

Short Course Programme

Introduction to Public Administration

Course Prospectus

What is this course about?

The purpose of this course is to create a theoretical understanding of the concepts of public administration and the role of effective public administration in government. Students will gain the skills needed to establish a successful career in the public sector by developing a holistic understanding of key concepts and legislations while learning how to transform public service delivery.

The curriculum covers pertinent topics such as the structure and functions of government, public vs private administration, constitutional values, ethical principles and political initiatives. Focus is also placed on technology, which has become central to how the government functions in current times.

- 6-12-month course
- Choose your study method:
 - Fully online or
 - Internet supported with textbooks



Why should you choose this course?

Public Administration has many attractive features that lead individuals to pursue studies in this field. Some of the reasons to study Public Administration include an understanding of how our government works, being able to make sound decisions about local development plans, and opportunities to establish or grow a career in the administration sector.

This course will equip students with the theoretical understanding and practical skills needed to establish a successful career in the public sector, namely due to the holistic and in-depth nature of the curriculum. On completion of this course, students can pursue exciting career directions such as:

- **National and Provincial Government Administrators and Managers**
- **Public Health Professionals**
- **South African Police Services**
- **Correctional Service Officials**
- **Municipal Administrators and Managers**
- **Community Based Organisations**
- **Community Leaders**

Who should take this course?

This course is relevant to entry-level officials in national, provincial, and local spheres of government, Non-Profit organisations (NPOs), Community Based Organisations (CBOs), community leaders, members of communities, and any other individuals interested in understanding how government functions. As well as individuals from other disciplines who require basic knowledge of the functions of administration to perform effectively in a public administration environment.

If you want to establish or grow a career in the public sector, then this course is for you. Students with or without prior knowledge of Public Administration can enrol for this course but, a basic understanding of the sector is beneficial.

What will you learn?

This course contains 7 substantive units and is stacked with learning. Unlike other short courses, we ensure that the learning is adequate to facilitate skills building and is not just a superficial overview of subject-matter.

Units in this course:

- Unit 1: Basic Concepts of Public Administration
- Unit 2: The Government of South Africa
- Unit 3: Public vs Private Administration
- Unit 4: Principles of Public Administration
- Unit 5: Role of Government Officials
- Unit 6: Public Administration and Technology
- Unit 7: Transforming Public Service Delivery

Unit 1

Basic Concepts of Public Administration

Understand how and why Public Administration is considered a science and art by learning about discipline vs practice, concepts, theories, and the evolution of Public Administration in South Africa.

Topics covered

- What is Public Administration?
- Nature and Scope of Public Administration
- Public Administration (discipline) vs public administration (practice)
- The interdisciplinary nature of Public Administration

Unit 2

The Government of South Africa

Explore the structure and functions of the Government of South Africa and understand the legislation that governs public administration in South Africa.

Topics covered

- The Government and its functions
- The three spheres of Government
- The arms of government and their functions
- Basic legislation governing public administration

Unit 3

Public vs Private Administration

Understand the difference between public and private sector entities in South Africa and learn about New Public Management (NPM) principles.

Topics covered

- What is Private sector administration?
- Public and private sector entities in South Africa
- New Public Management
- Private sector vs New Public Management

Unit 4

Principles of Public Administration

Discover the principles and scope of Public Administration and understand the constitutional values and ethical principles in South Africa, including “Batho Pele” (South African political initiative).

Topics covered

- The principles of Administration (POSDCORB)
- Distinctive nature of Public Administration
- Specific, identified generic functions of Public Administration
- Public administration Constitutional values and ethical principles in RSA

Unit 5

Role of Government Officials

Understand the role of various types of government officials, challenges faced by public administrators and what efficiency and effectiveness is in service delivery today.

Topics covered

- Elected vs non-elected government officials
- The roles played by politicians and administrators
- Challenges faced by public administrators
- Efficiency and effectiveness in service delivery

Unit 6

Public Administration and Technology

Learn about the role that technology plays in public administration, especially in the era of the fourth industrial revolution and the COVID-19 pandemic.

Topics covered

- What is technology?
- Pros and Cons of using technology
- Impact of technology on government services
- Useful technology tools in Public Administration

Unit 7

Transforming Public Service Delivery

Outline the values that govern the practice of public administration to build an ethical public service.

Topics covered

- Service to the people
- The customer concept
- Transparency and openness
- Ensuring courtesy
- Accountability

How you will learn

Course duration:

- 6 months
- Maximum: 12 months

Students can choose between 2 study methods for this course

Option 1:

Fully Online

All course material is delivered online through our data-lite, student portal iCan which can be accessed from any internet connected device. During this course, you will have access to a Course Lecturer via iCan as well as administrative and technical support provided by our Student Experience and Support teams.

Option 2:

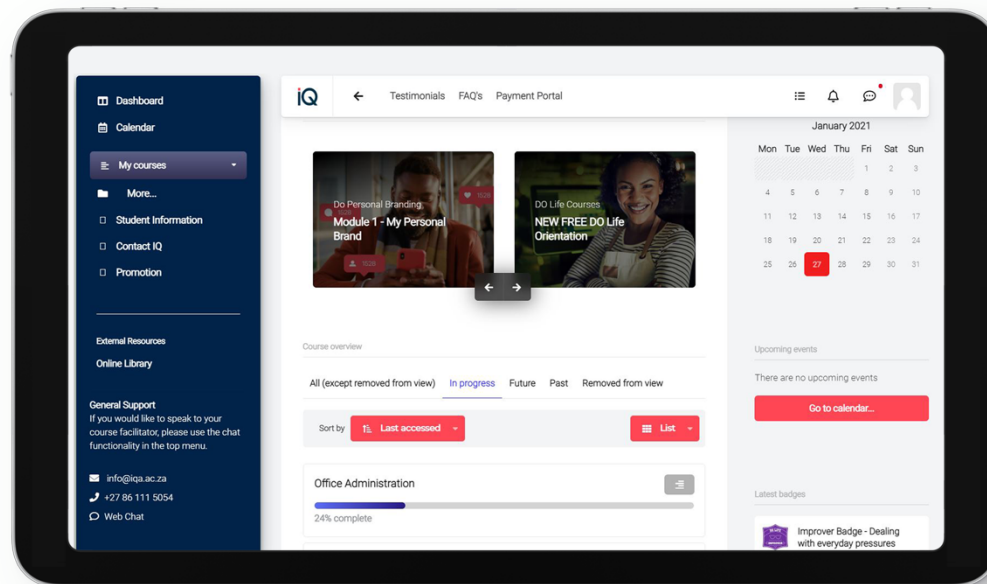
Internet Supported

The course is delivered via distance learning with textbooks and teaching and learning takes place on our data-lite student portal iCan. During this course, you will have access to a Course Lecturer via iCan as well as administrative and technical support provided by our Student Experience and Support teams.

Whichever study method you choose, you will benefit from our online student portal.

iCan is designed to give you a truly innovative online experience that makes learning easy and interactive:

- Integrated programme calendar
- Receive reminders and announcements
- Assignment loading and access to results
- Multimedia learning activities
- Easily connect with lecturers and fellow students
- Partake in discussion forums
- All accessible from your PC, smartphone or tablet!



Admission and selection criteria

Admission requirements:

- ✓ Grade 12 (standard 10) or NQF 4 equivalent
- ✓ At least 18 years of age
- ✓ Alternate admission is possible on basis of Mature Age Exception (23 years and older)

Technology requirements:

- ✓ A PC, Tablet or Smartphone
- ✓ Access to a reliable internet connection
- ✓ An active email account

Recommended:

- 1GB of data per month for fully online study method
- +/- 500MB of data per month for internet supported study method

Selection requirements:

- ✓ Ability to read and write in English, which is the language of instruction
- ✓ Students should also possess a basic level of digital literacy skills

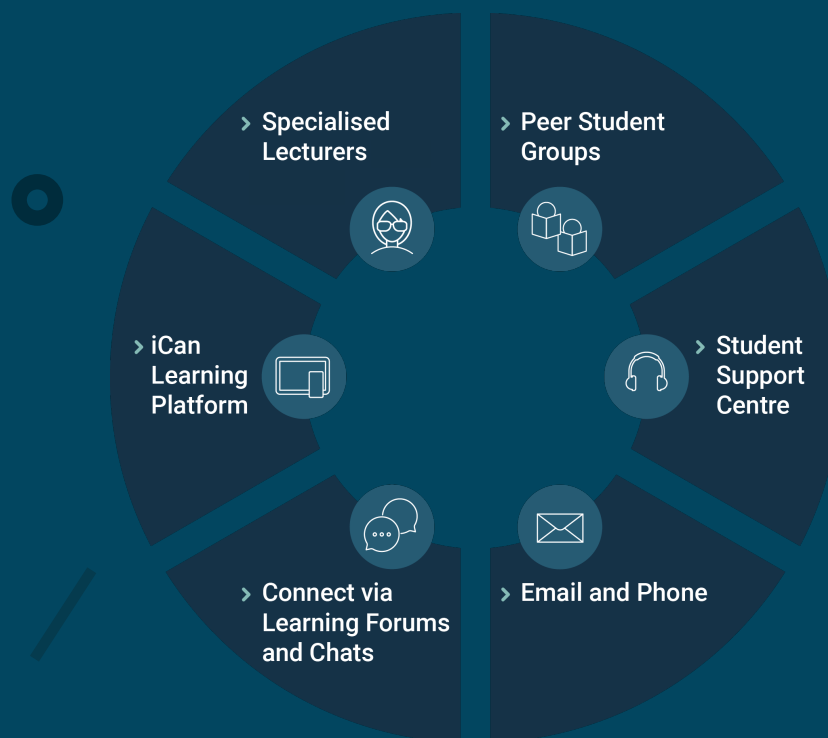
How you will be assessed

Throughout each module interactive quizzes have been included and for each module in a Short Course students must complete one end-of-module summative assessment. Summative assessments are in the format of multiple-choice questions and/or short questions, based on the learning outcomes.

Assessments can be completed online via iCan or submitted via email depending on your chosen study method. Students are required to complete all assessments in the course and obtain the minimum pass mark as communicated.

Teaching and learning support for academic success

To support your study, you will have access to an expert course lecturer through various support channels and you will have the opportunity to interact with fellow students who are studying the same course as you.



What Certification you will receive

Upon successful completion of this course, you will be awarded an iQ Academy Short Course Certificate. Your certificate demonstrates that you have acquired industry-relevant skills which can enhance your promotional and employment opportunities.

Our Short Course curricula are developed by leading academics and experts in the field. All courses are internally quality assured and approved by iQ Academy's Academic Board. iQ Academy is registered with the Department of Higher Education and Training as a Private Higher Education Institution. Our Short Courses are institutional learning programmes and are non-credit bearing.

Certificates are issued in the students legal name. Students must meet the qualifying criteria in order to receive this certificate (obtain minimum pass mark, fully paid up student account and submission of required documentation).

Plus get access to free courses

As a value addition, each registered student has free access to our DO Life micro-course series, designed to boost everyday life skills. Exciting topics include money matters, careers, personal branding and many more, all available on iCan. Each completed micro-course is awarded a Certificate of Participation which can be added to your CV.

“Over 7,000 students have completed a course and 97% agree they proved useful and valuable!”

DO Life Survey

Course fees

Our course fees are updated each year, please visit our website for the latest fee structure. We offer flexible payment options to suit most working individuals. Fees can be paid in various monthly instalment plans or in full on enrolment.

Enrolment process



Step 1: Enquire

- Complete website contact form
- Speak to a Student Advisor
- Complete enrolment application



Step 2: Register

- Submit documentation
- Pay your fees
- Receive student number



Step 3: Start

- Access iCan
- Complete onboarding journey
- Engage with lecturer

Have questions? We are here to help

Get in touch with us

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