



UNIVERSITY  
of  
TECHNOLOGY,  
MAURITIUS

**School of Business, Management And Management**

**BSc. (Hons) MANAGEMENT WITH PUBLIC  
ADMINISTRATION**

**PROGRAMME DOCUMENT**

VERSION 1.0

September 2009

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## **BSc (HONS) MANAGEMENT WITH PUBLIC ADMINISTRATION**

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### **A. PROGRAMME INFORMATION**

Management in the public sector requires a thorough grounding in public welfare, community behaviour, concepts of freedom, equity and positive discrimination, the economics of trade, commerce and industry, the principles of allocation, distribution and stabilisation, and emerging technologies along with a deep understanding of the important historical, political, cultural and economic factors.

This programme addresses the constantly changing environment of the public sector and identifies an awareness of a need to increase efficiency and effectiveness in a setting of scarce resources, and the adoption of a more managerial approach to public sector work. Students are introduced to the operation of public organizations, the development of public policy, the management of public finance, the principles of general management and the principles of governance.

The programme offers 2 exit points at Level 2 and Level 3 which would enable the students to qualify for the award of a Diploma and Degree respectively.

### **B. PROGRAMME AIM**

The programme aims inculcating students with a knowledge and understanding of the core areas of management and also with a good understanding of the central concepts of the specialisation areas.

### **C. PROGRAMME OBJECTIVES**

The objectives of the programme are as follows:

- enable students to acquire state of the art knowledge and understanding of the field of management.
- students will develop a critical understanding of the importance of the values and cultures found within public management and public policy-making processes and in the delivery of accountable and effective services.
- promote critical awareness of the merits and complexities of management, and to inculcate an appreciation of the association between theory and practice.
- appraise students of important new developments in the field of management and public administration.

## PART 1 - REGULATIONS

### D. GENERAL ENTRY REQUIREMENTS

As per UTM 'Admissions Regulations' and 'Admission to Programmes of Study at Degree Level'

### E. PROGRAMME ENTRY REQUIREMENTS

Either

(i) Cambridge School Certificate, with credits in 5 subjects including English and Mathematics and at least 3 years relevant work experience in the industry.

And / Or

(ii) Cambridge Higher School Certificate with at least 2 'A' level subject

### F. PROGRAMME MODE AND DURATION

Full Time: 3 years  
Part Time: 4 1/2 years

### G. TEACHING AND LEARNING STRATEGIES

The programme will employ a wide variety of teaching methods, including lectures, individual or group projects, presentations, workshops, case studies, field visits, work placement and talks by guest speakers. Self-learning will be the key feature of the programme, enabling students to explore, investigate and research into the various topics, interact with practitioners, and work in teams on projects.

### H. STUDENT SUPPORT AND GUIDANCE

In addition to traditional lectures, group tutorials or individual tutorials are arranged for students.

### I. ATTENDANCE REQUIREMENTS

As per UTM's Regulations and Policy.

### J. CREDIT SYSTEM

Modules can carry 3 or 4 credits as per the programme structure. Irrespective of the number of credits allocated each and every module will be assessed on 100 marks. Modules with 4 credits must compulsorily involve submission of at least 2 assignments. The dissertation will carry 9 credits.

The programme consists of only core modules in Level 1, whereas in Level 2 and Level 3 there is a combination of core and elective modules as per the given programme structure.

**Please note** that the modules will only be offered if there is a minimum of 10 students

## Exit points :

Minimum credits required for the award of a :

- Certificate = 32
- Diploma = 68
- Degree = 105

## K. STUDENT PROGRESS AND ASSESSMENT

For the award of the Diploma/Degree, all modules must be passed overall with passes in the examinations, coursework and other forms of assessment.

All modules will carry 100 marks and will be assessed as follows (unless otherwise specified):

- written examinations contributing to 70% of the total marks
- Continuous assessment carrying 30% of total marks. Continuous assessment can be based on seminars and/or assignments or class tests.

### Grading

Grade	Marks x (%)
A	$x \geq 70$
A-	$65 \leq x < 70$
B	$60 \leq x < 65$
B-	$55 \leq x < 60$
C	$50 \leq x < 55$
C-	$45 \leq x < 50$
D	$40 \leq x < 45$
F	$x < 40$
A-D	Pass
F	Fail

## L. EVALUATION OF PERFORMANCE

The % mark at Level 1 contributes a 20% weighting towards the degree classification.

The % mark at Level 2 contributes a 30% weighting towards the degree classification.

The % mark at Level 3 contributes a 50% weighting towards the degree classification.

## M. AWARD CLASSIFICATION

### Overall weighted mark y (%)

$y \geq 70$
$60 \leq y < 70$
$50 \leq y < 60$
$45 \leq y < 50$
$40 \leq y < 45$
$y < 40$

### Classification

1st Class Honours
2 <sup>nd</sup> Class 1st Division Honours
2 <sup>nd</sup> Class 2 <sup>nd</sup> Division Honours
3rd Class Honours
Pass Degree
No Award

## **N. PROGRAMME ORGANISATION AND MANAGEMENT**

**Programme Director/ Programme Coordinator:** Mrs Kiran Odit-Dookhan

**Contact Details :**

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- **Telephone Number: 234-7624 (Ext. 230)**
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# BSc (Hons) Management with Public Administration

## PROGRAMME STRUCTURE AND PLAN – FULL TIME

YEAR 1							
Semester 1				Semester 2			
Code	Core Modules	Hrs/Wk L P	Credits	Code	Core Modules	Hrs/Wk L P	Credits
MMIS 1206	ICT in Organisations	2 + 1	3	LLAW 1101	Introduction To Law And Legal Methods	2 + 1	3
ECON 1101	Economics	2 + 1	3	QUAN 1102	Statistics	2 + 1	3
MGMT 1103	Business Communication	2 + 1	3	MKTG1107	Marketing Management	2 + 2	4
ACCF 1201	Principles of Finance	2 + 1	3	ACCF1104	Cost and Management Accounting	2 + 2	4
ACCF 1101	Accounting for Decision Making	2 + 1	3	MGMT1120	Business And Society	2 + 1	3
→ Start of Level 1				Finish of Level 1 →			
YEAR 2							
Semester 1				Semester 2			
Code	Core Modules	Hrs/Wk L P	Credits	Code	Core Modules	Hrs/Wk L P	Credits
MGMT 2117	Organisations and People Management	2 + 2	4	MMIS 2304	E-Business	2 + 2	4
QUAN 2203	Quantitative Methods For Management	2 + 2	4	MGMT 2301	Strategic Management	2 + 2	4
ECON 2102	Managerial Economics	2 + 2	4	HRMT 2103	Teambuilding and Leadership	2 + 2	4
MGMT 2402	Public Sector Management	2 + 2	4	GOVT 2302	Introduction to Public Policy	2 + 2	4
GOVT 2201	Local Government	2 + 2	4				
→ Start of Level 2				Finish of Level 2 →			

YEAR 3							
Semester 1				Semester 2			
Code	Core Modules	Hrs/Wk L P	Credits	Code	Core Modules	Hrs/Wk L P	Credits
MGMT 3207	Operations Management	2 + 2	4	POLS 3101	Diplomacy & Politics	2 + 2	4
QUAN 3401	Research Methods	2 + 2	4	MGMT 3501	Governance	2 + 2	4
MMIS 3202	Management Information System	2 + 2	4	HRMT 3203	Industrial Psychology	2 + 2	4
MGMT 2304	Public Relations	2 + 2	4	DISS 3000	Dissertation		9
	*Dissertation						
→	<i>Start of Level 3</i>			<i>Finish of Level 3</i>			→

\*\* Dissertation starts Semester 1 of level 3 and credits will be earned at the end of Semester 2 of level 3

# BSc (Hons) Management with Public Administration

## PROGRAMME STRUCTURE AND PLAN – PART TIME

YEAR 1									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	Modules	Hrs/Wk		Credits
		L	P				L	P	
MMIS 1206	ICT In Organisations	1	2	3	LLAW 1101	Introduction To Law And Legal Methods	2	1	3
ECON 1101	Economics	2	1	3	ACCF 1201	Principles of Finance	2	1	3
MGMT 1103	Business Communication	2	1	3	MKTG 1107	Marketing Management	2	2	4
ACCF 1101	Accounting for Decision Making	2	1	3					
<i>Start of Level 1</i>									
YEAR 2									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	Modules	Hrs/Wk		Credits
		L	P				L	P	
QUAN 1102	Statistics	2	1	3	MGMT 2117	Organisations and People Management	2	2	4
MGMT 1120	Business And Society	2	1	3	QUAN 2203	Quantitative Methods For Management	2	2	4
ACCF 1104	Cost and Management Accounting	2	2	4	ECON 2102	Managerial Economics	2	2	4
<i>Finish of Level 1</i>					<i>Start of level 2</i>				
YEAR 3									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	Modules	Hrs/Wk		Credits
		L	P				L	P	
MGMT 2301	Strategic Management	2	2	4	HRMT2103	Teambuilding and Leadership	2	2	4
MGMT 2402	Public Sector Management	2	2	4	MMIS 2304	E Business	2	2	4
GOVT 2201	Local Government	2	2	4	GOVT 2302	Introduction to Public Policy	2	2	4
<i>Finish of Level 2</i> →									



YEAR 4							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L P	Credits	Code	Modules	Hrs/Wk L P	Credits
MMIS 3202	Management Information System	2 + 2	4	MGMT 3207	Operations Management	2 + 2	4
QUAN 3401	Research Methods	2 + 2	4	POLS 3101	Diplomacy & Politics	2 + 2	4
MGMT 2304	Public Relations	2 + 2	4	MGMT 3501	Governance	2 + 2	4
				<i>DISS 3000</i>	<i>Dissertation</i>		
→Start of Level 3							

Semester 1 Year 5			
Code	Modules	Hrs/Wk L P	Credits
HRMT 3203	Industrial Psychology	2 + 2	4
DISS 3000	Dissertation		9

Finish level 3→
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## MODULE OUTLINE

### YEAR 1, SEMESTER 1

#### **MMIS 1206 ICT in Organisations**

Introduce the use of IT and computers in business today; spreadsheet modeling; use of ICT tools; hands on competence in the use of spreadsheet; ability to conduct research into business and management issues, either individually or as part of a team, including a familiarity with a range of business data and research resources and appropriate methodologies. Business computing. PCs. Internet. Hardware and software. Spreadsheets. Health & safety. Systems implementation. Security

#### **ECON 1101 Economics**

The Economic Problem: Scarcity and Choice, Theory of Demand and Supply, The Price System, Costs of Production, Market Structures, National income and economic growth, Inflation and Unemployment, Banking and Monetary Policies, Taxation and Fiscal policies, International Trade.

#### **MGMT 1103 Business Communication**

The benefits of effective business communication, internal and external communication, verbal and non-verbal communication, the process of communication, communication barriers, intercultural communication, teamwork, conflict and communication, writing and presenting business documents, oral presentations, electronic communication, preparing for interviews, customer care and communication.

#### **ACCF 1201 Principles of Finance**

Present Value Calculation; Time Value for Money; Annuities; IRR; Sources of Finance; Short and Long Term Financing; Valuation of Bonds and other Securities; Definition of Financial Risk; Risk and Return Analysis; Diversification Principles, Capital Asset Pricing Model; Stock Market; Forms of Market Efficiency.

#### **ACCF 1101 Accounting for Decision Making**

The need and different roles of accounting information, The basic framework. Accounting concepts and users of accounts, Recording and summarizing transactions, Preparing final accounts, Adjustments to final accounts. Capital and revenue distinction, Bank reconciliation statement and control accounts, Accounting ratios and interpretations, Accounting for internal decision making, Accounting for materials and valuation of stock, Decision Making techniques

### YEAR 1, SEMESTER 2

## **LLAW 1101 Introduction to Law and Legal Methods**

Introduction to Law; Ideas and functions of Law; Nature of constitutional and administrative law; Constitutional foundations of the powers of the court, statutory interpretation, arbitration and the hearing tribunal, the law of contract, the law of agency; Distinction between Public and Private Law; Criminal and Civil Law; Common Law and Civil Law Systems; Case Law Techniques; Statutory Interpretation.

## **QUAN 1102 Statistics**

Descriptive Statistics; Probability Concepts; Random Variables; Probability Distributions: Binomial, Poisson and Normal; Estimation with Confidence Intervals; Hypothesis Testing; Chi-Square Tests; Analysis of Variance; Simple Regression and Correlation Analysis; Time Series Analysis.

## **MKTG 1107 Marketing Management**

Nature and scope of Marketing, the Marketing Environment, Marketing Research and Marketing Information Systems, Buyer Behavior – the buying behaviour of consumers and organisations, Segmentation, Targeting and positioning Framework, Marketing Mix – the 4P's, Product and Services, Place, Price, Promotion, The extended marketing mix, Services Marketing, Broadening the scope of marketing, Social Responsibility, Green Marketing, Ethics, Customer Relationship Management, Marketing Plan, Marketing Audit, Analysing Industry Attractiveness, BCG Model, Review of Marketing Mix Strategies.

## **MGMT 1120 Business and Society**

Corporate social responsibility; ethics in the organization; unemployment; types of employment; organization of work; Society and Business Interaction

## **ACCF 1104 Cost & Management Accounting**

Cost Concepts, Cost Behaviour and Cost ascertainment, Accounting for Overheads and Activity-Based Costing, Costing Systems and Costing Principles (Absorption and Marginal costing) Contribution Analysis and its application to short-term decision making; Break-even analysis. Relevant Costing, Budgeting, Standard Costing and Variance analysis; Modern trends in Cost and Management Accounting

**MGMT 2117 Organisations & People management**

Scope of and approaches to the management of people, recruiting , selecting, rewarding & maintaining staff ( motivation, training), performance management, teams, people behaviour in organisations: personality, conflicts, group dynamics, managing diversity.

**QUAN 2203 Quantitative Methods for Management**

Introduction to Quantitative Methods; Decision Analysis: Decision-Making Environments and Decision Trees; Linear Programming: Graphical and Simplex Method, Sensitivity Analysis; Transportation Models; Assignment Models: minimization and maximization cases; Network Analysis; Inventory Models.

**ECON 2102 Managerial Economics**

Objectives of the Firm. Demand Theory and Forecasting. Production and Cost Analysis. Transaction Costs Market Structures and Pricing Practices. Profit Strategy. Unconstrained and Constrained Optimisation. Risk Analysis. Adverse Selection and Moral Hazard. Government Intervention.

**MGMT 2402 Public Sector Management**

Definition and scope of the Public Sector; Politics and Public Administration; Public and Private Management; Values in Public Management; Public Accountability; Major functions in Public Sector Management; Role of Generalist and Specialist Public Officers; Human Resource Management; Financial Management; Civil Service Reform and New Public Management

**GOVT 2201 Local Government**

Definition of Local Government; Central and Local Government; Autonomy of Sub-national Authorities; Expenditure and Revenue Assignment to Local Governments in Mauritius; Budgeting Process of Municipalities; The importance of Local Government in the National System; Intergovernmental Competition; Market Integration and the Survival of Local Governments.

## **YEAR 2, SEMESTER 2**

### **MMIS 2304 E-Business**

Methodology for trend analysis and evaluation; macro and micro economic effects of e-business; e-business strategy framework: gaining competitive advantage through IT; market opportunity analysis; e-business business models; managing the customer interface; customer decision support systems; communications and branding; e-business transformation implementation and delivery systems; e-benefits management; e-business applications.

### **MGMT 2301 Strategic Management**

Strategic Planning: Tools & Techniques, Managing in a business context, Stakeholder analysis. Environmental scanning : SWOT analysis, value chain, port folio analysis(BCG Matrix, GE Matrix). Strategy formulation: Ansoff Matrix, Porter's Generic Strategies( cost leadership, differentiation, focus) , identification and evaluation of strategic alternatives. Strategy implementation: framework for understanding and implementation issues. Tactical aspects of strategy implementation. Strategy evaluation & control. Integrative case analysis.

### **HRMT 2103 Team Building and Leadership**

Definition of teams; Importance of Teambuilding; Process & issues of teambuilding; Team members- roles & definition; attributes of a good team leader; the process of leadership; Leadership theories & styles; empowering team members; team motivation.

### **GOVT 2302 Introduction to Public Policy**

Definition of Public Policy; Political and Administrative Dimensions; Organisation and Procedure Analysis of Public problems; The Policy Agenda (Systematic and Institutional); Policy formulation and adoption; Policy implementation; National Budgeting and Public Policy making; Categories of Public Policies; Policy evaluation

## **YEAR 3, SEMESTER 1**

### **MGMT 3207 Operations Management**

Introduction to Operations Management; Service Operations; Operations Strategy; Forecasting in Operations; Scheduling; Capacity Planning; Layout and flow; Technology in Operations; Process design; Job Design; Network Design; Materials Requirement Planning; Enterprise Resource Planning; Just-in-Time; Supply Chain Management

### **QUAN 3401 Research Methods**

Introduction to Research Methods; Research Ethics and Values; Research problems; Components of a Research Proposal; Planning the Research Process: Qualitative and Quantitative Research, Research Design; Handling of data and Analysis of data; Reporting of Research.

## **MMIS 3202 Management Information Systems**

Definition of systems. Organization and Management from systems perspectives. Key aspects of systems. Input stability, Continuity, Change, Feedback & Feed-forward. Designing and operating an effective and efficient management system. The role of information within organisations. Architecture of Information systems. Key hardware & software components. The people technology interface. IT Project Management. Systems Development Life Cycle; Audit & Control of Information Systems; Risks assessment and data-protection. Case Studies on the Business Information Systems

## **MKTG 2304 Public Relations**

Nature and evolution of Public Relations, scope and objectives of Public Relations, planning, implementation and evaluation, ethics and professionalism, Public Relations research, public opinion, media relations, employee communication, community relations, consumer relations, relations with Government, the practice of PR in organisations.

## **YEAR 3, SEMESTER 2**

## **POLS 3101 Diplomacy & Politics**

The module will make an introduction to political science by defining politics and considering the history of its study. Concepts like power, authority and political culture will be discussed and the different systems of government that bear the labels of liberal democratic, totalitarian and autocratic will be analysed. It will also consider political ideologies in the political system and their relationship to political change. The New World order and geo-politics will be discussed with a view to understand the role diplomacy will have to play to further the interest of specific countries with special focus on Mauritius.

## **MGMT 3501 Governance**

Definition of the concept of Governance; New Public Management and the new role of the State; Programmes to promote Governance; Principles and concepts for an ethical culture in the Public Sector; Civil Servants and Ethical Behaviour; Promoting and managing Productivity, Accountability and Transparency; Political rulers and public officials: Neutrality and objectivity; Governance in a multi-ethnic society; Forces in operations.

## **HRMT 3203 Industrial Psychology**

Introduction to Industrial Psychology and important aspects such as the individual: values, attitudes and job satisfaction; basic motivational concepts; the group and foundations of group behaviour; communication; understanding work teams; leadership; power and politics; conflict; negotiation and inter group behaviour; organisational change and stress management

## **DISS 3000: Dissertation**

A 10,000-12,000 words dissertation will have to be submitted at the end of the semester. The work submitted should conform to the Undergraduate Dissertation Guidelines.