths in all sectors of the economy e.g., starting their own business enterprises or working as middle to senior managers in a wide range of industries like retail, manufacturing, dealers, sole traders and tourism and hospitality as well as related jobs in commerce and industry and in the public sector. Most importantly, they can set up their own businesses or set up as consultants. Others can pursue higher degrees with a view to becoming academics/lecturers and researchers, as well as senior managers in the public and private sectors.

## **14. Career Opportunities**

- 14.1 Graduates will have a variety of diverse opportunities of work as secretaries, personal assistants, administrators and senior administrators in commerce, industry or the public sector.
- 14.2 Graduates can also pursue careers as teachers or lecturers in schools and tertiary institutions.
- 14.3 However, the best opportunity that they can pursue is that they can set up their own businesses.
- 14.4 The course also offers itself as a launch pad for further studies.

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### **Year 1**

#### **Semester 1**

##### **1.1 Financial Accounting for Business**

The course is intended to introduce the students to basic financial accounting concepts and their application in business practice. It also enables students to interpret the accounts records and financial statements concepts of the accounting principles valuation of stock and cash flows. The issues covered also include, source documents, books of original entry, the ledger, the cashbook, double entry principle, the trial balance, financial statements for sole traders, partnerships, non-trading organisations and companies and accounting ratios.

### **1.2 Principles of Management**

Managers are found at various levels of organisations. Supervisors, Chief Executive Officers, Accountants, Foremen and indeed anyone who gets work done through others are into management positions.

The module on management examines roles and functions of managers. It covers the fundamental principles and practices of management with emphasis on supervision and human relations. Theories of management will also be explored to enable students understand the historical perspectives of management.

### **1.3 Principles of Economics**

Economics in its traditional sense is concerned with the efficient utilisation of scarce productive resources and with the optimal growth of these resources over time, so as to produce an ever expanding range of goods and services. Students will be provided with the opportunity to study basic principles concerning production, consumption, and distribution of goods and services.

Topics to be covered will include; the nature of economics and elements of supply and demand, Macroeconomics: measuring national output, consumption and investment, unemployment, inflation, fiscal policy in theory and practice, aggregate supply and business cycles, money and commercial banking. Microeconomics: output and price as determined by supply and demand, theory of demand and utility, incomes and living standards.

### **1.4 Communication Skills**

Effective communication is very important in organisations. Communication is a means of disseminating information within the organisation at times for decision-making purposes as well as transmitting it to outsiders.

The module is aimed at enabling students to be more effective communicators, capable of presenting their ideas clearly and persuasively. Students will learn how to structure their thoughts, analyse their audience's needs, develop key information and present it with the right level of details so that intended results can be achieved.

The course exposes students to both written and non-written communication as well as distribution of information. In this regard, the module introduces students to various models of communication, types of communication, principles of business writing and report writing to enable them to communicate effectively. It also covers the impact of technology on communication, meetings, management of interpersonal communication and public speaking. Students will be acquainted with the theoretical framework upon which business communication is based.

### **1.5 Information Technology and Computer Application**



The modern office has been automated through use of computers. Computers of various shapes, sizes and for various uses now process large volumes of information. Meanwhile, information is fast becoming an organisation's most valuable resource. This module examines the processes that take place when a computer is at work as well as introducing the various applications of a computer. Students will examine the architectural design of a computer and learn how to use the various external devices that can be fitted to a computer such as the digital camera, scanner, printer and power-point projector. This is a practical module which will provide hands-on experience.

Theory will consist of topics that will cover history of computers, physical structure of computers, computer software and word processing packages. The following specific topics will be covered; major components of a computer, electronic data processing, systems theory, types of information, data storage in a computer, input devices, output devices, computer software, computer languages, data communication and computer networks.

## **Year 1**

### **Semester 2**

#### **2.1 Administrative law**

Nature of Administrative law; purpose of Administrative law; the public service; structure of public administration; administrative action, administrative decision making; Constitution as source of Administrative law; Administrative Justice Act; delegated authority; delegated legislation; control over delegated authority; the administrative court; jurisdiction and role of the administrative court and other tribunals; remedies of violation of rights by administrative action; review and appeals against administrative action and decision making; *locus standi*.

#### **2.2 Quantitative Methods**

Statistics concerns itself with obtaining an insight into the real world by means of the analysis of numerical relationships. Most business decisions are based on statistical facts and information. It is necessary therefore, that managers at all levels be literate in quantitative analysis.

The objective of this module is to enhance student's ability in the use of statistics as a decision making tool. The course covers the collection of data, tables, graphs, diagrams, frequency distributions, correlation and regression, nature of statistical enquiry, sampling, scales of measurement, types of statistical variables, data presentation, measures of central tendency and dispersion, properties of distribution, statistical inference and confidence intervals.

The quantitative analysis module provides the student with knowledge of a body of that has direct application in business. The knowledge of quantitative analysis enhances a manager's proficiency in analysing decision situations and solving problems.

#### **2.3 Public Relations**

Concepts of Total Quality Management (T.Q.M.) and team work require that all officers in an organisation perform the public relations function, more so, in the case of Chief Executive Officers, Directors and indeed all other heads of institutions and Personal Assistants that assist them.

This module examines public relations as a management function. It provides students with a good grounding on Public Relations as they are taught principles of public relations, customer care, stress management, team building, relationship marketing as well as principles of Total Quantity Management. Other topics will include effective communication and tactics, publicity, ethical and legal considerations in public relations as well as public relations impact to society. The course will also help students appreciate the importance of the Internet in modern public relations management.

## **2.4 E- Marketing**

In recent years, the business environment has witnessed a revolution due to Internet technologies. Such technologies significantly affect the way that businesses sell their products and interact with their suppliers. E-marketing will help you develop a thorough understanding of the principles and practices of using the Internet and other technologies such as social media and mobile phones to market goods and services. It examines the various business models employed in e-marketing, and explores techniques and methodologies for conducting e-market research and developing competitive intelligence in an organization. In addition, the course details processes for planning and implementing a comprehensive e-marketing strategy using alternative pricing strategies, advertising and promotion, and distribution channels. E-marketing also considers other critical issues such as customer acquisition and retention, and the challenges faced by firms in the application of e-marketing strategies in global markets.

## **2.5 Business Etiquette and Grooming**

Employees are ambassadors of their organizations; how they behave, dress, dine and present themselves create an immediate and lasting impression to their clients, prospects, and stakeholders. It also boosts organizational credibility and reliability. When employees make positive and confident first impressions, take pride in their own personal branding, demonstrate professionalism and uniqueness; customers will certainly give the same response. They will appreciate the organization; feel positive and confident towards its services or products. This will translate to increased business growth, success and boost corporate identity. This module is ideal for every business person, from business executives, trainers, administrators, job seekers to the lowest level employee in organizations. The module will equip students with behaviour management, constructive criticism, business ethics, management of workplace personal relationships, professional workplace dressing for men and women, facial cleansing and professional make-up application; ideal workplace accessories, professional hair styling techniques, nail care; dining etiquette, serving

techniques, sitting styles; professional stress management, office etiquette; business visitor, e-mail and partying etiquette.

## **Year 2**

### **Semester 3**

#### **3.1 Office Administration**

Administration is the basis on which organisations are managed because it caters for the day-to-day running of any enterprise. This module elevates the role of secretaries and personal assistants to administrative assistants in the modern office environment. Given the multi-faceted nature of the work of secretaries, it is critical that they be well groomed in the field of administration. In this regard, the course equips the student with the necessary conceptual and technical skills to administer. Topics to be covered will include the following; what is a business, the business cycle, types of businesses and formation of businesses, the business and its environment, types of business environment and their variables, the dichotomy between administration and management as well as business ethics. Cases will also be used to analyse the relation of theory to practice and to illustrate the direct practical relevance of theoretical models to administrative actions. Business organisation, Telecommunications, reception, Office machinery; audio typing equipment, word-processing, computers and printers. The data protection act. Retrieval and storage of information. Sources of information, visual aids. Mail Handling; Stationery supplies, money at banks and post offices. Business documents. Safety and security in the office. Staff recruitment. Meetings. Planning ahead; Travel; Business entertainment; Conferences; Public relations; designing forms

#### **3.2 Management Accounting for Business**

This course aims to providing an understanding of the principles, concepts and techniques of management accounting as applied to practical situations with particular reference to the ascertainment of cost of products, processes, operations and services, the control of operations, provision of information to assist in decision making and in formulation of management policy, standard costing and performance evaluation.

#### **3.3 Principles of Entrepreneurship**

The course introduces students to the concept of new business climate by welcoming the shift from managerial to an entrepreneurial economy in which growth is being fuelled by small and medium sized enterprises. The “new” economy therefore requires that managers at all levels in organisations should have entrepreneurial skills which can be taught and put into practice.

This module seeks to equip students with entrepreneurial skills through the following topics the entrepreneurial perspective, forms of business, creating and starting the venture, financing the new venture, managing and growing the new venture, the nature and importance of entrepreneurs, creativity and the business idea, the business plan, the marketing plan, the financial plan and types of business financing, the organisational plan, exploring small business; small business in the economy, the

small business environment, legal identities of small and medium enterprises, successful small business strategies and management of resources.

Topics to be covered will also include the following; sources of law, the legal system in Zimbabwe, the law of contract, negotiable instruments and forms of security.

### **3.4 Meeting procedures and events management**

Event Management is a rapidly growing discipline aimed at creating an experience. Bearing in mind that first impressions last, it is important to take the correct approach and use the right techniques to ensure the success of an event regardless of its scale; organizational, arts and design, entertainment, trade show, hospitality, marketing, advertising or sports. This module will provide students with skills and knowledge required to successfully plan, co-ordinate, implement, monitor and evaluate different events. Several meetings have to be conducted before, during and after an event; and, following proper procedure to meetings is also a significant component of this module. Meeting procedures help event team members know the various roles expected of them. The module is ideal for organizational executives, project managers, administrative assistants, wedding co-ordinators, sports personnel and anyone wishing to sharpen their events management skills.

### **3.5 E- Business**

Upon successful completion of this course the student will be able to understand the e-business concepts and how it is different from e-commerce. Moreover, the student will be able to understand the e-business models and infrastructure. Students will learn how e-business concepts are applied to different fields, such as: education, banking, tourism and so on. Moreover, this course will inspire students with online business ideas and motivate them to apply what they learned in the real life. This course describes the basic principles of e-business technologies. Upon the completion of this course, students should have a good working knowledge of e-business concepts, applications and technologies (e.g. e-business marketplace, e-Commerce, B2B e-business, e-learning, e-government and online payments). In addition, and after understanding the main concepts, students should understand how to initiate and launch online business.

## **Semester 4**

### **4.1 Financial administration**

The course will cover trading on the internet, web analysis, conducting international market research, setting up a web storefront, understanding online trade finance options and international payments systems and discovering management tools that automate most aspects of international trade operations, online buying and selling.

### **4.2 Organisational Behaviour**

Organisational behaviour is a field of study that specifically focuses on the impact that people have in organisational effectiveness and efficiency. The course will look at the

impact of behaviour considering it at three levels, first at individual level, second at group level and third at organisation-wide level.

The course will cover management of complex organisations and that requires an understanding of the nature of human behaviour in organisations, styles of motivation, organisational leadership, power and authority, strategies of organisational design and change, teamwork and collaboration and the measurement of organisational effectiveness. Interacting with other people in organisations is characterised by complexities by both standing back and considering these dynamics and by directly experiencing some of them through the course activities. Thus understanding some key principles about how people behave in organisations can help a student to be a more effective co-worker, team member, and organisational citizen. The study of organisational behaviour is seen as an essential foundation for the stability of an organisation.

### **4.3 Business Research Methods**

Statistics concerns itself with obtaining an insight into the real world by means of the analysis of numerical relationships. Most business decisions are based on statistical facts and information. It is necessary therefore, that managers at all levels be literate in quantitative analysis.

The objective of this module is to enhance student's ability in the use of statistics as a decision making tool. The course covers the collection of data, tables, graphs, diagrams, frequency distributions, correlation and regression, nature of statistical enquiry, sampling, scales of measurement, types of statistical variables, data presentation, measures of central tendency and dispersion, properties of distribution, statistical inference and confidence intervals.

The quantitative analysis module provides the student with knowledge of a body of that has direct application in business. The knowledge of quantitative analysis enhances a manager's proficiency in analysing decision situations and solving problems.

### **4.4 Project Management**

This course aims at introducing students to the concepts currently being used in the emerging professional field of Project Management. Project Management is designed to build and expand the foundation of knowledge needed by successful managers. Students should define and explain project management and project leadership, apply the sequential steps of the project management framework, Understand the importance and function of project management and apply the project process of initiating, planning, executing, controlling and closing the project. Define the roles of the project manager, the project team member and effectively communicate with the project team, clients and customer (sponsor) . Apply knowledge and skills to manage the project scope, project time and work flow, project cost and budgets, project resources, project quality, project human resource requirements, project communication (reports, meetings, correspondence, etc.) project changes and project risk management. Understand the critical people skills needed to lead projects. Understand the documentation necessary in project management i.e. the project charter

## **4.5. E-Procurement**

Information Communication Technologies are essential tools of contemporary (e-) procurement. The course intends to expose to the students on how information and communication technology can help to improve effective and efficiency in procurement management. This course explores and equips the students with the application of ICT in procurement processes and then ensures the achievement of value for money. The module will practically show the advantages of applying ICTs in procurement management. This course covers electronic commerce terms, e-markets, e-business models, e-government, m-commerce and WAP, traditional methods versus e-procurement, e-tendering, procurement cards, e-auctions, legal issues and electronic contracts and security aspects in e-procurement (encryption and decryption, authentication and identification).

### **Semester 5 and 6 Industrial Attachment**

Approved industrial attachment of not less than 8 months at the end of which they must produce and submit a comprehensive case based Research Project of about 12 000 words. This Research Project deals with a specific company based problem with a view to value addition as a result of the research. The purpose of industrial attachment is to expose students to professional working life and give them adequate exposure to relate theories to real life situations in industry.

## **Semester 7**

### **7.1 Records Management**

Records are the nerve-centre of organisations because they are a source of invaluable information and organisational memory. The proper management of records is crucial in all organisations and there is need that officers be trained in this regard.

This course is designed to equip students with knowledge and skills to analyse, design, establish and administer effective and efficient records management systems. Topics to be covered will include principles of records management, information security management, developing a records retention and disposal schedule and managing data bases.

Students will learn the importance of systematic control of records from creation or receipt, through processing, distribution, organisation, storage and retrieval to their ultimate disposition or archiving.

### **7.2 Human Resources Administration**

In this course, students will gain an overall understanding of human resources as it relates to an organization's goals and strategic objectives. Students will briefly examine the issues of human resources management and its various functions, activities and processes. The course then examines HR administration in detail. All organisations, whether they are in the public or the private sector, need administrative

personnel to keep them operating productively. This course provides a ‘best practice’ approach to the key administrative activities and on the practical application of key HR administrative activities. HR administrators often function as the first point of contact for employee enquiries and requests. They interpret and enforce Human resources policies and procedures. They deal with programs in organizations as well as specialized functions including staff planning, recruitment, selection, compensation, performance appraisal, promotions health and safety and labour relations. They Carry Out orientation and Training Administration, Develop Training Databases And Build A Resource Library. Another key factor for success in any clerical position are the abilities to do basic calculations for salaries, leave days, pension contribution, income tax and others. Good verbal and written communication is also a requirement for HR administration. The course will provides insight, knowledge and skills to manage potentially sensitive issues and situations with tact, discretion and confidence. Other activities in HR administration include, Administering HR-related documentation, such as contracts of employment, Ensure the relevant HR database is up to date, accurate and complies with legislation, Assist in the recruitment process, Set up interviews and issue relevant correspondence, drawing up codes of conduct and setting up disciplinary hearings.

### **7.3 Change Management**

The course aims at equipping students with the appreciation for the need for change and the skills to managing change. Understand what change is and why it is important to manage it, understand the various models and types of change; understand the significance of change and how they can facilitate change in organizations. Understand resistance to change and how to overcome it.

### **7.4 Corporate Governance and Business Ethics**

The course aims to develop an understanding of the underlying concepts of Corporate Governance, business ethics and CSR which are relevant to the contemporary business environment. It is designed to foster candidates' understanding of the ethical influences on economic, financial, managerial, and environmental aspects of business. The course further aims to develop a candidate's ability to critically analyse ethical issues in business. This course reviews different regulatory processes essential to the understanding of the principles of corporate governance in Australia.

### **7.5 Gender and Development**

Issues related to gender shape the lives of all people in whatever social grouping. Gender influences all aspects of human life, the schooling we receive, the social roles we play as well as the power and authority we command. It is therefore necessary that managers understand concepts of gender and how they impact on development.

This module will enable students to examine social constructions of gender, issues of gender such as equality and equity, gender theories and approaches, development concepts as well as gender and conflict.

Students will be empowered to enable them to view gender issues correctly and positively. They will also review the national gender policy.

## **Semester 8**

### **8.1 Procurement and Stores Management (ADD)**

This course aims at providing an understanding of procurement and stores management principles, concepts and techniques. The course will cover the tools and techniques used in international purchasing and supply and how inventory can be managed under different situations. The course will expose students to the five rights of purchasing, supplier research and appraisal, negotiation and contract management. Material Requirements Planning and Control, stores procedures, stock taking, health and safety of staff and security of stocks

### **8.2 Strategic Management**

The course intends to develop students capacity to think strategically about a company, its present business position, its long-term direction, its resources and competitive capabilities, the calibre of its strategy, and its opportunities for gaining sustainable competitive advantage. the course looks at The manager as strategist, Organisational mission, vision, goals and objectives. Strategic decision making process, organisational structure and control systems, Stakeholder analysis, market analysis, competitor analysis and business analysis, Chaos theory, The balanced scorecard and business strategy, Results based management and Learning organisation.

### **8.3 Data Communications and Networks**

The major objective of this course is to provide networking concepts and explore issues related to computer network technologies and applications. Role of Data communication in organizations, Transmission Media, Signaling, Communication protocols, Communication architectures –ISO OSI Model, SNA, ATMs, Topologies LAN approaches, WANS, MANS, Network devices. Specification, installation, operation and administration of PC-based Local Area and Wide Area Networks, administration of multiple platforms i.e. multiple network operating systems such as Windows 2000, Netware and Unix servers via TCP/IP protocol, IPv4 and IPv6 addressing mechanisms and subnet masking use network security tools to plan defenses for security threats, intrusion and attacks, hands-on experience in internetworking with current versions of Novell, Microsoft and Unix/Linux. Integration with network services such as DNS, DHCP, WINS and Samba, Strategies on implementing different directory services, cabling and configuring, troubleshooting.

### **8.4 Research Project**

This module seeks to put theory into practice through which students can demonstrate their understanding of the research process.

Students will develop their own research topics, which should reflect relevance to their career development. The introduction to research methods module will be



presented prior to commencement of research by students. Students will be allowed three months to work on their research and submit standard project documents of between ten thousand and twelve thousand words. Students will be assigned supervisors who will assist them with their research projects.

### **8.5 Organizational Leadership**

This course is designed to examine leadership as it relates to organizations and provide a knowledge base of theories, models and practices necessary for effective organizations. This course distinguishes the difference between leadership and management within an organization. It analyses leadership at different levels: individual leadership, team leadership, and organizational leadership. It then looks at how individuals can develop leadership and act with authenticity, integrity, and creativity, all with special consideration of exercising leadership as a "whole person" who must balance responsibilities to home, work, and community. Topics will also focus on: Delegation, Empowerment, Power Influence, and Followership. Charismatic Leadership, Transformational Leadership, and Change in Leadership, culture, structure, relationships, change, and conflict. Students will also learn new attributes of successful leaders, including interpersonal skills, attitudes, and behaviours, which can facilitate effective leadership within different types of organizations. The course is also based in the belief that that leadership involves moral/ethical dimensions and that effective leadership equals good leadership; that is, that it includes service to others and to contexts beyond the self, as well as qualities such as authenticity and integrity. Students will also learn new attributes of successful leaders, including interpersonal skills, attitudes, and behaviours, which can facilitate effective leadership within different types of organizations.