



FACULTY OF COMMERCE,  
MANAGEMENT & LAW

**School of Accounting**

Prospectus  
2025

UNNAM

# SCHOOL PROSPECTUS 2025

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## SCHOOL OF ACCOUNTING



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**NOTE**

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This School Prospectus is valid for **2025** only. Regulations and curricula may be amended. General regulations and information appear in the **UNAM General Information and Regulations Yearbook**.

Although the information contained in this School Prospectus has been compiled as accurately as possible, Council and Senate accept no responsibility for any errors and omissions that may occur. The University retains the right to amend any regulation or condition without prior notice.

**(a) The information is correct up to 31 October 2025**

The fact that particulars of a specific course or field of study have been included in this School Prospectus does not necessarily mean that such course or field of study will be offered in 2025 or any consecutive year.

This School Prospectus must be read in conjunction with the **General Information and Regulations Yearbook**.

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## SCHOOL MISSION

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The mission of the School is linked to both the mission of the University of Namibia and the Faculty of Commerce, Management and Law is to contribute to the needs of the accounting profession and Namibian society through the pursuit of translational research, quality accounting education and innovation.

### **The School consists of two departments**

- 1: Financial and Managerial Accounting,**
- 2: Auditing and Taxation.**

### **The objectives of the School are to:**

- To increase resources for the School
- To increase enrolments and retention of quality students
- To enhance the student experience at the School
- To implement/improve community outreach
- To improve stakeholder engagement
- To develop research capabilities and opportunities
- To improve recruitment, retention and development of staff
- To obtain professional body accreditation and recognition of programmes

The School is offering Diplomas and Bachelors degree programmes at undergraduate level and some programmes at post-graduate level.

Some Postgraduate programmes are offered solely by the School.

### **The mission of the School rests on the following domain, values and principles:**

#### **1. Professionalism**

A commitment to and dedication in relations with other people, and competence in the workplace. The key associated behaviours include excellence, responsiveness, effectiveness, ethics, kindness and politeness.

#### **2. Integrity**

Refers to honesty and loyalty in our conduct with others. Integrity is associated with key behaviours such as openness, trustworthiness, reliability and dependability.

#### **3. Equity**

Refers to fair and impartial treatment of colleagues, customers and stakeholders, regardless of differences. Fairness, patience, tolerance and embracing diversity are the key associated behaviours for equity.

#### **4. Accountability**

Due diligence in completing assigned tasks, while also taking responsibility for actions. The School identifies accountability with due diligence, transparency, responsibility and commitment as the key associated behaviours.

## **ACADEMIC CALENDAR – UNAM CORE DATES 2025**

### **FIRST SEMESTER:**

|             |   |
|-------------|---|
| 09 January  | University Open   |
| 21 January  | Academic staff resumes office duties  |
| 24 January  | Registration ends All first year  |
| 27 January  | Late registration all first year until 4 February                             |
| 27 January  | Lectures commence for CORE SEMESTER – (Until 28 Feb)                          |
| 14 February | Promotional examination   |
| 17 February | Lectures commence for FIRST SEMESTER – Old Curriculum Students (Until 21 May) |
| 03 March    | Lectures commence for FIRST SEMESTER – New Curriculum Students (Until 6 June) |
| 03 March    | Late registration all senior students (until 7 March)                         |
| 17 April    | Vacation school commences for Distance students (Until 28 April)              |
| 17 April    | FIRST SEMESTER BREAK commences for students (Until 22 April)                  |
| 23 April    | Lectures resume after the FIRST SEMESTER BREAK                                |
| 21 May      | Lectures end for FIRST SEMESTER – Old Curriculum Students                     |
| 27 May      | Institutional Holiday   |
| 11 July     | End of FIRST SEMESTER   |
| 14 – 18     | July MID-YEAR BREAK   |

### **SECOND SEMESTER**

|              |   |
|--------------|---|
| 21 July      | Lectures commence for 2nd SEMESTER – Old and New Students (Until 17 October)  |
| 25 July      | Addition and cancellation of second semester modules commence (Until 25 July) |
| 25 August    | SECOND SEMESTER BREAK for students commences (Until 29 August)                |
| 25 August    | Vacation School commence for distance students (Until 39 August)              |
| 01 September | Lectures resume after SECOND SEMESTER BREAK                                   |
| 05 December  | End of SECOND SEMESTER  |
| 12 December  | End of ACADEMIC YEAR  |

**DUE DATES FOR THE 2024 ACADEMIC YEAR**

| <b>(i)</b>  | <b>GENERAL</b> |
|---|----------------|
| Last day for application of retention of CA mark and Promotional exam.....                          | 24 Jan         |
| Last date to approve CA retention & promotional examinations applications by Schools.....           | 24 Jan         |
| Last day for late registration of new curriculum students ( <i>Late fee payable</i> ) .....         | 02 Feb         |
| Promotion Examination .....   | 02 Feb         |
| Last day for Appeals (Semester 2 modules Regular/Supplementary/Special Exams of November 2024.....) | 03 Feb         |
| Last day for application of exemption(s) First year Students.....                                   | 14 Feb         |
| Last day for approval of module(s) & qualification changes New students.....                        | 09 Feb         |
| Last day for Late Registration All Senior Students ( <i>Late fee payable</i> ) .....                | 16 Feb         |
| Last day for application of exemption(s) Senior Students.....                                       | 16 Feb         |
| Last day for approval of module(s) & qualification changes senior students.....                     | 14 Mar         |
| Last day for approval of exemption(s) -New Curriculum students.....                                 | 23 Feb         |
| Last day for approval of exemption(s) Senior students.....  | 28 Mar         |
| Last day to change offering types of first semester.....  | 28 Apr         |
| Last day to Add and cancel second semester modules.....   | 26 Jul         |
| Last day for Appeals (Semester 1 modules (Regular/Supplementary/Special Exams of June 2024).....)   | 01 Aug         |
| Last day to submit outstanding documentation .....  | 02 Sep         |
| Last day to change offering types of second and year modules semester.....                          | 29 Sep         |

**(ii) CANCELLATIONS**

|   |        |
|---|--------|
| Last day to cancel Semester 1.....  | 28 Apr |
| Last day to cancel Semester 2.....  | 29 Sep |
| Last day to cancel Double modules ( Modules that extends over one academic year)..... | 29 Sep |

**(iii) FINANCE**

|  |          |
|--|----------|
| Last day to cancel Core Semester modules with 100% credit.....                                 | 31 Jan   |
| Last day to cancel Core Semester modules with 50% credit.....                                  | 14 Feb   |
| Last day to cancel Core Semester modules.....  | 21 Feb   |
| Last day to cancel Semester 1 and year modules with 100% credit – Old Curriculum Students..... | 21 Feb   |
| Last day to cancel Semester 1 and year modules with 100% credit – New Curriculum Students..... | 14 Mar   |
| Last day to cancel Semester 1 modules with 50% credit – Old Curriculum Students.....           | 14 Mar   |
| Last day to cancel Semester 1 modules with 50% credit – New Curriculum Students.....           | 14 April |

**Semester 2 modules**

|   |        |
|---|--------|
| Last day to cancel year modules with 50% credit Old and New Curriculum..... | 07 Jul |
| Last day to cancel semester 2 modules with 100 % credit – All students..... | 11 Aug |
| Last day to cancel second semester with 50 % credit – All students.....     | 01 Sep |



## A. PERSONNEL

### A.1 OFFICE OF THE ASSOCIATE DEAN

- Executive Dean:** Prof JM Nyambe: NDip (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp)  
☎ (+264-61-2063434) (email: [jmnyambe@unam.na](mailto:jmnyambe@unam.na))
- Associate Dean:** Mr. Edwin D Beukes: BAcc, B.Compt (Hons), PG Dipl. Auditing, MBL [UNISA], CA (SA), CA (Nam)  
☎ (+264-61-2064770) (email: [ebeukes@unam.na](mailto:ebeukes@unam.na))
- Head of Department: Financial and Managerial Accounting**  
Ms. Hilja I Haufiku: B.Acc (UNAM), BComm (Hons) (Stell), MSc in Acc & Finance (UNAM)  
☎ (+264-61) 2064803) (email: [hhaufiku@unam.na](mailto:hhaufiku@unam.na))
- Head of Department: Auditing and Taxation**  
Mr. Alfred Makosa: BComm (Hons) (Midlands State), MSc Strategic (Manchester Metropolitan), ACMA-CGMA  
☎ (+264-61) 2064350) (email: [amakosa@unam.na](mailto:amakosa@unam.na))
- Faculty Manager:** Mr MA Olivier: B Ed, PGDip and HEDip. (Secondary)(UNAM), Ed Specialist (Jackson State, US); MBA (Maastricht, Netherlands); MSc in Ed (Jackson State, US);  
(+ 264-61- 206-3794) (email: [volivier@unam.na](mailto:volivier@unam.na))
- Faculty Officer:** Ms O Nelago: BETD (WCE); NDip in HR Management, B. of HR Management (Polytechnic of Namibia), LLB (UNAM)  
☎ (+264-61-206-3987) (email: [onelago@unam.na](mailto:onelago@unam.na))
- Assistant Faculty Officer:** Ms Teresia Nuuyoma: Bachelor of Human Resources Management (Polytechnic of Namibia)  
☎ (+ 264-61-206-3609) (email: [tnuuyoma@unam.na](mailto:tnuuyoma@unam.na))
- Student Support Officer:** Ms Anna-Marie Murere: Bachelor in Communication  
☎ (+264 61 206 3729) (email: [amurere@unam.na](mailto:amurere@unam.na))
- Examination Officer:** Ms Desley Goses: Media Studies (Honours)  
(+ 264-61-206-4881) Office Location UNAM Foundation, Ground Floor, D-Block (email: [dgooses@unam.na](mailto:dgooses@unam.na) )
- Office Administrator:** Ms Aline Uremena:  
☎ (+ 264-61-206-4839) Office Location X - Block, 1st Floor,  
(email: [auremena@unam.na](mailto:auremena@unam.na))
- Postgraduate Studies Coordinator:** Ms. B Tjikotoke B.Tech (NUST); Postgrad Dip in BA (NBS); MBA: MS (NBS) ☎ (+264-61-206-3111)  
Office Location Y-Block, Second Floor. (e-mail: [btjikotoke@unam.na](mailto:btjikotoke@unam.na))

General enquiries regarding the School of Accounting and the qualifications offered by the School must be directed to:

**The Faculty Officer**  
**School of Accounting**  
**University of Namibia**

✉ Private Bag 13301, Windhoek, Namibia ☎ (+264-61) 206-3987/3454  
☎ (+264-61)206-3914 📧 [onelago@unam.na](mailto:onelago@unam.na);

**Matters regarding specific modules or programme information must be addressed to the relevant HEAD OF DEPARTMENT**

## A.2 ACADEMIC PERSONNEL

### DEPARTMENT OF FINANCIAL AND MANAGEMENT ACCOUNTING

|                                   |  |
|-----------------------------------|--|
| <b>Senior Lecturer:</b>           | <b>Ms Charity Mhaka:</b> B.Comm (Acc) and M.Comm (Acc) – (Midlands State)  |
| <b>Lecturer:</b>                  | <b>Dr Tia Chata:</b> BBA and MSc Admin (Andrews Uni), PGDip in Ed and MSc Finance & Acc [UNAM], DBA (UNAM)   |
| <b>Lecturer:</b>                  | <b>Ms. Hilja I Haufiku</b> B.Acc (UNAM), BComm (Hons) (Stell), MSc in Acc & Finance (UNAM)   |
| <b>Lecturer:</b>                  | <b>Mr Johannes Ndjuluwa:</b> BAcc and PDip in Internal Auditing (UNAM) MSc Fin Mngt (Amity)  |
| <b>Lecturer:</b>                  | <b>Mr. Johannes Uusiku:</b> LLB (UNAM), LLM (UCT)  |
| <b>Lecturer:</b>                  | <b>Mr. Felis Kapepiso:</b> B.Acc (Hons) and MSc, Acc & Finance (UNAM)  |
| <del><b>Lecturer:</b></del>       | <del><b>Mr. Lukas Nakweenda:</b> B. Acc, MSc Acc &amp; Finance [UNAM]</del>  |
| <b>Lecturer:</b>                  | <b>Mr. Samuel Nakale:</b> Certificate in Financial. Risk. Management (UNAM), BComm (Hons) and MComm (UP)   |
| <b>Lecturer:</b>                  | <b>Ms Sharon Tjueza:</b> B. Acc [UNAM], MSc Acc & Finance (UNAM)   |
| <b>Lecturer:</b>                  | <b>Mr Patrick Swartz:</b> Diploma in Management Studies (MANCOSA) B.Comm (UNAM), B.Compt (Hons) (UNISA), MBA (MANCOSA), Associate of Chartered Governance Institute of Southern Africa (ACG) |
| <del><b>Lecturer:</b></del>       | <del><b>Mr Tango Kandjaba:</b> BAcc (UNAM), MSc in Acc &amp; Finance (UNAM)</del>  |
| <del><b>Lecturer/Tutor:</b></del> | <del><b>Mr Kapenambili Sakeus:</b> BAcc. (UNAM)- MSc Acc &amp; Finance (UNAM)</del>  |

### DEPARTMENT OF AUDITING AND TAX

|                         |   |
|-------------------------|---|
| <b>Senior Lecturer:</b> | <b>Dr E Wealth:</b> BComm (Hons) (MSU); PGDTE; PGDAT (ICPAZ); MComm (MSU); PhD Accounting Sciences (UNISA)        |
| <b>Lecturer:</b>        | <b>Mr. Edwin D Beukes:</b> BAcc, B.Compt (Hons), PG Dipl. Auditing, MBL [UNISA], CA (SA), CA (Nam)                |
| <b>Lecturer:</b>        | <b>Ms. Ester Machaya:</b> B.Acc, CTA [UZ], CA (Zim), CA (SA), CA (Nam)  |
| <b>Lecturer:</b>        | <b>Ms Brenda Dhlamini:</b> ACCA (Affiliate) (Glasgow); BAcc (Hons) (UZim), MBA Finance (RBS, S A), PDipEdu (UNAM) |
| <b>Lecturer:</b>        | <b>Ms. Elize Heyns:</b> B.Acc [Stell], BComm (Hons) [UKZN], CA (Nam), (MSc in Acc & Finance (UNAM)                |
| <b>Lecturer:</b>        | <b>Ms. Winnie Lupalwezi:</b> LLB (UL), LLM (UP)   |
| <b>Lecturer:</b>        | <b>Mr. Alfred Makosa:</b> BComm (Hons) (Midlands State), MSc Strategic (Manchester Metropolitan), ACMA            |
| <b>Lecturer:</b>        | <b>Ms. Valery Matanga:</b> BAcc; CTA: CA (Nam) CA (Zim)   |
| <b>Lecturer:</b>        | <b>Mr. Gerhard Heyns:</b> BAcc (UFS); CTA (UFS): CA (Nam), CA (SA)  |
| <b>Lecturer:</b>        | <b>Mr. Kautjiko Mujende:</b> BAcc (UNAM); CTA (NWU): CA (Nam)   |
| <b>Lecturer:</b>        | <b>Ms. Fiina Haimbala:</b> BAcc (UNAM); CTA (NWU): CA (Nam)   |

### LATEST DEVELOPMENT WITHIN THE ACCOUNTING DISCIPLINE AT UNAM

The Department of Accounting, Auditing and Income tax was transformed into a School of Accounting effective 1 January 2018.

The goal of the School of Accounting is to foster life-long learning among the students. We provide our graduates with sound technical skills coupled with the ability to apply these skills in settings, which require a broader understanding of the issues. We expect students to work hard, read widely, and to engage in substantial self-learning and interpretative, analytical, and communication development is high on our list of priorities.

Our aim is that our programs should be designed to enable graduates to progress to accounting professions.

The School of Accounting will also establish an Advisory Board as a key pillar of the School governance. The key role of the Advisory Board is to provide external input and interaction for the development of programmes and curriculum, advice on links to employment and employability, and a sounding board for research and over time be helpful in defining impactful research.

**SOUTHERN CAMPUS****SCHOOL OF ACCOUNTING**

LOCATION: KEETMANSHOOP, Gordon street, Kronlein

Head of Department:

☎ (+264-63) 2202033 ☎ (+264-63)222211 ✉ [eodero@unam.na](mailto:eodero@unam.na) ✉ PO Box 1727, Keetmanshoop, NAMIBIAAssistant School Officer: Mr Abel Kandjou ☎ +264-63-2202016; email: [akandjou@unam.na](mailto:akandjou@unam.na)**PROGRAMMES OFFERED AT CAMPUS****ACADEMIC STAFF****Lecturer:** Mr E Odero: B. Acc, Postgraduate certificate in Labour Law and MSc. Acc & Finance (UNAM)**RUNDU CAMPUS****SCHOOL OF ACCOUNTING**Head of Department: ☎ (+264-66) 2686035 ☎ (+264-66)255564 ✉ [gkavei@unam.na](mailto:gkavei@unam.na)Assistant School Officer: Ms Nikosia R Kamwi: ☎ (+264-66) 2686074/2686002 ☎ (+264-66)255564 ✉ [nrkamwi@unam.na](mailto:nrkamwi@unam.na)**PROGRAMMES OFFERED AT CAMPUS**

Diploma in Accounting (12HDIA)(61DIAC) 3 YEARS FM

**ACADEMIC STAFF****Lecturer:** Mr Boniface Kerima: M.Com Acc & bus statistics (Udaipur, India, CPA) (Associate), Kenya.

Lecturer: Mr Lazarus Shinkeva: BAcc (UFS), MSc Acc &amp; Finance (UNAM)

**B. QUALIFICATIONS OFFERED BY THE SCHOOL**

The School may award the following diploma and degrees:

**B.1 Undergraduate Programmes**

| <u>QUALIFICATION</u>                          | <u>QUALIFICATION-CODING</u> | <u>MINIMUM DURATION</u> |
|---|-----------------------------|-------------------------|
| Diploma in Accounting                         | (61DIAC)                    | 3YEARS FM               |
| Bachelor of Commerce in Chartered Accountancy | (61BCCA)                    | 3 YEARS FM              |
| Bachelor of Commerce in Accounting            | (61BCOMM)                   | 3 YEARS FM              |

**B.2 Postgraduate Programmes**

| <u>Qualification Code</u> | <u>Qualification Name</u>                      | <u>Study Period</u> |
|---------------------------|--|---------------------|
| 61PDIA                    | Postgraduate Diploma in Internal Auditing      | 1 YEAR FM/PM        |
| 61PDFA                    | Postgraduate Diploma in Financial Accounting   | 1 YEAR FM/PM        |
| 61PDMA                    | Post Graduate Diploma in Management Accounting | 1 YEAR FM/PM        |
| 12MSAF                    | Master of Science in Accounting and Finance    | 2 YEARS FM          |

**C.1.1 OBJECTIVE OF THE PROGRAM**

This qualification provides students with intermediate broad base knowledge in the underlying core pillars of accounting, namely, financial accounting and reporting, management accounting, finance, economics, fundamental business management, taxation, auditing, law, and information technology and systems relevant to the 4th and 5th Industrial Revolution. It provides a wide spectrum of knowledge and skills necessary for a career in accountancy and finance at the semi-professional level as well as for graduates of this Diploma to further their education and training to be qualified professional accountants.

**C.1.2 CRITERIA FOR ADMISSION**

To register for the Diploma in Accounting, a student must hold a valid NSSCAS or combination of AS and Ordinary Level or any equivalent qualification. Entrance to this undergraduate diploma programmes shall be:

A total of 24 points on the UNAM scale obtained in five different subjects as follows:

- (a) 2 subjects on NSSCAS level with an average of e or higher
- (b) 3 subjects on NSSCO level with a D or higher
- (c) English and Mathematics must be at minimum D at NSSCO level

OR

A total of 23 points on the UNAM scale obtained in five different subjects as follows:

- (a) 3 subjects on NSSCAS level with an average of e or higher
- (b) 2 subjects on NSSCO level with a D or higher
- (c) English and Mathematics must be at minimum D at NSSCO level

**In addition to the above, alternative entry pathways such as the following will still be available**

**(a) Mature Age Entry Scheme:**

Applicants aspiring for admission to UNAM's undergraduate diploma programmes through the Mature Age Entry Scheme must satisfy the following conditions:

- (1) They should be at least 25 years old on the first day of the academic year in which admission is sought.
- (2) Applicants should have successfully completed at least junior secondary education for admission into undergraduate certificate/diploma programmes, and senior secondary education for admission into undergraduate degree programmes.
- (3) They should normally have proof of at least five year's relevant work experience relating to the proposed study programme.

2 The Mature Age Entry Examination will consist of three / four papers:

- (a) Paper 1: An English Proficiency Paper;
- (b) Paper 2: A General Knowledge Paper;
- (c) Paper 3: A Numerical Ability Paper;
- (d) Paper 4: An Accounting test Paper.

3 Subject to Programme Specific Regulations Mature Age Entry applicants seeking admission into an undergraduate diploma programme shall score an average of at least 50% with no paper less than 40%.

4 Applicants who meet the qualifying requirements (as per 1) and passed the MAE examination (as per 3), may be called for an additional interview before the final selection is made.

**(b) Marginalized Persons Scheme:**

Applicants aspiring for admission to UNAM's undergraduate diploma programmes through the Marginalized Persons Scheme must satisfy the following conditions:

A combination of ordinary (NSSCO) and AS level (NSSCAS) with a minimum of 20 points on the UNAM Evaluation Scale, with English at a minimum E at NSSCO level.

(2) A pass in five different subjects:

- (a) on ordinary level (NSSCO) with a minimum of 20 points on the UNAM Evaluation Scale, with English at a minimum E at NSSCO level.
- (b) with a combination of ordinary (NSSCO) and higher (NSSCH) level with a minimum of 20 points on the UNAM Evaluation Scale, with English at a minimum E at NSSCO level.

**ADMISSION CRITERIA BASED ON SCHOOL LEAVING CERTIFICATES PRIOR TO 2021**

To register for the Diploma in Accounting, a student must hold a valid NSSCO or combination of NSSCH and NSSCO or any equivalent qualification. Entrance to this undergraduate diploma programmes shall be:

A pass in five different subjects:

- (a) \_\_\_\_\_ on ordinary level (NSSCO) with a minimum of 22 points on the UNAM Evaluation Scale, with English at a minimum D at NSSCO level.
- (b) \_\_\_\_\_ with a combination of ordinary (NSSCO) and higher (NSSCH) level with a minimum of 22 points on the UNAM Evaluation Scale, with English at a minimum D at NSSCO level.

Meeting the minimum requirements as per above does not necessarily ensure and/or guarantee admission. Admission will be based on the availability of space.

#### **Additional Selection Criteria**

The selection of candidates will be done based on the highest points on the UNAM evaluation scale guided by matters of equity as outlined by the National policies.

Preference will be given to candidates with accountancy on NSSCO level.

### **C.1.3 ARTICULATION ROUTE**

Successful completion of the Diploma in Accounting (with a minimum of 65% average) allows entry into the 2nd year of Bachelor of Commerce in Accounting (NQF 7).

Students willing to study for other qualifications offered by various Schools of FCML will have to follow the admission requirements of the respective Schools and may be exempted on case-by-case basis by those departments.

### **C.1.4 ASSESSMENT CRITERIA**

The CA will comprise a combination of the following: written tests, assignments, simulations, portfolios, and seminar presentations as specified under the respective Module Descriptors.

For modules assessed through 100% CA, a final mark of 50% is required to pass. For modules assessed through a combination of CA and Examination can:

A minimum CA Mark of 40% is required to gain entrance into the relevant module examination, unless otherwise stated in the individual module descriptor.

To pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual module descriptor.

The final mark for each module will be calculated using a ratio of CA mark: Exam mark of 50:50 unless otherwise stated in the individual module descriptor.

Notwithstanding the above, a subminimum of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.

#### **New first and second opportunity examinations system:**

Following the 2022 Senate approval, the new examination system of first and second opportunity examinations is now applicable. The new examination system will apply to all UNAM students, both old and new curriculum. Each student will have an equal opportunity to sit for examinations, provided that they meet specific Faculty/School admission into the examinations. As a result, there will be no more Supplementary, Special, Winter and Summer Term examinations. All students who fail the First Opportunity Examinations will be allowed to write the 2nd Opportunity Examinations (i.e. no need to obtain at least 45%).

In the event when a student did not write the First Opportunity Examination, and opted to only write the Second Opportunity Examination, the mark obtained will be the actual mark. However, if a student opts to write the Second Opportunity Examination after failing the First Opportunity examination, the maximum final pass mark that can be awarded is 50% (as in the past with Supplementary Examinations).

### **C.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL**

#### **Normal enrolment**

To be re-admitted to the School of Science for a particular year of registration, a student must have passed the minimum number of courses required as indicated below:

- 66 credits (of which 24 must be non-core) by the end of the first year of registration;
- 161 credits (of which 92 must be non-core) by the end of the second year of registration including all first year Accounting modules;
- 274 credits by the end of the third year of registration
- 324 credits by the end of the fourth year of registration
- 330 credits by the end of the fifth year of registration
- The programme must be completed after a maximum of 5 years of registration

#### **Extended enrolment**

- 66 credits (of which 24 must be non-core) by the end of the first year of registration;
- 141 credits (of which 72 must be non-core) by the end of the second year of registration including all first year Accounting modules;
- 200 credits by the end of the third year of registration
- 254 credits by the end of the fourth year of registration
- 304 credits by the end of the fourth year of registration
- 330 credits by the end of the sixth year of registration
- The programme must be completed after a maximum of 6 years of registration

### C.1.6 MAXIMUM NUMBER OF COURSES PER YEAR

A student may register for a maximum of ten modules (equivalent to 160 credits) during a particular academic year. Modules that are repeated and those followed for non-degree purpose are included in the allowable maximum of twelve modules.

### C.1.7 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to people credited with a minimum of 330 credits, and who have met the requirements of the compulsory and elective sections.

### C.1.8 IMPLEMENTATION STRATEGY

The programme will be implemented in a phased approach as per the table below:

|   | 2024  | 2025 | 2026                 | 2027  |
|---|-------|------|----------------------|---|
| New Programme phasing-in  | 1     | 1&2  | 1&2&3                | Fully phased-in   |
| Old Programme phasing-out   | 2,3   | 3    | Partially-phased out | Completely phased – out<br>no option of re-admission and progression as per regulations |
| (Module repeaters of the old programme)<br><br>Phasing out of failed modules under old programme as per transition plan subject to no re-admission and progression as per regulations 7.13.1 (5), (7) & (8) | 1,2,3 | 2,3  | 3                    | Completely phased – out<br>no option of re-admission and progression as per regulations |

### C.1.9 ADVANCEMENT AND PROGRESSION RULES

A student advances to the subsequent academic year of study when the following conditions have been met:

#### Normal Enrollment:

A student advances to the subsequent academic year of study when the following conditions have been met:

- Year 1 to Year 2: At least 88 credits including the entire core.
- Year 2 to Year 3: All first-year credits in addition to at least 54 third year credits

#### Extended enrolment:

A student advances to the subsequent academic year of study when the following conditions have been met in terms of the Extended Programme year structure:

- Year 1 to Year 2: At least 60 credits
- Year 2 to Year 3: All first-year credits in addition to at least 64 second year credits
- Year 3 to Year 4: All second-year credits and at least 54 third year credits

A student who fulfilled the re-admission regulations, but could not advance to the next academic year must first register for all failed modules. Subject to pre-requisites, such a student may then add modules of the subsequent academic year, provided that the total number of registered credits does not exceed the prescribed number of credits of the current academic year by more than 20%.

### C.1.10 CLASS ATTENDANCE

The Students must attend at least 80% of lectures. All DISTANCE MODE students to familiarize themselves with the yearbook for Centre for Open, Distance and e-learning (CODEL).

### C.1.11 MODE OF DELIVERY

This is a full-time program offered at the following Campuses: Windhoek, Rundu and Southern Campuses. The same will be offered on distance mode through Distance learning effective 2024.

### C.1.12 DURATION OF STUDY

This is a 3 year full time program offered through full time mode. The course is broken into six semesters of fourteen (14) weeks each and follows the university semesters. The maximum duration of the programme is 6 years.

### C.1.13 CURRICULUM

#### Module Equivalents

| Old Module Code | Old Module Name          | NQF Level | Credits | New Module Code | New Module Name          | NQF Level | Credits |
|-----------------|--------------------------|-----------|---------|-----------------|--------------------------|-----------|---------|
| CAFE3691        | Financial Accounting 1A  | 6         | 12      | C2651FA         | Financial Accounting A   | 6         | 14      |
| CAAM3691        | Management Accounting 1A | 6         | 12      | C2651FM         | Management Accounting 1A | 6         | 14      |
| CAFE3692        | Financial Accounting 1B  | 6         | 12      | C2652FA         | Financial Accounting B   | 6         | 14      |
| CAAM3692        | Management Accounting 1B | 6         | 12      | C2652FM         | Management Accounting 1B | 6         | 14      |

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| Module Code                        | Module Name                                | NQF Level | Credits   | Contact hours per week (L / P / T) | Compulsory (C)/ Elective (E) | Co-requisite / Pre-requisite |
|------------------------------------|--|-----------|-----------|------------------------------------|------------------------------|------------------------------|
| <b>Year 1 Core Semester</b>        |  |           |           |                                    |                              |                              |
| U3403FS                            | Skills Portfolio                           | 4         | NCB       | 2h/w                               | C                            | None                         |
| U3583AL                            | Academic Literacy I                        | 5         | 8         | 2h/w                               | C                            | None                         |
| U3583DD                            | Digital Literacy                           | 5         | 8         | 2h/w                               | C                            | None                         |
| C2510AE                            | Ethics for Accountants                     | 5         | 4         | 2h/w                               | C                            | None                         |
| U3420SE                            | Sustainability and Environmental Awareness | 4         | 2         | 2h/w                               | C                            | None                         |
| U3420RT                            | Entrepreneurial Skills                     | 4         | 2         | 2h/w                               | C                            | None                         |
| <b>Total Credits Core Semester</b> |  |           | <b>24</b> |                                    |                              |                              |
| <b>Year 1 Semester 1</b>           |  |           |           |                                    |                              |                              |
| C2413FB                            | Introduction to Financial Accounting       | 4         | 12        | 2h/w/1t                            | C                            | None                         |
| C2433FA                            | Arithmetical Literacy                      | 4         | 6         | 2h/w/1t                            | C                            | None                         |
| C2431PS                            | Public Sector Accounting                   | 4         | 12        | 4h/w                               | C                            | None                         |
| C2411FE                            | Basic Micro Economics                      | 4         | 12        | 4h/w                               | C                            | None                         |
| <b>Total Credits Semester 1</b>    |  |           | <b>42</b> |                                    |                              |                              |
| <b>Year 1 Semester 2</b>           |  |           |           |                                    |                              |                              |
| C2413FB                            | Introduction to Financial Accounting       | 4         | 12        | 2h/w/1t                            | C                            | None                         |
| C2433FA                            | Arithmetical Literacy                      | 4         | 6         | 2h/w/1t                            | C                            | None                         |

|                                    |         |   |   |            |           |   |                                |
|------------------------------------|---------|---|---|------------|-----------|---|--------------------------------|
|                                    | C2412FE | Basic Macro Economics                     | 4 | 12         | 4h/w      | C | None                           |
|                                    | C2412PF | Basic Public Finance                      | 4 | 12         | 4h/w      | C | None                           |
| <b>Total Credits Semester 2</b>    |         |   |   | <b>42</b>  |           |   |                                |
| <b>TOTAL CREDITS YEAR 1</b>        |         |   |   | <b>108</b> |           |   |                                |
| <b>Year 2 Core Semester</b>        |         |   |   |            |           |   |                                |
|                                    | C2540EX | Basic Excel for Accountants               | 5 | 8          | 3p/w      | C | U3583DD<br>Digital<br>Literacy |
|                                    | U3420CN | National and Global Citizenship           | 4 | 2          | 2h/w      | C | None                           |
|                                    | U3683LA | Academic Literacy II                      | 6 | 8          | 2h/w      | C | None                           |
|                                    | U3520LP | Leadership Skills                         | 5 | 2          | 2h/w      | C | None                           |
|                                    | U3420PJ | Project Management Skills                 | 5 | 2          | 2h/w      | C | None                           |
|                                    | U3520TH | Introduction to Critical Thinking         | 5 | 2          | 2h/w      | C | None                           |
| <b>Total Credits Core Semester</b> |         |   |   | <b>24</b>  |           |   |                                |
| <b>Year 2 Semester 1</b>           |         |   |   |            |           |   |                                |
|                                    | C2511BM | Business Management for Finance           | 5 | 6          | 3h/w      | C | None                           |
|                                    | C2512BB | Basic Digitalization for Business         | 5 | 12         | 2h/w/2p   | C | U3583DD<br>Digital<br>Literacy |
|                                    | C2531FM | Mathematics for Finance                   | 5 | 12         | 4h/w/1t   | C | C2433FA                        |
|                                    | C2513FF | Principles of Financial Accounting        | 5 | 12         | 2h/w/1t   | C | C2413FB                        |
| <b>Total Credits Semester 1</b>    |         |   |   | <b>42</b>  |           |   |                                |
| <b>Year 2 Semester 2</b>           |         |   |   |            |           |   |                                |
|                                    | C2532AT | Principles of Taxation                    | 5 | 12         | 4h/w      | C | None                           |
|                                    | C2552FC | Quantitative Analysis for Business        | 5 | 12         | 4h/w/1t   | C | None                           |
|                                    | C2513FF | Principles of Financial Accounting        | 5 | 12         | 2h/w/1t   | C | C2413FB                        |
|                                    | C2511AM | Commercial Law for Accountants            | 5 | 12         | 4h/w      | C | None                           |
| <b>Total Credits Semester 2</b>    |         |   |   | <b>48</b>  |           |   |                                |
| <b>TOTAL CREDITS YEAR 2</b>        |         |   |   | <b>114</b> |           |   |                                |
| <b>Year 3 Core Semester</b>        |         |   |   |            |           |   |                                |
|                                    | C2630FS | Work Integrated Learning (SAGE<br>PASTEL) | 6 | 24         | 4h/w /2 p | C |                                |
| <b>Total Credits Core Semester</b> |         |   |   | <b>24</b>  |           |   |                                |
| <b>Year 3 Semester 1</b>           |         |   |   |            |           |   |                                |
|                                    | C2631AU | Principles of Auditing                    | 6 | 14         | 4h/w      | C | None                           |



|  |                |   |   |            |         |   |         |
|--|----------------|---|---|------------|---------|---|---------|
|  | C2651FA        | Financial Accounting A                                | 6 | 14         | 4h/w/1t | C | C2513FF |
|  | C2651FM        | Managerial Accounting A                               | 6 | 14         | 4h/w/1t | C | None    |
| <b>Total Credits Semester 1</b>        |                |   |   | <b>42</b>  |         |   |         |
| <b>Year 3 Semester 2</b>               |                |   |   |            |         |   |         |
|  | <b>C2652FR</b> | Fundamentals of Strategy, Risk & Financial Management | 6 | 14         | 4h/w    | C | None    |
|  | C2652FA        | Financial Accounting B                                | 6 | 14         | 4h/w/1t | C | C2513FF |
|  | C2652FM        | Managerial Accounting B                               | 6 | 14         | 4h/w/1t | C | None    |
| <b>Total Credits Semester 2</b>        |                |   |   | <b>42</b>  |         |   |         |
| <b>TOTAL CREDITS YEAR 3</b>            |                |   |   | <b>108</b> |         |   |         |
| <b>TOTAL CREDITS FOR THE PROGRAMME</b> |                |   |   | <b>330</b> |         |   |         |

**Extended enrolment:**

This option caters for students that has not met the required NSSCAS/NSSCO Mathematics though meeting the admission requirements.

|                                    | Module Code    | Module Name                          | NQF Level | Credits   | Contact hours per week (L / P / T) | Compulsory (C)/ Elective (E) | Co-requisite / Pre-requisite |
|------------------------------------|----------------|--------------------------------------|-----------|-----------|------------------------------------|------------------------------|------------------------------|
| <b>Year 1 Core Semester</b>        |                |                                      |           |           |                                    |                              |                              |
|                                    | U3403FS        | Skills Portfolio                     | 5         | NCB       | 2h/w                               | C                            | None                         |
|                                    | <b>U3583AL</b> | Academic Literacy I                  | 5         | 8         | 2h/w                               | C                            | None                         |
|                                    | U3583DD        | Digital Literacy                     | 5         | 8         | 2h/w                               | C                            | None                         |
|                                    | C2510AE        | Ethics for Accountants               | 5         | 4         | 2h/w                               | C                            | None                         |
|                                    | <b>C2410MS</b> | Mathematics Support                  | 4         | NCB       | 2hw/1t                             | C                            | None                         |
| <b>Total Credits Core Semester</b> |                |                                      |           | <b>20</b> |                                    |                              |                              |
| <b>Year 1 Semester 1</b>           |                |                                      |           |           |                                    |                              |                              |
|                                    | C2413FB        | Introduction to Financial Accounting | 4         | 12        | 2h/w/1t                            | C                            | None                         |
|                                    | C2433FA        | Arithmetical Literacy                | 4         | 6         | 2h/w/1t                            | C                            | None                         |
| <b>Total Credits Semester 1</b>    |                |                                      |           | <b>18</b> |                                    |                              |                              |
| <b>Year 1 Semester 2</b>           |                |                                      |           |           |                                    |                              |                              |
|                                    | C2413FB        | Introduction to Financial Accounting | 4         | 12        | 2h/w/1t                            | C                            | None                         |

|                                    |         |  |           |    |         |   |                             |
|------------------------------------|---------|--|-----------|----|---------|---|-----------------------------|
|                                    | C2433FA | Arithmetical Literacy                      | 4         | 6  | 2h/w/1t | C | None                        |
| <b>Total Credits Semester 2</b>    |         |  | <b>18</b> |    |         |   |                             |
| <b>TOTAL CREDITS YEAR 1</b>        |         |  | <b>56</b> |    |         |   |                             |
| <b>Year 2 Core Semester</b>        |         |  |           |    |         |   |                             |
|                                    | C2540EX | Basic Excel for Accountants                | 5         | 8  | 3p/w    | C | U3583DD<br>Digital Literacy |
|                                    | U3520LP | Leadership Skills                          | 5         | 2  | 2h/w    | C | None                        |
|                                    | U3420CN | National and Global Citizenship            | 4         | 2  | 2h/w    | C | None                        |
|                                    | U3420SE | Sustainability and Environmental Awareness | 4         | 2  | 2h/w    | C | None                        |
|                                    | U3420RT | Entrepreneurial Skills                     | 4         | 2  | 2h/w    | C | None                        |
| <b>Total Credits Core Semester</b> |         |  | <b>16</b> |    |         |   |                             |
| <b>Year 2 Semester 1</b>           |         |  |           |    |         |   |                             |
|                                    | C2531FM | Mathematics for Finance                    | 5         | 12 | 4h/w/1t | C | C2433FA                     |
|                                    | C2411FE | Basic Micro Economics                      | 4         | 12 | 4h/w    | C | None                        |
|                                    | C2431PS | Public Sector Accounting                   | 4         | 12 | 4h/w    | C | None                        |
| <b>Total Credits Semester 1</b>    |         |  | <b>36</b> |    |         |   |                             |
| <b>Year 2 Semester 2</b>           |         |  |           |    |         |   |                             |
|                                    | C2412FE | Basic Macro Economics                      | 4         | 12 | 4h/w    | C | None                        |
|                                    | C2552FC | Quantitative Analysis for Business         | 5         | 12 | 4h/w/1t | C | None                        |
|                                    | C2412PF | Basic Public Finance                       | 4         | 12 | 4h/w    | C | None                        |
|                                    | C2512BB | Basic Digitalization for Business          | 5         | 12 | 2h/w/2p | C | U3583DD<br>Digital Literacy |
| <b>Total Credits Semester 2</b>    |         |  | <b>36</b> |    |         |   |                             |
| <b>TOTAL CREDITS YEAR 2</b>        |         |  | <b>88</b> |    |         |   |                             |
| <b>Year 3 Core Semester</b>        |         |  |           |    |         |   |                             |
|                                    | U3683LA | Academic Literacy II                       | 6         | 8  | 2h/w    | C | None                        |
|                                    | U3420PJ | Project Management Skills                  | 5         | 2  | 2h/w    | C | None                        |
|                                    | U3520TH | Introduction to Critical Thinking          | 5         | 2  | 2h/w    | C | None                        |
| <b>Total Credits Core Semester</b> |         |  | <b>12</b> |    |         |   |                             |
| <b>Year 3 Semester 1</b>           |         |  |           |    |         |   |                             |
|                                    | C2513FF | Principles of Financial Accounting         | 5         | 12 | 2h/w/1t | C | C2413FB                     |
|                                    | C2511BM | Business Management for Finance            | 5         | 6  | 3h/w    | C | None                        |

|                                 |                |   |   |           |         |   |         |
|---------------------------------|----------------|---|---|-----------|---------|---|---------|
|                                 | C2511AM        | Commercial Law for Accountants                          | 5 | 12        | 4h/w    | C | None    |
|                                 | C2631AU        | Principles of Auditing                                  | 6 | 14        | 4h/w    | C | C2531FM |
| <b>Total Credits Semester 1</b> |                |   |   | <b>44</b> |         |   |         |
| <b>Year 3 Semester 2</b>        |                |   |   |           |         |   |         |
|                                 | C2513FF        | Principles of Financial Accounting                      | 5 | 12        | 2h/w/1t | C | C2413FB |
|                                 | <b>C2652FR</b> | Fundamentals of Strategy, Risk and Financial Management | 6 | 14        | 4h/w    | C | None    |
|                                 | C2532AT        | Principles of Taxation                                  | 5 | 12        | 4h/w    | C | None    |
| <b>Total Credits Semester 2</b> |                |   |   | <b>43</b> |         |   |         |
| <b>TOTAL CREDITS YEAR 3</b>     |                |   |   | <b>91</b> |         |   |         |

|  |         |  |   |            |           |   |         |
|--|---------|--|---|------------|-----------|---|---------|
| <b>Year 4 Semester core semester</b>   |         |  |   |            |           |   |         |
|  | C2630FS | Work Integrated Learning (Sage Pastel) | 6 | 24         | 4h/w /2 p | C | None    |
| <b>Total Credits Core Semester</b>     |         |  |   | <b>24</b>  |           |   |         |
| <b>Year 4 Semester 1</b>               |         |  |   |            |           |   |         |
|  | C2651FA | Financial Accounting A                 | 6 | 14         | 4h/w/1t   | C | C2513FF |
|  | C2651FM | Managerial Accounting A                | 6 | 14         | 4h/w      | C | None    |
| <b>Total Credits Semester 1</b>        |         |  |   | <b>28</b>  |           |   |         |
| <b>Year 4 Semester 2</b>               |         |  |   |            |           |   |         |
|  | C2652FA | Financial Accounting B                 | 6 | 14         | 4h/w/1t   | C | C2513FF |
|  | C2652FM | Managerial Accounting B                | 6 | 14         | 4h/w/1t   | C | None    |
| <b>Total Credits Semester 2</b>        |         |  |   | <b>28</b>  |           |   |         |
| <b>TOTAL CREDITS YEAR 4</b>            |         |  |   | <b>80</b>  |           |   |         |
| <b>TOTAL CREDITS FOR THE PROGRAMME</b> |         |  |   | <b>330</b> |           |   |         |

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**YEAR 1 : SEMESTER 1**

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**Ethics for Accountants****C2510AE****NQF Level:** 5**Credits:** 4**Contact hours:** 2 hours lecture per week**Module assessment:** Formative Assessment: Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios**Pre-requisite:** None**Module Description:**

The module is designed to equip the students with the knowledge and practice of professional ethics.

**MATHEMATICS SUPPORT (only applicable to students enrolled for the extended enrolment)****C2410MS****NQF Level:** 4**Credits:** NCB**Contact hours:** 2h lectures and 1 tutorial per week for 1 semester**Module assessment:** Formative Assessment: Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.**Pre-requisites:** None**Module Description:**

To consolidate computation skills acquired in school whilst creating a wider context in which students can contextualize basic mathematical knowledge relating to business.

**INTRODUCTION TO FINANCIAL ACCOUNTING****C2413FB****NQF Level:** 4**Credits:** 12**Contact hours:** 2 hours lecture & 1 tutorial per week for 1 semester**Module assessment:** Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios

Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark

- Final Mark: 50% CA mark and 50% Examination mark
- A subminimum of 40% in the examination is required to pass, irrespective of the final mark
- To pass this Module the student must obtain a minimum final mark of 50%

**Pre-requisites:** None**Module Description:**

To equip students with the fundamental concepts, practices, methods, and principles of financial accounting and to provide an informed understanding of the collection, processing and recording of relevant financial accounting data of an entity into usable information and prepare basic financial statements.

**PUBLIC SECTOR ACCOUNTING****C2431PS****NQF Level:** 4**Credits:** 12**Contact hours:** 4 hours lecture per week for 1 semester**Module assessment:** Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios

Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark

- Final Mark: 50% CA mark and 50% Examination mark
- A subminimum of 40% in the examination is required to pass, irrespective of the final mark
- To pass this Module the student must obtain a minimum final mark of 50%

**Pre-requisites:** None**Module Description:**

The objective of the module is to develop a thorough understanding of basic terms, concepts, and methods applied in Public Sector and Government Accounting.

**ARITHMETICAL LITERACY****C2433FA****NQF Level:** 4**Credits:** 6**Contact hours:** 2h lectures and 1 tutorial per week for 2 semesters**Module assessment:** Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios

Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark

- Final Mark: 50% CA mark and 50% Examination mark
- A subminimum of 40% in the examination is required to pass, irrespective of the final mark
- To pass this Module the student must obtain a minimum final mark of 50%

**Module Description:****Pre-requisites:** None

This module is designed to give students an understanding of various mathematical tools to solve basic business related problems.

| <b>BASIC MICRO ECONOMICS</b> |  | <b>C2411FE</b>  |
|------------------------------|--|---|
| <b>NQF Level:</b> 4          | <b>Credits:</b> 12   | <b>Contact hours:</b> 4 hours lecture per week for 1 semester |
| <b>Module assessment:</b>    | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper   |   |
| <b>Pre-requisites:</b>       | None   |   |
| <b>Module Description:</b>   | To introduce basic concepts and tools used in microeconomics analysis. Economics plays a huge role in all components that are linked to economic activities, such as business and accountancy. This module will thus, give guidance to students on how individual economic activities are coordinated in an economy. |   |

| <b>Basic Public Finance</b> |   | <b>C2412PF</b>                                       |
|-----------------------------|---|--|
| <b>NQF Level:</b> 4         | <b>Credits:</b> 12  | <b>Contact hours:</b> 4 hour per week for 1 semester |
| <b>Module assessment:</b>   | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper                |  |
| <b>Pre-requisites:</b>      | None  |  |
| <b>Module Description:</b>  | The objective of the module is to develop a thorough understanding of basic terms, concepts, and methods applied in Public Sector Financial Management. |  |

| <b>INTRODUCTION TO FINANCIAL ACCOUNTING</b> |  | <b>C2413FB</b>   |
|---|--|--|
| <b>NQF Level:</b> 4                         | <b>Credits:</b> 12   | <b>Contact hours:</b> 2 hours lecture & 1 tutorial per week for 1 semester |
| <b>Module assessment:</b>                   | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper   |  |
| <b>Pre-requisites:</b>                      | None   |  |
| <b>Module Description:</b>                  | To equip students with the fundamental concepts, practices, methods and principles of financial accounting and to provide an informed understanding of the collection, processing and recording of relevant financial accounting data of an entity into usable information and prepare basic financial statements. |  |

| <b>BASIC MACRO ECONOMICS</b> |  | <b>C2412FE</b>   |
|------------------------------|--|--|
| <b>NQF Level:</b> 4          | <b>Credits:</b> 12   | <b>Contact hours:</b> 4 hours lecture per week for 1 semester. |
| <b>Module assessment:</b>    | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper   |  |
| <b>Pre-requisites:</b>       | None   |  |
| <b>Module Description:</b>   | To introduce basic concepts and tools used in to measure macroeconomic fluctuations to the students. Macroeconomic measures and fluctuations play a huge role in business, which is linked to accountancy. This module will thus, give guidance to students on how macro-economic measures and fluctuations are coordinated. |  |

| <b>Basic Excel for Accountants</b> |   | <b>C2540EX</b>  |
|------------------------------------|---|---|
| <b>NQF Level:</b> 5                | <b>Credits:</b> 8   | <b>Contact hours:</b> 3 hours of practicals per week in the core semester of year 2 |
| <b>Module assessment:</b>          | Continuous assessment (100%).   |   |
| <b>Pre-requisites:</b>             | U3583DD Digital Literacy  |   |
| <b>Module Description:</b>         | The purpose of this module is to equip students with the basics of Excel and build a solid foundation in which to build further skills with excel skills. |   |

| <b>Business Management for Finance</b> |  | <b>C2511BM</b>   |
|--|--|--|
| <b>NQF Level:</b> 5                    | <b>Credits:</b> 6  | <b>Contact hours:</b> 3 hours lectures per week for 1 semester weeks |
| <b>Module assessment:</b>              | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper |  |
| <b>Pre-requisites:</b>                 | None   |  |
| <b>Module Description:</b>             | The module is designed to give students an introduction to various business related concepts.  |  |

| <b>Basic Digitalization for Business</b> |  | <b>C2512BB</b>  |
|--|--|---|
| <b>NQF Level:</b> 5                      | <b>Credits:</b> 12   | <b>Contact hours:</b> 2 lecture hours and 2 practical hours per week for the semester |
| <b>Module assessment:</b>                | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper |   |
| <b>Pre-requisites:</b>                   | Digital Literacy (U3583DD)   |   |
| <b>Module Description:</b>               |  |   |

The module is designed to give students an introduction to various business management and information technology concepts related to the business environment. Additionally, students will be introduced to an accounting software for practical application.

| <b>Basic Digitalization for Business</b> |  | <b>C2512BB</b>  |
|--|--|---|
| <b>NQF Level:</b> 5                      | <b>Credits:</b> 12   | <b>Contact hours:</b> 2 lecture hours and 2 practical hours per week for the semester |
| <b>Module assessment:</b>                | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper   |   |
| <b>Pre-requisites:</b>                   | Digital Literacy (U3583DD)   |   |
| <b>Module Description:</b>               | The module is designed to give students an introduction to various business management and information technology concepts related to the business environment. Additionally, students will be introduced to an accounting software for practical application. |   |

| <b>MATHEMATICS FOR FINANCE</b> |  | <b>C2531FM</b>  |
|--------------------------------|--|---|
| <b>NQF Level:</b> 5            | <b>Credits:</b> 12   | <b>Contact hours:</b> 4 hours lecture plus 1-hour tutorial per week for 1 semester. |
| <b>Module assessment:</b>      | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper |   |
| <b>Pre-requisites:</b>         | C2411FH  |   |
| <b>Module Description:</b>     | This module is designed to give students an understanding of various mathematical tools to solve business related problems.              |   |

| <b>PRINCIPLES OF FINANCIAL ACCOUNTING</b> |  | <b>C2513FF</b>  |
|---|--|---|
| <b>NQF Level:</b> 5                       | <b>Credit:</b> 12  | <b>Contact hours:</b> 2 hours lecture plus 1-hour tutorial per week for 2 semesters |
| <b>Module assessment:</b>                 | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper   |   |
| <b>Pre-requisites:</b>                    | C2413FB  |   |
| <b>Module Description:</b>                | Students will acquire skills necessary to support the preparation of basic financial statements for sole proprietors which comply with IFRS and communicate this information to the various users thereof. |   |

| <b>PRINCIPLES OF TAXATION</b> |   | <b>C2532AT</b>  |
|-------------------------------|---|---|
| <b>NQF Level:</b> 5           | <b>Credit:</b> 12   | <b>Contact hours:</b> 4 hours lecture per week for 1 semester |
| <b>Module assessment:</b>     | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper  |   |
| <b>Pre-requisites:</b>        | None  |   |
| <b>Module Description:</b>    | The purpose of this module is to: introduce students to the Namibian income tax, tax legislation and the application thereof. Students will acquire skills necessary to compute appropriate taxes, and prepare statutory tax returns to facilitate compliance with the tax law. |   |

| <b>Quantitative Analysis for Business</b> |  | <b>C2512FS</b>   |
|---|--|--|
| <b>NQF Level:</b> 5                       | <b>Credit:</b> 12  | <b>Contact hours:</b> 4 hours lecture & 1 tutorial/practical session per week for 1 Semester |
| <b>Module assessment:</b>                 | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper                   |  |
| <b>Pre-requisites:</b>                    | C3511FH  |  |
| <b>Module Description:</b>                | The module is designed to equip students with thorough knowledge and applications of various statistics methods and techniques used in the business world. |  |

| <b>PRINCIPLES OF FINANCIAL ACCOUNTING</b> |  | <b>C2513FF</b>  |
|---|--|---|
| <b>NQF Level:</b> 5                       | <b>Credit:</b> 12  | <b>Contact hours:</b> 2 hours lecture plus 1-hour tutorial per week for 2 semesters |
| <b>Module assessment:</b>                 | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper   |   |
| <b>Pre-requisites:</b>                    | C2413FB  |   |
| <b>Module Description:</b>                | Students will acquire skills necessary to support the preparation of basic financial statements for sole proprietors which comply with IFRS and communicate this information to the various users thereof. |   |

| <b>Commercial Law for Accountants</b> |  | <b>C3511AM</b>  |
|---------------------------------------|--|---|
| <b>NQF Level:</b> 5                   | <b>Credit:</b> 12  | <b>Contact hours:</b> 5h lectures per week for 1 semester |
| <b>Module assessment:</b>             | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.<br>Examination (50%): 1 x 3 hour paper |   |
| <b>Pre-requisites:</b>                | None   |   |
| <b>Module Description:</b>            | The module is designed to give students thorough skills on the applications of the contracts and commercial laws.                        |   |

| <b>SAGE PASTEL XPRESS</b>  |   |  | <b>C2631FS</b> |
|--|---|--|----------------|
| <b>NQF Level:</b> 6  | <b>Credit:</b> 24   | <b>Contact hours:</b> 4 hours lecture plus 1xhour tutorial and 1x practicum per week for 6 weeks |                |
| <b>Module assessment:</b>  | The module will be evaluated using 100% continuous assessment.  |  |                |
| <b>Pre-requisites:</b>   | None  |  |                |
| <b>Module Description:</b>   |   |  |                |
| The aim of this module is to introduce students to accounting information system (Sage Pastel Xpress) functions and their applications. It provides necessary knowledge and skills to perform a book keeper–to-trial balance function using Sage Pastel Xpress.  |   |  |                |
| Practical application of computerized accounting principles to ensure students are competent enough to perform Pastel related tasks required by employers'' bookkeepers.   |   |  |                |
| <b>FINANCIAL ACCOUNTING A</b>  |   |  | <b>C2651FA</b> |
| <b>NQF Level:</b> 6  | <b>Credit:</b> 14   | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 1 semester 6 weeks               |                |
| <b>Module assessment:</b>  | : Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios. Examination (50%): 1 x 3 hour paper |  |                |
| <b>Pre-requisites:</b>   | C2513FF   |  |                |
| <b>Module Description:</b>   |   |  |                |
| To equip students with the necessary competencies for the preparation and presentation of financial statements according to the requirements of International Financial Reporting Standards (IFRS)   |   |  |                |
| <b>MANAGERIAL ACCOUNTING A</b>   |   |  | <b>C2651FM</b> |
| <b>NQF Level:</b> 6  | <b>Credit:</b> 14   | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 1 semester 6 weeks               |                |
| <b>Module assessment:</b>  | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios. Examination (50%): 1 x 3 hour paper   |  |                |
| <b>Pre-requisites:</b>   | None  |  |                |
| <b>Module Description:</b>   |   |  |                |
| This course aims to introduce students to the concepts, techniques and application of cost and management accounting with major focus on cost systems design and cost accumulation. Students will acquire skills necessary to analyze and apply management accounting techniques to support cost control and sustainable profitability.  |   |  |                |
| <b>PRINCIPLES OF AUDITING</b>  |   |  | <b>C2631AU</b> |
| <b>NQF Level:</b> 6  | <b>Credit:</b> 14   | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 1 semester 6 weeks               |                |
| <b>Module assessment:</b>  | Continuous assessment (100%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.                                      |  |                |
| <b>Pre-requisites:</b>   | None  |  |                |
| <b>Module Description:</b>   |   |  |                |
| This module aims to introduce students to the principles and practices of auditing. Students will therefore acquire skills necessary to test internal controls and obtain appropriate audit evidence in accordance with the International Standards on Auditing.   |   |  |                |
| <b>FINANCIAL ACCOUNTING B</b>  |   |  | <b>C2652FA</b> |
| <b>NQF Level:</b> 6  | <b>Credit:</b> 14   | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 1 semester 6 weeks               |                |
| <b>Module assessment:</b>  | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios. Examination (50%): 1 x 3 hour paper   |  |                |
| <b>Pre-requisites:</b>   | C2513FF   |  |                |
| <b>Module Description:</b>   |   |  |                |
| Students will acquire skills necessary to support the preparation of financial statements for companies and close corporations which comply with IFRS and communicate this information to the various users thereof. They will also be able to analyse and interpret the information in published financial statements for performance reporting.  |   |  |                |
| <b>MANAGERIAL ACCOUNTING B</b>   |   |  | <b>C2652FM</b> |
| <b>NQF Level:</b> 6  | <b>Credit:</b> 14   | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 1 semester 6 weeks               |                |
| <b>Module assessment:</b>  | Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios. Examination (50%): 1 x 3 hour paper   |  |                |
| <b>Pre-requisites:</b>   | None  |  |                |
| <b>Module Description:</b>   |   |  |                |
| This course aims to introduce students to the concepts, techniques and application of cost and management accounting with major focus on cost systems design and cost accumulation. Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs. Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits and cost estimation. Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. |   |  |                |

**NQF Level:** 6**Credit:** 14**Contact hours:** 4 hours lecture for 1 semester**Module assessment:** Continuous assessment (50%): Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** C2651FM**Module Description:**

To equip students with knowledge and understanding regarding financial management principles

**UNAM CORE MODULES**

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES

|  |         |
|--|---------|
| SKILLS PORTFOLIO                           | U3403FS |
| ACADEMIC LITERACY I                        | U2583AL |
| DIGITAL LITERACY                           | U3583DD |
| ETHICS AND MORALITY                        | U3420EM |
| SUSTAINABILITY AND ENVIRONMENTAL AWARENESS | U3420SE |
| ENTREPRENEURIAL SKILLS                     | U3420RT |
| LEADERSHIP SKILLS                          | U3520LP |
| ACADEMIC LITERACY II                       | U3683LA |
| PROJECT MANAGEMENT SKILLS                  | U3420PJ |
| INTRODUCTION TO CRITICAL THINKING          | U3520TH |

**C.2 BACHELOR OF COMMERCE IN CHARTERED ACCOUNTANCY****61BCCA REVISED****C.2.1 INTRODUCTION**

The Bachelor of Commerce in Chartered Accountancy aims to equip students with comprehensive knowledge and operational skills base in the following underlying core pillars of accounting: financial and management accounting; business science, professional ethics, accounting information systems; auditing; taxation and financial management relevant to the 4<sup>th</sup> and 5<sup>th</sup> Industrial Revolution.

**C.2.2 PURPOSE OF THE QUALIFICATION**

This programme is the first step in the training of chartered accountants. To eventually qualify as a Chartered Accountant (CA) or Certified Chartered Accountant (ACCA), you first have to obtain both the BCom Chartered Accountancy and an applicable BAcc (Honours) degree or Postgraduate Diploma in Accounting. Thereafter you will have to pass the board exams of the Institute of Chartered Accountant (ICAN) of Namibia or Association of Certified Chartered Accountants (ACCA). A chartered accountant is equipped to audit the financial statements of companies.

This programme enables graduates to make meaningful contribution to the development of society and economy in terms of responsiveness to society and industry needs in line with strategic objectives of the University of Namibia, and achievement of government national development goals such as Vision 2030, and the national development plans, as well as international imperatives such as Sustainable Development Goals (SDGs).

In addition, this programme is designed to contribute to national priorities as articulated in the Sustainable Development Goals; No. 1 - No poverty; No. 4 - Quality Education; No.8 – Decent work and economic growth; No. 9 - Industry, Innovation and Infrastructure; No. 11 – Sustainable cities and communities.

Therefore, this qualification aims at addressing Namibia's need for competent professional accountants in both the public and private sectors as well as producing versatile graduates competitive in the global business world.

**C.2.3 ADMISSION REQUIREMENTS**

1. Admission based on Namibian School Leaving Certificates 2021 onwards.

To be admitted into this programme, a candidate must be in possession of a valid School Leaving Certificate with a total of at least 35 points on the UNAM scale as follows:

A pass in five (5) different subject combinations, as follows:

- o Two (2) subjects on NSSCAS level with an average of d or higher grade/s
- o Three (3) subjects on NSSCO level with an average of C or higher grade/s
- o English must be at minimum C grade on NSSCO level
- o Mathematics must be at minimum C grade on NSSCO level

OR

A pass in five different subject combinations, as follows:



- Three (3) subjects on NSSCAS level with an average of d or higher grade/s
- Two (2) subjects on NSSCO level with an average of D or higher grade/s
- English must be at minimum C grade on NSSCO level
- Mathematics must be at minimum C grade on NSSCO level.

Obtaining the minimum number of points, however, does not necessarily ensure admission. Admission is based on places available in courses and programmes and is awarded based on merit.

## 2. Admission based on Namibian School Leaving Certificates prior to 2021

Candidates in possession of a valid Namibian Senior Secondary Certificate (NSSC) issued prior to 2021 (only) and has obtained at least 35 points on the UNAM scale and a pass in 5 different subjects, as outlined below, can be admitted into this programme:

EITHER a pass in five (5) different subjects with

- two (2) subjects on NSSCH with 4 or higher,
- three (3) subjects on NSSCO with C or higher, and additionally,

- English must be at minimum a C on NSSCO.

OR a pass in five (5) different subjects with

- three (3) subjects on NSSCH with 4 or higher,
- two (2) subjects on NSSCO with C or higher, and additionally,
- English must be at minimum a D on NSSCO.

### **C.2.4 EXAMINATION REGULATIONS**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Prospectus.

A candidate will be admitted to the examination in a module if he/she has obtained the required continuous assessment mark of 40%. Examinations are administered at the end of each semester for semester modules and at the end of year for double modules.

A candidate passes a module if a final mark of 50% is obtained. The final mark consists of continuous assessment and examination mark in the ratio of 50:50 respectively unless otherwise indicated in the respective module descriptor. A sub minimum of 40% must be obtained in each component.

### **C.2.5 ACADEMIC ADVANCEMENT RULES**

#### **(a) Admission into next year of study**

Normal enrolment:

A student advances to the subsequent academic year of study when the following conditions have been met:

- Year 1 to Year 2: At least 68 credits including the entire core.
- Year 2 to Year 3: All first-year credits in addition to at least 90 second year credits

A student who fulfilled the re-admission requirements but could not advance to the next academic year must first register for all failed modules. Subject to pre-requisites, such a student may then add modules of the subsequent academic year, provided that the total number of registered credits does not exceed the prescribed number of credits of the current academic year by more than 20%.

#### **(b) Minimum requirements for re-admission into the School/Program**

Normal enrolment

To be re-admitted to the School of Accounting for a particular year of registration, a student must have passed the minimum number of courses required as indicated below:

- 50 credits (of which 24 must be non-core) by the end of the first year of registration, however for readmission into the programme this must include Financial Accounting 1 (code: C3551FY);
- 140 credits (of which 92 must be non-core) by the end of the second year of registration including all first year Accounting modules and the second year Financial Accounting module;
- 265 credits by the end of the third year of registration
- 320 credits by the end of the fourth year of registration
- 417 credits by the end of the fifth year of registration
- The programme must be completed after a maximum of 5 years of registration

### **C.2.6 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who have passed all the modules with a total number of credits of 417.

### **C.2.7 LECTURES AND TUTORIALS**

The attendance of lectures and tutorials is compulsory and no exemption will be given to a student because of employment. Students must attend a minimum of 80% of lectures and tutorials to be eligible for entry into examination.

### C.2.8 ARTICULATION

A student that has successfully completed the first academic year with an average of 70% on the Bachelor of Commerce in Accounting programme, with a minimum of 70% in Financial Accounting 1A and 1B, may articulate into the second year of the Bachelor of Commerce in Chartered Accounting programme. This articulation is subject to availability of space.

This qualification may serve as entry point to relevant honour's degree and related postgraduate diplomas.

### C.2.9 EXEMPTION RULES

Students who have already passed an equivalent module will be considered for exemption on a case by case basis **provided the module passed is not older than 5 years.**

### C.2.10 DURATION OF STUDY

The duration of the programme extends over three years of full-time study. The maximum duration is 5 years. The School has the right to amend the curriculum for academic and professional reasons any time during the period of study.

### C.2.11 Mode of Delivery

Full time blended study at Windhoek Main campus.

### C.2.12 PRE-REQUISITES

A student can only continue with a module on second or third year provided the relevant prerequisites are met. The prerequisites for various modules are listed below:

| Code    | Module Name                        | Prerequisite / Co requisite |                                   |
|---------|------------------------------------|-----------------------------|-----------------------------------|
|         |                                    | Code                        | Module Name                       |
|         | <b>Year 1</b>                      |                             |                                   |
| C3542FS | Quantitative Analysis for Business | C3541FH                     | Mathematics for Finance           |
|         | <b>Year 2</b>                      |                             |                                   |
| C3653FY | Financial Accounting 2             | C3553FY                     | Financial Accounting 1            |
| C3641AM | Intermediate Business Science      | C3541AM                     | Introduction to Business Science  |
| C3642AT | Taxation 1                         | C3520ZT                     | Introduction to Namibian Taxation |
|         | <b>Year 3</b>                      |                             |                                   |
| W3700IC | Workplace Attachment               | C3602CW                     | CWIE – Preparation                |
| C3780FL | Project-based Learning             | C3602CW                     | CWIE – Preparation                |
| C3753FY | Financial Accounting 3             | C3653FY                     | Financial Accounting 2            |
| C3753AZ | Governance, Audit and Assurance 2  | C3653AZ                     | Governance, Audit and Assurance 1 |
| C3753AT | Taxation 2                         | C3642AT                     | Taxation 1                        |
| C3753FR | Managerial Accounting 2            | C3653FR                     | Managerial Accounting 1           |
| C3753FP | Financial Management 2             | C3653FP                     | Financial Management 1            |
| C3741AM | Advance Business Science           | C3641AM                     | Intermediate Business Science     |

### C.2.14 CURRICULUM

| Module code                        | Module name                         | NQF Level | Credits | Contact hours per week (L / P / T) | (Co-requisites) / Pre-requisites | Compulsory (C) / Elective (E) |
|------------------------------------|-------------------------------------|-----------|---------|------------------------------------|----------------------------------|-------------------------------|
| <b>Year 1 Core Semester</b>        |                                     |           |         |                                    |                                  |                               |
| TBC                                | Skills portfolio                    | 5         | NCB     | 2h/w/                              | None                             | C                             |
| U3583AL                            | Academic Literacy I                 | 5         | 8       | 2h/w/                              | None                             | C                             |
| U3583DD                            | Digital Literacy                    | 5         | 8       | 2h/w/                              | None                             | C                             |
| U3420RT                            | Entrepreneurship                    | 5         | 2       | 2h/w/                              | None                             | C                             |
| U3420SE                            | Sustainable Environmental Awareness | 5         | 2       | 2h/w/                              | None                             | C                             |
| C3510AE                            | Ethics for Accountants              | 5         | 4       | 2h/w/                              | None                             | C                             |
| <b>Total Credits Core Semester</b> |                                     |           |         |                                    |                                  | <b>24</b>                     |
| <b>Year 1 – Year Modules</b>       |                                     |           |         |                                    |                                  |                               |

|                                     |                                    |   |    |         |         |            |
|-------------------------------------|------------------------------------|---|----|---------|---------|------------|
| C3553FY                             | Financial Accounting 1             | 5 | 24 | 4h/w/1t | None    | C          |
| <b>Total Credits Year Module</b>    |                                    |   |    |         |         | <b>24</b>  |
| <b>Year 1 Semester 1</b>            |                                    |   |    |         |         |            |
| C3541FH                             | Mathematics for Finance            | 5 | 12 | 4h/w/   | None    | C          |
| C3541AM                             | Introduction to Business Science   | 5 | 12 | 4h/w/   | None    | C          |
| C3541AZ                             | Governance, Audit and Assurance 1  | 5 | 12 | 4h/w/   | None    |            |
| <b>Total Credits Semester 1</b>     |                                    |   |    |         |         | <b>36</b>  |
| <b>Year 1 Semester 2</b>            |                                    |   |    |         |         |            |
| C3542FE                             | Economics                          | 5 | 12 | 4h/w    | None    | C          |
| C3542FS                             | Quantitative Analysis for Business | 5 | 12 | 4h/w/   | C3541FH | C          |
| C3542AM                             | Basic Business Science             | 5 | 12 | 4h/w/   | None    |            |
| <b>Total Credits Semester 2</b>     |                                    |   |    |         |         | <b>36</b>  |
| <b>TOTAL CREDITS YEAR 1</b>         |                                    |   |    |         |         | <b>120</b> |
| <b>Year 2 Core Semester</b>         |                                    |   |    |         |         |            |
| U3683AL                             | Academic Literacy II               | 5 | 8  | 2h/w/   | None    | C          |
| U3420CN                             | National Global Citizenship        | 5 | 2  | 2h/w/   | None    | C          |
| U3520TH                             | Critical Thinking                  | 5 | 2  | 2h/w/   | None    | C          |
| C3520ZT                             | Introduction to Namibian Taxation  | 5 | 2  | 2h/w/   | None    | C          |
| C3520AE                             | Excel for Accountants              | 5 | 4  | 2h/w/   | None    | C          |
| C3520ZE                             | Information Technology in Business | 5 | 6  | 2h/w/   | None    | C          |
| <b>Total credits Core Semester</b>  |                                    |   |    |         |         | <b>24</b>  |
| <b>Year 2 – Year Modules</b>        |                                    |   |    |         |         |            |
| C3653FY                             | Financial Accounting 2             | 6 | 28 | 4h/w/2t | C3553FY | C          |
| C3653AZ                             | Governance, Audit and Assurance 1  | 6 | 28 | 4h/w    | None    | C          |
| C3653FR                             | Managerial Accounting 1            | 6 | 14 | 2h/w/1t | None    | C          |
| C3653FP                             | Financial Management 1             | 6 | 14 | 2h/w/1t | None    |            |
| <b>Total Credits – Year Modules</b> |                                    |   |    |         |         | <b>84</b>  |
| <b>Year 2 Semester 1</b>            |                                    |   |    |         |         |            |
| C3641AM                             | Intermediate Business Science      | 6 | 7  | 2h/w    | C3541AM | C          |
| <b>Total Credits Semester 1</b>     |                                    |   |    |         |         | <b>7</b>   |
| <b>Year 2 Semester 2</b>            |                                    |   |    |         |         |            |
| C3642AT                             | Taxation 1                         | 6 | 14 | 4h/w/1t | C3520ZT | C          |
| C3602CW                             | CWIE – Preparation                 | 6 | 8  | 2h/w    | None    | C          |
| <b>Total Credits Semester 2</b>     |                                    |   |    |         |         | <b>22</b>  |
| <b>TOTAL CREDITS YEAR 2</b>         |                                    |   |    |         |         | <b>137</b> |

| Year 3 Core Semester                |                                 |   |    |         |         |            |
|-------------------------------------|---------------------------------|---|----|---------|---------|------------|
| W3700IC                             | Workplace Attachment            | 7 | 24 |         | C3602CW | E          |
| C3780FL                             | Project-based Learning          | 7 | 24 |         | C3602CW | E          |
| <b>Total credits Core semester</b>  |                                 |   |    |         |         | <b>24</b>  |
| Year 3 Year Modules                 |                                 |   |    |         |         |            |
| C3753FY                             | Financial Accounting 3          | 7 | 32 | 4h/w/4t | C3653FY | C          |
| C3753AZ                             | Governance, Audit and Assurance | 7 | 32 | 4h/w/1t | C3653AZ | C          |
| C3753AT                             | Taxation 2                      | 7 | 32 | 4h/w/1t | C3653AT | C          |
| C3753FR                             | Managerial Accounting 2         | 7 | 16 | 2h/w/1t | C3653FR | C          |
| C3753FP                             | Financial Management 2          | 7 | 16 | 2h/w/1t | C3653FP | C          |
| <b>Total Credits – Year Modules</b> |                                 |   |    |         |         | <b>128</b> |
| Year 3 Semester 1                   |                                 |   |    |         |         |            |
| C3741AM                             | Advance Business Science        | 7 | 8  | 2h/w    | C3641AM | C          |
| <b>Total Credits Semester 1</b>     |                                 |   |    |         |         | <b>8</b>   |
| <b>TOTAL CREDITS YEAR 3</b>         |                                 |   |    |         |         | <b>160</b> |
| <b>TOTAL CREDITS FOR THE COURSE</b> |                                 |   |    |         |         | <b>417</b> |

\*Examination for double modules (codes ending with – zero(0)) is conducted at the end of second semester only

#### Table of equivalents

| Existing name, code, NQF level and credit value of module to be deleted/phased out from programme and yearbook |                                 |           |         | Proposed new name, code, NQF level and credit value of module that replaces the deleted module or must be added as a new module to the programme |                                    |           |         |
|--|---------------------------------|-----------|---------|--|------------------------------------|-----------|---------|
| Old Module code  | Old Module name                 | NQF Level | Credits | New Module code  | New Module name                    | NQF Level | Credits |
| CAMA3591   | Mathematics for Finance         | 5         | 12      | C3541FH  | Mathematics for Finance            | 5         | 12      |
| CAFI3511   | Financial Accounting 1A         | 5         | 16      | C3553FY  | Financial Accounting 1             | 5         | 12      |
| CAML3591   | Mercantile Law                  | 5         | 12      |  | None, Module deleted/ ****         |           |         |
|  |                                 |           |         | C3541AM  | Introduction to Business Science   | 5         | 2       |
| CAEC3592   | Economics                       | 5         | 12      | C3542FE  | Economics                          | 5         | 12      |
| CAFI3512   | Financial Accounting 1B         | 5         | 16      | C3553FY  | Financial Accounting 1             | 5         | 12      |
|  |                                 |           |         | C3542AM  | Basic Business Science             | 5         | 12      |
|  |                                 |           |         | C3541AZ  | Governance, Audit and Assurance 1  | 5         | 12      |
| CABS3592   | Business Statistics             | 5         | 12      | C3542FS  | Quantitative Analysis for Business | 5         | 12      |
| CAPC3612   | Company Law and Practice        | 6         | 16      |  | None, Module deleted/ ****         |           |         |
| CANT3681   | Taxation 1A (Namibian Taxation) | 6         | 12      | C3520ZT  | Introduction to Namibian Taxation  | 5         | 2       |
| CAIS3652   | Accounting Information Systems  | 6         | 16      | C3520ZE  | Information Technology in Business | 5         | 6       |
| CATT3692   | Taxation 1B                     | 6         | 12      | C3653AT  | Taxation 1                         | 6         | 14      |

|          |                                      |   |    |          |                                   |   |    |
|----------|--------------------------------------|---|----|----------|-----------------------------------|---|----|
| CAUD3690 | Auditing 1                           | 6 | 12 | C3653AZ  | Governance, Audit and Assurance 2 | 6 | 28 |
| CASE3791 | Strategy, Risk Management and Ethics | 7 | 12 |          | None, Module deleted/ ****        |   |    |
| CAFI3610 | Financial Accounting 2               | 6 | 32 | C3653FY  | Financial Accounting 2            | 6 | 28 |
| CAMA3660 | Management Accounting 1              | 6 | 16 | C3653FR  | Managerial Accounting 1           | 6 | 14 |
| CAMF3660 | Managerial Finance 1                 | 6 | 16 | C3653FP  | Financial Management 1            | 6 | 14 |
|          |                                      |   |    | C3641A M | Intermediate Business Science     | 6 | 7  |
|          |                                      |   |    | C3741A M | Advance Business Science          | 7 | 8  |
| CAFI3710 | Financial Accounting 3               | 7 | 32 | C3753FY  | Financial Accounting 3            | 7 | 32 |
| CACT3730 | Taxation 2                           | 7 | 32 | C3753AT  | Taxation 2                        | 7 | 32 |
| CAMA3780 | Management Accounting 2              | 7 | 24 | C3753FR  | Managerial Accounting 2           | 7 | 16 |
| CAMF3760 | Managerial Finance 2                 | 7 | 16 | C3753FP  | Financial Management 2            | 7 | 16 |
| CAUD3710 | Auditing 2                           | 7 | 32 | C3753AZ  | Governance, Audit and Assurance 3 | 7 | 32 |

\*\*\*\* = Following modules do not have equivalents but are taken-up in combination into the Business Sciences modules at the various levels:

| Old Module code | Old Module name                      | NQF Level | Credits | New Module code | New Module name                  | NQF Level | Credits |
|-----------------|--------------------------------------|-----------|---------|-----------------|----------------------------------|-----------|---------|
| CAML3591        | Mercantile Law                       | 5         | 12      | C3541A M        | Introduction to Business Science | 5         | 2       |
| CAPC3612        | Company Law and Practice             | 6         | 16      | C3542A M        | Basic Business Science           | 5         | 12      |
| CASE3791        | Strategy, Risk Management and Ethics | 7         | 12      | C3641A M        | Intermediate Business Science    | 6         | 7       |
|                 |                                      |           |         | C3741A M        | Advance Business Science         | 7         | 8       |

#### YEAR 1

##### Ethics for Accountants

**C3510AE**

**NQF Level:** 5      **Credits:** 4      **Contact hours:** 2 hours lecture per week for the Core Semester

**Module Assessment:** Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

To pass this Module the student must obtain a minimum final mark of 50%

**Pre-requisites:** None

##### Module Description:

Practice of designing strategy, risk management; Professional ethic and corporate governance; New trends in ethical financial reporting and corporate governance, King IV report; Introduction to business ethics and ethical value systems for accountants; Methods and case studies in ethical decision making related to accounting, tax and auditing matters; Managing ethical dilemmas; Introduction to virtue ethics; Rule morality and utilitarianism; Formulation, implementation; Evaluation and control of the strategy and strategy planning processes

##### Financial Accounting 1

**C3553FY**

**NQF Level:** 5      **Credits:** 24      **Contact hours:** 4 hours lecture & 1 tutorial per week per semester

**Module Assessment:** Continuous assessment (50%): Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** None

##### Module Description:

Basic knowledge of the accounting cycle and accounting information systems and equip the students with capability to identify and evaluate elements of financial statements, within a familiar context; an ability to gather information from source documents and communicate financial information reliably, accurately and coherently when preparing a set of basic financial statements, including selected basic disclosures in the notes in the financial statements; an understanding of the objective, usefulness and limitations of selected reporting frameworks; and demonstrate acceptable behaviour within the academic environment, inclusive of adherence to rules on plagiarism and copyright principles, and the ability to interact and collaborate effectively with others while taking co-responsibility for his/her own learning progress.

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| <b>Mathematics for Finance</b> | <b>C3541FH</b> |
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| <b>NQF Level:</b> 5 | <b>Credits:</b> 12 | <b>Contact hours:</b> 4 hours lecture per week for semester 1 |
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**Module Assessment:** Continuous assessment (50%): Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports A continuous assessment mark of 40% allows a student admission to the final examination. Examination (50%): 1 x 3 hour paper. The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

Number systems; Exponential and logarithmic functions; Quadratic polynomial and inequalities; Ratios and proportions; Interest rates and annuities; Limits; Sequences, Linear equations; Matrices and determinants; Leontief economic models; Optimisation (linear programming).

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| <b>Introduction to Business Science</b> | <b>C3510AM</b> |
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| <b>NQF Level:</b> 5 | <b>Credits:</b> 12 | <b>Contact hours:</b> 4 hours lectures per week for 1 semester |
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**Module Assessment:** Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports. Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark. To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisites:** None

**Module Description:**

In respect of technical competencies, an introductory knowledge and understanding of enterprise strategic management; enterprise risk management; business and organisational governance; selected legal content including – but not limited to – entrepreneurial law, mercantile law and related common law influences thereon; information and communication technology sciences; and selected contemporary and socio economic issues including an informed understanding of the key terms, concepts, facts, principles, rules and theories of the abovementioned topics. An elementary ability to implement and apply appropriate methods for solving problems and queries in respect of enterprise strategic management; enterprise risk management; business and organisational governance; selected legal topics including – but not necessarily limited to – entrepreneurial, common and mercantile law; information and communication technology sciences; and selected contemporary and socio-economic issues. An elementary ability to demonstrate an informed understanding and application of appropriate professional values and attitudes (ethics, lifelong learning and citizenship). An elementary ability to demonstrate an informed understanding and application of appropriate

|  |                |
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| <b>Governance, Audit and Assurance 1</b> | <b>C3541AZ</b> |
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| <b>NQF Level:</b> 5 | <b>Credits:</b> 12 | <b>Contact hours:</b> 4h lectures per week for 1 semester |
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**Module Assessment:** Continuous assessment (50%): Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

The objective of this module is to provide basic knowledge of accounting principles and the accounting information systems used in the accountancy environment, selected corporate governance, risk management, computer principles and controls and other relevant controls in processing transactions. This module will also allow students to demonstrate an ability to identify and describe the appropriate procedures and techniques necessary in processing transactions within a business environment, an ability to select and apply problems within business contexts based on best control and governance practices; an understanding of the ethical implications of decisions and actions within a business and professional accountancy environment, an ability to take responsibility for his or her own decisions and actions within a professional accountancy environment.

|                  |                |
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| <b>Economics</b> | <b>C3542FE</b> |
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| <b>NQF Level:</b> 5 | <b>Credits:</b> 12 | <b>Contact hours:</b> 4h lectures per week for 1 semester |
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**Module Assessment:** Continuous assessment (50%): Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

Basic concepts and tools used in microeconomics and macroeconomic analysis; The theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy: budget deficits, and national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payment accounts; stabilisation policy for unemployment, inflation; demand and supply: market structures, factor markets; introduction to international trade.

|   |   |   |
|---|---|---|
| <b>Basic Business Science</b>             |   | <b>C3541AM</b>  |
| <b>NQF Level:</b> 5                       | <b>Credits:</b> 12  | <b>Contact hours:</b> 4 hours lecture per week for semester 1 |
| <b>Module Assessment:</b>                 | Continuous assessment (50%): Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.<br>A continuous assessment mark of 40% allows a student admission to the final examination.<br>Examination (50%): 1 x 3 hour paper<br>The examination subminimum requirement is 40%.   |   |
| <b>Pre-requisites:</b>                    | None  |   |
| <b>Module Description:</b>                | In respect of technical competencies, an introductory knowledge and understanding of enterprise strategic management; enterprise risk management; business and organisational governance; selected legal content including – but not limited to – entrepreneurial law, mercantile law and related common law influences thereon; information and communication technology sciences; and selected contemporary and socio economic issues including an informed understanding of the key terms, concepts, facts, principles, rules and theories of the abovementioned topics. A basic ability to implement and apply appropriate methods for solving problems and queries in respect of enterprise strategic management; enterprise risk management; business and organisational governance; selected legal topics including – but not necessarily limited to – entrepreneurial, common and mercantile law; information and communication technology sciences; and selected contemporary and socio-economic issues. A basic ability to demonstrate an informed understanding and application of appropriate professional values and attitudes (ethics, lifelong learning and citizenship). A basic ability to demonstrate an informed understanding and application of appropriate. |   |
| <b>Quantitative Analysis for Business</b> |   | <b>C3542FS</b>  |
| <b>NQF Level:</b> 5                       | <b>Credits:</b> 12  | <b>Contact hours:</b> 4 hours lecture per week for semester 2 |
| <b>Module Assessment:</b>                 | Continuous assessment (50%): Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.<br>A continuous assessment mark of 40% allows a student admission to the final examination.<br>Examination (50%): 1 x 3 hour paper<br>The examination subminimum requirement is 40%.   |   |
| <b>Pre-requisites:</b>                    | None  |   |
| <b>Module Description:</b>                | Data and Statistics: collection of data; Presentation of data: frequency distributions, Scatter diagrams and cross tabulations; Measures of central tendency; Measures of dispersion/variation; Probability theory and Probability distributions: Binomial, Poisson, Exponential and Normal. Sampling and Sampling distributions: Interval Estimation; Hypothesis Testing; mean and proportion; Inferences about population variances: Tests of goodness of fit and independence; Simple linear regression; Index numbers.  |   |
| <b>YEAR 2</b>                             |   |   |
| <b>Introduction to Namibian Taxation</b>  |   | <b>C3520ZT</b>  |
| <b>NQF Level:</b> 5                       | <b>Credits:</b> 2   | <b>Contact hours:</b> 4 hours lecture per week per semester   |
| <b>Module Assessment:</b>                 | Formative Assessment:<br>• Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.<br>To pass this Module the student must obtain a minimum final mark of 50%.   |   |
| <b>Pre-requisites:</b>                    | None  |   |
| <b>Module Description:</b>                | Introduction to taxation: Gross income; Specific inclusions; Exemptions; General deductions; Specific deductions: Non-residents, Individuals, Deceased estates, PAYE  |   |
| <b>Excel for Accountants</b>              |   | <b>C3520AE</b>  |
| <b>NQF Level:</b> 5                       | <b>Credits:</b> 4   | <b>Contact hours:</b> 2 hours per week in the core semester   |
| <b>Module Assessment:</b>                 | Continuous assessment (100%).<br>Students will be assigned supervisor(s) for the Project for guidance and monitoring of progress and performance throughout the Project cycle.<br>Students will be assessed through submission of a written Project Report, an oral presentation, Poster presentation and/or also a written Brief where appropriate (depending on the nature of the Project, e.g. Extension Brief, Policy Brief, etc.).<br>The report on the Project will be assessed by two academic staff members.  |   |
| <b>Pre-requisites:</b>                    | None  |   |
| <b>Module Description:</b>                | To equip students with theoretical knowledge in order to explain the nature of information systems, technology infrastructure and principles of system development; to describe the security and ethical risks associated with the use of computers and to distinguish between strategic information systems in order to enable students to function as users, designers, or evaluators of accounting information systems in the work place   |   |
| <b>Information Technology in Business</b> |   | <b>C3520ZE</b>  |
| <b>NQF Level:</b> 5                       | <b>Credits:</b> 6   | <b>Contact hours:</b> 2 hours per week for Core Semester      |
| <b>Module Assessment:</b>                 | Continuous assessment will make up 100% of the module grade consisting of of a written Project Report, an oral presentation, Poster presentation and/or also a written Brief where appropriate (depending on the nature of the Project, e.g. Extension Brief, Policy Brief, etc.).  |   |
| <b>Pre-requisites:</b>                    | None  |   |

**Module Description:**

Introduction to accounting information technology (IT): functions and their applications; Conceptual foundation of IT applications: control and auditing IT applications; Methodologies for the development of IT applications: Practical application of computerized accounting principles.; Application of IT functions to the overall Business Information System: Set up a company, bank Reconciliation statement, prepare budgets, process payroll, prepare quarterly payroll taxes, draw up financial statements and other financial reports.

|                               |                |
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| <b>Financial Accounting 2</b> | <b>C3653FY</b> |
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**NQF Level:** 6      **Credits:** 28      **Contact hours:** 4 hours lecture & 2 tutorials per week per semester

**Module Assessment:** Formative Assessment:

- Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisites:** C3553FY

**Module Description:**

Selected financial reporting frameworks and the interaction between them, consolidated financial statements, preparing a set of financial statements, various reporting frameworks, ethical implications of decisions and actions within a business and professional accountancy environment, selected software and application of information technology in an accounting/business context.

|  |                |
|--|----------------|
| <b>Governance, Audit and Assurance 2</b> | <b>C3653AZ</b> |
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**NQF Level:** 6      **Credits:** 28      **Contact hours:** 4 hours lecture per week per semester

**Module Assessment:** Formative Assessment:

- Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark o
- A subminimum of 40% in the examination is required to pass, irrespective of the final mark
- To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisites:** None

**Module Description:**

Selected corporate governance and risk management principles, internal controls (including computer controls) and Professional Ethics principles, selected International Standards on Auditing (ISA) and statutory requirements relevant to the professional accountant, different business environments and professional accountancy environments.

|                                |                |
|--------------------------------|----------------|
| <b>Managerial Accounting 1</b> | <b>C3653FR</b> |
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**NQF Level:** 6      **Credits:** 14      **Contact hours:** 2 hours lecture and 1 tutorial per week per semester.

**Module Assessment:** Formative Assessment:

- Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark
- To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisites:** None

**Module Description:**

Introduction to Cost and Management Accounting: key terms, theories and principles in the field of Management Accounting, appropriate techniques or methods in the field of Management Accounting, unfamiliar concepts, complex information, relationship between planning, decision making and control functions and how decisions in one of these areas impact on the other, ethical implications of management decisions.

|                               |                |
|-------------------------------|----------------|
| <b>Financial Management 1</b> | <b>C3653FP</b> |
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**NQF Level:** 6      **Credits:** 14      **Contact hours:** 2 hours lecture per week and 1 tutorial per semester

**Module Assessment:** Formative Assessment:

- Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark.

To pass this Module the student must obtain a minimum final mark of 50%.



**Pre-requisites:** None

**Module Description:**

Key terms, theories and principles in the field of Financial Management, appropriate techniques or methods in the field of Financial Management, unfamiliar concepts, complex information, investment, financing and dividend decisions, ethical implications of decisions and actions with specific reference to the investment, financing and dividend decisions.

**Intermediate Business Science**

**C3641AM**

**NQF Level:** 6      **Credits:** 7      **Contact hours:** 2 hours lecture per week for semester 1

**Module Assessment:** Formative Assessment:  
• Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark
- A subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisites:** C3510AM and C3541AM

**Module Description:**

The module is designed to give students an intermediate understanding of various business-related concepts.

**Taxation 1**

**C3642AT**

**NQF Level:** 6      **Credits:** 14      **Contact hours:** 4 hours lecture and 1 tutorial per week for semester 2

**Module Assessment:** Formative Assessment:  
• Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark
- A subminimum of 40% in the examination is required to pass, irrespective of the final mark
- To pass this Module the student must obtain a minimum final mark of 50%

**Pre-requisites:** C3520ZT

**Module Description:**

South African Income Tax Act, VAT Act, Case law, donations tax, estate duty, tax administration, administration of estates, selected software and application of information technology in a tax-related/business context, the ethical considerations and implications.

**Cooperative Work Integrated Engagement (CWIE) Preparation – Preparation**

**C3602CW**

**NQF Level:** 6      **Credits:** 8      **Contact hours:** 2 contact lecture hours per week for 1 semester

**Module Assessment:** Continuous assessment contributes 100% of the final mark. The continuous assessment consists of two tests, two assignments and a paper on practical engagement modalities.

**Pre-requisites:** None

**Module Description:**

This module will introduce students to basic concepts and topics related to the work environment. It will cover topics such as code of ethics, accounting and auditing software, memo/notices/report writing and presentation skills, employability skills..

**YEAR 3**

**Managerial Accounting 2**

**C3753FR**

**NQF Level:** 7      **Credits:** 16      **Contact hours:** 2 hours lecture & 1 tutorial per week per semester

**Module Assessment:** Formative Assessment:  
• Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.

Summative Assessment:

- Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark
- Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark

To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisites:** C3653FR

**Module Description:**

Available techniques for solving a Management Accounting problem, complex, integrated problems, different sources of information and evaluate and manage a complex set of information, communicate these ideas and opinions in a well-formed argument in a professional manner, how decisions in one area of an organisation impacts on other areas, values, ethical implications and justifiability of actions that flow from management decisions, appropriate information and communication technology in management decision-making

| <b>Financial Accounting 3</b>   |   | <b>C3753FY</b>  |
|---|---|---|
| <b>NQF Level:</b> 7   | <b>Credits:</b> 32  | <b>Contact hours:</b> 4 hours lecture & 4 tutorials per week per semester |
| <b>Module Assessment:</b>   | Formative Assessment:   |   |
| •   | Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.   |   |
| Summative Assessment:   |   |   |
| •   | Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark   |   |
| •   | Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark  |   |
| To pass this Module the student must obtain a minimum final mark of 50% . |   |   |
| <b>Pre-requisites:</b>  | C3653FY   |   |
| <b>Module Description:</b>  | Selected financial reporting frameworks; complex consolidation procedures in terms of IFRS, disclosures of non-financial information in relation to general purpose financial statements, complex accounting problems, decisions and actions drawing on appropriate professional ethical values and approaches within a business and professional accountancy environment, selected software and apply information technology in an accounting/business context.  |   |
| <b>Governance, Audit and Assurance 3</b>                                  |   | <b>C3753AZ</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 32  | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week per semester  |
| <b>Module Assessment:</b>   | Formative Assessment:   |   |
| •   | Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.   |   |
| Summative Assessment:   |   |   |
| •   | Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark   |   |
| •   | Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark  |   |
| •   | To pass this Module the student must obtain a minimum final mark of 50%   |   |
| <b>Pre-requisites:</b>  | C3653AZ   |   |
| <b>Module Description:</b>  | Selected ISAs, corporate governance, accounting information systems, controls and ethics principles and risk management principles.   |   |
| <b>Taxation 2</b>   |   | <b>C3753AT</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 32  | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week per semester  |
| <b>Module Assessment:</b>   | Formative Assessment:   |   |
| •   | Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.   |   |
| Summative Assessment:   |   |   |
| •   | Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark   |   |
| •   | Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark  |   |
| To pass this Module the student must obtain a minimum final mark of 50%.  |   |   |
| <b>Pre-requisites:</b>  | C3653AT   |   |
| <b>Module Description:</b>  | Income tax, value-added tax, donations tax, dividends tax, transfer duty, withholding taxes payments to foreign persons, tax administration and tax avoidance, natural persons and juristic persons, relevant authority and interpretations such as legislation, case law and publications issued by revenue authorities, complex tax calculations, selected software and apply information technology in a tax-related/business context, ethical values and approaches within a business and professional tax-related environment. |   |
| <b>Financial Management 2</b>   |   | <b>C3753FP</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 16  | <b>Contact hours:</b> 2 hours lecture & 1 tutorial per week               |
| <b>Module Assessment:</b>   | Formative Assessment:   |   |
| •   | Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports.   |   |
| Summative Assessment:   |   |   |
| •   | Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark   |   |
| •   | Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark  |   |
| To pass this Module the student must obtain a minimum final mark of 50%.  |   |   |
| <b>Pre-requisites:</b>  | C3653FP   |   |
| <b>Module Description:</b>  | Key terms, theories and principles in the field of Financial Management, techniques for solving a Financial Management problem, complex, integrated problems, well-formed argument in a professional manner, values, ethical implications and justifiability of actions relevant to the investment, financing and dividend decisions, impact of information and communication technology for financial managers.  |   |

|   |   |   |
|---|---|---|
| <b>Advanced Business Science</b>  |   | <b>C3741AM</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 8   | <b>Contact hours:</b> 2 hours lecture per week for semester 1 |
| <b>Module Assessment:</b>   | Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports. |   |
| Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark.  |   |   |
| Final Mark: 50% CA mark and 50% Examination mark of a subminimum of 40% in the examination is required to pass, irrespective of the final mark. |   |   |
| To pass this Module the student must obtain a minimum final mark of 50%.  |   |   |

**Pre-requisites:** C3641AM

**Module Description:**

In respect of technical competencies, an integrated knowledge and coherent understanding of enterprise strategic management; enterprise risk management; business and organisational governance; selected legal content including – but not limited to – entrepreneurial law, mercantile law and related common law influences thereon; information and communication technology sciences; and selected contemporary and socio economic issues including an informed understanding of the key terms, concepts, facts, principles, rules and theories of the abovementioned topics. The advanced ability to effectively implement and apply appropriate methods for solving problems and queries in respect of enterprise strategic management; enterprise risk management; business and organisational governance; selected legal topics including – but not necessarily limited to – entrepreneurial, common and mercantile law; information and communication technology sciences; and selected contemporary and socio-economic issues. An ability to demonstrate an integrated and critical understanding of, as well as an advanced ability to effectively apply, appropriate professional values and attitudes (ethics, lifelong learning and citizenship). An ability to demonstrate an integrated and critical understanding of, as well as an advanced ability to effectively apply, appropriate business, decision-making, relational and digital acumen.

|                            |   |                               |
|----------------------------|---|-------------------------------|
| <b>Internship</b>          |   | <b>C3780FI</b>                |
| <b>NQF Level:</b> 7        | <b>Credits:</b> 24  | <b>Contact hours:</b> 6 weeks |
| <b>Module Assessment:</b>  | Continuous assessment (100%).   |                               |
| <b>Pre-requisites:</b>     | None  |                               |
| <b>Module Description:</b> | This Module will provide opportunities for students to spend at least 6 weeks at various industries to gain hands-on experience. Students will have to participate in projects and programmes which are carried out at the respective institutions. The type of skills to be learned through the internship will be decided by the students themselves based on their interests and the core business of the institution where they will be attached. |                               |

|                               |  |                               |
|-------------------------------|--|-------------------------------|
| <b>Project-based Learning</b> |  | <b>C3780FL</b>                |
| <b>NQF Level:</b> 7           | <b>Credits:</b> 24   | <b>Contact hours:</b> 6 weeks |
| <b>Module Assessment:</b>     | Continuous assessment (100%).  |                               |
| <b>Pre-requisites:</b>        | None   |                               |
| <b>Module Description:</b>    | This module will expose students to practical experience intended to solve a real-world problem in inventory or financial management. This Project can be conducted at an identified institution which offers the best facilities for such. Students are expected to learn various project-based skills and knowledge such as team-work and collaboration (as they may work in teams), problem solving (even learning from failure and possibly starting over), creativity (students to apply creative thinking skills to innovate new ways of doing things or even new product designs), self-confidence (students will find their voices and take pride in their work), critical thinking (students will learn to look at problems with an open and critical thinking lens - asking questions and coming up with possible solutions), project management (students will learn how to manage projects and assignments more efficiently, including time management and meeting set deadlines). |                               |

## UNAM CORE MODULES

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES

|  |         |
|--|---------|
| SKILLS PORTFOLIO                           | U3403FS |
| ACADEMIC LITERACY I                        | U2583AL |
| DIGITAL LITERACY                           | U3583DD |
| SUSTAINABILITY AND ENVIRONMENTAL AWARENESS | U3420SE |
| ENTREPRENEURIAL SKILLS                     | U3420RT |
| NATIONAL AND GLOBAL CITIZENSHIP            | U3420CN |
| ACADEMIC LITERACY II                       | U3683LA |
| INTRODUCTION TO CRITICAL THINKING          | U3520TH |

### C.3.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME

This qualification equips students with comprehensive knowledge and operational skills base in the following underlying core pillars of accounting: financial and management accounting; accounting information systems; auditing; taxation and financial management relevant to the 4<sup>th</sup> and 5<sup>th</sup> Industrial Revolution.

This programme enables graduates to make meaningful contribution to the development of society and economy in terms of responsiveness to society and industry needs in line with strategic objectives of the University of Namibia, and achievement of government national development goals such as Vision 2030, and the national development plans, as well as international imperatives such as Sustainable Development Goals (SDGs).

Therefore, this qualification aims at addressing Namibia's need for competent accountants in both the public and private sectors as well as producing versatile graduates competitive in the global business world.

### C.3.2 CRITERIA FOR ADMISSION

#### 1. Admission based on Namibian School Leaving Certificates 2021

To be admitted into this programme, a candidate must be in possession of a valid Namibian Senior Secondary Certificate (NSSC) with a total of 27 points on the UNAM scale obtained in five different subjects as follows:

- A pass in five (5) different subject combinations, as follows:
  - Two (2) subjects on NSSCAS level with an average of d or higher grade/s
  - Three (3) subjects on NSSCO level with an average of C or higher grade/s
  - English must be at minimum C grade on NSSCO level or e on NSSCAS
  - Mathematics must be at minimum C grade on NSSCO or e on NSSCAS

OR

A pass in five different subject combinations, as follows:

- Three (3) subjects on NSSCAS level with an average of d or higher grade/s
- Two (2) subjects on NSSCO level with an average of C or higher grade/s
- English must be at minimum C grade on NSSCO level or e on NSSCAS
- Mathematics must be at minimum C grade on NSSCO level or e on NSSCAS

Obtaining the minimum number of points, however, does not necessarily ensure admission. Admission is based on places available in courses and programmes and is awarded based on merit.

• Candidates that lack the appropriate subjects (or grades) on NSSCAS, as outlined above, for admission to the programme (or their chosen electives), can opt to rather enroll for an Extended Programme that will take longer to complete.

#### 2. Admission based on Namibian School Leaving Certificates prior to 2021

• Candidates in possession of a valid Namibian Senior Secondary Certificate (NSSC) issued prior to 2021 (only) and has a pass in 5 different subjects, as outlined below, can enroll in the Extended mode of this programme:

EITHER a pass in five (5) different subjects with

- o two (2) subjects on NSSCH with 4 or higher,
- o three (3) subjects on NSSCO with C or higher, and additionally,
- o English must be at minimum a C on NSSCO.

OR a pass in five (5) different subjects with

- o three (3) subjects on NSSCH with 4 or higher,
- o two (2) subjects on NSSCO with C or higher, and additionally,
- o English must be at minimum a C on NSSCO.

In addition to the above, Mature Age Entry (MAE) and Prior Learning Recognition (RPL) may serve as alternative entry pathways subject to meeting requirements.

#### •To qualify for Mature Age Entry applicants should:

- o be at least 25 years old on the 1st day of the academic year in which admission is sought
- o At least have five years of relevant work experience relating to proposed study programme
- o be in possession of a senior secondary education certificate
- o pass all four (4) MAE papers covering topics of English Proficiency, General knowledge, Numerical Ability paper and Accountancy ability with an overall average of 60% with no paper below 50%

Applicants who meet the qualifying requirements and passed the MAE examinations, may be called for an additional interview before the final selection is made.

#### •Recognition of Prior Learning:

• Another way of entering the programme is RPL according to the UNAM RPL policy.

Depending on the content of the qualifying candidate's RPL portfolio placement in the programme can be accomplished at the discretion of the Head of Department, into either the Normal mode or the Extended mode of this programme.

#### Additional Selection Criteria

In cases of the demand exceeding capacity, preference shall be given to the students with the higher number of points as calculated from the UNAM point scale guided by to matters of equity as outlined by the National Policies. Preference will be given to candidates with accountancy on NSSCO level.

### C.3.3 ARTICULATION OPTIONS

Students of the Bachelor of Commerce in Accounting may articulate into the second year of a Chartered Accountancy programme if they obtain an average of 70% in the first year including a minimum of 70% in financial accounting modules in the first-year subject to availability of places.

This qualification may serve as entry point to relevant honour's degree and related postgraduate degrees and diplomas.

### C.3.4 ASSESSMENT CRITERIA

Unless stated otherwise in the respective module descriptor, the following shall apply:

For modules with Continuous Assessment (CA) and Examination

- o A combination of continuous assessment (50%) and an examination (50%) will be used to assess each of the modules and details on what constitutes assessments are specified under respective modules
- o The minimum CA mark that will allow entrance into the examination is 40% and the minimum final mark of 50% is required for a pass
- o Notwithstanding the result of the mark above, a subminimum of at least 40% in the exam is required
- o Generally, assessment criteria are based on written examinations, written tests, assignments, practicums, mini-projects, portfolios, research reports, oral examinations, and seminar presentations

In cases where modules are assessed by continuous assessment only

- o The final mark will be constituted of 100% CA mark
- o A final aggregate mark of 50% shall be required to pass the module.

#### **New first and second opportunity examinations system:**

Following the 2022 Senate approval, the new examination system of first and second opportunity examinations is now applicable. The new examination system will apply to all UNAM students, both old and new curriculum. Each student will have an equal opportunity to sit for examinations, provided that they meet specific Faculty/School admission into the examinations. As a result, there will be no more Supplementary, Special, Winter and Summer Term examinations. All students who fail the First Opportunity Examinations will be allowed to write the 2nd Opportunity Examinations (i.e. no need to obtain at least 45%).

In the event when a student did not write the First Opportunity Examination, and opted to only write the Second Opportunity Examination, the mark obtained will be the actual mark. However, if a student opts to write the Second Opportunity Examination after failing the First Opportunity examination, the maximum final pass mark that can be awarded is 50% (as in the past with Supplementary Examinations).

### C.3.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL

#### **Normal enrolment:**

To be re-admitted to the School of Accounting for a particular year of registration, a student must have passed the minimum number of courses required as indicated below:

- 66 credits (of which 24 must be non-core) by the end of the first year of registration, however for readmission into the programme this must include at least one out of two modules of Financial Accounting 1A or Financial Accounting 1B (codes: C3511FF or C3512FF);
- 161 credits (of which 92 must be non-core) by the end of the second year of registration including all first year Accounting modules and the second year Financial Accounting module;
- 274 credits by the end of the third year of registration
- 324 credits by the end of the fourth year of registration
- 396 credits by the end of the fifth year of registration
- The programme must be completed after a maximum of 5 years of registration

#### **Extended enrolment:**

- 66 credits (of which 24 must be non-core) by the end of the first year of registration, however for readmission into the programme this must include at least one out of two modules of Financial Accounting 1A or Financial Accounting 1B (codes: C3511FF or C3512FF);
- 141 credits (of which 72 must be non-core) by the end of the second year of registration including all first year Accounting modules and the second year Financial Accounting module;
- 200 credits by the end of the third year of registration
- 264 credits by the end of the fourth year of registration
- 324 credits by the end of the fourth year of registration
- 396 credits by the end of the sixth year of registration
- The programme must be completed after a maximum of 6 years of registration

### C.3.6 ADVANCEMENT AND PROGRESSION RULES

#### **Normal enrolment:**

A student advances to the subsequent academic year of study when the following conditions have been met:

- Year 1 to Year 2: At least 88 credits including the entire core.
- Year 2 to Year 3: All first-year credits in addition to at least 54 third year credits

#### **Extended enrolment:**

A student advances to the subsequent academic year of study when the following conditions have been met in terms of the Extended Programme year structure:

- Year 1 to Year 2: At least 60 credits

- Year 2 to Year 3: All first-year credits in addition to at least 64 second year credits
- Year 3 to Year 4: All second-year credits and at least 54 third year credits

A student who fulfilled the re-admission requirements but could not advance to the next academic year must first register for all failed modules. Subject to pre-requisites, such a student may then add modules of the subsequent academic year, provided that the total number of registered credits does not exceed the prescribed number of credits of the current academic year by more than 20%.

**C.3.7 MAXIMUM NUMBER OF COURSES PER YEAR**

A student may register for a maximum of twelve modules as from second year onwards during a particular academic year. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of twelve modules.

**C.3.8 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to people credited with a minimum of 396 credits, and who have met the requirements of the compulsory and elective sections.

**C.3.9 IMPLEMENTATION STRATEGY**

The programme will be implemented in a phased approach as per the table below:

|   | 2024    | 2025  | 2026  | 2027                 | 2028  |
|---|---------|-------|-------|----------------------|---|
| New Programme phasing-in  | 1       | 1&2   | 1&2&3 | Fully phased-in      | Fully phased-in   |
| Old Programme phasing-out   | 2,3,4   | 3,4   | 4     | Partially-phased-out | Completely phased-out<br>no option of re-admission and progression as per regulations |
| [Module repeaters of the old programme]<br>Phasing out of failed modules under old programme as per transition plan subject to no re-admission and progression as per regulations 7.13.1 (5), (7) & (8) | 1,2,3,4 | 2,3,4 | 3,4   | 4                    | Completely phased-out<br>no option of re-admission and progression as per regulations |

**C.3.10 MODE OF DELIVERY**

The programme is offered full time at main campus using face to face mode. The programme is also offered on distance mode.

**C.3.11 DURATION OF STUDY**

The minimum duration of Bachelor of Commerce in Accounting (Honours) is three years. Students follow the programme in effect at the time of their most recent date of admission, transfer or readmission. The School has the right to amend the curriculum for academic and professional reasons at any time. On distance mode the minimum duration to complete this program is 6 years.

**C.3.12 COURSE EQUIVALENTS**

This is a new programme, and no equivalents exist for this programme.

**C.3.13 CURRICULUM**

**Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS**

| Module code                 | Module name      | NQF Level | Credits | Contact hours per week (L / P / T) | (Co-requisites) / Pre-requisites | Compulsory (C) / Elective (E) |
|-----------------------------|------------------|-----------|---------|------------------------------------|----------------------------------|-------------------------------|
| <b>Year 1 Core Semester</b> |                  |           |         |                                    |                                  |                               |
| U3403FS                     | Skills portfolio | 5         | NCB     | 2h/w/                              | None                             | C                             |

|                                    |  |   |    |         |                            |            |
|------------------------------------|--|---|----|---------|----------------------------|------------|
| U3583AL                            | Academic Literacy I                        | 5 | 8  | 2h/w/   | None                       | C          |
| U3583DD                            | Digital Literacy                           | 5 | 8  | 2h/w/   | None                       | C          |
| U3420SE                            | Sustainability and Environmental Awareness | 4 | 2  | 2h/w/   | None                       | C          |
| U3420RT                            | Entrepreneurial Skills                     | 4 | 2  | 2h/w/   | None                       | C          |
| C3510AE                            | Ethics for Accountants                     | 5 | 4  | 2h/w/   | None                       | C          |
| <b>Total Credits Core Semester</b> |  |   |    |         |                            | <b>24</b>  |
| <b>Year 1 Semester 1</b>           |  |   |    |         |                            |            |
| C3511FH                            | Mathematics for Finance                    | 5 | 12 | 4h/w/1t | None                       | C          |
| C3511FF                            | Financial Accounting 1A                    | 5 | 12 | 4h/w/1t | None                       | C          |
| C3511AM                            | Commercial Law for Accountants             | 5 | 12 | 4h/w    | None                       | C          |
| C3511BM                            | Business Management for Finance            | 5 | 6  | 3h/w    | None                       | C          |
| <b>Total Credits Semester 1</b>    |  |   |    |         |                            | <b>42</b>  |
| <b>Year 1 Semester 2</b>           |  |   |    |         |                            |            |
| C3512FE                            | Economics                                  | 5 | 12 | 4h/w    | None                       | C          |
| C3512FF                            | Financial Accounting 1B                    | 5 | 12 | 4h/w/1t | None                       | C          |
| C3512AC                            | Company Law                                | 5 | 6  | 3h/w    | C3511AM                    | C          |
| C3512FS                            | Quantitative Analysis for Business         | 5 | 12 | 4h/w/1t | C3511FH                    | C          |
| C3512DB                            | Digitalisation for Business                | 5 | 12 | 2h/w/2p | Digital (U3583DD) Literacy | C          |
| <b>Total Credits Semester 2</b>    |  |   |    |         |                            | <b>54</b>  |
| <b>TOTAL CREDITS YEAR 1</b>        |  |   |    |         |                            | <b>120</b> |
| <b>Year 2 Core Semester</b>        |  |   |    |         |                            |            |
| U3683LA                            | Academic Literacy II                       | 6 | 8  | 2h/w/   | None                       | C          |
| U3420CN                            | National and Global Citizenship            | 4 | 2  | 2h/w/   | None                       | C          |
| U3520TH                            | Introduction to Critical Thinking          | 5 | 2  | 2h/w/   | None                       | C          |
| U3420PJ                            | Project Management Skills                  | 5 | 2  | 2h/w/   | None                       | C          |

|                                    |                         |   |    |         |                   |            |
|------------------------------------|-------------------------|---|----|---------|-------------------|------------|
| U3520LP                            | Leadership Skills       | 5 | 2  | 2h/w/   | None              | C          |
| C3540EA                            | Excel for Accountants   | 6 | 8  | 3p/w    | None              | C          |
| <b>Total credits Core Semester</b> |                         |   |    |         |                   | <b>24</b>  |
| <b>Year 2 Semester 1</b>           |                         |   |    |         |                   |            |
| C3613FF                            | Financial Accounting 2  | 6 | 14 | 4h/w/1t | C3511FF & C3512FF | C          |
| C3613FM                            | Managerial Accounting 1 | 6 | 14 | 4h/w/1t | None              | C          |
| C3601AT                            | Taxation 1A             | 6 | 14 | 4h/w/1t | C3511FF & C3512FF | C          |
| C3611AA                            | Auditing 1A             | 6 | 12 | 4h/w    | C3511FF & C3512FF | C          |
| <b>Total Credits Semester 1</b>    |                         |   |    |         |                   | <b>54</b>  |
| <b>Year 2 Semester 2</b>           |                         |   |    |         |                   |            |
| C3613FF                            | Financial Accounting 2  | 6 | 14 | 4h/w/1t | C3511FF & C3512FF | C          |
| C3613FM                            | Managerial Accounting 1 | 6 | 14 | 4h/w/1t | None              | C          |
| C3602AA                            | Auditing 1B             | 6 | 12 | 4h/w    | C3511FF & C3512FF | C          |
| C3602AT                            | Taxation 1B             | 6 | 14 | 4h/w/1t | C3511FF & C3512FF | C          |
| C3602CW                            | CWIE – Preparation      | 6 | 8  | 2h/w    | None              | C          |
| <b>Total Credits Semester 2</b>    |                         |   |    |         |                   | <b>62</b>  |
| <b>TOTAL CREDITS YEAR 2</b>        |                         |   |    |         |                   | <b>140</b> |
| <b>Year 3 Core Semester</b>        |                         |   |    |         |                   |            |
| W3700IC                            | Workplace Attachment    | 7 | 24 |         | C3602CW           | E          |
| C3780FL                            | Project-based Learning  | 7 | 24 |         | C3602CW           | E          |
| <b>Total credits Core semester</b> |                         |   |    |         |                   | <b>24</b>  |
| <b>Year 3 Semester 1</b>           |                         |   |    |         |                   |            |
| C3703AA                            | Auditing 2              | 7 | 16 | 2h/w/1t | C3611AA & C3602AA | C          |
| C3713FF                            | Financial Accounting 3  | 7 | 16 | 5h/w/1t | C3613FF           | C          |



|                                     |                         |   |    |         |                   |            |
|-------------------------------------|-------------------------|---|----|---------|-------------------|------------|
| C3713FM                             | Managerial Accounting 2 | 7 | 16 | 4h/w/1t | C3613FM           | C          |
| C3703FT                             | Financial Management    | 7 | 8  | 2h/w/1t | None              | C          |
| <b>Total Credits Semester 1</b>     |                         |   |    |         |                   | <b>56</b>  |
| <b>Year 3 Semester 2</b>            |                         |   |    |         |                   |            |
| C3703AA                             | Auditing 2              | 7 | 16 | 2h/w/1t | C3611AA & C3602AA | C          |
| C3713FF                             | Financial Accounting 3  | 7 | 16 | 5h/w/1t | C3613FF           | C          |
| C3713FM                             | Managerial Accounting 2 | 7 | 16 | 4h/w/1t | C3613FM           | C          |
| C3703FT                             | Financial Management    | 7 | 8  | 2h/w/1t | None              | C          |
| <b>Total Credits Semester 2</b>     |                         |   |    |         |                   | <b>56</b>  |
| <b>TOTAL CREDITS YEAR 3</b>         |                         |   |    |         |                   | <b>136</b> |
| <b>TOTAL CREDITS FOR THE COURSE</b> |                         |   |    |         |                   | <b>396</b> |

**B Curriculum Framework: Summary Table for all Modules in the Programme  
EXTENDED ENROLMENT**

This option caters for students that have not met the required NSSCAS/NSSCO Mathematics though meeting the admission requirements.

| Module code                        | Module name                                | NQF Level | Credits | Contact hours per week (L / P / T) | (Co-requisites) / Pre-requisites | Compulsory (C) / Elective (E) |
|------------------------------------|--|-----------|---------|------------------------------------|----------------------------------|-------------------------------|
| <b>Year 1 Core Semester</b>        |  |           |         |                                    |                                  |                               |
| U3403FS                            | Skills portfolio                           | 5         | NCB     | 2h/w/                              | None                             | C                             |
| U3583AL                            | Academic Literacy I                        | 5         | 8       | 2h/w/                              | None                             | C                             |
| U3583DD                            | Digital Literacy                           | 5         | 8       | 2h/w/                              | None                             | C                             |
| U3420SE                            | Sustainability and Environmental Awareness | 4         | 2       | 2h/w/                              | None                             | C                             |
| C3410MS                            | Mathematics Support                        | 4         | NCB     | 2h/w/1t                            | None                             | C                             |
| <b>Total Credits Core Semester</b> |  |           |         |                                    |                                  | <b>18</b>                     |
| <b>Year 1 Semester 1</b>           |  |           |         |                                    |                                  |                               |

|                                    |                                    |   |    |         |                   |           |
|------------------------------------|------------------------------------|---|----|---------|-------------------|-----------|
| C3511FH                            | Mathematics for Finance            | 5 | 12 | 4h/w/1t | None              | C         |
| C3511FF                            | Financial Accounting 1A            | 5 | 12 | 4h/w/1t | None              | C         |
| C3511BM                            | Business Management for Finance    | 5 | 6  | 3h/w    | None              | C         |
| <b>Total Credits Semester 1</b>    |                                    |   |    |         |                   | <b>30</b> |
| <b>Year 1 Semester 2</b>           |                                    |   |    |         |                   |           |
| C3512FE                            | Economics                          | 5 | 12 | 4h/w    | None              | C         |
| C3512FF                            | Financial Accounting 1B            | 5 | 12 | 4h/w/1t | None              | C         |
| C3512FS                            | Quantitative Analysis for Business | 5 | 12 | 4h/w/1t | C3511FH           | C         |
| <b>Total Credits Semester 2</b>    |                                    |   |    |         |                   | <b>36</b> |
| <b>TOTAL CREDITS YEAR 1</b>        |                                    |   |    |         |                   | <b>84</b> |
| <b>Year 2 Core Semester</b>        |                                    |   |    |         |                   |           |
| U3683LA                            | Academic Literacy II               | 6 | 8  | 2h/w/   | None              | C         |
| U3420CN                            | National and Global Citizenship    | 4 | 2  | 2h/w/   | None              | C         |
| U3520TH                            | Introduction to Critical Thinking  | 5 | 2  | 2h/w/   | None              | C         |
| U3420RT                            | Entrepreneurial Skills             | 4 | 2  | 2h/w/   | None              | C         |
| C3510AE                            | Ethics for Accountants             | 5 | 4  | 2h/w/   | None              | C         |
| <b>Total credits Core Semester</b> |                                    |   |    |         |                   | <b>18</b> |
| <b>Year 2 Semester 1</b>           |                                    |   |    |         |                   |           |
| C3511AM                            | Commercial Law for Accountants     | 5 | 12 | 4h/w    | None              | C         |
| C3613FM                            | Managerial Accounting 1            | 6 | 14 | 4h/w/1t | None              | C         |
| C3601AT                            | Taxation 1A                        | 6 | 14 | 4h/w/1t | C3511FF & C3512FF | C         |
| <b>Total Credits Semester 1</b>    |                                    |   |    |         |                   | <b>40</b> |
| <b>Year 2 Semester 2</b>           |                                    |   |    |         |                   |           |
| C3512AC                            | Company Law                        | 5 | 6  | 3h/w    | None              | C         |

|                                    |                             |   |    |         |                            |            |
|------------------------------------|-----------------------------|---|----|---------|----------------------------|------------|
| C3613FM                            | Managerial Accounting 1     | 6 | 14 | 4h/w/1t | None                       | C          |
| C3602AT                            | Taxation 1B                 | 6 | 14 | 4h/w/1t | C3511FF & C3512FF          | C          |
| C3512DB                            | Digitalisation for Business | 5 | 12 | 2h/w/2p | Digital Literacy (U3583DD) | C          |
| <b>Total Credits Semester 2</b>    |                             |   |    |         |                            | <b>46</b>  |
| <b>TOTAL CREDITS YEAR 2</b>        |                             |   |    |         |                            | <b>104</b> |
| <b>Year 3 Core Semester</b>        |                             |   |    |         |                            |            |
| U3420PJ                            | Project Management Skills   | 5 | 2  | 2h/w/   | None                       | C          |
| U3520LP                            | Leadership Skills           | 5 | 2  | 2h/w/   | None                       | C          |
| C3540EA                            | Excel for Accountants       | 6 | 8  | 3p/w    | None                       | C          |
| <b>Total credits Core semester</b> |                             |   |    |         |                            | <b>12</b>  |
| <b>Year 3 Semester 1</b>           |                             |   |    |         |                            |            |
| C3613FF                            | Financial Accounting 2      | 6 | 14 | 4h/w/1t | C3511FF & C3512FF          | C          |
| C3611AA                            | Auditing 1A                 | 6 | 12 | 4h/w    | C3511FF & C3512FF          | C          |
| C3713FM                            | Managerial Accounting 2     | 7 | 16 | 4h/w/1t | C3613FM                    | C          |
| <b>Total Credits Semester 1</b>    |                             |   |    |         |                            | <b>42</b>  |
| <b>Year 3 Semester 2</b>           |                             |   |    |         |                            |            |
| C3613FF                            | Financial Accounting 2      | 6 | 14 | 4h/w/1t | C3511FF & C3512FF          | C          |
| C3602AA                            | Auditing 1B                 | 6 | 12 | 4h/w    | C3511FF & C3512FF          | C          |
| C3713FM                            | Managerial Accounting 2     | 7 | 16 | 4h/w/1t | C3613FM                    | C          |
| C3602CW                            | CWIE – Preparation          | 6 | 8  | 2h/w    | None                       | C          |
| <b>Total Credits Semester 2</b>    |                             |   |    |         |                            | <b>50</b>  |
| <b>TOTAL CREDITS YEAR 3</b>        |                             |   |    |         |                            | <b>104</b> |
| <b>Year 4 Core Semester</b>        |                             |   |    |         |                            |            |
| W3700IC                            | Workplace Attachment        | 7 | 24 |         | C3602CW                    | E          |

|                                      |                        |   |    |         |                   |            |
|--------------------------------------|------------------------|---|----|---------|-------------------|------------|
| C3780FL                              | Project-Based Learning | 7 | 24 |         | C3602CW           | E          |
| <b>Total Credits Core Semester 1</b> |                        |   |    |         |                   | <b>24</b>  |
| <b>Year 4 Semester 1</b>             |                        |   |    |         |                   |            |
| C3703AA                              | Auditing 2             | 7 | 16 | 4h/w/1t | C3611AA & C3602AA | C          |
| C3713FF                              | Financial Accounting 3 | 7 | 16 | 5h/w/1t | C3613FF           | C          |
| C3703FT                              | Financial Management   | 7 | 8  | 2h/w/1t | None              | C          |
| <b>Total Credits Semester 1</b>      |                        |   |    |         |                   | <b>40</b>  |
| <b>Year 4 Semester 2</b>             |                        |   |    |         |                   |            |
| C3703AA                              | Auditing 2             | 7 | 16 | 4h/w/1t | C3611AA & C3602AA | C          |
| C3713FF                              | Financial Accounting 3 | 7 | 16 | 5h/w/1t | C3613FF           | C          |
| C3703FT                              | Financial Management   | 7 | 8  | 2h/w/1t | None              | C          |
| <b>Total Credits Semester 2</b>      |                        |   |    |         |                   | <b>40</b>  |
| <b>TOTAL CREDITS YEAR 4</b>          |                        |   |    |         |                   | <b>104</b> |
| <b>TOTAL CREDITS FOR THE COURSE</b>  |                        |   |    |         |                   | <b>396</b> |

#### C.5.14 Syllabi

##### YEAR 1

##### Ethics for Accountants

**C3510AE**

**NQF Level:** 5      **Credits:** 4      **Contact hours:** 2 hours lecture per week

**Module assessment:** Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios

**Pre-requisites:** None

**Module Description:**

The module is designed to equip the students with the knowledge and practice of professional ethics.

##### MATHEMATICS SUPPORT (only applicable to students enrolled for the extended enrolment)

**C3511FH**

**NQF Level:** 4      **Credits:** NCB      **Contact hours:** 2h lectures and 1 tutorial per week for 1 semester

**Module assessment:** Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios

**Pre-requisites:** None

**Module Description:**

To consolidate computation skills acquired in school whilst creating a wider context in which students can contextualize mathematical knowledge relating to business.

##### MATHEMATICS FOR FINANCE

**C3531FM**

**NQF Level:** 5      **Credits:** 12      **Contact Hours:** 4 hours lecture & 1 tutorial per week for 1 Semester

**Module assessment:** Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
 Summative Assessment:  
 Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark  
 To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisites:** None

**Module Description:**

This module is designed to give students an understanding of various mathematical tools to solve business related problems.

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**Financial Accounting 1A** **C3511FF**

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**NQF Level:** 5      **Credits:** 12      **Contact hours:** 4h lectures per week for 1 semester

**Module assessment:** Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
 Summative Assessment:  
 Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark  
 To pass this Module the student must obtain a minimum final mark of 50%

**Pre-requisites:** None

**Module Description:**

This module is designed to develop students' knowledge of elementary accounting principles, conventions, practices, concepts, methods, and techniques used in accounting.

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**Commercial Law for Accountants** **C3511AM**

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**NQF Level:** 5      **Credits:** 12      **Contact hours:** 5h lectures per week for 1 semester

**Module assessment:** Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
 Summative Assessment:  
 Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark  
 To pass this Module the student must obtain a minimum final mark of 50%.

**Pre-requisite:** None

**Module Description:**

The module is designed to give students thorough skills on the applications of the contracts and commercial laws.

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**Business Management for Finance** **C3511BM**

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**NQF Level:** 5      **Credits:** 6      **Contact hours:** 3 hours lectures per week for 1 semester

**Module assessment:** Formative Assessment:  
 Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
 Summative Assessment:  
 Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark  
 To pass this Module the student must obtain minimum final mark of 50%.

**Pre-requisites:** None

**Module Description:**

The module is designed to give students an introduction to various business-related concepts.

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**Economics** **C3512FE**

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**NQF Level:** 5      **Credits:** 12      **Contact hours:** 4h lectures per week for 1 semester

**Module assessment:** Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.

Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark.

To pass this Module the student must obtain minimum final mark of 50%.

**Pre-requisites:** None

**Module Description:**

The module is designed to give students the foundation of how economic activities are coordinated within a business and how the external environment affects business decisions.

| Financial Accounting 1B   |                    | C3512FF   |
|---|--------------------|---|
| <b>NQF Level:</b> 5   | <b>Credits:</b> 12 | <b>Contact hours:</b> 4 hours lecture & 1 tutorials per week for 1 Semester |
| <b>Module assessment:</b> Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios. Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark Final Mark: 50% CA mark and 50% Examination mark A subminimum of 40% in the examination is required to pass, irrespective of the final mark.<br>To pass this Module the student must obtain minimum final mark of 50%. |                    |   |
| <b>Pre-requisites:</b> None   |                    |   |
| <b>Module Description:</b><br>Students will acquire skills necessary to support the preparation of financial statements for various business entities which comply with IFRS and communicate this information to the various users thereof. They will also be able to analyse and interpret the information in published financial statements for performance reporting.  |                    |   |

| Company Law   |                    | C3512AC   |
|---|--------------------|---|
| <b>NQF Level:</b> 5   | <b>Credits:</b> 12 | <b>Contact hours:</b> 4 hours lecture per week for 1 Semester |
| <b>Module assessment:</b> Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios. Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark Final Mark: 50% CA mark and 50% Examination mark A subminimum of 40% in the examination is required to pass, irrespective of the final mark.<br>To pass this Module the student must obtain minimum final mark of 50%. |                    |   |
| <b>Pre-requisites:</b> None   |                    |   |
| <b>Module Description:</b><br>The module is designed to equip students with thorough knowledge of company law and practice and focuses on the Namibian Companies Act, Act 28 of 2004. & Close Corporation Act, Act 26 of 1988 and the Insolvency Act 24 of 1936.  |                    |   |

| Quantitative Analysis for Business  |                    | C3512FS  |
|---|--------------------|--|
| <b>NQF Level:</b> 5   | <b>Credits:</b> 12 | <b>Contact hours:</b> 4 hours lecture & 1 tutorial/practical session per week for 1 Semester |
| <b>Module assessment:</b> Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios. Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark Final Mark: 50% CA mark and 50% Examination mark A subminimum of 40% in the examination is required to pass, irrespective of the final mark.<br>To pass this Module the student must obtain minimum final mark of 50%. |                    |  |
| <b>Pre-requisites:</b> C3511FH  |                    |  |
| <b>Module Description:</b><br>The module is designed to equip students with thorough knowledge and applications of various statistics methods and techniques used in the business world.  |                    |  |

| Digitalization for Business   |                    | C3512DB   |
|---|--------------------|---|
| <b>NQF Level:</b> 5   | <b>Credits:</b> 12 | <b>Contact hours:</b> 2 hours lectures and 2 Practical hours per week |
| <b>Module assessment:</b> Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios. Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark Final Mark: 50% CA mark and 50% Examination mark A subminimum of 40% in the examination is required to pass, irrespective of the final mark.<br>To pass this Module the student must obtain minimum final mark of 50%. |                    |   |
| <b>Pre-requisites:</b> Digital Literacy (U3583DD)   |                    |   |
| <b>Module Description:</b><br>The module is designed to give students an introduction to various business management and information technology concepts related to the business environment. Additionally, students will be introduced to an accounting software for practical application.  |                    |   |

## YEAR 2

| Academic Literacy II  |                   | U3683AL                   |
|---|-------------------|---------------------------|
| <b>NQF Level:</b> 5   | <b>Credits:</b> 8 | <b>Contact hours:</b> TBC |
| <b>Module assessment:</b> Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.   |                   |                           |
| <b>Pre-requisites:</b> None   |                   |                           |
| <b>Module Description:</b><br>The module is designed to develop learner's ability for critical reading and critical writing which are essential academic skills, improve their Academic English competence (academic discourse and literacy) and develop their ability to read and write academic genres (for disciplines a various contexts) such as argumentative and essay writing, research-based essays, research articles, lectures, using appropriate conventions, such as citation and research skills. |                   |                           |
| <b>Project Management Skills</b>  |                   | U3420PJ                   |

**NQF Level:** 5      **Credits:** 8      **Contact hours:** 2 hours per week for 6 weeks  
**Module assessment:** Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios/.  
**Pre-requisites:** None  
**Module Description:**  
 To provide accounting students with an introduction to projects and project management.

|                          |                |
|--------------------------|----------------|
| <b>Leadership Skills</b> | <b>U3520LP</b> |
|--------------------------|----------------|

**NQF Level:** 5      **Credits:** 8      **Contact hours:** 2 hours per week for 6 weeks  
**Module assessment:** Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios  
**Pre-requisites:** None  
**Module Description:**  
 To inculcate leadership skills within the student to enable them to undertake leadership roles across their facets of personal, professional and academic lives.

|                              |                |
|------------------------------|----------------|
| <b>Excel For Accountants</b> | <b>C3540EA</b> |
|------------------------------|----------------|

**NQF Level:** 5      **Credits:** 8      **Contact hours:** 3 practical hours per week in the core semester  
**Module assessment:** Continuous assessment will make up 100% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
**Pre-requisites:** None  
**Module Description:**  
 The purpose of this module is to equip students with the basics of Excel and build a solid foundation in which to build further skills with excel skills.

|                               |                |
|-------------------------------|----------------|
| <b>Financial Accounting 2</b> | <b>C3613FF</b> |
|-------------------------------|----------------|

**NQF Level:** 6      **Credits:** 14      **Contact hours:** 5 hours lecture & 1 tutorial per week for 2 Semesters  
**Module assessment:** Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
 Summative Assessment:  
 Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark  
 To pass this Module the student must obtain a minimum final mark of 50%  
**Pre-requisites:** C3511FF & C3512FF  
**Module Description:**  
 The module is designed to develop the student's skills in applying financial accounting standards at intermediate level and to explain the recognition, measurement and disclosure of various items in the annual financial statements in accordance with International Financial Reporting Standards (IFRS)

|                                |                |
|--------------------------------|----------------|
| <b>Managerial Accounting 1</b> | <b>C3613FM</b> |
|--------------------------------|----------------|

**NQF Level:** 6      **Credits:** 14      **Contact hours:** 4 hours lecture & 1 tutorial per week for 2 Semesters  
**Module assessment:** Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
 Summative Assessment:  
 Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark  
 To pass this Module the student must obtain a minimum final mark of 50%  
**Pre-requisites:** None  
**Module Description:**  
 The module is designed to train students to become competent users of accounting information and to fully integrate their understanding of cost behaviour, relevant costs and control systems into the analysis and solving of business problems.

|                    |                |
|--------------------|----------------|
| <b>Taxation 1A</b> | <b>C3601AT</b> |
|--------------------|----------------|

**NQF Level:** 6      **Credits:** 14      **Contact hours:** 2 hours lecture & 1 tutorial per week for 1 Semester  
**Module assessment:** Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  
 Summative Assessment:  
 Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  
 Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark  
 To pass this Module the student must obtain a minimum final mark of 50%  
**Pre-requisites:** C3511FF & C3512FF  
**Module Description:**

The module is designed to train students to apply the Namibian income taxation legislation to business operations.

| <b>Auditing 1A</b>   |                    | <b>C3611AA</b>  |
|--|--------------------|---|
| <b>NQF Level:</b> 6  | <b>Credits:</b> 12 | <b>Contact hours:</b> 4 hours lecture per week for 1 Semester |
| <b>Module assessment:</b> Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.             |                    |   |
| Summative Assessment:  |                    |   |
| Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  |                    |   |
| Final Mark: 50% CA mark and 50% Examination mark   |                    |   |
| A subminimum of 40% in the examination is required to pass, irrespective of the final mark   |                    |   |
| To pass this Module the student must obtain a minimum final mark of 50%  |                    |   |
| <b>Pre-requisites:</b> C3511FF & C3512FF   |                    |   |
| <b>Module Description:</b>   |                    |   |
| The module is designed to train students in the application of International Standards on Auditing (ISAs), Corporate Governance, and Internal Controls & Professional Ethics to business operations. |                    |   |

| <b>Taxation 1B</b>   |                    | <b>C3602AT</b>  |
|--|--------------------|---|
| <b>NQF Level:</b> 6  | <b>Credits:</b> 14 | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 2 Semesters |
| <b>Module assessment:</b> Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios. |                    |   |
| Summative Assessment:  |                    |   |
| Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  |                    |   |
| Final Mark: 50% CA mark and 50% Examination mark   |                    |   |
| A subminimum of 40% in the examination is required to pass, irrespective of the final mark   |                    |   |
| To pass this Module the student must obtain a minimum final mark of 50%  |                    |   |
| <b>Pre-requisites:</b> C3511FF & C3512FF   |                    |   |
| <b>Module Description:</b>   |                    |   |
| The module is designed to train students in the application of the Namibian income and VAT taxation legislation.   |                    |   |

| <b>Auditing 1B</b>   |                    | <b>C3602AA</b>  |
|--|--------------------|---|
| <b>NQF Level:</b> 6  | <b>Credits:</b> 14 | <b>Contact hours:</b> 4 hours lecture per week for 1 Semester |
| <b>Module assessment:</b> Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios. |                    |   |
| Summative Assessment:  |                    |   |
| Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark  |                    |   |
| Final Mark: 50% CA mark and 50% Examination mark   |                    |   |
| A subminimum of 40% in the examination is required to pass, irrespective of the final mark   |                    |   |
| To pass this Module the student must obtain a minimum.   |                    |   |
| <b>Pre-requisites:</b> C3511FF & C3512FF   |                    |   |
| <b>Module Description:</b>   |                    |   |
| The module is designed to train students in the application and performance of the audit process.  |                    |   |

| <b>Cooperative Work Integrated Engagement</b>  |                   | <b>C3602CW</b>  |
|--|-------------------|---|
| <b>NQF Level:</b> 6  | <b>Credits:</b> 8 | <b>Contact hours:</b> 2 contact lecture hours per week for one semester |
| <b>Module assessment:</b> Continuous assessment contributes 100% of the final mark. The continuous assessment consists of two tests, two assignments and a paper on practical engagement modalities. |                   |   |
| <b>Pre-requisites:</b> None  |                   |   |
| <b>Module Description:</b>   |                   |   |
| The purpose of this module is to prepare students for cooperative and work integrated learning through internships, community engagement, service learning and simulations.                          |                   |   |

| <b>YEAR 3<br/>Financial Management</b>   |                   | <b>C3703FT</b>  |
|--|-------------------|---|
| <b>NQF Level:</b> 7  | <b>Credits:</b> 8 | <b>Contact hours:</b> 2 hours lecture & 1 tutorial per week for 2 Semesters |
| <b>Module assessment:</b> Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios. |                   |   |
| Summative Assessment:  |                   |   |
| Examination: 1 x 2h examination at the end of the year that counts 50% towards the final mark  |                   |   |
| Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark   |                   |   |
| To pass this Module the student must obtain a minimum final mark of 50%  |                   |   |
| <b>Pre-requisites:</b> None  |                   |   |
| <b>Module Description:</b>   |                   |   |
| The module is designed to equip the students with skills in making investment decisions involving valuation of businesses and evaluating different positions in mergers and take overs.  |                   |   |



|   |                    |   |
|---|--------------------|---|
| <b>Managerial Accounting 2</b>  |                    | <b>C3713FM</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 16 | <b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 2 Semesters |
| <b>Module assessment:</b> Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  |                    |   |
| Summative Assessment:<br>Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark<br>Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark<br>To pass this Module the student must obtain a minimum final mark        |                    |   |
| <b>Pre-requisites:</b> C3613FM  |                    |   |
| <b>Module Description:</b><br>The module is designed to train students to become competent users of accounting information and to fully integrate their understanding of cost behaviour, relevant costs and control systems pricing, capital budgeting and modern costing techniques into the analysis and solving of business problems.              |                    |   |
| <b>Auditing 2</b>   |                    | <b>C3703AA</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 16 | <b>Contact hours:</b> 2 hours lecture & 1 tutorial per week for 2 Semesters |
| <b>Module assessment:</b> Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  |                    |   |
| Summative Assessment:<br>Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark<br>Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark<br>To pass this Module the student must obtain a minimum final mark of 50% |                    |   |
| <b>Pre-requisites:</b> C3611AA & C3602AA  |                    |   |
| <b>Module Description:</b><br>This course introduces students to the environment of an audit practice, the advanced theory of auditing and legal aspects of audit practice (covering all the International Engagement Standards (IESs)) and carrying out of the audits.   |                    |   |
| <b>Financial Accounting 3</b>   |                    | <b>C3713FF</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 16 | <b>Contact hours:</b> 5 hours lecture & 1 tutorial per week for 2 Semesters |
| <b>Module assessment:</b> Formative Assessment: Continuous assessment will make up 50% of the module grade consisting of a combination of Tests, Assignments/Quizzes and Practical reports/Student portfolios.  |                    |   |
| Summative Assessment: Examination: 1 x 3h examination at the end of the semester that counts 50% towards the final mark<br>Final Mark: 50% CA mark and 50% Examination mark. A subminimum of 40% in the examination is required to pass, irrespective of the final mark.<br>To pass this Module the student must obtain a minimum final mark of 50%.  |                    |   |
| <b>Pre-requisites:</b> C3613FF  |                    |   |
| <b>Module Description:</b><br>The module is designed to train students to apply International Financial Reporting Standards, the theoretical framework and International Financial Reporting Sustainability Standards in the Specific and Group Financial Reporting.  |                    |   |
| <b>WORKPLACE ATTACHMENT</b>   |                    | <b>W3700IC</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 24 | <b>Contact hours:</b> 6 weeks   |
| <b>Module assessment:</b> Continuous assessment (100%).   |                    |   |
| <b>Pre-requisites:</b> C3602CW  |                    |   |
| <b>Module Description:</b><br>The purpose of this module is to provide students an opportunity to acquire practical professional accounting skills and experiences and to strengthen their interpersonal skills, problem solving skills, written and oral communication skills through workplace attachment to related industry.                      |                    |   |
| <b>PROJECT-BASED LEARNING</b>   |                    | <b>C3780FL</b>  |
| <b>NQF Level:</b> 7   | <b>Credits:</b> 24 | <b>Contact hours:</b> 6 weeks   |
| <b>Module assessment:</b> Continuous assessment (100%).   |                    |   |
| <b>Pre-requisites:</b> C3602CW  |                    |   |
| <b>Module Description:</b><br>The purpose of this module is to provide students an opportunity to acquire practical professional accounting skills and experiences and to strengthen their interpersonal skills, problem solving skills, written and oral communication skills through real-world financial projects engagement.                      |                    |   |

### UNAM CORE MODULES

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES

**SKILLS PORTFOLIO  
ACADEMIC LITERACY I**

**U3403FS  
U3583AL**

|  |         |
|--|---------|
| DIGITAL LITERACY                           | U3583DD |
| SUSTAINABILITY AND ENVIRONMENTAL AWARENESS | U3420SE |
| ENTREPRENEURIAL SKILLS                     | U3420RT |
| ACADEMIC LITERACY II                       | U3683LA |
| NATIONAL AND GLOBAL CITIZENSHIP            | U3420CN |
| INTRODUCTION TO CRITICAL THINKING          | U3520TH |
| PROJECT MANAGEMENT SKILLS                  | U3420PJ |
| LEADERSHIP SKILLS                          | U3520LP |

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## G.2 UNIVERSITY CORE COURSES BY OTHER FACULTIES

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| COMPUTER LITERACY  |   | UCLC3509   |
|--|---|--|
| <b>NQF Level:</b> 5  | <b>Credits:</b> 8   | <b>Contact hours:</b> 1 lecture theory and 1 lecture practical per week for 14 weeks |
| <b>Module assessment:</b>  | Continuous Assessment 100%: 2 Practical Tests 50%, 2 Theory Tests 50% |  |
| <b>Pre-requisites:</b>   | University Entry  |  |
| <b>Module Description:</b>   |   |  |
| The aim of this module is to equip the students through hands-on experience with the necessary skills to use application software: word processing, spreadsheets, databases, presentations and communications. The objective is to increase student's productivity in both the education and later, the work environment.  |   |  |
| <b>Content:</b> The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures. |   |  |

| CONTEMPORARY SOCIAL ISSUES(OFFERED IN SEMESTER 1 AND SEMESTER 2)  |   | UCSI3580   |
|---|---|--|
| <b>NQF Level:</b> 5   | <b>Credits:</b> 8   | <b>Contact Hours:</b> 1 hour lecture per week for 28 weeks |
| <b>Module Assessment:</b>   | This is a 100% continuous assessment module with a variety of assessments which evaluate and test the students' individual learning and mastering of the course content (subject knowledge) through quizzes, tests, Moodle assignments, journal entries, reflections as well as service and experiential learning projects. |  |
| <b>Pre-requisite:</b>   | None  |  |
| <b>Module Description:</b>  |   |  |
| The module, <b>Contemporary Social Issues (CSI3580)</b> , is designed to encourage behavioural change among UNAM students and inculcate the primacy of moral reasoning in their social relations and their academic lives. In providing students with critical and analytical thinking the module enables students to grow and develop into well rounded citizens, capable of solving contemporary social challenges experienced in their communities and societies. The teaching of the module takes three dimensions: the intellectual, the professional and the personal dimensions. The intellectual dimension is fostered through engaging students with subject knowledge, independent learning and module assessment. The professional dimension, on the other hand, is fostered through exposing students to real life situations of case studies and practical exercises that draws attention to social issues that attract ongoing political, public and media attention and/or debate. |   |  |

# POSTGRADUATE PROGRAMMES

## SCHOOL OF ACCOUNTING

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### Postgraduate Diploma in Internal Auditing

[61PDIA]

#### OBJECTIVES AND RATIONALE OF THE PROGRAMME

THE POSTGRADUATE DIPLOMA IN INTERNAL AUDITING AIMS TO DEVELOP STUDENTS TO RENDER A PROFESSIONAL INTERNAL AUDITING SERVICE AS INTERNAL AUDIT MANAGERS AND OR CONSULTANTS TO ALL TYPES OF ORGANISATIONS, INCLUDING PRIVATE COMPANIES, PUBLIC COMPANIES, GOVERNMENT AND AUDITING OR CONSULTATION FIRMS.

THE PROGRAMME WILL EQUIP STUDENTS WITH A WELL-ROUNDED ADVANCED KNOWLEDGE OF THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING AS WELL AS THE COMPETENCY TO MANAGE INTERNAL AUDIT ACTIVITIES AND PERFORM INTERNAL AUDIT ASSURANCE AND CONSULTING ENGAGEMENTS. MORE SPECIFICALLY, THE QUALIFICATION WILL EQUIP THE LEARNER WITH SPECIALISED KNOWLEDGE IN INTERNAL AUDITING, INFORMATION TECHNOLOGY (IT) GOVERNANCE AND AUDITING, FRAUD RISK MANAGEMENT, BUSINESS GOVERNANCE, ETHICS AND STRATEGY, PERFORMANCE MANAGEMENT AND RISK MANAGEMENT. STUDENTS/GRADUATES ARE EQUIPPED WITH THE ABILITY TO COMMUNICATE CORRECTLY, COHERENTLY AND SUCCESSFULLY AS INTERNAL AUDITORS BY MEANS OF WRITTEN, ORAL AND OTHER PERSUASIVE METHODS. SUCCESSFUL CANDIDATES WILL HOLD IN HIGH REGARD THEIR DUTY TO CONTRIBUTE MEANINGFULLY TO THE DEVELOPMENT OF THE LOCAL AND GLOBAL SOCIETY AND ECONOMY.

THIS QUALIFICATION WILL ALSO IMPART ADVANCED SKILLS AND COMPETENCIES IN NUMERACY MANAGEMENT, LITERACY AND ARTICULATION. THE QUALIFICATION IS AN IDEAL OPPORTUNITY FOR PROFESSIONALS ALREADY WORKING IN INTERNAL AUDITING OR OTHER AREAS OF BUSINESS TO EXPAND THEIR KNOWLEDGE OF INTERNAL AUDITING AND THE RELATED FIELDS MENTIONED ABOVE. THE PROGRAMME IS ALIGNED TO DEMANDS OF THE 4IR ON THE ACCOUNTING PROFESSION BY UPDATING, ENRICHING, AND REFOCUSING THE TEACHING AND LEARNING APPROACH TO THE REQUIREMENTS OF THE 4IR.

THIS PROGRAMME ENABLES GRADUATES TO MAKE MEANINGFUL CONTRIBUTION TO THE DEVELOPMENT OF SOCIETY AND ECONOMY IN TERMS OF RESPONSIVENESS TO SOCIETY AND INDUSTRY NEEDS IN LINE WITH STRATEGIC OBJECTIVES OF THE UNIVERSITY OF NAMIBIA, AND ACHIEVEMENT OF GOVERNMENT NATIONAL DEVELOPMENT GOALS SUCH AS VISION 2030, AND THE NATIONAL DEVELOPMENT PLANS, AS WELL AS INTERNATIONAL IMPERATIVES SUCH AS SUSTAINABLE DEVELOPMENT GOALS (SDGS). IN ADDITION, THIS PROGRAMME IS DESIGNED TO CONTRIBUTE TO NATIONAL PRIORITIES AS ARTICULATED IN THE SUSTAINABLE DEVELOPMENT GOALS; NO. 1 - NO POVERTY; NO. 4 - QUALITY EDUCATION; NO.8 – DECENT WORK AND ECONOMIC GROWTH; NO. 9 - INDUSTRY, INNOVATION AND INFRASTRUCTURE; NO. 11 – SUSTAINABLE CITIES AND COMMUNITIES.

HENCEFORTH, THIS QUALIFICATION AIMS AT ADDRESSING NAMIBIA'S NEED FOR COMPETENT ACCOUNTANTS IN BOTH THE PUBLIC AND PRIVATE SECTORS AS WELL AS PRODUCING VERSATILE GRADUATES COMPETITIVE IN THE GLOBAL BUSINESS WORLD.

#### CRITERIA FOR ADMISSION

Applicants should be holder of A Bachelor of Commerce in Accounting degree (NQF 7) or equivalent qualification from a recognised institution, with average final mark of at least 55% in financial accounting and auditing related modules. Admission may be considered on the basis of recognition of prior learning as per university policy.

#### ADDITIONAL SELECTION CRITERIA

- The mere fulfilment of the admission requirements does not guarantee a place in the Programme. Admission will be based on the availability of space.
- Prospective students may be interviewed and assessed by the School of Accounting before recommendation to the School of Postgraduate Studies for admission.

#### ARTICULATION OPTIONS

Students who successfully complete the Postgraduate Diploma in Internal Auditing may articulate into the Master of Science in Accounting and Finance programme or any other relevant Masters Programme and the Institute of Internal Auditors (IIA).

#### ASSESSMENT CRITERIA

The CA will comprise a combination of the following: written tests, assignments, simulations, portfolios and seminar presentations as specified under the respective Module Descriptors.

For modules assessed through 100% CA, a final mark of 50% is required to pass. For modules assessed through a combination of CA and Examination:

A minimum CA Mark of 40% is required to gain entrance into the relevant module examination, unless otherwise stated in the individual module descriptor.

In order to pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual module descriptor.

The final mark for each module will be calculated using a ratio of CA mark: Exam mark of 50:50 unless otherwise stated in the individual module descriptor.

Notwithstanding the above, a subminimum of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.

Students must attain a subminimum of at least 40% and a minimum of 45% final mark to qualify for a Supplementary Examination, unless otherwise stated in the individual module descriptor.

**Minimum requirements for re-admission into the School / Programme**

- **Normal enrolment**

To be re-admitted to the School of accounting a student must have successfully completed the following minimum number of credits as indicated below:

60 number of credits by the end of the first year of registration

90 number of credits by the end of the second year of registration

The programme must be completed after a maximum of 3 years of registration

- **Extended enrolment:**

This will be determined on a case by case upon consultation with the School of Accounting.

**ADVANCEMENT AND PROGRESSION RULES**

THIS IS A ONE YEAR PROGRAMME AND THUS THE ADVANCEMENT AND PROGRESSION RULES ARE NOT APPLICABLE.

**REQUIREMENTS FOR QUALIFICATION AWARD**

THE QUALIFICATION WILL BE AWARDED TO STUDENTS CREDITED WITH THE MINIMUM OF 138 NQF CREDITS (ALL AT NQF LEVEL 8).

**IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM**

THIS NEW PROGRAM WILL BE IMPLEMENTED IN COLLABORATION WITH THE PROFESSIONAL BODY IN 2023. THE PROGRAMME WILL BE OFFERED OVER A YEAR.

**CURRICULUM FRAMEWORK: SUMMARY TABLE FOR ALL MODULES IN THE PROGRAMME**

| Module code                        | Module name                                       | NQF Level | Credits | Contact hours per week (L / P / T) | (Co-requisites) / Pre-requisites | Compulsory (C) / Elective (E) |
|------------------------------------|---|-----------|---------|------------------------------------|----------------------------------|-------------------------------|
| <b>Year 1 Core Semester</b>        |   |           |         |                                    |                                  |                               |
| C4870AB                            | Business Research Methods                         | 8         | 14      | 4h/w /L                            |                                  | C                             |
| <b>Total credits Core Semester</b> |   |           |         |                                    |                                  | <b>14</b>                     |
| <b>Year 1 Semester 1</b>           |   |           |         |                                    |                                  |                               |
| C4871AI                            | Internal Auditing I                               | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4871AO                            | Organizational Behaviour and Strategic Management | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4871AF                            | Fraud and Forensic Auditing                       | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| <b>Total credits Semester 1</b>    |   |           |         |                                    |                                  | <b>54</b>                     |
| <b>Year 1 Semester 2</b>           |   |           |         |                                    |                                  |                               |
| C4872AI                            | Internal Auditing II                              | 8         | 18      | 4h/w /L                            | C4871AI                          | C                             |
| C4872AG                            | Ethics, Governance, Risk and Control              | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4832AF                            | Information Systems Auditing                      | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4872AB                            | Business Research Project                         | 8         | 16      | 4h/w /P                            | N/A                              | C                             |

|                                 |            |
|---------------------------------|------------|
| <b>Total Credits Semester 2</b> | <b>70</b>  |
| <b>Total credits for YEAR 1</b> | <b>138</b> |

## Syllabi

### YEAR 1 : SEMESTER 1

#### Business Research Methods

**C4870AB**

**NQF Level:** 8      **Credits:** 14      **Contact hours:** 4 hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module purpose and description:** To provide the student with skills required to undertake a research in order to solve business problems

#### The detailed module contents are as follows:

Introduction to research, research in business, the role and types of research; Problem identification and problem statements; Literature review; Hypothesis construction; writing research proposal, Ethics in research; Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio); Measurement concerns: reliability, validity; Measuring Complex Variables; Research design, Data sources: primary and secondary; Data collection, questionnaire construction; Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling; Factors affecting sample size, Margin of error (confidence intervals); Data analysis: Types of analysis univariate, bivariate, multivariate analysis; descriptive analysis and inferential analysis parametric and non-parametric tests; correlation and regression, Hypothesis testing, Interpretation and presentation of research findings: written and oral presentations.

#### Internal Auditing I

**C4871AI**

**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### Module purpose and description:

The module will assist students to integrate in-depth knowledge and understanding of the frameworks, tools and techniques necessary for the professional practice of internal auditing.

#### The detailed module contents are as follows:

Advance the students' skills in interpreting The Institute of Internal Auditors' Mission of Internal Audit in order to emulate the Core Principles for the Professional Practice of Internal Auditing. The module will assist students to integrate in-depth knowledge and understanding of the frameworks, tools and techniques necessary for the professional practice of internal auditing.

#### Organizational Behaviour and Financial Management

**C4871AO**

**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 Contact lecture periods per week for one semester

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark

- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40%

should be obtained in the examination. **Pre-requisites:** None

#### Module purpose and description:

Give students a working knowledge of the key elements and functions that Organizational Behaviour (OB) and financial management play in the effectiveness of an internal auditor/internal audit function and how the principles can be applied to the day to day activities of the internal auditor at individual, team/group and organizational system levels. The module will develop the students' skills in understanding the dynamics of the organizational environment, corporate governance and business strategies in order to become proficient in a business's strategic developments and basic financial and management accounting.

#### Fraud and Forensic Auditing

**C4871AF**

**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module purpose and description:**

To provide a student with an understanding of fraud, why it is committed, the extent thereof and the responsibility of internal auditors and others in business. The module will assist students to design a comprehensive fraud prevention plan, identify different types of fraud in the workplace and how it is committed together with fraud detection and investigation techniques, how allegations of fraud should be investigated and resolved. The students will be able to apply ethics in fraud examination and write fraud audit reports.

**The detailed module contents are as follows:**

Background of Fraud Auditing and Forensic Accounting, Fraud Principles, Fraud Schemes, Red Flags, Fraud Risk Assessment, Fraud Prevention, Fraud Detection, Fraud Response, Computer Crime, Fraud and the Accounting Information System, Gathering Evidence, Cyber Forensics, Obtaining and Evaluating Nonfinancial Evidence in a Fraud Examination, General Criteria and Standards for Establishing an Expert Witness's Qualifications, The Legal Role and Qualifications of an Expert Witness, Effective Tactics and Procedures for the Expert Witness in Court, Fraud and the Public Accounting Profession; Fraud Risk Management; Investigation of Financial Crime; Investigation and Management of Cyber and Electronic Crime; Money Laundering Detection and Investigation; Economic Crime Schemes; Money laundering and the Financial Intelligence act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber-crimes; Financial Intelligence Act; Financial statement fraud.

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|                             |                |
|-----------------------------|----------------|
| <b>Internal Auditing II</b> | <b>C4872AI</b> |
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**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 Contact lecture periods per week for one semester.

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40%

should be obtained in the examination.

**Pre-requisites:** C4871AI

**Module purpose and description:**

Advance students' skills in understanding the changing focus of internal auditing and the shift from an internal control focus to a risk-based auditing in order to develop comprehensive competencies required for complex audit assignments. On completion, a student will be able to interpret emerging regulatory issues to ensure compliance and apply ERM to add value to an organization's operations, apply tools and techniques to coordinate the internal audit efforts with the external auditor, regulatory oversight bodies, and other internal assurance functions, and potential reliance on other assurance providers and students should be able to show understanding, interpret and apply the COSO framework on ERM Integrating ERM as a performance tool and King IV report.

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|   |                |
|---|----------------|
| <b>Ethics, Governance, Risk and Control</b> | <b>C4872AG</b> |
|---|----------------|

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**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 hours per week for one semester

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40%

should be obtained in the examination. **Pre-requisites:** None

**Module purpose and description:**

Advance students' skills in evaluating alternative corporate governance systems, codes of ethics, disclosure of information and risk management and control so as to assist all levels of management in an organization to achieve their objectives and to contribute, from an internal auditing perspective, to optimizing the functioning of the organization.

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|                                     |                |
|-------------------------------------|----------------|
| <b>Information Systems Auditing</b> | <b>C4832AF</b> |
|-------------------------------------|----------------|

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**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 hours per week for one semester

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40%

should be obtained in the examination.

**Pre-requisites:** None

**Module purpose and description:**

Develop the student's knowledge and skills of managing information security, systems software, IT infrastructure and IT control frameworks and Disaster recovery.

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|                                  |                |
|----------------------------------|----------------|
| <b>Business Research Project</b> | <b>C4872AB</b> |
|----------------------------------|----------------|

**NQF Level:** 8      **Credits:** 16      **Contact hours:** 6 hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

To assess the students' independent ability to identify and investigate a problem and develop a written report using sustained arguments linking theory and evidence.

**The detailed module contents are as follows:**

Students shall select a problem for study from the areas of: financial accounting, auditing, income tax or management accounting and develop a research proposal. Candidates are expected to follow normal research procedures and write a report in the format provided by the School of Accounting. The project work and report submitted should indicate a candidate's independent ability to identify and investigate a problem and develop a written report using sustain argument linking theory and evidence.

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- 1) This program consists of two major parts i.e.: core modules and a thesis. The program runs for two full academic years of evening study.

**OBJECTIVE AND RATIONALE OF THE PROGRAM**

- 2) The Master of Science in Accounting and Finance Programme consists of two major parts: core taught modules and a thesis.
- 3) This programme is designed for graduates with interest and sound knowledge of accounting and finance. It offers participants advanced preparation for career development in accounting and finance and it also provides an excellent foundation from which to pursue research at Doctoral level. The target group includes finance managers and accountants who are responsible for the accounting and financial management of organizational resources. It is also appropriate for those who aspire to work as chief financial officers, management accountants, finance managers, financial analysts, controllers, and their assistants in the private and public sector organisations and those who are already in employment in these areas.

**CRITERIA FOR ADMISSION**

1. A student must have:
  - A Bachelor of Accounting (level 8) or an equivalent degree from the University of Namibia or any other recognized institution of higher learning with at least a C grade average (lower second class).  
OR
  - A Postgraduate diploma in business related fields from the University of Namibia or its equivalent with at least a C grade average (lower second class).
2. Prospective students may be interviewed and assessed by the Department of Accounting before recommendation to the School of Postgraduate Studies for admission.

**INTAKE**

The mere fulfilment of the admission requirements does not guarantee a place in the Programme as admission is limited to 15 per intake.

The intake for the Master of Science in Accounting and Finance shall be every alternate year.

**MODE OF DELIVERY**

The Master of Science in Accounting and Finance is a face to face, full time evening study programme. Teaching includes lectures, discussions, case analyses, student presentations, group projects and lectures/seminars by guest speakers from industry and government.

**DURATION OF STUDY**

The Master of Science in Accounting and Finance shall be a two years full-time face to face evening study Programme. The maximum study period for the programme is four (4) academic years.

**ASSESSMENT AND EVALUATION OF STUDENTS**

1. For each taught course, there will be a continuous assessment involving at least two pieces of work, which may be tests, assignments, term papers, case studies as deemed necessary by the lecturer. There will be a three-hour final examination at the end of the semester in which a course is offered.
2. A student must obtain a continuous assessment mark of 40% for admittance to the main examination. The University of Namibia's regulations for postgraduate studies shall be applicable in respect of class attendance, examinations, academic integrity, and ranking achieved.
3. The final marks will consist of Continuous Assessment Marks (50%) and the final examination marks (50%).
4. A student must submit a research proposal at the beginning of the first semester of the second year of study to the Department. The student shall be further required to present the proposal at a Departmental Seminar consisting of his/her supervisor, other members of the Programme and departmental staff. The Department will assign a supervisor to each student. The proposal must be approved by the department of Accounting, Auditing and Income Tax, School of Economics and Management Science and the School Postgraduate Studies Committee before research study can be conducted.
5. The thesis will be evaluated by two examiners (one internal examiner and one external examiner).

**MAXIMUM NUMBER OF COURSES PER YEAR**

First year (First and Second semester)

4 + 3 = 7

132 credits



Second Year (First and Second semester) 3 + Thesis 132 credits  
 Total 10 + Project 264 credits

#### ADVANCEMENT AND PROGRESSION RULES

- A student who fails a module must re-register in the next cycle. A student who fails more than three module in the first year will be discontinued from the Programme.
- A student must pass all coursework examinations before proceeding to write the thesis.

#### IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

- The new revised curriculum shall be applicable from January 2014 to students registering for the qualification thereafter.
- The students registered under the existing curriculum shall continue with the existing curriculum to qualify for the Master of Science in Accounting and Finance degree. Any student who fail a module in the existing curriculum will have to register for the following equivalent modules:

| Old Curriculum |  | New Curriculum       |   |
|----------------|--|----------------------|---|
| Code           | Module Title                               | Code                 | Module Title  |
| AAF5910        | Advanced Financial Accounting              | AAF 5981<br>AAF 5982 | Advanced Financial Accounting I &<br>Advanced Financial Accounting II |
| AAC5971        | Auditing and Corporate Governance          | ACG 5931             | Corporate Governance  |
| AAM5931        | Advanced Management Accounting             | AAM 5932             | Advanced Management Accounting  |
| AAP5951        | Advanced Public Sector Accounting          | AAF 5982             | Advanced Financial Accounting II                                      |
| ACF5932        | Corporate Financial Analysis and Valuation | ACF 5931             | Corporate Financial Analysis and Valuation                            |
| ADR5931        | Derivatives and Risk Management            | AIM 5931             | Investment Management and Financial Derivatives                       |
| AI5951         | International Investment and Finance       | AIF 5931             | International Investment and Finance                                  |

#### CURRICULUM COMPILATION

| Module Code  | Module Title                                    | Contact Hours | NQF Credits | NQF level | Pre-requisites         |
|--|---|---------------|-------------|-----------|------------------------|
| <b>1<sup>st</sup> Year 1<sup>st</sup> Semester</b>                       |   |               |             |           |                        |
| AAF5981  | Advanced Financial Accounting I                 | 56            | 18          | 9         |                        |
| ACF5931  | Corporate Financial Analysis and Valuation      | 56            | 24          | 9         |                        |
| ACG5931  | Corporate Governance                            | 56            | 24          | 9         |                        |
| UAE5819  | Academic Writing for Postgraduate Students      | 56            |             | 8         |                        |
| <b>Total for Semester 1</b>  |   | <b>224</b>    | <b>66</b>   |           |                        |
| <b>2<sup>nd</sup> Semester</b>   |   |               |             |           |                        |
| AAF5982  | Advanced Financial Accounting II                | 56            | 18          | 9         |                        |
| AAM5932  | Advanced Management Accounting                  | 56            | 24          | 9         |                        |
| AAR5952  | Advanced Research Methods                       | 56            | 24          | 9         |                        |
| <b>Total for Semester 2</b>  |   | <b>168</b>    | <b>66</b>   |           |                        |
| <b>Total for Year 1</b>  |   | <b>392</b>    | <b>132</b>  |           |                        |
| <b>2<sup>nd</sup> Year 1<sup>st</sup> Semester</b>                       |   |               |             |           |                        |
| <b>Note: Select any three courses from the following four electives:</b> |   |               |             |           |                        |
| AIF5931  | International Investment and Finance            | 56            | 24          | 9         | ACF5931 &<br>AAM5932   |
| AIM5931  | Investment Management and Financial Derivatives | 56            | 24          | 9         | ACF5931                |
| ACI5951  | Contemporary Issues in Accounting & Finance     | 56            | 24          | 9         | AAF5981 &<br>AAF5982   |
| AFI5951  | Financial Investigation & Forensic Accounting   | 56            | 24          | 9         | AAF5981 &<br>AAF5982   |
| <b>Total for semester 1</b>  |   | <b>168</b>    | <b>72</b>   |           |                        |
| <b>2<sup>nd</sup> Semester</b>   |   |               |             |           |                        |
| ATH5972  | Thesis  |               | 60          | 9         | All first year modules |
| <b>Total for semester 2</b>  |   |               | <b>60</b>   |           |                        |
| <b>Total for Year 2</b>  |   | <b>168</b>    | <b>132</b>  |           |                        |
| <b>Total for the Programme</b>   |   | <b>560</b>    | <b>264</b>  |           |                        |

#### EXEMPTIONS

- A student who has already done any of the modules included in this curriculum at master's level may be exempted from a maximum of two modules, subject to the recommendation by the HOD and approval by the School of Postgraduate Studies according to the University exemption regulations.

- A holder of the Postgraduate Diploma in Internal Auditing from the University of Namibia will be eligible for exemption for ACG5931 Governance and AFI5951 - Financial Investigation and Forensic Accounting modules, provided they have successfully completed these modules.

### REQUIREMENTS FOR QUALIFICATION AWARD

The Master of Science in Accounting and Finance will be awarded after successful completion of all 264 NQF credits prescribed in the curriculum.

### Syllabi

#### YEAR 1 : SEMESTER 1

#### ADVANCED FINANCIAL ACCOUNTING I

CAAF5981

**NQF Level:** 9      **Credits:** 18      **Contact hours:** 4 lecture hours per week for 28 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment per semester  
Examination (50%): 1 x 4 hour paper

**Pre-requisites:** None

**Module Description:**

The course introduces the students to intermediate aspects of financial accounting and to explain the recognition, measurement and disclosure of various items in the annual financial statements in accordance with IFRS (International Financial Reporting Standards).

The detailed contents are as follows: accounting policies, changes in accounting estimates, and errors, related party disclosures, earnings per share, property, plant and equipment, Impairment of assets, investment property, non-currents assets held for sale and discontinued operations, provisions, contingent liabilities and contingent assets, events after the reporting period, intangible assets.

#### CORPORATE FINANCIAL ANALYSIS AND VALUATION

CACF5931

**NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 lecture hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

A brief summary of topics includes: Framework for Business Analysis and Valuation Using Financial Statements; shareholder value analysis, comparison of accounting approaches and discounted cash flow approaches to valuation; the analysis of the firm's profitability, growth, and value generation as a means of testing the quality of financial reports; the forecasting of earnings and cash flows; analyses for financial strategy, planning, and valuation; analysis of risk; and the determination of price/earnings and market-to-book ratios. Business strategy analysis, the company and its industry, accounting analysis, financial analysis, Prospective Analysis: Forecasting; other factors affecting valuation; valuation of business under special situations; business valuation models, cash flow valuation, free cash flow valuation, application of financial statement analysis Credit Analysis and Distress Prediction.

#### CORPORATE GOVERNANCE

CAAC5971

**NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 lecture hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

Historical development of the system of corporate governance, Agency theory, the King Report on Corporate Governance principles/codes, Agency framework for evaluation of alternative corporate governance system; Business Ethics, earnings management and window dressing, executive compensation; The professional and ethical duty of the accountant, Professions and the public interest Professional practice and codes of ethics, Conflicts of interest and the consequences of unethical behaviour The position, power, duties, responsibilities and ethical issues of Directors, Company Secretary, Auditor and Board Committees; Disclosure of information, and Rights of Shareholders; Case studies relating to auditing and corporate governance.

#### ACADEMIC WRITING FOR POST GRADUATE STUDENTS

UAE5819

**NQF Level:** 9      **Credits:** 16      **Contact hours:** 4 lecture periods per week and 1 practical session per week for 14 weeks

**Module assessment:** CA: (1 x 3 hour exam paper)

**Pre-requisites:** Must be a postgraduate student.

**Module Description:**

This module is a post-graduate course designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this course will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.

**YEAR 1 : SEMESTER 2****ADVANCED FINANCIAL ACCOUNTING II****CAAF5982****NQF Level:** 9      **Credits:** 18      **Contact hours:** 4 lecture hours per week for 28 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment per semester  
Examination (50%): 1 x 4 hour paper**Pre-requisites:** None**Module Description:**

The detailed contents are as follows:

International Financial Reporting Standards (IFRS) –borrowing costs, Operating segment, income tax, construction contracts, leases, employee benefits, record transactions in terms of capital reconstruction schemes, liquidations, mergers and acquisitions, differentiate between accounting theory and practice relating to government and non-profit organizations in relation to commercial entities and know the salient features of IFRS for SME's.

**ADVANCED MANAGEMENT ACCOUNTING****CAAM5932****NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 lecture hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

Managerial accounting and the business environment, information for management planning and control, standard costing and budgetary control, cost behaviour and decision making, statistical analysis of costs and cost drivers, relevant information for decision making, linear Programming and transportation method, joint and by-product costing, pricing policy, current management accounting practices including ABC, JIT, Target costing, Kaizen costing, BSC, TQM, value chain analysis and strategy, and customer profitability and cost analysis; performance evaluation including EVA and transfer pricing, long-term investment decisions and case studies in Managerial Accounting.

**ADVANCED RESEARCH METHODS****CAAR5952****NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 lecture hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment and a research proposal to be evaluated by the departmental committee.  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

Research ethics and research standards; resources for conducting research in accounting and finance; research procedure - formulating a research problem, literature review, conceptualization of research objectives and research questions, research hypotheses; methodology of research, research design, sampling; data collection methods, testing validity and reliability and measurement of outcomes; data analysis - basic statistical and econometric techniques for research, regression analysis, correlation analysis, time series analysis; hypothesis testing and statistical inference - use of parametric and nonparametric methods; advanced topics on financial modelling, multi co-linearity; developing a research report and presentation of research findings.

**YEAR 2 : SEMESTER 1****INTERNATIONAL INVESTMENT & FINANCE****CAIF5931****NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 lecture hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** ACF5931 & AAM5932**Module Description:**

The focus of this course is to provide exposure to international markets, institutions, financial instruments and working of multinational companies. The content to be covered includes: International financial institutions; international money and capital markets; financial instruments and financial indicators; international business - planning and decision-making related to international business, evaluation of investment opportunities, entering new markets, environmental and organizational factors that influence business decisions of multinational corporations (political, cultural, legal and economic environmental); international business strategies; international task management (marketing, production, accounting, financing, human resource management); offshore financing, external and domestic borrowing options, foreign exchange exposure; foreign exchange markets - rate changes – short run exchange rate behaviour and long run exchange rate behaviour, interest rates and currency swaps, hedging with forwards, futures and options; role of international and regional commerce unions in multinational trade and commerce.

|  |                 |
|--|-----------------|
| <b>Investment Management and Financial Derivatives</b> | <b>CAIM5931</b> |
|--|-----------------|

|                           |  |   |
|---------------------------|--|---|
| <b>NQF Level:</b> 9       | <b>Credits:</b> 24   | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks |
| <b>Module assessment:</b> | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper |   |
| <b>Pre-requisites:</b>    | ACF5931  |   |

**Module Description:**

Incorporates the principles of investment in securities with varying degrees of risk and return. It includes topics on investment risk, historical risk-return relationships, valuation of various financial instruments, technical analysis, procedures of the securities industry, formula investing, private equity companies and investment companies. It covers the theory and practice of derivatives; explains pricing, hedging, markets and institutions, and the regulatory environment; studies the organized and over-the-counter derivative markets and regulations; emphasizes financial and real options, forward and futures contracts, equity and index derivatives, foreign currency, commodity, and interest rate derivatives, swaps, and the recent expansion into trading of exotic options.

|  |                 |
|--|-----------------|
| <b>Contemporary Issues in Accounting and Finance</b> | <b>CAFI5951</b> |
|--|-----------------|

|                           |  |   |
|---------------------------|--|---|
| <b>NQF Level:</b> 9       | <b>Credits:</b> 24   | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks |
| <b>Module assessment:</b> | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper |   |
| <b>Pre-requisites:</b>    | AAF5981 and AAF5982  |   |

**Module Description:**

For achieving the above objective the Department shall select before the launching of the batch of students 10 contemporary issues in Accounting and Finance, identify at least two high quality research papers that comprehensively explore each identified issue from international research journals in Accounting and Finance and get them approved by Departmental Committee. The issues identified for the first intake of revised Programme are:

1. Risks of Overstatements and Understatements in Financial Reporting
2. Market Integrity and Disclosure Quality
3. Intangible Disclosures for Market Risk
4. Voluntary Disclosures
5. Cash Flows and Business Sustainability
6. SME Financial Reporting
7. Executive Compensation and Performance
8. Excess Audit Fees and Audit Quality
9. Management Fraud Schemes
10. Accounting Research in Africa

|  |                 |
|--|-----------------|
| <b>Financial Investigation and Forensic Accounting</b> | <b>CAFI5951</b> |
|--|-----------------|

|                           |  |   |
|---------------------------|--|---|
| <b>NQF Level:</b> 9       | <b>Credits:</b> 24   | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks |
| <b>Module assessment:</b> | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper |   |
| <b>Pre-requisites:</b>    | AAF5981 and AAF5982  |   |

**Module Description:**

The detailed contents are as follows:  
Money laundering and the Financial Intelligence act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber-crimes; Financial Intelligence Act; Financial statement fraud.

|                            |
|----------------------------|
| <b>YEAR 2 : SEMESTER 2</b> |
|----------------------------|

|               |                 |
|---------------|-----------------|
| <b>THESIS</b> | <b>CATH5972</b> |
|---------------|-----------------|

|                           |   |
|---------------------------|---|
| <b>NQF Level:</b> 9       | <b>Credits:</b> 60  |
| <b>Module assessment:</b> | Thesis will be evaluated by one internal and one external examiner. The quality of the thesis will be judged on the extent to which the candidate follows UNAM's rules and regulations that govern thesis writing |
| <b>Pre-requisites:</b>    | Successful completion of all taught modules of first and second semester of first year.   |

**Module Description:**

A student shall undertake research on a problem in accounting and/or finance after the approval of the proposal by UNAM Post Graduate Studies Committee (PGSC). The thesis work will be done under the supervision of a research supervisor assigned by the department. The research shall be conducted and research report shall be submitted for evaluation as per the guidelines of UNAM Post Graduate Studies Committee (PGSC).

Through the guided development of research a student will learn to identify a research problem, set research objectives, formulate research questions, undertake review of literature, collect and analyse data, develop research report using sustained argument linking theory and evidence.

**Objectives and Rationale of the Programme**

The main purpose of this qualification is to train students in the specialised discipline of management accounting. Accountants are not the same. They do different things. Management accountants focus on running the business on a day to day basis.

This programme enables graduates to make meaningful contribution to the development of society and economy in terms of responsiveness to society and industry needs in line with strategic objectives of the University of Namibia.

Achievement of government national development goals such as Vision 2030, and the national development plans, as well as international imperatives such as Sustainable Development Goals (SDGs).

**Criteria for Admission**

Applicants should be holder of A Bachelor of Commerce in Accounting degree (NQF 7) or any equivalent qualification from a recognised institution with average final mark of at least 55% in management accounting and managerial finance related modules. Admission may be considered on the basis of recognition of prior learning as per university policy.

**Additional Selection Criteria**

The mere fulfilment of the admission requirements does not guarantee a place in the Programme. Admission will be based on the availability of space.

Prospective students may be interviewed and assessed by the School of Accounting before recommendation to the School of Postgraduate Studies for admission.

**Articulation Options**

Successful completion of this qualification allows entry into the Master of Science in Accounting and Finance programme and into CIMA exams.

**Assessment Criteria**

- The CA will comprise a combination of the following: written tests, assignments, simulations, portfolios and seminar presentations as specified under the respective Module Descriptors.
- For modules assessed through 100% CA, a final mark of 50% is required to pass. For modules assessed through a combination of CA and Examination:
- A minimum CA Mark of 40% is required to gain entrance into the relevant module examination, unless otherwise stated in the individual module descriptor.
- In order to pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual module descriptor.
- The final mark for each module will be calculated using a ratio of CA mark: Exam mark of 50:50 unless otherwise stated in the individual module descriptor.
- Notwithstanding the above, a subminimum of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.
- Students must attain a subminimum of at least 40% and a minimum of 45% final mark to qualify for a Supplementary Examination, unless otherwise stated in the individual module descriptor.

**Minimum requirements for re-admission into the School / Programme**

Normal enrollment

- To be re-admitted to the School of accounting a student must have successfully completed the following minimum number of credits as indicated below:
- 60 number of credits by the end of the first year of registration
- 90 number of credits by the end of the second year of registration
- The programme must be completed after a maximum of 3 years of registration

Extended enrollment:

This will be determined on a case by case upon consultation with the School of Accounting.

**Advancement and progression rules**

This is a one-year programme and thus the advancement and progression rules are not applicable.

**Requirements for Qualification Award**

The Qualification will be awarded to Students credited with the minimum of 138 NQF credits (all at NQF level 8).

**Implementation strategy**

This new program will be implemented in collaboration with the professional Body in 2023. The programme will be offered over a year.

Curriculum Framework: Summary Table for all Modules in the Programme

| Module code:                       | Module name                    | NQF Level | Credits | Contact hours per week (L / P / T) | (Co-requisites) / Pre-requisites | Compulsory (C) / Elective (E) |
|------------------------------------|--------------------------------|-----------|---------|------------------------------------|----------------------------------|-------------------------------|
| <b>Year 1 Core Semester</b>        |                                |           |         |                                    |                                  |                               |
| C4870AB                            | Business Research Methods      | 8         | 14      | 4h/w /L                            | N/A                              | C                             |
| <b>Total Credits Core Semester</b> |                                |           |         |                                    |                                  | <b>14</b>                     |
| <b>Year 1 Semester 1</b>           |                                |           |         |                                    |                                  |                               |
| C4871MA                            | Advanced Management Accounting | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4871MP                            | Managing Performance           | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4871FR                            | Advanced Financial Reporting   | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| <b>Total Credits Semester 1</b>    |                                |           |         |                                    |                                  | <b>54</b>                     |
| <b>Year 1 Semester 2</b>           |                                |           |         |                                    |                                  |                               |
| C4872MS                            | Strategic Management           | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4872MR                            | Risk Management                | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4872FS                            | Financial Strategy             | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4872MB                            | Business Research Project      | 8         | 16      | 4h/w /P                            | N/A                              | C                             |
| <b>Total Credits Semester 2</b>    |                                |           |         |                                    |                                  | <b>70</b>                     |
| <b>Total credits YEAR 1</b>        |                                |           |         |                                    |                                  | <b>138</b>                    |

**SYLLABI**

**Business Research Methods**

**C4870AB**

**NQF Level:** 8

**Credits:** 14

**Contact hours:** 4 Contact lecture periods per week for one core semester

**Module assessment:** Continuous assessment will make up 100% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

**Pre-requisite:** None

**Module purpose and description:** To provide the student with skills required to undertake a research in order to solve business problems

**The detailed module contents are as follows:**

Introduction to research, research in business, the role and types of research; Problem identification and problem statements; Literature review; Hypothesis construction; writing research proposal, Ethics in research; Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio); Measurement concerns: reliability, validity; Measuring Complex Variables; Research design, Data sources: primary and secondary; Data collection, questionnaire construction; Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling; Factors affecting sample size, Margin of error (confidence intervals); Data analysis: Types of analysis univariate, bivariate, multivariate analysis; descriptive analysis and inferential analysis parametric and non-parametric tests; correlation and regression, Hypothesis testing, Interpretation and presentation of research findings: written and oral presentations.

### **Advanced Management Accounting**

**C4871MA**

**NQF Level:** 8

**Credits:** 18

**Contact hours:** 4 Contact lecture periods per week for one core semester

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

**Module purpose and description:**

Equip students with advanced knowledge and skills to make medium-term decisions, managing costs and performance

**The detailed module contents are as follows:**

Managing the costs of creating value; Capital investment decision-making; Managing and controlling the performance of organizational units; Risk and control;

### **Managing performance**

**C4871MP**

**NQF Level:** 8

**Credits:** 180

**Contact hours:** 4 Contact lecture periods per week for one core semester

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

**Module purpose and description:**

Equip students with advanced knowledge, mechanism and skills to implement decisions and manage people performance

**The detailed module contents are as follows:**

Business models and value creation: Definition of ecosystems; Participants and roles; Interactions and dynamics; Rules and governance; Technology; Risks and opportunities; Stakeholders and relevant value; Stakeholder analysis; Resources, process, activities and people in creating value; Products, services, customer segments, channels and platforms to deliver value; Distribution of value to key stakeholders; Disruption; Ways to build disruptive and resilient business models; Creating digital operating models; Types of digital operating models; Managing people performance: Power, authority, delegation and empowerment; Contingent and situational leadership; Transactional and transformational leadership; Leadership of virtual teams; Leadership and ethics; Target setting and employee alignment; Employee empowerment and engagement; Performance reporting and review; Rewards and sanctions in managing performance; Different approaches to coaching and mentoring to improve performance; Diversity and equity practices; Health and safety; Organizational culture; Characteristics of high-performing team; Motivating team members; Communication process; Digital tools for communication; Negotiation process; Strategies for negotiation; Sources and types of conflicts; Strategies for managing conflicts; Leadership and ethics; Managing projects: Overall project objectives; Objectives relating to time, cost and quality; Purpose and activities associated with key stages of the project life cycle; Work streams; Work breakdown schedule, Gantt charts, network analysis; PERT charts; Sources and types of project risks; Scenario planning; Managing project risks; Project management software; Project structures and their impact on project performance; Role of project manager; Role of key members of project team; Life cycle of project teams; Managing key stakeholders of projects; Leading and motivating project team



**Advanced Financial reporting****C4871FR****NQF Level:** 8**Credits:** 18**Contact hours:** 4 Contact lecture periods per week for one core semester**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None**Module purpose and description:**

Equip students with advanced knowledge and skills to analyzing and communicate insights about the performance of the organisation.

**The detailed module contents are as follows:**

Financing capital projects: Characteristics of different types of shares and long-term debts; Ordinary and preference shares; Bonds and other types of long-term debt; Operations of stock and bond markets; Issuance of shares and bonds; Role of advisors; Cost of equity using dividend valuation model (with or without growth in dividends) ; Post-tax cost of bank borrowing; Yield to maturity of bonds and post-tax cost of bonds; Post-tax costs of convertible bonds up to and including conversion; Financial reporting standards: IFRS 15 - Revenue from Contracts with Customers ; IFRS 16 - Leases; IAS 37 - Provisions, Contingent Liabilities and Contingent Assets; IFRS 9 - Financial Instruments; IAS 32 - Financial Instruments: Presentation; IAS 38 - Intangible Assets; IAS 12 - Income Taxes; IAS 21 - Effect of Changes in on Foreign Exchange Rates; Group accounts; IAS 1 - Presentation of Financial Statements; IAS 27 - Separate Financial Statements; IAS 28 - Investment in Associates and Joint Ventures; IFRS 3 - Business Combinations; IFRS 5 - Non-current Assets Held for Sale or Discontinued Operations; IFRS 10 - Consolidated Financial Statements; IFRS 11 - Joint Arrangements; IAS 24 - Related Party Disclosures; IAS 33 - Earnings Per Share; Integrated reporting; Context of integrated reporting; International Integrated Reporting Council; Integrated thinking; International <IR> Framework; Benefits and limitations of the Framework; Definition of the six capitals; Measurement and disclosure issues relating to the six capitals; Analysing financial statements; Ratio analysis; Interpretation of ratios; Reporting of ratios along the dimensions of the Gartner Data; Analytics maturity model - descriptive, diagnostic, predictive and prescriptive; Link to organization's business model; Linkages between different areas of performance; Predictive and prescriptive ratios; Impact of recommendations on wider organizational ecosystem; Quality and type of data used; Comparability - both in segment and internationally

**Strategic Management****C4872MS****NQF Level:** 8**Credits:** 18**Contact hours:** 4 Contact lecture periods per week for one core semester**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None**Module purpose and description:**

Equip students with knowledge and skills to support organisational leaders to craft strategy

**The detailed module contents are as follows:**

The strategy process; Different definitions of strategy; Essential features and characteristics of strategy; Intended and emergent strategy; Corporate, business and functional strategies; Analysis of organisational ecosystem; Generating options; Strategic choice; Strategic control; Analysing the organisational ecosystem; SWOT analysis ; PESTEL analysis; Competitor analysis; Customer analysis; Wider ecosystems; Industry ecosystems; Globalisation; Geopolitics; Demography; Customer empowerment; Digital technology; Automation; Value creation in ecosystems; Participants and interactions in networks and platforms; Technology enablers in networks; Process of creating networks and platforms; Stakeholder analysis in networks; Corporate social responsibility; Generating strategic options; Roles and responsibility of leaders of organisations for strategy; Definition of purpose, vision and values of organisations; Linkage between purpose, vision and values to each other and to strategy; Product/market matrix; Generic strategies; Trend analysis; System modeling; Scenario planning; Tangible and intangible value drivers and data to measure them; Game theory perspectives; Real option perspectives; Making strategic choices; Suitability, acceptability and feasibility framework; Value chain analysis ; Managing product portfolio; Strategic control; Action plans; Target setting; Critical success factors (CSFs); Key performance indicators (KPIs); Audit of key resources and capabilities required to implement strategy; Matching resources to strategy; Types of change; Impact of change on organisational culture; Resistance to change; Approaches and styles of change management; Role of change leader in communication; Digital strategy; Role of board and senior leadership in digital strategy; Cloud computing; Big data analytics; Process automation; Artificial intelligence; Data visualization; Blockchain; Internet of things; Mobile ; 3-D printing; Business case for digital transformation; Participants, interactions

and dynamics of ecosystem and impact on strategy; Trends in consumption (e.g., hyper personalisation, move from products and services to experience); New metrics (scale, active usage and engagement metrics); Leadership in digital transformation

### **Risk Management**

**C4872MR**

**NQF Level:** 8

**Credits:** 18

**Contact hours:** 4 Contact lecture periods per week for one core semester

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

**Examination:** There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

#### **Module purpose and description:**

Equip students with knowledge and skills to evaluate and manage risks that might prevent organisations from successfully implementing strategy

#### **The detailed module contents are as follows:**

**Enterprise risk:** Upside and downside risks; Risks arising from internal and external sources; Risks arising from international operations; Strategic and operational risks; Quantification of risk exposure; Risk maps; Role of board and others in the organisation for identifying and managing risks; Risk mitigation including TARA – transfer, avoid, reduce, accept; Assurance mapping; Risk register; Risk reports and responses; Ethical dilemmas associated with risk management; **Strategic risk:** Analysis of strategic choice; Scenario planning; Stress-testing strategy; Risks of unethical behavior; Impact on brand and reputation of organisation; Separation of the roles of CEO and chairman; Role of non-executive directors; Roles of audit committee, remuneration committee, risk committee and nomination committee; Directors' remuneration; **Internal controls:** Role of risk manager as distinct from internal auditor; Control systems in functional areas; Operational features of internal control; Governance and culture; Strategy and objective setting; Performance; Review and revision; Information, communication and reporting; Identifying and evaluating control weakness and compliance failures; Compliance audit, fraud investigation, value for money audit and management audit; Operation of internal audit; Assessment of audit risk; Process of analytical review; Independence, staffing and resourcing of internal audit; Preparation and interpretation of internal audit reports; **Cyber risks:** Malware; Application attacks; Hackers; Result of vulnerabilities including downtime, reputational loss, customer flight, legal and industry consequences; Protection, detection and response; Centralised management; Centralised monitoring; System level analysis, storage analysis and network analysis; Reverse engineering, decompilation and disassembly; Network discovery, vulnerability probing, exploiting vulnerabilities; Tiers of software security; Description criteria including nature of business and operations, nature of information at risk, risk management programme objectives, cybersecurity risk governance structure etc.

### **Financial Strategy**

**C4872FS**

**NQF Level:** 8

**Credits:** 180

**Contact hours:** 4 Contact lecture periods per week for one core semester

**Module assessment:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

**Examination:** There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

#### **Module purpose and description:**

Equip students with advanced knowledge and skills to valuing organizations; and sourcing financial resources required to implement of strategy.

#### **The detailed module contents are as follows:**

Financing policy decisions: Profit and not-for-profit organisations; Quoted and unquoted companies; Private and public sector organisations; Value for money, maximising shareholder wealth; Earnings growth, dividend growth; Impact of underlying economic conditions and business variables on financial objectives; Enhancing the value of other non-financial capitals (human capital, intellectual capital and social and relationship capital); United Nations Sustainability Development Goals; Use of policy decisions to meet cash needs of entity; Sensitivity of forecast financial statements and future cash position to these policy decisions; Consideration of the interests of stakeholders; Lenders' assessment of creditworthiness; Consideration of domestic and international tax regulations; Consideration of industry regulations such as price and service controls; Sources of long-term funds; Capital structure theories (traditional theory and Miller and Modigliani (MM) theories); Calculation of cost of equity and weighted cost of capital to reflect changes in capital structure; Impact of choice of capital structure on financial statements; Structuring debt/equity profiles of companies in a group; Types of debt instruments and criteria for selecting them; Managing

interest, currency and refinancing risks with target debt profile; Private placements and capital market issuance of debt; Features of debt covenants; Methods of flotation and implications for management and shareholders; Rights issues, choice of discount rates and impact on shareholders; Calculation of theoretical ex-rights price (TERP) and yield adjusted TERP; Features and criteria; Impact on shareholder value and entity value, financial statements and performance; Financial risks: Economic risk; Political risk; Currency risk; Interest rate risk; Theory and forecasting of exchange rates (e.g. interest rate parity, purchasing power parity and the Fisher Effect); Value at risk; Responses to economic transaction and translation risks; Operations and features of swaps, forward contracts, money market hedges, futures and options; Techniques for combining options in order to achieve specific risk profile such as caps, collars and floors; Internal hedging techniques; Business valuation: Reasons for M& A and divestments; Taxation implications; Process and implications of management buy-outs; Acquisition by private equity and venture Capitalist; Asset valuation; Valuation of intangibles; Different methods of equity valuation (share prices, earnings valuation, dividend valuation, discounted cash flow valuation); Capital Asset Pricing Model (CAPM); Efficient market hypothesis; Forms of consideration; Terms of acquisition; Target entity debt; Methods of financing cash offer and refinancing target entity debt; Bid negotiation; Post-transaction value incorporating effect of intended synergies; M& A integration and synergy benefit realisation; Exit strategies

#### **Business Research Project**

**C4872MB**

**NQF Level:** 8      **Credits:** 16      **Contact hours:** 6 hours of supervision per week for one semester

**Module assessment:** Continuous assessment (50%); Final assessment of research report (50%)

**Pre-requisite:** None

#### **Module purpose and description:**

To assess the students' independent ability to identify and investigate a problem and develop a written report using sustained arguments linking theory and evidence.

#### **The detailed module contents are as follows:**

Students shall select a problem for study from the areas of: financial accounting, auditing, income tax or management accounting and develop a research proposal. Candidates are expected to follow normal research procedures and write a report in the format provided by the School of Accounting. The project work and report submitted should indicate a candidate's independent ability to identify and investigate a problem and develop a written report using sustain argument linking theory and evidence.

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### **Postgraduate Diploma in Financial Accounting**

**61PDFA**

#### **Objectives of the programme**

The purpose of this qualification is to develop accountants that are employed by organisations or private clients to audit accounts, record business transactions, prepare annual reports and financial statements and provide financial advice.

#### **Admission requirements**

Applicants should be holder of A Bachelor of Commerce in Accounting degree (NQF 7) or equivalent qualification from a recognised institution, with average final mark of at least 55% in financial accounting and auditing related modules. Admission may be considered on the basis of recognition of prior learning as per university policy.

#### **Additional Selection Criteria**

The mere fulfilment of the admission requirements does not guarantee a place in the Programme. Admission will be based on the availability of space.

Prospective students may be interviewed and assessed by the School of Accounting before recommendation to the School of Postgraduate Studies for admission.

#### **Articulation Options**

Successful completion of this qualification allows entry into the Master of Science in Accounting and Finance programme, ACCA and NIPA professional programmes.

#### **Assessment Criteria**

The CA will comprise a combination of the following: written tests, assignments, simulations, portfolios and seminar presentations as specified under the respective Module Descriptors.

- For modules assessed through 100% CA, a final mark of 50% is required to pass. For modules assessed through a combination of CA and Examination:
- A minimum CA Mark of 40% is required to gain entrance into the relevant module examination, unless otherwise stated in the individual module descriptor.

- In order to pass a module, a minimum final mark of 50% is required, unless otherwise stated in the individual module descriptor.
- The final mark for each module will be calculated using a ratio of CA mark: Exam mark of 50:50 unless otherwise stated in the individual module descriptor.

Notwithstanding the above, a subminimum of at least 40% will apply to the Exam Mark, unless otherwise stated in the individual module descriptor.

#### Minimum requirements for re-admission into the School / Programme

##### Normal enrollment

To be re-admitted to the School of accounting a student must have successfully completed the following minimum number of credits as indicated below:

60 number of credits by the end of the first year of registration

90 number of credits by the end of the second year of registration

The programme must be completed after a maximum of 3 years of registration

##### Extended enrollment:

This will be determined on a case by case upon consultation with the School of Accounting.

#### Advancement and progression rules

This is a one year programme and thus the advancement and progression rules are not applicable.

Please refer to section 33 Requirements for Qualification Award of this programme for requirements that should be met for the qualification to be awarded.

#### Requirements for Qualification Award

The Qualification will be awarded to Students credited with the minimum of 138 NQF credits (all at NQF level 8).

#### Implementation strategy

This new program will be implemented in collaboration with the professional Body in 2023. The programme will be offered over a year.

#### Curriculum Framework: Summary Table for all Modules in the Programme

| Module code                        | Module name                     | NQF Level | Credits | Contact hours per week (L / P / T) | (Co-requisites) / Pre-requisites | Compulsory (C) / Elective (E) |
|------------------------------------|---------------------------------|-----------|---------|------------------------------------|----------------------------------|-------------------------------|
| <b>Year 1 Core Semester</b>        |                                 |           |         |                                    |                                  |                               |
| C4870AB                            | Business Research Methods       | 8         | 14      | 4h/w /L                            | N/A                              | C                             |
| <b>Total Credits Core Semester</b> |                                 |           |         |                                    |                                  | 14                            |
| <b>Year 1 Semester 1</b>           |                                 |           |         |                                    |                                  |                               |
| C4871FF                            | Advanced Financial Management   | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4871FP                            | Advanced Performance Management | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| C4871FA                            | Advanced Audit and Assurance    | 8         | 18      | 4h/w /L                            | N/A                              | C                             |
| <b>Total Credits Semester 1</b>    |                                 |           |         |                                    |                                  | <b>72</b>                     |
| <b>Year 1 Semester 2</b>           |                                 |           |         |                                    |                                  |                               |
| C4872FL                            | Strategic Business Leader       | 8         | 18      | 4h/w /L                            | N/A                              | C                             |

|                                 |                              |   |    |         |     |            |
|---------------------------------|------------------------------|---|----|---------|-----|------------|
| C4872FR                         | Strategic Business Reporting | 8 | 18 | 4h/w /L | N/A | C          |
| C4872FB                         | Business Research Project    | 8 | 16 | 4h/w /P | N/A | C          |
| C4872FT                         | Advanced Taxation            | 8 | 18 | 4h/w/L  | N/A | C          |
| <b>Total Credits Semester 2</b> |                              |   |    |         |     | <b>52</b>  |
| <b>Total credits YEAR 1</b>     |                              |   |    |         |     | <b>138</b> |

## Syllabi

### Business Research Methods

**C4870AB**

**NQF Level:** 8

**Credits:** 14

**Contact hours:** 4 Contact lecture periods per week for one core semester.

**Module assessments:** Continuous assessment will make up 100% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

**Pre-requisite:** None

**Module purpose and description:** To provide the student with skills required to undertake a research in order to solve business problems

**The detailed module contents are as follows:**

Introduction to research, research in business, the role and types of research; Problem identification and problem statements; Literature review; Hypothesis construction; writing research proposal, Ethics in research; Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio); Measurement concerns: reliability, validity; Measuring Complex Variables; Research design, Data sources: primary and secondary; Data collection, questionnaire construction; Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling; Factors affecting sample size, Margin of error (confidence intervals); Data analysis: Types of analysis univariate, bivariate, multivariate analysis; descriptive analysis and inferential analysis parametric and non-parametric tests; correlation and regression, Hypothesis testing, Interpretation and presentation of research findings: written and oral presentations.

### Advanced Financial Management

**C4871FF**

**NQF Level:** 8

**Credits:** 18

**Contact hours:** 4 Contact lecture periods per week for one core semester.

**Module assessments:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

**Examination:** There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

**Module purpose and description:**

Provide the student with the advanced skills and knowledge required in the role of a senior financial executive or advisor, and prepares candidates to advise management and/or clients on complex strategic financial management issues facing an organization.

**The detailed module contents are as follows:**

Role of the senior financial advisor in the multinational organization; advanced investment appraisal: Discounted Cash Flow Techniques; application of option pricing theory in investment decisions; Financing/APV/Valuation/International Appraisal; Mergers and Acquisitions; Corporate reconstruction and re-organisation; Treasury and advanced risk management techniques; Policy Framework of Financial Managers

### Advanced Performance Management

**C4871FP**

**NQF Level:** 8

**Credits:** 18

**Contact hours:** 4 Contact lecture periods per week for one core semester.

**Module assessments:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

**Module purpose and description:**

Provide the student with the knowledge and skills to be able to exercise professional judgement in selecting and applying strategic management accounting techniques in different business contexts and to contribute to the evaluation of the performance of an organisation and its strategic development.

**The detailed module contents are as follows:**

Introduction to Strategic Management; Environmental Influences; Performance Hierarchy and Budgeting; Business Structure and Management Accounting; The Environment Issue, Risk and Uncertainty; Management Accounting Information; Management Report; Financial Performance Measure in the Private Sector ; Divisional Performance Appraisal; Performance Management in Not-For-Profit Organisation; Non-Financial Performance Measurement: The Role of Quality in Performance Measurement, Human Resource Management Issues, Balance Scorecard and Performance Issues; Corporate Failure

**Advanced Audit and Assurance** **C4871FA**

**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 Contact lecture periods per week for one core semester.

**Module assessments:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

**Module description:**

Deepen expertise and theoretical knowledge of auditing principles obtained through undergraduate studies. This module combines various topics previously studied to create a cohesive theoretical knowledge of and insight into the Governance and Control discipline. Students will engage on a high level theoretically and gain intellectual independence with the knowledge of governance and control concepts and principles. Students will develop the skills to apply these to problems to practical business cases.

**Advanced Taxation** **C4871FT**

**NQF Level:** 8      **Credits:** 18      **Contact hours:** 4 Contact lecture periods per week for one core semester.

**Module assessments:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None

**Module purpose and description:**

The purpose of this module is to expand the theoretical and practical knowledge on taxation obtained through undergraduate studies. This module will prepare students to construct a comprehensive in-depth knowledge of taxation principles and theories and will develop the intellectual independency to be able to interpret and apply legislation relating to Value-Added Tax, Income Tax (including Capital Gains Tax, Donations Tax and Dividends Tax on Companies) and the duties levied on the estates of deceased persons in terms of the Estate Duty Act.

**The detailed module contents are as follows:**

Tax planning; Dividend definition and related Dividends Tax; Anti-avoidance provisions, assessed losses and trading stock; Share dealers and other special taxpayers; Foreign exchange transactions. Estates, trusts and estate planning; Retirement planning; Advanced aspects of capital gains tax; Current developments and review of case law and SARS Practice and Interpretation notes; Relevant amendments to the Income Tax Act, Value-Added Tax Act and other relevant Acts; International double taxation and transfer pricing; Foreign income of residents and non-residents; Advanced aspects of value-added tax; Tax administration.

**Strategic Business Leader****C4872FL****NQF Level:** 8**Credits:** 18**Contact hours:** 4 Contact lecture periods per week for one core semester.**Module assessments:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None**Module purpose and description:**

The purpose of the module is to mirror the workplace and provides students with real world challenges allowing them to demonstrate a blend of technical, practical and professional skills. This gives a student insight into professional skills they can apply in the workplace.

**The detailed module contents are as follows:**

Leadership; Agency relationships; The Board of Directors; Reporting to stakeholders; Two tier boards, Insider structures, CG Approaches; Stakeholders; Corporate Social Responsibility; Environmental and Social Footprints; Code of Ethics; Bribery, Ethical decision making and Public interest; Introduction to strategy and strategic planning; Strategic Analysis; Strategic Choice; Risk Management; Internal Control; Strategy in action; Financial Analysis; Developments in technology shaping business; E-Business.

**Strategic Business Reporting****C4872FR****NQF Level:** 8**Credits:** 18**Contact hours:** 4 Contact lecture periods per week for one core semester.**Module assessments:** Continuous assessment will make up 50% of the module grade structured as follows:

- A minimum of two tests (60%)
- Assignments/Quizzes (20%)
- Reflective essays and student portfolios (20%)

Examination: There is a one 3hr examination at the end of the semester and counts 50% towards the final mark.

- Final Mark: 50% CA mark and 50% Examination mark
- To pass this Module the student must obtain a minimum final mark of 50% and a subminimum of 40% should be obtained in the examination.

**Pre-requisite:** None**Module purpose and description:**

Develop students' skills in examining corporate reporting from a number of perspectives, not only from the point of view of the preparer of corporate reports, but also from the perspective of a variety of different stakeholders such as finance providers. The module further requires the assessment and evaluation of the reporting decisions made by management and their implications for a range of stakeholders and entities. It also explores the professional and ethical responsibilities of the accountant to these stakeholders.

**The detailed module contents are as follows:**

Fundamental ethical and professional principles; The financial reporting framework; Reporting the financial performance of a range of entities; Financial statements of groups of entities; Interpret financial statements for different stakeholders; The impact of changes and potential changes in accounting regulation

**Business Research Project****C4872FB****NQF Level:** 8**Credits:** 16**Contact hours:** 6 hours of supervision per week for one semester**Module assessments:** Continuous assessment (50%);

Final assessment of research report (50%)

**Pre-requisite:** None**Module purpose and description:**

To assess the students' independent ability to identify and investigate a problem and develop a written report using sustained arguments linking theory and evidence.

**The detailed module contents are as follows:**

Students shall select a problem for study from the areas of: financial accounting, auditing, income tax or management accounting and develop a research proposal. Candidates are expected to follow normal research procedures and write a report in the format provided by the School of Accounting. The project work and report submitted should indicate a candidate's independent ability to identify and investigate a problem and develop a written report using sustain argument linking theory and evidence.

## OLD PROGRAMMES

### B.1 Undergraduate Programmes

| <u>QUALIFICATION</u>                           | <u>QUALIFICATION-CODING</u> | <u>MINIMUM DURATION</u> |
|--|-----------------------------|-------------------------|
| Certificate in Management and Taxation         | (12CMAT)                    | 1 YEAR DISTANCE         |
| Certificate in Accounting and Auditing         | (12CAAU)                    | 1 YEAR DISTANCE         |
| Diploma in Accounting                          | (12HDIA)                    | 3 YEARS FM/DISTANCE     |
| Bachelor of Accounting (Honours)               | (12BACC)                    | 4 YEARS FM/DISTANCE     |
| Bachelor of Accounting (Chartered Accountancy) | (12BCHA)                    | 3 YEARS FM              |

### B.2 Postgraduate Programmes

| <u>Qualification Code</u> | <u>Qualification Name</u>                   | <u>Study Period</u> |
|---------------------------|---|---------------------|
| 12PDIA                    | Postgraduate Diploma in Internal Auditing   | 2 YEARS             |
| 12MSAF                    | Master of Science in Accounting and Finance | 2 YEARS             |

## SCHOOL OF ACCOUNTING

### C.1 Certificate in Management and Taxation (12CMAT)

#### C.1.1 **OBJECTIVE OF THE PROGRAM**

This programme is designed for those who want to pursue their career in taxation and management related fields or already in employment having job responsibilities including tax administration, management or other related areas. The main aim of the program is to provide an opportunity for those who otherwise do not qualify for admission in to diploma programs.

#### C.1.2 **CRITERIA FOR ADMISSION**

This should be read in conjunction with the General Information and Regulations Prospectus.

- A candidate should be in possession of a grade 12 certificate, with a minimum of 17 points in five subjects on the UNAM point scale including English with at least an E symbol,
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

#### C.1.3 **ARTICULATION OPTIONS**

Successful completion of this certificate allows entry into the **Diploma in Accounting**.

**EXEMPTIONS:** After successful completion of the certificate, students may be exempted from **Computer Literacy and Contemporary Social Issues, Basic Financial Accounting A & B and Introduction to Taxation** modules on a case by case basis.

#### C.1.4 **ASSESSMENT CRITERIA**

A student is admitted to the examination in a module if the required continuous assessment mark of 40% has been obtained. A student passes a module if a final mark of 50% is obtained. The final mark consists of the continuous assessment mark and the examination mark in a ratio of 50:50. A sub minimum of 40% must be obtained in the continuous assessment as well as examination. Consult the General Information and Regulations Prospectus for detailed examination, promotions and re-examination rules.

#### C.1.5 **MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL**

A student will not be re-admitted into the School if he/she has not passed at least 48 equivalent credits by the end of the First year.

#### C.1.6 **MAXIMUM NUMBER OF COURSES PER YEAR**

A student can register for all modules (144 credits) in a year

#### C.1.7 **REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 128 credits. All the modules offered on this program are compulsory.

#### C.1.8 **IMPLEMENTATION STRATEGY**

The program already exists and will be offered through distance mode and e-learning teaching as from 2018. All students registered for 2017 Academic year and has not completed their programmes successfully, will have to register through (CODEL) Centre for Open, Distance and e-learning.

#### C.1.9 **CLASS ATTENDANCE**

The Students must attend at least 80% of all lectures for all fulltime programmes offered at other campuses. No exemption from class attendance is given to a student because of employment.



### C.1.10 MODE OF DELIVERY

The certificate is a one-year programme offered through (CODeL) Centre for Open, Distance and e-learning.

### C.1.11 DURATION OF STUDY

This is a one-year programme with a maximum duration of 3 years. The School has the right to amend the curriculum any time during the year.

### C.1.12 CURRICULUM

| Course code                            | Course   | NQF Level | Credits    | Compulsory (C)/ Elective (E) | (Co-requisite)/ Pre-requisite |
|--|--|-----------|------------|------------------------------|-------------------------------|
| <b>YEAR 1: SEMESTER 1</b>              |  |           |            |                              |                               |
| CABS1400                               | Introduction to Mathematics                    | 4         | 8          | C                            | None                          |
| CEC1310                                | English Communication for Certificate Purposes | 3         | 16         | C                            | None                          |
| UCSI3580                               | Contemporary Social Issues                     | 4         | 4          | C                            | None                          |
| CAFA1411                               | Introduction to Financial Accounting A         | 4         | 16         | C                            | None                          |
| UCLC3509                               | Computer Literacy                              | 5         | 8          | C                            | None                          |
| CAMA1411                               | Management                                     | 4         | 16         | C                            | None                          |
|  | <b>Total credits Semester 1</b>                |           | <b>68</b>  |                              |                               |
| <b>YEAR 1: SEMESTER 2</b>              |  |           |            |                              |                               |
| UCSI3580                               | Contemporary Social Issues                     | 4         | 4          | C                            | None                          |
| CABS1400                               | Introduction to Mathematics                    | 4         | 8          | C                            | None                          |
| CEC1310                                | English Communication for Certificate Purposes | 3         | 16         | C                            | None                          |
| CAFA1412                               | Introduction to Financial Accounting B         | 4         | 16         | C                            | None                          |
| CATA1412                               | Introduction to Taxation                       | 4         | 16         | C                            | None                          |
| CAIS1412                               | Introduction to Computerized Accounting        | 4         | 16         | C                            | None                          |
|  | <b>Total credits Semester 2</b>                |           | <b>76</b>  |                              |                               |
| <b>TOTAL CREDITS FOR THE PROGRAMME</b> |  |           | <b>144</b> |                              |                               |

**\*Please note:UCSI3580; ABS1400AND CEC1310 ARE YEAR MODULES offered in both semesters**

### C.1.13 Syllabi

#### YEAR 1 : SEMESTER 1

#### INTRODUCTION TO MATHEMATICS

**CABS1400**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 2 hours lecture & 1 tutorial per week for 28 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

#### Module Description:

Set operations, simple linear functions and equations, simple differentiation, matrix algebra, number system, basic arithmetic, interest calculations.

#### INTRODUCTION TO FINANCIAL ACCOUNTING A

**CAFA1411**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

#### Module Description:

Introduction to accounting, Purpose and function of accounting, Scope of accounting, The Accounting equation and the elements of financial statements, The basic principles of accounting, Recording in the various journals, Posting to the General Ledger, Compiling the Trial Balance, Adjustments, Post adjustments trial balance, Preparation of financial statements.

#### MANAGEMENT

**CAMA1411**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

#### Module Description:

The detailed contents are as follows: Introduction to management and principles of management, managing change and innovation, decision making, leading, organizing, controlling and evaluating, and introduction to functional areas of management i.e. finance, marketing, operations and human resources.

#### YEAR 1 : SEMESTER 2

**INTRODUCTION TO FINANCIAL ACCOUNTING B CAFA1412****NQF Level:** 4    **Credits:** 16    **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper**Pre-requisites:** None**Module Description:**

Accounting for current and non-current assets, Accounting for current and non-current liabilities, Preparation of bank reconciliation statement, Methods and procedures for recording depreciation, Methods and procedures for valuing and recording inventory, Preparing financial statements from incomplete records and rectification of errors.

**INTRODUCTION TO TAXATION CATA1412****NQF Level:** 4    **Credits:** 16    **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper**Pre-requisites:** None**Module Description:**

Introduction to the Income Tax Act No 24 of 1981, source or residence principles :gross income and its components, true source and deemed source, capital and revenue nature of income, specific inclusions, calculating normal tax payable, exempt income, establishing the general and special deductions to calculate taxable income, determining the taxable income of individuals, general and specific deductions allowed for individuals, fringe benefits, tax evasion and avoidance, VAT (value added tax), introduction to other types of tax: customs and excise, assessment rates, land tax, petroleum tax, transfer duty, stamp duty, airport tax.

**INTRODUCTION TO COMPUTERIZED ACCOUNTING CAIS1412****NQF Level:** 4    **Credits:** 16    **Contact hours:** 2 hours theory & 2 hours practical per week**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper**Pre-requisites:** None**Module Description:**

Basic conceptual foundation of Accounting information system, Hardware: inputs, processing, and output devices, Software: Application Software, Data Recording and ethics in recording and keeping accounting data. Productivity and computerized systems; recording business transactions and preparing various reports.

**UNAM CORE MODULES****SEE CONTENT OF UNAM CORE MODULES INFORMATION**

|   |                  |
|---|------------------|
| <b>COMPUTER LITERACY</b>                              | <b>UCLC3509</b>  |
| <b>CONTEMPORARY SOCIAL ISSUES</b>                     | <b>UCSI 3580</b> |
| <b>ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES</b> | <b>CEC1310</b>   |

**C.2.1 OBJECTIVE OF THE PROGRAM**

This programme is designed for those who want to pursue their career in accounting, auditing and related fields or already in employment having job responsibilities including accounting, auditing or other related areas. The main aim of the programme is to provide an opportunity for those who otherwise do not qualify for admission into the diploma programme.

**C.2.2 CRITERIA FOR ADMISSION**

This should be read in conjunction with the General Information and Regulations Prospectus.

- A candidate should be in possession of a grade 12 certificate, with a minimum of 17 points in five subjects on the UNAM point scale including English with at least an E symbol,
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

**C.2.3 ARTICULATION OPTIONS**

Successful completion of this certificate allows entry into the **Diploma in Accounting, EXEMPTIONS:** After successful completion of the certificate, students may be exempted from **Computer Literacy and Contemporary Social Issues, Basic Financial Accounting A& B and Introduction to Taxation** modules on a case by case basis

**C.2.4 ASSESSMENT CRITERIA**

A student is admitted to the examination in a module if the required continuous assessment mark of 40% has been obtained. A student passes a module if a final mark of 50% is obtained. The final mark consists of the continuous assessment mark and the examination mark in a ratio of 50:50. A sub minimum of 40% must be obtained in the continuous assessment as well as examination. Consult the General Information and Regulations Prospectus for detailed examination, promotions and re-examination rules.

**C.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL**

A student will not be re-admitted into the School if he/she has not passed at least 48 equivalent credits by the end of the First year.

**C.2.6 MAXIMUM NUMBER OF COURSES PER YEAR**

A student can register for all modules (144 credits) in a year

**C.2.7 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 128 credits. All the modules offered on this program are compulsory.

**C.2.8 IMPLEMENTATION STRATEGY**

The program already exists and will be offered through distance mode and e-learning teaching as from 2018. All students registered for 2017 Academic year and has not completed their programmes successfully, will have to register through (CODeL) Centre for Open, Distance and e-learning.

**C.2.9 CLASS ATTENDANCE**

**The Students must attend at least 80% of all lectures for all full time programmes offered at other campuses. No exemption from class attendance is given to a student because of employment.**

**C.2.10 MODE OF DELIVERY**

The certificate is a one year programme offered through **DISTANCE MODE** through (CODeL) Centre for Open, Distance and e-learning. Full time Offerings at the UNAM Southern Campus.

**C.2.11 DURATION OF STUDY**

This is a one year programme with a maximum duration of 3 years. The School has the right to amend the curriculum any time during the year.

| Course code                | Course   | NQF Level | Credits   | Compulsory (C) / Elective (E) | (Co-requisite) / Pre-requisite |
|----------------------------|--|-----------|-----------|-------------------------------|--------------------------------|
| <b>YEAR 1 : SEMESTER 1</b> |  |           |           |                               |                                |
| CABS1400                   | Introduction to Mathematics                    | 4         | 8         | C                             | None                           |
| UCSI3580                   | Contemporary Social Issues                     | 5         | 4         | C                             | None                           |
| CEC1310                    | English Communication for Certificate Purposes | 4         | 16        | C                             | None                           |
| CAFA1411                   | Introduction to Financial Accounting A         | 4         | 16        | C                             | None                           |
| CAAT1411                   | Introduction to Audit Theory & Process         | 4         | 16        | C                             | None                           |
| UCLC3509                   | Computer Literacy                              | 5         | 8         | C                             | None                           |
|                            | <b>Total credits Semester 1</b>                |           | <b>68</b> |                               |                                |
| <b>YEAR 1: SEMESTER 2</b>  |  |           |           |                               |                                |
| UCSI3580                   | Contemporary Social Issues                     | 5         | 4         | C                             | None                           |
| CABS1400                   | Introduction to Mathematics                    | 4         | 8         | C                             | None                           |
| CEC1310                    | English Communication for Certificate Purposes | 4         | 16        | C                             | None                           |

|          |  |   |            |   |      |
|----------|--|---|------------|---|------|
| CAGA1412 | Introduction to Government Accounting and Auditing | 4 | 16         | C | None |
| CAIS1412 | Introduction to Computerized accounting            | 4 | 16         | C | None |
| CAFA1412 | Introduction to Financial Accounting B             | 4 | 16         | C | None |
|          | <b>Total credits Semester 2</b>                    |   | <b>76</b>  |   |      |
|          | <b>TOTAL CREDITS FOR THE PROGRAMME</b>             |   | <b>144</b> |   |      |

**\*Please note:CSI3580; ABS1400 AND LCEC1310 ARE YEAR MODULES offered in both semesters**

### C.2.13 Syllabi

#### YEAR 1 : SEMESTER 1

##### **INTRODUCTION TO MATHEMATICS CABS1400**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 2 hours lecture & 1 tutorial per week for 28 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

##### **Module Description:**

Set operations, simple linear functions and equations, simple differentiation, matrix algebra, number system, basic arithmetic, interest calculations.

##### **INTRODUCTION TO FINANCIAL ACCOUNTING A CAFA1411**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

##### **Module Description:**

Introduction to accounting, Purpose and function of accounting, Scope of accounting, The Accounting equation and the elements of financial statements, The basic principles of accounting, Recording in the various journals, Posting to the General Ledger, Compiling the Trial Balance, Adjustments, Post adjustments trial balance, Preparation of financial statements.

##### **INTRODUCTION TO AUDIT THEORY AND PROCESS CAAT1411**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

##### **Module Description:**

This includes the nature of auditing, the regulatory framework of auditing, auditing standards and principles of auditing, planning of new and subsequent audits, accounting and internal control systems and internal auditing.

#### YEAR 1 : SEMESTER 2

##### **INTRODUCTION TO GOVERNMENT ACCOUNTING AND AUDITING CAGA1412**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

##### **Module Description:**

The nature of government accounting and financial reporting, the relationship between financial and government accounting, the legal framework of government accounting, constitutional requirements, the State Finance Act, treasury instructions, capital vs. fund accounting, cash accounting, modified cash basis of accounting, accrual accounting budgetary accounting and the vote system, vote and ledger accounting, vote heads, accounting for expenditure, forward planning, the general ledger, subsidiary ledgers, reconciliation between them. The legal framework of government auditing (article 127 (2)) of the Namibian Constitution and Section 27 (1) of the State Finance Act 1991 (Act 31 of 1991), requirement of tabling the audit report (SFA Section 27 (4)), the role of parliament in government audit, procedures of preparation for an audit: a comparison of government and private sector, auditing principles, setting up audit procedures for government, the instruction from the Auditor-General, the scope of the Auditor-General's report compared to the scope of private sector audit reports.

##### **INTRODUCTION TO COMPUTERIZED ACCOUNTING CAIS1412**

**NQF Level:** 4    **Credits:** 16    **Contact hours:** 2 hours theory & 2 hours practical per week

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

##### **Module Description:**

Basic conceptual foundation of Accounting information system, Hardware: inputs, processing, and output devices, Software: Application Software, Data Recording and ethics in recording and keeping accounting data. Productivity and computerized systems; recording business transactions and preparing various reports.

**INTRODUCTION TO FINANCIAL ACCOUNTING B**

**CAFA1412**

**NQF Level:** 4      **Credits:** 16      **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper

**Pre-requisites:** None

**Module Description:**

Accounting for current and non-current assets, Accounting for current and non-current liabilities, Preparation of bank reconciliation statement, Methods and procedures for recording depreciation, Methods and procedures for valuing and recording inventory, Preparing financial statements from incomplete records and rectification of errors.

**UNAM CORE MODULES**

**SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES**

**COMPUTER LITERACY**

**UCLC3509**

**CONTEMPORARY SOCIAL ISSUES**

**UCSI3580**

**ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES**

**CEC1310**

### **C.3 Diploma in Accounting**

**(12DIAC)**

#### **C.3.1 OBJECTIVE OF THE PROGRAM**

This programme is designed for those who want to pursue a career in accounting, other related fields or are already in employment having similar job responsibilities and want to progress in their accounting career. The main aim of the program is to offer a 3 year qualification in accounting as required by employers in the public and private sector. The Diploma provides a 3 year qualification and successful candidates will be eligible for admission into 3rd year of the Bachelor of Accounting (honours) degree. The program is designed in such a way that it will remove duplication of modules offered through various programs and serve the stakeholders' interest in the best possible way.

#### **C.3.2 CRITERIA FOR ADMISSION**

To register for Diploma in Accounting an applicant should:

- Have a minimum of 22 points in 5 subjects with at least a D in English (NSSC Ordinary level) as evaluated on the UNAM admission scale OR
- Have passed certificate in accounting or auditing or certificate in taxation and management offered by the department of accounting, auditing and income tax with an average of at least 60% or a similar qualification offered by other institutions of higher learning.

Admission is also considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

#### **C.3.3 ARTICULATION ROUTE**

- Successful completion of the Diploma in Accounting (with a minimum of 60% average) allows entry into the 3<sup>rd</sup> year of Bachelor of Accounting (Honours).
- Students who obtained the diploma/advanced diploma under the old curriculum, will be allowed to continue to the Bachelor of Accounting (Honours) and will be exempted on a case by case basis.
- Students willing to study for other qualifications offered by various departments of FEMS will have to follow the admission requirements of the respective departments and may be exempted on case by case basis by those departments.

#### **C.3.4 ASSESSMENT CRITERIA**

A student will be admitted to the examination in a module if he/she has obtained the required continuous assessment mark of 40%. A candidate passes a module if a final mark of 50% is obtained. The final mark for the core modules offered by the (School of Accounting) consists of continuous assessment and examination mark in the ratio of 50:50. A sub minimum of 40% must be obtained in the continuous assessment as well as examination. Consult the General Information and Regulation Prospectus for detailed examination, promotions and re-examination rules.

#### **C.3.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL**

For re-admission into the School a student should have passed:

- *At least 48 credits by the end of first year; however, for re-admission into the program this must include at least one module on Basic Financial Accounting (CAFA2411 or CAFA2412)*
- *At least 120 credits by the end of second year;*
- *At least 196 credits by the end of third year;*

#### **C.3.6 MAXIMUM NUMBER OF COURSES PER YEAR**

A student may register for a maximum of ten modules (equivalent to 160 credits) during a particular academic year. Modules that are repeated and those followed for non-degree purpose are included in the allowable maximum of twelve modules.

#### **C.3.7 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 368 credits. All the modules offered on this program are compulsory.

Intake for 2018 Academic year = Year 1 –to be Awarded = Diploma in Accounting

Intake for 2018 Academic year = Year 2 and Year 3 – to be Awarded = Diploma in Accounting and Auditing

#### **C.3.8 IMPLEMENTATION STRATEGY For registration purposes**

Intake for 2019 Academic year = Year 1 –to select programme - Diploma in Accounting

Intake for 2019 Academic year = Year 2 and Year 3 – to select programme - Diploma in Accounting

The programme in Windhoek is only available on distance.

#### **C.3.9 ADVANCEMENT AND PROGRESSION RULES**

A student advances to the following year if at least 2/3 of the credits (modules) of the previous year have been passed. If a student passed less than 2/3 of the curriculum, he/she may not register for any modules of the following year. Prerequisites for modules that require them should be passed first before registering for such modules.

#### **C.3.10 CLASS ATTENDANCE**

The Students must attend at least 80%. All DISTANCE MODE students to familiarize themselves with the yearbook for Centre for Open, Distance and e-learning (CODeL).

#### **C.3.11 MODE OF DELIVERY**

This is a full-time program offered at the following Campuses: Rundu and Southern Campuses. The same is also offered on distance mode through (CODeL)Centre for Open, Distance and e-learning.

### C.3.12 DURATION OF STUDY

This is a 3 year full time program offered through full time and distance mode. The course is broken into six semesters of fourteen (14) weeks each and follows the university semesters. The maximum duration of the programme is 5 years.

### C.3.13 CURRICULUM

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS

| Course code                            | Course name                             | NQF Level | Credits    | Compulsory (C)/Elective (E) | (Co-requisite) / Pre-requisite             |
|--|---|-----------|------------|-----------------------------|--|
| <b>YEAR 1: SEMESTER 1</b>              |   |           |            |                             |  |
| CAFA2411                               | Basic Financial Accounting A            | 4         | 16         | C                           | None                                       |
| ULEG2410                               | English for General Communication       | 4         | 16         | C                           | None                                       |
| CABM2411                               | Basic Mathematics                       | 4         | 16         | C                           | None                                       |
| UCLC3509                               | Computer Literacy                       | 5         | 8          | C                           | None                                       |
| <b>Total credits Semester 1</b>        |   |           | <b>56</b>  |                             |  |
| <b>YEAR 1 : SEMESTER 2</b>             |   |           |            |                             |  |
| CAFA2412                               | Basic Financial Accounting B            | 4         | 16         | C                           | None                                       |
| CMPP3572                               | Principles of Management                | 5         | 16         | C                           | None                                       |
| UCSI3580                               | Contemporary Social Issues              | 5         | 8          | C                           | None                                       |
| ULEG2410                               | English for General Communication       | 4         | 16         | C                           | None                                       |
| CATA2412                               | Introduction to Taxation                | 4         | 16         | C                           | None                                       |
| <b>Total credits Semester 2</b>        |   |           | <b>72</b>  |                             |  |
| <b>TOTAL CREDITS YEAR 1</b>            |   |           | <b>128</b> |                             |  |
| <b>YEAR 2 : SEMESTER 1</b>             |   |           |            |                             |  |
| CEMI3571                               | Basic Microeconomics                    | 5         | 16         | C                           | None                                       |
| CACL3631                               | Commercial Law A                        | 6         | 16         | C                           | None                                       |
| CBCM3571                               | Business Mathematics                    | 5         | 16         | C                           | None                                       |
| CAFE3581                               | Fundamentals of Accounting A            | 5         | 12         | C                           | None                                       |
| <b>Total credits Semester 1</b>        |   |           | <b>60</b>  |                             |  |
| <b>YEAR 2 : SEMESTER 2</b>             |   |           |            |                             |  |
| CEMA3572                               | Basic Macroeconomics                    | 5         | 16         | C                           | None                                       |
| CACL3632                               | Commercial Law B                        | 6         | 16         | C                           | None                                       |
| ULEA3519                               | English for Academic Purposes           | 5         | 16         | C                           | ULEG 2410                                  |
| CAFE3582                               | Fundamentals of Accounting B            | 5         | 12         | C                           | None                                       |
| <b>Total credits Semester 2</b>        |   |           | <b>60</b>  |                             |  |
| <b>TOTAL CREDITS YEAR 2</b>            |   |           | <b>120</b> |                             |  |
| <b>YEAR 3 : SEMESTER 1</b>             |   |           |            |                             |  |
| CABA3691                               | Business Statistics A                   | 6         | 12         | C                           | CBCM3571                                   |
| CAFE3691                               | Financial Accounting 1A                 | 6         | 12         | C                           | CAFE3581 & CAFE3582                        |
| CAAM3691                               | Management Accounting 1A                | 6         | 12         | C                           | None                                       |
| CAIS3659                               | Computerized Accounting Systems         | 6         | 16         | C                           | UCLC3409; CAFE3581 & CAFE3582              |
| CAPG2631                               | Public Sector and Government Accounting | 6         | 16         | C                           | CAFA2411 & CAFA2412                        |
| <b>Total credits Semester 1</b>        |   |           | <b>68</b>  |                             |  |
| <b>YEAR 3 : SEMESTER 2</b>             |   |           |            |                             |  |
| CABA3692                               | Business Statistics B                   | 6         | 12         | C                           | CBCM 3571<br><b>Co-requisite: CABA3691</b> |
| CAFE3692                               | Financial Accounting 1B                 | 6         | 12         | C                           | CAFE2581 & CAFE2582                        |
| CAAM3692                               | Management Accounting 1B                | 6         | 12         | C                           | None                                       |
| CAPF2632                               | Public Financial Management             | 6         | 16         | C                           | CAFA2411 & CAFA2412                        |
| <b>Total credits Semester 2</b>        |   |           | <b>52</b>  |                             |  |
| <b>TOTAL CREDITS YEAR 3</b>            |   |           | <b>120</b> |                             |  |
| <b>TOTAL CREDITS FOR THE PROGRAMME</b> |   |           | <b>368</b> |                             |  |

### C.3.14 Syllabi

#### YEAR 1 : SEMESTER 1

#### BASIC FINANCIAL ACCOUNTING A

**CAFA2411**

**NQF Level:** 4 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### Module Description:

Introduction to accounting, the conceptual framework of accounting, purpose and function of accounting, scope of accounting, the accounting equation and the elements of financial statements, the basic principles of accounting, recording in the various journals, posting to the Ledger, compiling the trial balance, yearend adjustments, Preparation of financial statements.

**BASIC MATHEMATICS****CABM2411****NQF Level:** 4      **Credits:** 16      **Contact hours:** 4 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

The details contents are as follows:

Number systems – Roman, Decimal, Binary; Four basic operations on whole numbers, Integers and Fractions; Powers and roots, rates, ratios and percentage calculations. Measurement – Length, time, temperature, mass and capacity. Mensuration – areas and volumes.

**YEAR 1 : SEMESTER 2****BASIC FINANCIAL ACCOUNTING B****CAFA2412****NQF Level:** 4      **Credits:** 12      **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

Accounting for current and non-current assets, Methods and procedures for recording depreciation, an overview of accounting for intangibles, Accounting for receivables, Accounting for current and non-current liabilities, cash management and preparation of bank reconciliation statement, Methods and procedures for valuing and recording inventory, Rectification of errors, Preparation of financial statements from incomplete records.

**PRINCIPLES OF MANAGEMENT****CMPP3572****NQF Level:** 5      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment 50% (Minimum of 2 tests and 1 assignment)**Pre-requisite:** None**Module Description:**

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

**INTRODUCTION TO TAXATION****CATA2412****NQF Level:** 4      **Credits:** 12      **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

Introduction to the Income Tax Act No 24 of 1981, source or residence principles on which a tax system may be based: analysis of all the income of the taxpayer in order to determine what constitutes gross income, true source and deemed source, capital and revenue nature of income, specific inclusions, calculating normal tax payable, identification of exempt income, establishing the general and special deductions to calculate taxable income, determining the taxable income of individuals, fringe benefits, tax evasion and avoidance. Overview of VAT/(value added tax).

**YEAR 2 : SEMESTER 1****BASIC MICROECONOMICS****CEMI3571****NQF Level:** 5      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisites:** None**Module Description:**

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

**COMMERCIAL LAW A****CACL3631****NQF Level:** 6      **Credits:** 16      **Contact hours:** 4 lecture hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper



**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows: Introduction to the theory of law, the definition of the concept of "law", the various sources of Namibian law, customs, legislation (statute), common law etc as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, the administration of justice in Namibia, the hierarchy of the Namibian courts, the general principles of natural justice the "audi alteram partem rule", the law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc, various forms of breach of contract: mora creditoris, mora debitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party.

**BUSINESS MATHEMATICS**

**CBCM3571**

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous Assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper)

**Pre-requisites:** None

**Module Description:**

Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.

**FUNDAMENTALS OF ACCOUNTING A**

**CAFE3581**

**NQF Level:**5 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.

**YEAR 2 : SEMESTER 2**

**BASIC MACROECONOMICS**

**CEMA3572**

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:**

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

**COMMERCIAL LAW B**

**CACL3632**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 4 lecture hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows; Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huurgaatvoorkoop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.

**FUNDAMENTALS OF ACCOUNTING B**

**CAFE3582**

**NQF Level:**5 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.

**YEAR 3 : SEMESTER 1**

**BUSINESS STATISTICS A**

**CABA3691**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Business Mathematics (CBCM3571)

**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions (Binomial, Poisson, Exponential and Normal).

**FINANCIAL ACCOUNTING 1A**

**CAFE3691**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Fundamentals of Accounting A and B (CAFE3581 & CAFE3582)

**Module Description:**

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering - cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

**MANAGEMENT ACCOUNTING 1A**

**CAAM3691**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

**COMPUTERIZED ACCOUNTING SYSTEMS**

**CAIS3659**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 2 lecture hour & 2 practical hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** CLC3409 and AFE3581 & AFE3582

**Module Description:**

The detailed contents are as follows: Conceptual foundation of Accounting Information Systems (AIS), Control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Students will apply the AIS functions to the overall Management Information System. Set up a company from scratch, Debtors accounts, Creditors accounts, General ledger, Prepare invoices, Purchase orders, Cashbook – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes and much more.

Draw - up financial statements and other financial reports. Software will be utilized to make business decisions, using of computer spread sheets and modern accounting packages as a tool in decision making.

### **PUBLIC SECTOR AND GOVERNMENT ACCOUNTING**

**CAPG2631**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 4 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** AFA2411 & AFA2412

#### **Module Description:**

The primary objective of this module is to introduce the student to specific features of public sector and government accounting. The contents include International public sector accounting standards on presentation of financial statements, cash and fund accounting, the nature of government accounting, government accounting practices, government accounting distinguished from general commercial accounting, government records for accounting and control, financial statements, statement of various government funds, Accounting provisions as prescribed in the constitution and the State Finance Act. Treasury instructions, audit requirements, accounting for general capital assets and capital projects, accounting for general long-term liabilities and debt service, accounting for government's business type activities, accounting for agency and trust funds, preparation, analysis and interpretation of a comprehensive annual financial report, issues in government financial reporting and performance measurement.

### **YEAR 3 : SEMESTER 2**

#### **BUSINESS STATISTICS B**

**CABA3692**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Business Mathematics (CBCM3571); Co-requisite: Business Statistics A (CABA3691)

#### **Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

#### **FINANCIAL ACCOUNTING 1B**

**CAFE3692**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Fundamentals of Accounting A and B (CAFE3581 & CAFE3582)

#### **Module Description:**

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.

#### **MANAGEMENT ACCOUNTING 1B**

**CAAM3692**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### **Module Description:**

The detailed contents are as follows: Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance.

#### **PUBLIC FINANCIAL MANAGEMENT**

**CAPF2632**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 4 lecture hour & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** AFA2411 & AFA2412

#### **Module Description:**

The detailed contents are as follows: Scope and principles of public finance, public expenditure, source of public revenue, characteristics of a good tax system, principles of taxation, taxable capacity, kinds of taxation, effects of taxation, the theory of

social and public goods, shifting and incidence of taxes, fiscal policy and economic stability, development finance, theory of public debt management, deficit financing. Public financial management, financial decision making in public sector, budgets, medium term expenditure framework and investments appraisal techniques.

## UNAM CORE MODULES

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

|   |          |  |
|---|----------|--|
| COMPUTER LITERACY                               | UCLC3509 |  |
| CONTEMPORARY SOCIAL ISSUES                      | UCSI3580 |  |
| ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION | ULEG2410 |  |

### **C.4 BACHELOR OF ACCOUNTING – (CHARTERED ACCOUNTANCY) (12BCHA) REVISED**

#### **C.4.1 INTRODUCTION**

The Bachelor of Accounting (Chartered Accountancy) is a single major programme, which seeks to provide an academic foundation for students intending to pursue a career in accounting and related fields.

The degree provides technical and theoretical skills and knowledge, which will give the successful candidate a sound foundation for his/her chosen career. The development of transferable skills and competence is embodied in the modules within the degree structure and those successfully completing the program should possess effective communication, intellectual and interpersonal skills.

#### **C.4.2 PURPOSE OF THE QUALIFICATION**

The purpose of this qualification is to provide students with necessary accounting knowledge and skills that allows them to pursue a Certificate in Theory of Accounting (CTA) program required for a career in Chartered Accountancy.

This program has been developed in response to the needs of industry to shorten the study period for Chartered Accountancy. Currently UNAM students have to study for 4 years for first degree followed by another 2 years for CTA. The total 6 years of study is not competitive with programs offered by South African Universities as a student can do a first degree in 3 years and CTA in one year at SA Universities. Thus, accounting firms prefer to send sponsored students to South African Universities to save two years. It also results in brain drain as many students after studying in South Africa stay there for employment. This qualification will save one year for undergraduate degree and another one year at CTA level.

The programme was developed in conjunction with North West University (NWU) and it enables the students to get into the CTA program at NWU without doing a bridging course. The curriculum of this program has been developed in consultation with various stakeholders including the Institute of Chartered Accountants of Namibia and South African universities

#### **Implementation strategy**

The revised programme will be implemented for all first and second years in 2018. Students currently in the second year of study will continue with the old programme. The old programme will run concurrently with the new programme in 2018 to cater for students who still have courses pending on the old programme. As from 2019, any student who failed a module under the old programme will have to do the new equivalent according to the table below:

#### **C.4.3 ADMISSION REQUIREMENTS**

- To register for the Bachelor of Accounting (Chartered Accountancy), a candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification. English is a compulsory subject and a candidate should have obtained grade C at NSSC (English as a Second Language) or grade D at NSSC (English First Language) level and at least a B in NSSC (Ordinary level) Mathematics. Preference will be given to those with accountancy at school level.
- A candidate should have a minimum of 30 points in five subjects on the UNAM Evaluation Scale.
- Entrance will be limited to availability of places and awarded on merit. Meeting minimum requirements does not guarantee admission.
- The department reserves the right to interview students before admission.
- Admission could also be considered for foreign students and those with post qualification (first degree).

***If a candidate only obtains the equivalent of a C in NSSC (Core level) Mathematics; then a B in NSSC (Ordinary level) Accountancy at school level must be obtained and a minimum of 32 points in five subjects on the UNAM Evaluation Scale.***

#### **C.4.4 EXAMINATION REGULATIONS**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Prospectus. A candidate will be admitted to the examination in a module if he/she has obtained the required continuous assessment mark of 40%. Examinations are administered at the end of each semester for semester modules and at the end of year for double modules.

A candidate passes a module if a final mark of 50% is obtained. The final mark consists of continuous assessment and examination mark in the ratio of 50:50 respectively unless otherwise indicated in the respective module descriptor. A sub minimum of 40% must be obtained in each component.

#### **C.4.5 ACADEMIC ADVANCEMENT RULES**

##### **(a) Admission into next year of study**

A student advances to the following year if at least 2/3 of the credits (modules) of the previous year have been passed. If a student passed less than 2/3 of the curriculum, he/she may not register for any modules of the following year. Prerequisites for modules that require them should be passed first before registering for such modules.

##### **(b) Minimum requirements for re-admission into the Program**

A student will not be re-admitted into the program if he/she has not passed at least:

- The equivalent to 104 credits by the end of the **First year** including at least 1 out of 2 financial accounting modules.
- The equivalent to 212 credits at the end of the **Second year** including all first year accounting modules and the second year financial accounting module.
- The equivalent to 312 credits at the end of the **Third year**

Students who are not re admitted into Bachelor of Accounting (Chartered Accountancy) may apply for transfer into the current Bachelor of Accounting (Honours) or other programs offered by the School and would be considered for admission on a case by case basis if they meet the following requirements for re admission into the School.

##### **(c) Minimum requirements for re-admission into the School**

A student will not be re-admitted into the School if he/she has not passed at least:

- the equivalent to 56 credits by the end of the **First year**;
- the equivalent to 152 credits at the end of the **Second year**
- the equivalent to 224 credits at the end of the **Third year**

#### **C.4.6 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who have passed all the modules with a total number of credits of 412.

#### **C.4.7 LECTURES AND TUTORIALS**

The attendance of lectures and tutorials is compulsory and no exemption will be given to a student because of employment. Students must attend a minimum of 80% of lectures and tutorials to be eligible for entry into examination.

#### **C.4.8 QUALITY ASSURANCE ARRANGEMENTS**

It is proposed to externally moderate all the question papers of core modules offered during first, second and third years. To keep the content updated and commensurate with market needs the curriculum will be reviewed every 5 years in consultation with relevant stakeholders.

#### **C.4.9 STAKEHOLDERS SUPPORT OF THE PROGRAM**

The department has had discussions with the industry and the Institute of Chartered Accountants of Namibia and it was apparent from those discussions that the number of Chartered Accountants in the country is very low compared to the demand. Former students have also indicated the challenges they face when they leave UNAM for South African universities and have indicated the need for UNAM to implement this programme.

#### **Career Opportunities**

The following career possibilities are available for students completing this programme:

- Students will be allowed to do a Certificate in Theory of Accounting (CTA) that is required for a career in Chartered Accountancy.
- Students can become Accountants or Internal Auditors in the private or public sector.
- Students can pursue careers as Chartered Management Accountants (CIMA) or Chartered Certified Accountants (ACCA).

#### **C.4.10 ARTICULATION**

Students may be considered for transfer from current Bachelor of Accounting (Honours) to Bachelor of Accounting (Chartered Accountancy), if they have obtained an average of 70% including a minimum of 70% in accounting modules at first and second year of Bachelor of Accounting (Honours).

- Having completed year 1 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 1 of Bachelor of Accounting (Chartered Accountancy).
- Similarly after completing year 2 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 2 of Bachelor of Accounting (Chartered Accountancy). Students may be required to register for additional modules at 1<sup>st</sup> year level.
- No transfer into 3<sup>rd</sup> year of Bachelor of Accounting (Chartered Accountancy) is allowed from other programs.

Students will also be allowed to transfer from Bachelor of Accounting (Chartered Accountancy) to the current 4 year Bachelor of Accounting (Honours) program and will be exempted for the modules already passed on the same level. Students may be required to add additional modules.

#### C.4.11 EXEMPTION RULES

Students who have already passed an equivalent module will be considered for exemption on a case by case basis **provided the module passed is not older than 5 years.**

#### C.4.12 DURATION OF STUDY

The duration of the programme extends over three years of full-time study. The maximum duration is 5 years. The School has the right to amend the curriculum for academic and professional reasons any time during the period of study.

#### Mode of Delivery

Full time face to face study at Windhoek Main campus.

#### C.4.13 PRE-REQUISITES

A student can only continue with a module on second or third year provided the relevant prerequisites are met. The prerequisites for various modules are listed below:

| Code      | Module Name                     | Prerequisite / Co requisite          |   |
|-----------|---------------------------------|--------------------------------------|---|
| Year 2    |                                 | Code                                 | Module Name   |
| CACP3612  | Company Law and Practice        | CAML3611                             | Mercantile Laws (Co requisite)  |
| CAFI3610  | Financial Accounting 2          | CAFI3591 /<br>CAFI 3592              | Financial Accounting 1 A /<br>Financial Accounting 1B /                                   |
| CAUD 3691 | Auditing 1A                     | CAFI3591 /<br>CAFI 3592              | Financial Accounting 1 A /<br>Financial Accounting 1B /                                   |
| CAUD 3692 | Auditing 1B                     | CAFI3591 /<br>CAFI 3592              | Financial Accounting 1 A /<br>Financial Accounting 1B /                                   |
| Year 3    |                                 |                                      |   |
| CACT3710  | Comparative taxation            | CANT3691                             | Namibian Taxation   |
| CAUD3710  | Auditing 2                      | CAUD3691 and CAUD 3692               | Auditing 1A and<br>Auditing 1B  |
| CAFI3710  | Financial Accounting 3          | CAFI3610*                            | Financial Accounting 2  |
| CAMA3711  | Management Accounting 2         | CAMA3691 and CAMA 3692               | Management Accounting 1A and<br>Management Accounting 1B                                  |
| CAIS3652  | Computerized Accounting Systems | UCLC3509                             | Computer Literacy   |
| CAMF3712  | Managerial Finance              | CAFI3591,<br>CAFI 3592 and CAMA 3511 | Financial Accounting 1 A ,<br>Financial Accounting 1B, and<br>Mathematics for Accountants |

#### C.4.14 CURRICULUM

The curriculum for the Bachelor of Accounting (Chartered Accountancy) consists of 30 modules, which are offered as follows:

- 11 equivalent modules (equivalent to 140 credits) on the first-year level
- 11 equivalent modules (equivalent to 144 credits) on the second-year level
- 8 equivalent modules (equivalent to 128 credits) on the third-year level
- Year 1 – 136 credits
- Year 2 – 156 credits
- Year 3 – 168 credits

A student may not exceed a maximum of twelve modules (equivalent to 192 credits) as from the second academic year onwards. Courses that are repeated are included in the allowable maximum of twelve modules.

| Course code                     | Course name                            | NQF Level | Credits | Compulsory | (Co-requisite) /<br>Pre-requisite |
|---------------------------------|--|-----------|---------|------------|-----------------------------------|
| <b>Year 1 Semester 1</b>        |  |           |         |            |                                   |
| ULCE 3419                       | English Communication and Study Skills | 4         | 16      | C          | None                              |
| UCLC3509                        | Computer Literacy                      | 5         | 8       | C          | None                              |
| CAMA3591                        | Mathematics for Accountants            | 5         | 12      | C          | None                              |
| CAFI3511                        | Financial Accounting 1 A               | 5         | 16      | C          | None                              |
| UCSI3580                        | Contemporary Social Issues             | 5         | 4       | C          | None                              |
| CAML3591                        | Mercantile Law                         | 5         | 12      | C          | None                              |
| <b>Total Credits Semester 1</b> |  |           |         |            | <b>68</b>                         |
| <b>Year 1 Semester 2</b>        |  |           |         |            |                                   |

|  |                                      |   |    |   |  |
|--|--------------------------------------|---|----|---|--|
| CAEC3592                               | Economics                            | 5 | 12 | C | None                                   |
| ULEA3519                               | English for Academic Purposes        | 5 | 16 | C | None                                   |
| CACP3612                               | Company Law and Practice             | 6 | 16 | C | CAML3591                               |
| CABS3592                               | Business Statistics                  | 5 | 12 | C | None                                   |
| CAFI3512                               | Financial Accounting 1 B             | 5 | 16 | C | None                                   |
| UCSI3580                               | Contemporary Social Issues           | 5 | 4  | C | None                                   |
| <b>Total credits Semester 2</b>        |                                      |   |    |   | <b>76</b>                              |
| <b>TOTAL CREDITS YEAR 1</b>            |                                      |   |    |   | <b>136</b>                             |
| <b>Year 2 Semester 1</b>               |                                      |   |    |   |  |
| CANT3681                               | Taxation 1A                          | 6 | 12 | C | None                                   |
| CAUD3690                               | Auditing 1                           | 6 | 12 | C | CAFI3511/<br>CAFI3512                  |
| CAFI3610                               | Financial Accounting 2               | 6 | 16 | C | CAFI3511/<br>CAFI3512                  |
| CAMF3660                               | Managerial Finance 1                 | 6 | 8  | C | CAFI3511/<br>CAFI3512 and<br>CAMA 3591 |
| CAMA3660                               | Management Accounting 1              | 6 | 8  | C | None                                   |
| CASE3791                               | Strategy, Risk Management and Ethics | 7 | 12 | C | None                                   |
| <b>Total Credits Semester 1</b>        |                                      |   |    |   | <b>68</b>                              |
| <b>Year 2 Semester 2</b>               |                                      |   |    |   |  |
| CAIS3652                               | Accounting Information Systems       | 6 | 16 | C | UCLC3509                               |
| CATT3692                               | Taxation 1B                          | 6 | 12 | C | CANT3681                               |
| CAUD3690                               | Auditing 1                           | 6 | 12 | C | CAFI3511/<br>CAFI3512                  |
| CAFI3610                               | Financial Accounting 2               | 6 | 16 | C | CAFI3511/<br>CAFI3512                  |
| CAMF3660                               | Managerial Finance 1                 | 6 | 8  | C | CAFI3511/3582 &<br>CAMA 3591           |
| CAMA3660                               | Management Accounting 1              | 6 | 8  | C | None                                   |
| <b>Total credits Semester 2</b>        |                                      |   |    |   | <b>72</b>                              |
| <b>TOTAL CREDITS YEAR 2</b>            |                                      |   |    |   | <b>140</b>                             |
| <b>Year 3 Semester 1</b>               |                                      |   |    |   |  |
| CACT3730*                              | Taxation 2                           | 7 | 16 | C | CATT3692/CANT36<br>81                  |
| CAUD3710*                              | Auditing 2                           | 7 | 16 | C | CAUD3690                               |
| CAFI3710*                              | Financial Accounting 3               | 7 | 16 | C | CAFI3610                               |
| CAMF3760                               | Managerial Finance 2                 | 7 | 8  | C | CAMF3660                               |
| CAMA3780                               | Management Accounting 2              | 7 | 12 | C | CAMA3660                               |
| <b>Total Credits Semester 1</b>        |                                      |   |    |   | <b>68</b>                              |
| <b>Year 3 Semester 2</b>               |                                      |   |    |   |  |
| CACT3730*                              | Taxation 2                           | 7 | 16 | C | CATT3692/<br>CANT3681                  |
| CAUD3710*                              | Auditing 2                           | 7 | 16 | C | CAUD3690                               |
| CAFI3710*                              | Financial Accounting 3               | 7 | 16 | C | CAFI3610                               |
| CAMA3780                               | Management Accounting 2              | 7 | 12 | C | CAMF3660                               |
| CAMF3760                               | Managerial Finance 2                 | 7 | 8  | C | CAMA3660                               |
| <b>Total credits Semester 2</b>        |                                      |   |    |   | <b>68</b>                              |
| <b>TOTAL CREDITS YEAR 3</b>            |                                      |   |    |   | <b>136</b>                             |
| <b>TOTAL CREDITS YEAR 4</b>            |                                      |   |    |   |  |
| <b>TOTAL CREDITS FOR THE PROGRAMME</b> |                                      |   |    |   | <b>412</b>                             |

**\*Examination for double modules (codes ending with – zero(0)) is conducted at the end of second semester only**

Table of equivalents

| <b>Course Equivalents</b>      |                                 |                                   |                                |
|--------------------------------|---------------------------------|-----------------------------------|--------------------------------|
| <b>Current course and code</b> |                                 | <b>Equivalent course and code</b> |                                |
| <b>Code</b>                    | <b>Course name</b>              | <b>Code</b>                       | <b>Course name</b>             |
| <b>Year 1</b>                  | <b>Semester 1</b>               |                                   |                                |
| CAML3611                       | Mercantile Law                  | CAML3591                          | Mercantile Law                 |
| CAMA3511                       | Mathematics for Accountants     | CAMA3591                          | Mathematics for Accountants    |
|                                |                                 |                                   |                                |
| <b>Year 1</b>                  | <b>Semester 2</b>               |                                   |                                |
| CAEC3511                       | Economics                       | CAEC3592                          | Economics                      |
| CABS3612                       | Business Statistics             | CABS3592                          | Business Statistics            |
| CAFI3582                       | Financial Accounting 1B         | CAFI3512                          | Financial Accounting 1B        |
|                                |                                 |                                   |                                |
| <b>Year 2</b>                  | <b>Semester 1</b>               |                                   |                                |
| CANT3691                       | Namibian Taxation               | CANT3681                          | Taxation 1A                    |
| CAUD3691                       | Auditing 1A                     | CAUD3690                          | Auditing 1                     |
| CAMA3691                       | Management Accounting 1A        | CAMA3660                          | Management Accounting 1        |
|                                |                                 |                                   |                                |
| <b>Year 2</b>                  | <b>Semester 2</b>               |                                   |                                |
| CAIS3652                       | Computerised Accounting Systems | CAIS3652                          | Accounting Information Systems |
| CAUD3692                       | Auditing 1B                     | CAUD3690                          | Auditing 1                     |
| CAMA3692                       | Management Accounting 1B        | CAMA3660                          | Management Accounting 1        |
|                                |                                 |                                   |                                |
| <b>Year 3</b>                  | <b>Semester 1</b>               |                                   |                                |
| CACT3710                       | Comparative taxation            | CACT3730                          | Taxation 2                     |
| CAMA3711                       | Management Accounting 2         | CAMA3780                          | Management Accounting 2        |
|                                |                                 |                                   |                                |
| <b>Year 3</b>                  | <b>Semester 2</b>               |                                   |                                |
| CACT3710                       | Comparative taxation            | CACT3730                          | Taxation 2                     |
| CAMF3712                       | Managerial Finance              | CAMF3760                          | Managerial Finance 2           |

**YEAR 1**

**ECONOMICS**

**CAMA3592**

**NQF Level:** 5      **Credits:** 12      **Contact hours:** 3h lectures per week for 1 semester

**Module Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

This course aims to introduce basic concepts and tools used in microeconomics and macroeconomic analysis. The theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payment accounts; stabilisation policy for unemployment, inflation; demand and supply, market structures, Factor markets and introduction to international trade.

**MATHEMATICS FOR ACCOUNTANTS**

**CAMA3591**

**NQF Level:** 5      **Credits:** 12      **Contact hours:** 3h lectures per week for 1 semester

**Module Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

This module is designed to give students an understanding of various mathematical calculations to solve business related problems. Introduction to differential and integral calculus; number systems, rates, ratios, percentages, indices, equations and inequalities; introduction to matrix algebra; (addition, subtraction and multiplication); Time value of money and its applications in financial decisions.

**FINANCIAL ACCOUNTING 1A**

**CAFI3511**

**NQF Level:** 5      **Credits:** 16      **Contact hours:** 4h lectures per week for 1 semester & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper



The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

The objective of the module is to provide basic knowledge of accounting information system and equip the students with capability of processing financial transactions in books of accounts and develop financial statements of sole trader, non-profit entity, partnership and close corporation. Conceptual Framework; Accounting cycle, Accounting equation, adjustments, Value-Added Tax, cash and bank, Debtors & credit losses & settlement discounts, creditors, inventory and insurance, Correction of errors, Adjustments, Closing entries, Trial Balance, Financial Statements, Manufacturing, Property, plant and equipment, Financial Assets / Investments, Financial Liabilities (loan, amortisation) and Incomplete records.

**MERCANTILE LAW CAML3591**

**NQF Level:**5 **Credits:** 12 **Contact hours:** 3h lectures per week for 1 semester

**Module Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

The module is designed to give thorough understanding of the contracts and commercial laws.

**Part 1:**

The theory of law and the definition of "law". The various sources of Namibian law & divisions of our law. The hierarchy of the Namibian courts, the general principles of natural justice the "*audi alteram partem rule*", The administration of justice in Namibia. The law of contract, definition of a contract and the requirements for the concluding a valid contract. TYPES OF CONTRACTS: Contract of Sale, The essentialia for the creation of a contract of purchase and sale; Contract of lease; Essentialia of a lease; "Huurgaatvoorkoop rule", Contract of Employment; Various forms of breach of contract and remedies for breach of contract. Termination of Contracts.

**Part 2:**

Introduction to Insurance Law; Introduction to Credit Agreements; Hire- purchase agreements, Introduction to Negotiable instruments; Applicability of Negotiable Instruments; Introduction to the Law of agency; Introduction to Trusts; Introduction to the Law of competition, Introduction to the Law of Franchising, Introduction to Alternative dispute resolution (ADR) and Forms of business enterprises.

**BUSINESS STATISTICS CABS3592**

**NQF Level:** 5 **Credits:** 12 **Contact hours:** 3h lectures per week for 1 semester

**Module Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

This course introduces the students to the fundamentals of statistics. Data and Statistics, Presentation of data (Tabular and Graphical method; Numerical Method); Measure of central tendency and variance, correlation, regression and index numbers. Introduction to Probability distributions (Binomial, Poisson, Exponential and Normal); Sampling and Sampling distributions; Statistical inference: (Confidence interval Estimation, Hypothesis Testing (mean and proportion), Inference about population variance).

**FINANCIAL ACCOUNTING 1B CAFI3512**

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4h lectures per week for one semester & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): one semester test, two class tests, quizzes and a practical/presentation.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** None

**Module Description:**

This module is an introduction to companies – formation, share and debenture transactions and enables students to identify and evaluate elements of financial statements and to communicate financial information reliably, accurately and coherently when preparing a set of financial statements. Property, plant and equipment, Presentation of financial statements (IAS 1), Companies: Introduction, formation, shares, revaluation reserve, Companies: dividends, company tax, shares, reserves, statement of changes in equity, Cash flow statements, Partnerships: Legal aspects and accounting treatment, recording transactions, financials, Partnerships: Exit of partners and entry exit transactions, Partnerships: Complete dissolutions, Non-profit Organizations, special funds, membership fees and Close corporations.

**COMPANY LAW AND PRACTICE CACP3612**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 4h lectures per week for 1 semester

**Module Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** Mercantile Law (CAML3591)

**Module Description:**

The module is designed to give the students thorough understanding of company law and practice and focuses on Namibian Companies Act, Act 28 of 2004.& Close Corporation Act, Act 26 of 1988. The module is designed to give the student's thorough understanding of company law and practice.

Acquisition of legal personality, types of companies, inception of a company & close corporation and their constitutive documents, (memorandum of association and articles of association); members and the register of the company. The share capital of a company, various classes, types of shares, voting rights attached to shares, variation of share capital. The transfer of shares, limitations in terms of the articles of shareholders agreements. Transmission of shares on death or insolvency. Offer of shares and the prospectus. General meetings and annual general meetings, convening of these meetings. Directors legal position and board of directors. Majority rule and protection of the minority interest. Reorganisation, arrangement and compromises. Judicial management and liquidation of companies and close corporation. Dissolution and de-registration of companies.

## **YEAR 2**

### **TAXATION 1A**

**CANT3681**

**NQF Level:** 6      **Credits:** 12      **Contact hours:** 3h lectures per week for one semester & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** None

#### **Module Description:**

The objective of this module is to equip the students with the theory and legal aspects and practice of Namibian taxation. Introduction to Namibian tax, specifically covering the following areas: Gross income: definition, source and deemed source rules. Specific inclusions, Exemptions, Specific deductions, Trading stock, Dividends tax, Non-residents, Foreign exchange, Individuals, Mining operations: Mines others than diamonds, oil and gas and also diamond mining. Partnerships, Insurance companies: life insurance and short term insurance. Companies and Close Corporations, Co-operative societies, Estates and Trusts: tax exemptions, unit trusts and tax avoidance. Farming: livestock and produce and deductions. Namibian Valued-Added-Tax: registration, output VAT, input VAT, imports, exports and zero-rating, exempt supplies and VAT returns.

### **AUDITING 1**

**CAUD3690**

**NQF Level:** 6      **Credits:** 24      **Contact hours:** 3h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): two semester tests, four class tests, quizzes, a year test and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:** Financial Accounting 1A, 1B (CAFI3511/CAFI3512)

#### **Module Description:**

This course introduces students to applied ISAs, Corporate Governance, Internal Controls & professional Ethics. Responsibilities, functions and qualities of the auditor, Code of conduct, The audit process, Introduction to audit planning and knowledge of the business, Knowledge of the accounting systems and controls and audit risk, Identification of the risk of material misstatement, Going concern and fraud, Calculation of materiality, Audit strategy and overall audit plan, Audit evidence and Audit documentation, Control tests, Substantive procedures, Substantive analytical procedures, Audit sampling, Completion of the audit. Controls – revenue & receipts cycle, acquisition & payments cycle, inventory and production cycle, payroll & personnel cycle, finance & investment cycle, audit procedures – revenue & receipt cycle, acquisition & payment cycle, inventory & production cycle, payroll & personnel cycle, finance & investment cycle.

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### **FINANCIAL ACCOUNTING 2**

**CAFI3610**

**NQF Level:** 6      **Credits:** 32      **Contact hours:** 4h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): two semester tests, four class tests, quizzes, a year test and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:** Financial Accounting 1A, 1B (CAFI3511/CAFI3512)

#### **Module Description:**

The purpose of this module is to introduce the students to interpretative aspects of financial accounting and to explain recognition, measurement and disclosure of various items in the annual financial statements in accordance with IFRS (International Financial Reporting Standards), Framework and IAS1; and Standard setting process, Inventory, Borrowing Costs, PPE Basics - Cost & Revaluation model (with tax, but excl CGT), Impairment - of individual assets (including tax but excluding CGT), Investment Property, Intangibles, Leases, Employee Benefits. Deferred taxation, Statement of cash flows, Group Statements, Accounting policies, provisions and estimates, earnings per share, income recognition.

### **MANAGERIAL FINANCE 1**

**CAMF3660**

**NQF Level:** 6      **Credits:** 16      **Contact hours:** 2h lectures per week for 2 semesters & 1 tutorial per week **Module**

**Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:** Financial Accounting 1A, 1B (CAFI3511/CAFI3512) & CAMA 3591 (Mathematics for accountants)

**Module Description:**

This course introduces the student to the role of the finance function of a firm.

Overview of financial management and introduction to strategic management: role and underlying concepts of Financial Management; Time value of money: role of time value of money and compounded interest in the finance; Risk management: risk, risk management and the philosophy of risk management; Risk & return and the management of financial risks: the relationship between risk and return; Financial statement analysis and interpretation: the objectives of financial statements and ratio analysis; Working capital, credit policy and current assets: the terms working capital, working capital policy and working capital management.

Financing sources: Different types of financial markets; Capital structure: leverage (gearing) increases returns to stakeholders;

Cost of capital: the principles and uses of cost of capital; Capital investment decisions: the concept and use of the weighted-average cost of capital (WACC); Dividend decisions: the various dividend payment policies.

**MANAGEMENT ACCOUNTING 1      CAMA3660**

**NQF Level:** 6      **Credits:** 16      **Contact hours:** 2h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): two semester tests, four class tests, quizzes, a year test and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:** None

**Module Description:**

This course aims to introduce students to the concepts, techniques and application of cost and management accounting with major focus on cost systems design and cost accumulation. Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs. Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits and cost estimation. Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Job order costing: Materials recording procedures, pricing issues of material, control accounts, accounting for labour costs and Manufacturing overheads. Costs, reporting and income statements, Schedule of costs of goods manufactured and costs of goods sold. Cost-Volume- Profit analysis for single and multiple products including single limiting factors. Relevant costing: distinguish between relevant and irrelevant costs and revenues for decision making. Restricting factors and linear programming: identify situations where it is appropriate to use linear programming, use linear programming to find optimum levels of output. Joint costing: distinguish between joints costs and by products, allocate joints costs to products. Budgeted income statement: Standard costing and basic variance analysis: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits.

**TAXATION 1B      CATT3692**

**NQF Level:** 6      **Credits:** 12      **Contact hours:** 3h lectures per week for one semester & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical. A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:** Taxation 1A (CANT3681)

**Module Description:**

This module aims to equip students with a basic understanding and practical application of South African income tax. The content is based on the South African Tax legislation and its case law.

Theory principles and calculations on gross income, this will include the separate specific inclusions, residence and source bases and a comparison between capital and income in nature. Theory principles and calculations on amounts exempt from income tax. The general deduction formula, which will also include special deductions and prohibited deductions. Capital allowances and recoupments, capital gains tax, individuals' income tax principles. An introduction to South African VAT Act principles and basic VAT calculations showing the input and output VAT separately.

**STRATEGY, RISK MANAGEMENT AND ETHICS      CASE3791**

**NQF Level:** 7      **Credits:** 12      **Contact hours:** 3h lectures per week for 1 semester

**Module Assessment:** Continuous assessment (50%): two tests and one assignment

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:**

None

**Module Description:**

The objective of the module is to equip the students with the knowledge and practice of designing strategy, risk management, professional ethic and corporate governance. New trends in ethical financial reporting and corporate governance and King III report, introduction to business ethics and ethical value systems for accountants, methods and case studies in ethical decision making related to accounting, tax and auditing matters, managing ethical dilemmas, introduction to virtue ethics, rule morality and utilitarianism, formulation, implementation, evaluation and control of the strategy and strategy planning processes, identification of stakeholders in the business environment, conduct environmental scanning for internal and external influences, introduce analytical and assessing risk models on strategies, definition of risk, approaches and principle categories of risk, risk types, identification tools and methodologies, implementation of integrated risk management system.

#### **ACCOUNTING INFORMATION SYSTEMS**

#### **CAIS3652**

**NQF Level:** 6

**Credits:** 16

**Contact hours:** 4h integrated learning per week

**Module Assessment:** Continuous assessment (50%): two tests on the theory aspect

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (which consists of a practical) (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

**Pre-requisites:**

UCLC3509 Computer Literacy

**Module Description:**

The aim of this module is to introduce students to accounting information system (AIS) functions and their applications. Conceptual foundation of Accounting Information Systems (AIS), control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Application of AIS functions to the overall Management Information System. Set up a company, Debtors accounts, Creditors Accounts, General ledger, Prepare invoices, Purchase orders, Cashbooks – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes. Draw up financial statements and other financial reports. Using software to make decisions as well as spreadsheets and modern accounting packages. Advanced Microsoft excel, Internet and research.

#### **YEAR 3**

#### **TAXATION 2**

#### **CACT3730**

**NQF Level:** 7

**Credits:** 32

**Contact hours:** 4h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:**

Taxation 1A and 1B (CANT3681/CATT3692)

**Module Description:**

This module aims to equip students with a basic understanding and practical application of South African tax. Taxation principles for Value-Added-Taxation (VAT) -separate application of input and output VAT principles, definitions, standard rate supplies, deemed supplies, exempt supplies and zero rated supplies. Gross income - special inclusions, exempt income, general deductions, special deductions and prohibited deductions. Assessed losses & provisional tax on companies. Capital allowances on movable and immovable assets and related recoupments on asset disposals. Trading stock: opening stock, purchases of stock and closing stock, and recoupments of trading stock used for purposes other than trading. Capital gains tax (CGT) and the integration between CGT and VAT. Connected persons, foreign exchange, interest bearing instruments, Dividends tax. Taxation principles for individuals - income, specific inclusions, specific exclusions, deductions Tax administration: the administration process, Trusts, Tax avoidance, capital gains tax, farming, Turnover tax system, Customs & Excise duty and Tax risk management: analysing financial statement to identify tax risks, turnover tax, types of customs duty, types of excise duty.

#### **AUDITING 2**

#### **CAUD3710**

**NQF Level:** 7

**Credits:** 32

**Contact hours:** 3h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:**

Auditing 1 (CAUD3690)

**Module Description:**

This course introduces students to the audit process, Auditing Profession Act, and company law applications. Overview of audit process, Engagement activities, Understand the entity, it's environment and controls, Business risks, significant risks, audit risk and other concepts, Risk of material misstatement on financial statement level, Materiality, Audit strategy/Audit approach, Risk of material misstatement on assertion level - Income/Sales, Debtors and inventory, Audit plan/Audit approach, Tests of controls and substantive tests, controls – sales & purchases, Test of controls – sales/purchases, Substantive procedures – Debtors, Substantive procedures – Creditors, Substantive procedures – Inventory, Introduction to Information Technology (IT), Characteristics and

considerations in IT environment, Different IT systems, General controls, Application controls, Influence of IT on audit, CAAT'S, Risks in IT environment, CAAT's – Debtors & inventory. Introduction & the nature of a company, transparency, accountability and integrity of companies, Capitalisation of profit companies, Governance of companies, The Secretary & Auditor & APA Act, Remedies & schedules, Going concern, Subsequent Events, Audit reports, King Code, Code of Professional Conduct.

### **FINANCIAL ACCOUNTING 3                      CAFI3710**

**NQF Level:** 7                      **Credits:** 32                      **Contact hours:** 4h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): four class tests, two semester tests, quizzes, a year test and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 4 hour paper

The examination subminimum requirement is 40%.

The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:**                      Financial Accounting 2 (CAFI 3610)

#### **Module Description:**

The objective of the module is to develop understanding and capability to record complex transactions in books of accounts and deals with more advanced aspects of financial accounting and issues currently confronting accounting professionals. Income tax, Financial instruments, Group statements – sundry aspects, Group statements – preference shares, Group statements – complex groups, Group statements-business combinations, Group statements – interim acquisitions, Group statements – Associates, Group statements – Joint arrangements, Group statements – changes in ownership Group statements- changes in ownership, Property, plant and equipment, Intangible assets, Investment property, Impairment of assets, Non-current assets held for sale, leases, Forex and hedging, Changes in estimates, policies and errors, Earnings per share and Revenue from contracts with customers.

### **MANAGERIAL FINANCE 2                      CAMF3760**

**NQF Level:** 7                      **Credits:** 16                      **Contact hours:** 2h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): four class tests, two semester tests, quizzes, a year test and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper, The examination subminimum requirement is 40%.

The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:**                      Managerial Finance 1 (CAMF3660)

#### **Module Description:**

This course integrates knowledge and critical understanding of key terms, theories and principles in Financial Management. Analysis and interpretation, Time value of money (TVM)- Repeat calculations, Clearly link TVM to the valuation of components of capital structure and other areas of application such as business valuations and capital budgeting, Valuations- Basic principles of valuation models: Free cash flow, Earnings multiples – limited to PE multiple-(CAs calculate maintainable earnings and PE ratio Stick to PE valuation), Dividend growth model, Able to adjust Ke or multiple for risk, Cost of capital- Pooling of funds principle, Valuation of components of the capital structure, Calculating WACC, More complex scenarios. Capital budgeting - More complex capital investment decisions including, Taxation, Inflation, Different project lives, Also focus on other factors that need to be taken into account (strategy), Business risks, , Leasing- Clear understanding of the difference (and keeping apart) between investment and finance decisions. Simple lease vs buy decisions, Integration with investment decisions for the CA stream, Working capital- Working capital cycle, Debtors, Cash Financing.

### **Management Accounting 2                      CAMA3780**

**NQF Level:**7                      **Credits:** 24                      **Contact hours:** 3h lectures per week for 2 semesters & 1 tutorial per week

**Module Assessment:** Continuous assessment (50%): four class tests, two semester tests, quizzes, a year test and a presentation/practical.

A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper

The examination subminimum requirement is 40%.

The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:**                      Management Accounting1 (CAMA3660)

#### **Module Description:**

This course integrates knowledge and understanding of key terms, theories and principles in the field of Management Accounting. Equivalent units – accounting for material and conversion costs, Master budget and Cash budget – comparing the original plan with what actuals and identifying problem areas, Learning curves, Forecasting – short to medium term plans and monitoring of variances, Standard costing - mix and yield, fixed overhead detail, Performance management – measuring and evaluating performance, long term returns on investments, Divisional performance – divisional controllable profit, net profit, return on investment, cost centres, profit centres and investment centres. Relevant costing – Outsourcing, make or buy decisions and special orders Risk and uncertainty – risk aversion/indifference/taker, measuring risk and financial analysis, Transfer pricing- market price, cost price (direct, full absorption cost, standard cost, full cost & profit margin, direct cost and opportunity cost, Pricing decisions, Inventory costing – process costing, ABC and costing decision making (CVP).

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES

|  |          |
|--|----------|
| CONTEMPORARY SOCIAL ISSUES             | UCSI3580 |
| COMPUTER LITERACY                      | UCLC3509 |
| ENGLISH COMMUNICATION AND STUDY SKILLS | ULCE3419 |
| ENGLISH FOR ACADEMIC PURPOSES          | ULEA3519 |

**C.5 BACHELOR OF ACCOUNTING (Honours) (12BACC)**

**C.5.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The Bachelor of Accounting (Honours) program equips students with the necessary accounting knowledge and skills that allows them to pursue their career in accounting, auditing, finance, taxation, banking, and other related areas. The Bachelor of Accounting (Honours) is a single major programme, which seeks to provide an academic foundation for students intending to pursue a career in the accounting profession or financial service sector. This program is an academic honours and does not entitle holders of this qualification to write board exams to become a chartered accountant. Having completed this program students may decide to work or study for Masters degrees offered by University of Namibia or other institutions.

**C.5.2 CRITERIA FOR ADMISSION**

- To register for the Bachelor of Accounting (Honours), a student must hold a valid Namibia Senior Secondary Certificate (NSSC) or any equivalent qualification. English is a compulsory subject and students should obtain at least at grade C (English as Second Language) or grade D (English First Language).
- A student should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Scale to be admitted with at least a C in NSSC (Ordinary level) Mathematics. However, a minimum of 25 points in five subjects does not necessarily ensure and/or guarantee admission.
- The School reserves the right to interview students before admission.
- Admission is also considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

This should be read in conjunction with the General Information and Regulations Prospectus.

**C.5.3 ARTICULATION OPTIONS**

Current students of the Bachelor of Accounting (Honours) may be considered for transfer to the Bachelor of Accounting (Chartered Accountancy), if they obtain an average of 70% including a minimum of 70% in accounting modules in the first and second year subject to availability of places.

- Students will be eligible for admission into year 1 of the Bachelor of Accounting (Chartered Accountancy) after completing year 1.
- Students will be eligible for admission into year 2 of the Bachelor of Accounting (Chartered Accountancy) after completing year 2.
- Transfer into year 3 of the Bachelor of Accounting (Chartered Accountancy) will not be allowed.
- Students of the Bachelor of Accounting (Chartered Accountancy) will be allowed to transfer to the Bachelor of Accounting (Honours) and will be exempted for the modules already passed on a case by case basis.
- This qualification serves as an entry point to the Master of Science in Accounting and Finance and Post Graduate Diploma in Internal Auditing offered by the department and other programs such as MBA offered by Business School This qualification also provides 7 exemptions for CIMA qualification. Holders of this qualification who want to become Chartered Accountants may register for CTA program offered by accredited universities and may be required to do the bridging year before qualifying for CTA programme.

**C.5.4 ASSESSMENT CRITERIA**

A student will be admitted to the examination in a module if he/she has obtained the required continuous assessment mark of 40%. A candidate passes a module if a final mark of 50% is obtained. The final mark for the core modules offered by the School of Accounting consists of continuous assessment and examination mark in the ratio of 50:50. A sub minimum of 40% must be obtained in the continuous assessment as well as examination. Consult the General Information and Regulation Prospectus for detailed examination, promotions and re-examination rules.

**C.5.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL**

For readmission into the School a student should have passed:

- At least 48 credits by the end of first year; however, for readmission into the program this must include both modules on fundamentals of accounting (CAFE3581 and CAFE3582)
- At least 136 credits by the end of second year;
- At least 232 credits by the end of third year;
- At least 340 credits by the end of fourth year;

### C.5.6 ADVANCEMENT AND PROGRESSION RULES

A student advances to the following year if at least 2/3 of the credits of the previous year have been passed. If a student passed less than 2/3 of the curriculum, he/she may not register for any modules of the following year. Prerequisites for modules that require them should be passed first before registering for such modules.

- At least 88 credits from the first year must be passed before enrolling for second year modules
- At least 80 credits from the second year must be passed before enrolling for third year modules
- At least 88 credits from the third year must be passed before enrolling for fourth year modules.

### C.5.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student may register for a maximum of twelve modules as from second year onwards during a particular academic year. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of twelve modules.

### C.5.8 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to students who pass all the modules (520 credits) offered on the program. All the modules offered in this program are compulsory.

### C.5.9 IMPLEMENTATION STRATEGY

The programme is in offer through both face to face and distance modes. The revised programme will phase in gradually so that students on current program can graduate on the old curriculum. In January 2012 there will be first year intake for the revised programme. If students on old curriculum fail any modules the following course equivalents will be used while repeating those modules on revised curriculum.

### C.5.10 MODE OF DELIVERY

The programme is offered full time on main campus using face to face mode. The programme is also offered on full time distance mode through centre of external studies. There will be no admissions for first year on this programme for evening (part time) batch from 2012 and it will be phased out gradually from evening offering.

### C.5.11 DURATION OF STUDY

The minimum duration of Bachelor of Accounting (Honours) is four years and the maximum duration is 6 years. Students follow the programme in effect at the time of their most recent date of admission, transfer or readmission. The School has the right to amend the curriculum for academic and professional reasons at any time. On distance mode the minimum duration to complete this program is 4 years and maximum duration is 8 years.

### C.5.12 COURSE EQUIVALENTS

| Course Equivalents      |                              |                            |                              |
|-------------------------|------------------------------|----------------------------|------------------------------|
| Current Course and Code |                              | Equivalent course and code |                              |
| Code                    | Course name                  | Code                       | Course name                  |
| <b>Year 1</b>           |                              |                            |                              |
|                         | <b>Semester 1</b>            |                            |                              |
| CAFE3511                | Fundamentals of Accounting A | CAFE3581                   | Fundamentals of Accounting   |
|                         | <b>Semester 2</b>            |                            |                              |
| CAFE3512                | Fundamentals of Accounting B | CAFE3582                   | Fundamentals of Accounting B |
| <b>Year 2</b>           |                              |                            |                              |
|                         | <b>Semester 1</b>            |                            |                              |
| CABA3631                | Business Statistics A        | CABA3691                   | Business Statistics A        |
| CAFE3631                | Financial Accounting 1A      | CAFE3691                   | Financial Accounting 1A      |
| CAAM3651                | Management Accounting 1A     | AAM 3691                   | Management Accounting 1A     |
|                         | <b>Semester 2</b>            |                            |                              |
| CABA3632                | Business Statistics B        | CABA3692                   | Business Statistics B        |
| CAFE3632                | Financial Accounting 1B      | CAFE3692                   | Financial Accounting 1B      |
| CAAM3652                | Management Accounting 1B     | CAAM3692                   | Management Accounting 1B     |
| <b>Year 3</b>           |                              |                            |                              |
|                         | <b>Semester 1</b>            |                            |                              |
| CAFE3751                | Financial Accounting 2A      | CAFE3781                   | Financial Accounting 2A      |
| CAAM3751                | Management Accounting 2A     | CAAM3781                   | Management Accounting 2A     |
| CATP3751                | Taxation 1A                  | CATP3781                   | Taxation 1A                  |
|                         | <b>Semester 2</b>            |                            |                              |
| CAFE3752                | Financial Accounting 2B      | CAFE3782                   | Financial Accounting 2B      |
| CAAM3752                | Management Accounting 2B     | CAAM3782                   | Management Accounting 2B     |
| CATP3752                | Taxation 1B                  | CATP3782                   | Taxation 1B                  |
| <b>Year 4</b>           |                              |                            |                              |
|                         | <b>Semester 1 &amp; 2</b>    |                            |                              |
| CAMT3870                | Mini Thesis                  | CARP3870                   | Research Project             |

### C.5.13 CURRICULUM

Kindly note that: UCSI3580 IS A YEAR MODULES OFFERED IN BOTH SEMESTERS

| Course code                | Course               | NQF Level | Credits | Compulsory (C) | Pre-requisite Co-requisite |
|----------------------------|----------------------|-----------|---------|----------------|----------------------------|
| <b>YEAR 1 : SEMESTER 1</b> |                      |           |         |                |                            |
| CEMI3571                   | Basic Microeconomics | 5         | 16      | C              | None                       |
| UCLC3509                   | Computer Literacy    | 5         | 8       | C              | None                       |

|                                      |  |   |  |   |   |
|--------------------------------------|--|---|--|---|---|
| ULCE3419                             | English Communication and Study Skills   | 5 | 16   | C | None                                      |
| CAFE3581                             | Fundamentals of Accounting A   | 5 | 12   | C | None                                      |
| CBCM3571                             | Business Mathematics   | 5 | 16   | C | None                                      |
| <b>Total credits Semester 1</b>      |  |   | <b>68</b>  |   |   |
| <b>YEAR 1 : SEMESTER 2</b>           |  |   |  |   |   |
| CEMA3572                             | Basic Macroeconomics   | 5 | 16   | C | None                                      |
| CMPP3572                             | Principles of Management   | 5 | 16   | C | None                                      |
| UCSI3580                             | Contemporary Social Issues   | 5 | 8  | C | None                                      |
| ULEA3519                             | English for Academic Purposes  | 5 | 16   | C | None                                      |
| CAFE3582                             | Fundamentals of Accounting B   | 5 | 12   | C | None                                      |
| <b>Total credits Semester 2</b>      |  |   | <b>68</b>  |   |   |
| <b>TOTAL CREDITS YEAR 1</b>          |  |   | <b>136</b>   |   |   |
| <b>YEAR 2 : SEMESTER 1</b>           |  |   |  |   |   |
| CABA3691                             | Business Statistics A  | 6 | 12   | C | CBCM3571                                  |
| CACL3631                             | Commercial Law A   | 6 | 16   | C | None                                      |
| CAIS3659                             | Computerized Accounting Systems ( <b>Module is done either in Semester 1 or Semester 2</b> ) | 6 | 16   | C | UCLC3409 and CAFE3581 & CAFE3582          |
| CAFE3691                             | Financial Accounting 1A  | 6 | 12   | C | CAFE3581 & CAFE3582                       |
| CAAM3691                             | Management Accounting 1A   | 6 | 12   | C | None                                      |
| <b>Total credits Semester 1</b>      |  |   | <b>68</b>  |   |   |
| <b>YEAR 2 : SEMESTER 2</b>           |  |   |  |   |   |
| CABA3692                             | Business Statistics B  | 6 | 12   | C | CBCM 3571 & <b>Co-requisite CABA3691</b>  |
| CACL3632                             | Commercial Law B   | 6 | 16   | C | None                                      |
| CAIS3659                             | Computerized Accounting Systems ( <b>Module is done either in Semester 1 or Semester 2</b> ) | 6 | 16   | C | UCLC3409 and CAFE 3581 and CAFE3582       |
| CAFE3692                             | Financial Accounting 1B  | 6 | 12   | C | CAFE3581 and CAFE3582                     |
| CAAM3692                             | Management Accounting 1B   | 6 | 12   | C | None                                      |
| <b>Total Credits Semester 2</b>      |  |   | <b>68</b>  |   |   |
| <b>TOTAL CREDITS YEAR 2:</b>         |  |   | (The total adds to 120 as <b>CAIS3659 is done either in Semester 1 or Semester 2</b> ) = 120 |   |   |
| <b>YEAR 3 : SEMESTER 1</b>           |  |   |  |   |   |
| CAUA3751                             | Auditing 1A  | 7 | 16   | C | CAFE3691 and CAFE3692                     |
| CACP3751                             | Company Law and Practice   | 7 | 16   | C | CACL3631 and CACL3632                     |
| CAFE3781                             | Financial Accounting 2A  | 7 | 12   | C | CAFE3691 and CAFE3692                     |
| CAAM3781                             | Management Accounting 2A   | 7 | 12   | C | CAAM3691 & CAAM3692                       |
| CATP3781                             | Taxation 1A  | 7 | 12   | C | CAFE3691 and CAFE3692                     |
| <b>Total Credits Semester 1</b>      |  |   | <b>68</b>  |   |   |
| <b>YEAR 3 : SEMESTER 2</b>           |  |   |  |   |   |
| CAUA3752                             | Auditing 1B  | 7 | 16   | C | CAFE3691 & CAFE3692                       |
| CABR3752                             | Business Research Methods  | 7 | 16   | C | CABA3691 & CABA3692                       |
| CAFE3782                             | Financial Accounting 2B  | 7 | 12   | C | CAFE3691 & CAFE3692                       |
| CAAM3782                             | Management Accounting 2B   | 7 | 12   | C | CAAM3691 & CAAM3692                       |
| CATP3782                             | Taxation 1B  | 7 | 12   | C | CAFE3691 & CAFE3692                       |
| <b>Total Credits Semester 2</b>      |  |   | <b>68</b>  |   |   |
| <b>TOTAL CREDITS YEAR 3</b>          |  |   | <b>136</b>   |   |   |
| <b>YEAR 4 : SEMESTER 1</b>           |  |   |  |   |   |
| CAUA 3871                            | Auditing 2   | 8 | 16   | C | CAUA3751 & CAUA3752                       |
| CAFE 3871                            | Financial Accounting 3A  | 8 | 16   | C | CAFE3781 & CAFE3782                       |
| CAMF 3871                            | Financial Management A   | 8 | 16   | C | CAFE3691 & CAFE3692 & CAAM3691 & CAAM3692 |
| CARP 3870                            | Research Project   | 8 | 16   | C | CABR3752                                  |
| <b>Total Credits Semester 1</b>      |  |   | <b>64</b>  |   |   |
| <b>YEAR 4 : SEMESTER 2</b>           |  |   |  |   |   |
| CAFE 3872                            | Financial Accounting 3B  | 8 | 16   | C | CAFE3781 & CAFE3782                       |
| CAMF 3872                            | Financial Management B   | 8 | 16   | C | CAFE3691 & CAFE3692 & CAAM3691 & CAAM3692 |
| CAFR 3872                            | Financial Reporting and Accounting Ethics  | 8 | 16   | C | CAUA3751 & CAUA3752                       |
| CARP 3870                            | Research Project   | 8 | 16   | C | CABR3752                                  |
| <b>Total Credits Semester 2</b>      |  |   | <b>64</b>  |   |   |
| <b>TOTAL CREDITS YEAR 4</b>          |  |   | <b>128</b>   |   |   |
| <b>TOTAL CREDITS FOR THE PROGRAM</b> |  |   | <b>520</b>   |   |   |



## C.5.14 Syllabi

### YEAR 1 : SEMESTER 1

#### BASIC MICROECONOMICS

CEMI3571

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

#### Module Description:

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

#### FUNDAMENTALS OF ACCOUNTING A CAFE3581

EQUIVALENT: CAFE3511

**NQF Level:** 5 **Credits:** 12 **Contact hours:** 3 hours & 1 hour tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### Module Description:

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.

#### BUSINESS MATHEMATICS

CBCM3571

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous Assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### Module Description:

Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.

### YEAR 1 : SEMESTER 2

#### BASIC MACROECONOMICS

CEMA3572

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** None

#### Module Description:

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

#### PRINCIPLES OF MANAGEMENT

CMPP3572

**NQF Level:** 5 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

**Pre-requisite:** None

#### Module Description:

Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.

#### FUNDAMENTALS OF ACCOUNTING B CAFE3582

EQUIVALENT: CAFE3512

**NQF Level:** 5 **Credits:** 12 **Contact hours:** 3 hours & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.

**YEAR 2 : SEMESTER 1**

**BUSINESS STATISTICS A CABA3691 EQUIVALENT: CABA3631**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Business Mathematics (CBCM3579)

**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).

**COMMERCIAL LAW A CACL3631**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows: Introduction to the theory of law, the definition of the concept of "law", the various sources of Namibian law, customs, legislation (statute), common law etc as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, the administration of justice in Namibia, the hierarchy of the Namibian courts, the general principles of natural justice the "audi alteram partem rule", the law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc, various forms of breach of contract: moradebitoris, moradebitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party.

**COMPUTERIZED ACCOUNTING SYSTEMS CAIS3659**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 2 hours lecture & 2 practical per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Computer Literacy (UCLC3409); Fundamentals of Accounting A & B (CAFE3581/2)

**Module Description:**

The detailed contents are as follows: Conceptual foundation of Accounting Information Systems (AIS), Control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Students will apply the AIS functions to the overall Management Information System. Set up a company from scratch, Debtors accounts, Creditors accounts, General ledger, Prepare invoices, Purchase orders, Cashbook – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes and much more. Draw - up financial statements and other financial reports. Software will be utilized to make business decisions, using of computer spread sheets and modern accounting packages as a tool in decision making.

**FINANCIAL ACCOUNTING 1A CAFE3691 EQUIVALENT: CAFE3631**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Fundamentals of Accounting A & B (CAFE3581/2)

**Module Description:**

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering - cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

**MANAGEMENT ACCOUNTING 1A CAAM3691 EQUIVALENT: CAAM3651**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** None

**Module Description:**

Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

**YEAR 2 : SEMESTER 2****BUSINESS STATISTICS B CABA3692 EQUIVALENT: CABA3632**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 hours lecture per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** Business Mathematics (CBCM3579)

**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

**COMMERCIAL LAW B CACL3632**

**NQF Level:** 6 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows; Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huurgaatvoorkoop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.

**FINANCIAL ACCOUNTING 1B CAFE3692 EQUIVALENT: CAFE3632**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** Fundamentals of Accounting A & B (CAFE3581/2)

**Module Description:**

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.

**MANAGEMENT ACCOUNTING 1B CAAM3692 EQUIVALENT: CAAM3652**

**NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** None

**Module Description:**

The detailed contents are as follows: Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization

of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance.

### YEAR 3 : SEMESTER 1

#### AUDITING 1A

#### CAUA3751

**NQF Level:** 7

**Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2)

#### Module Description:

The detailed contents are as follows: To introduce students to the basic audit theory and audit practice. This includes auditing concepts and approaches as well as general accepted auditing standards. Topics to include: The auditing environment; including the origin, history and need for auditors; The legislation controlling the auditing profession in Namibia; The structure of the auditing profession in Namibia; the development of the auditing profession and the setting of standards ( including ISA 100,200 and code of professional standards); the nature and objective of assurance engagement; the regulation and professional responsibilities of the register auditors; the auditing profession and the auditor; the audit process; the audit approach and quality control; audit planning; fundamentals concepts of audit evidence including sampling and other means of testing.

#### COMPANY LAW AND PRACTICE

#### CACP3751

**NQF Level:** 7

**Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Commercial Law A & B (CACL3631/2)

#### Module Description:

The detailed contents are as follows: Acquisition of legal personality, types of companies, the inceptions of a company and its constitutive documents (memorandum and articles of association). Capacity and representation of a company (ultra vires doctrine, turquand rule etc). Members and the register of the company. The share capital of a company, various classes and types of shares, voting rights attached to shares, reduction of share capital. The transfer of shares, the transferability of shares, limitations in terms of articles of shareholders agreements. Transmission of shares on death or insolvency. Offer of shares and the prospectus. Offers in the primary market and secondary markets. Liability for untruths in the prospectus and sanctions to be imposed in terms of company legislation. General meetings, annual general meetings, and convening of meetings. Directors, the legal position of director and the board of directors. Annual financial statements. Majority rule and protections of minority interest. Reorganization, arrangement and compromises. Judicial management and liquidation of companies. Dissolution and de-registration of companies.

#### FINANCIAL ACCOUNTING 2A CAFE3781 EQUIVALENT: CAFE3751

**NQF Level:** 7

**Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2)

#### Module Description:

The detailed contents are as follows:

**International Financial Reporting Standards (IFRS):** Revenue (IAS18), Inventories (IAS2), Property, plant and equipment (IAS16), Intangible assets (IAS38), Impairment of assets (IAS36).

**Groups:** Introduction to Group Statements of Financial Position, Statements of Comprehensive Income, Statements of Changes in Equity and Notes to the Financial Statements (Consolidated and Separate Financial Statements (IAS27) and Business Combinations (IFRS3)), consolidation at and after date of acquisition.

#### MANAGEMENT ACCOUNTING 2A CAAM3781 EQUIVALENT: CAAM3751

**NQF Level:** 7

**Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Management Accounting 1A & 1B (CAAM3691/2)

#### Module Description:

The detailed contents are as follows: Cost volume profit analysis: Marginal costing and cost volume profit relationships, assumptions of CVP analysis, components of CVP model, contribution margin and breakeven point for single and multiple products; formula and graphic methods, target profits and analysing effect of changes in sales price, quantity and mix, operating leverage, Management reporting and decision making: Introduction and steps in decision making, relevant and differential cost analysis, strategic cost analysis and opportunity costs, application of cost information in decision making including make or buy, sale or process further, accepting special orders, cost and profit indifference points, adding or deleting product lines and sales mix. Decisions under risk and uncertainty: risk and probabilities, decision criteria under risk and uncertainty, decision trees, Constraint optimization and linear programming- theory and graphic method, components of linear

programming and its uses, Formulating linear programming problems, Solving linear programming problems by graphical method, Linear programming – simplex method, surplus and artificial variables. Transportation: Introduction and definitions basic assumptions of the transportation models, Solution to transportation problems: North West corner method, Lowest cost entry method, Vogel's approximation method, Degeneracy and transportation technique, Network analysis: PERT and CPM: Program evaluation and review technique: Network drawing, analysis, rescheduling project completion time, Critical path method, Assumptions of PERT and CPM.

#### **TAXATION 1A**

**CATP3781 EQUIVALENT: CATP3751**

**NQF Level:** 7 **Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2)

#### **Module Description:**

The detailed contents are as follows: Fiscal policy, definition of gross income, source, deemed source, receipts and accruals of a capital nature, specific inclusions, exemptions, general deduction formula, specific deductions, trading stock, dividends, and foreign exchange.

### **YEAR 3 : SEMESTER 2**

#### **AUDITING 1B**

**CAUA3752**

**NQF Level:** 7 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2)

#### **Module Description:**

The detailed contents are as follows: This course introduces students to the performance of the audit process. Topics include: The documentation of the audit process and the introduction of the audit working papers; The difference audit review including reviews of audit documentation file, review of engagements staff, engagement of quality control review, practice reviews, audit testing methodology including the understanding of the entity environment and assessing the risk of material misstatement; The concept of internal control including the understanding of the definition, activities, responsibility and limitation of internal control as well as the IT application of internal control; The concept of control evaluation and tests of control including risk assessment and response to assessed risks and fraud risks, detection risk; Concept of an audit programme including tests of control, substantive tests and analytical test procedures.

#### **BUSINESS RESEARCH METHODS**

**CABR3752**

**NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Business Statistics A & B (CABA3691/2)

#### **Module Description:**

The detailed contents are as follows: Introduction to research, research in business, the role and types of research; Problem identification and problem statements; literature review; Hypothesis construction; writing research proposal, Ethics in research; Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity); Measuring Complex Variables; Research design, Data sources: primary and secondary; data collection, questionnaire construction; Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling; Factors affecting sample size, Margin of error (confidence intervals); Data analysis: Types of analysis univariate, bivariate, multivariate analysis; descriptive analysis and inferential analysis parametric and non-parametric tests; correlation and regression, Hypothesis testing, Interpretation and presentation of research findings: written and oral presentations.

#### **FINANCIAL ACCOUNTING 2B**

**CAFE3782 EQUIVALENT: CAFE3752**

**NQF Level:** 7 **Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial hour per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and/or one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2)

#### **Module Description:**

The detailed contents are as follows:

**Groups:** Introduction to basic group financial statements consolidated and separate financial statements (IAS27) – business combinations (IFRS3), Sundry aspects concerning group statements and Intra-group transactions.

**International Financial Reporting Standards (IFRS):** Investment property (IAS40), Non-currents assets held for sale and discontinued operations (IFRS5), Operating segments (IFRS8), Accounting policies, changes in accounting estimates, and errors (IAS8), Related party disclosures (IAS24), Earnings per share (IAS33), Events after the reporting period (IAS10).

#### **MANAGEMENT ACCOUNTING 2B**

**CAAM3782 EQUIVALENT: CAAM3752**

**NQF Level:** 7 **Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Management Accounting 1A & 1B (CAAM3691/2)

#### **Module Description:**

The detailed contents are as follows: Determining prices and product profitability, Cost management, target costing and quality costing, product life cycle costing, Cost information and pricing decisions: Determining prices and product profitability, Cost plus pricing methods, Profitability analysis, role of product costs in pricing and product mix decisions; short-term and long-term pricing considerations, price-takers vs. price setters; full cost pricing and its derivatives. Cost management, target costing and quality costing, product life cycle costing. Transfer Pricing: transfer pricing and divisional performance, transfer pricing for multi-national corporations, dual transfer pricing, behavioural implications of transfer pricing. Performance measurement and contemporary issues in management accounting: Divisional performance management, Multi-dimensional performance management, Performance measurement to performance management, Benchmarking and non-financial performance measurement, cost tables and balance score card. Social responsibility and environment related management accounting: corporate social responsibility, identifying environmental costs and benefits, current initiatives in environment related management accounting and future opportunities. Outsourcing, sub-contracting and supply chain management: value chain analysis and decisions regarding outsourcing and sub-contracting, non-financial considerations of outsourcing. Introduction to capital budgeting. Sensitivity analysis. Strategic management accounting and small business: current situation analysis, performance analysis and non-financial indicators. Throughput accounting and business process re-engineering and quality costs.

#### **TAXATION 1B**

**CATP3782**

**EQUIVALENT: CATP3752**

**NQF Level:** 7

**Credits:** 12 **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Financial Accounting 1A & 1B (CAFE3691/2)

**Module Description:**

The detailed contents are as follows: The theory and practical calculation of taxable income and taxation payables of the following tax payers Individuals, partnerships, companies, close corporations, farming operations, estates and trusts. Other topics includes: VAT tax administration.

#### **YEAR 4 : SEMESTER 1**

#### **AUDITING 2**

**CAUA3871**

**NQF Level:** 8

**Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Auditing 1A & B (CAUA3751/2)

**Module Description:**

The detailed contents are as follows: This course introduces students to the environment of an audit practice, the advanced theory of auditing and legal aspects of audit practice (covering all the International Engagement Standards (IESs)) and carrying out of the audits. Topics to include: Revision of most important Audit terminology (including Audit evidence which includes sampling procedures, Audit materiality and Audit risk), Detailed coverage of the audit process: Planning (including the overall audit plan and audit program), Analytical procedures in the planning of an audit, Related parties, Initial engagements: opening balances and Using the work of another auditor, Performing of the Audit process: Fieldwork of the cycles (Revenue/receipts cycle (including the work of internal auditors and Management representations, Purchase payments together with Monetary unit sampling, Inventory (including Estimation sampling for variables and "Using the work of an expert"), financial cycle (including "Audit of Accounting Estimates") Students should be shown how to deal with more advanced auditing problems than was covered in the third year. Completion of the audit and reporting and reporting Subsequent events, Going concern, Contingent liabilities, General review and evaluation. Reporting also reporting on other African Auditing Standards, Legislation of relevance to the auditor), The Public Accountants' and Auditors' Act 80 of 1991 (Outline,, interpretation, application and administration of the public accountants' and auditors act, Registration, Practice and Offences, Powers and duties of Auditors). Company Legislation conversions, Formation of companies, Share capital and shares, offering of shares and the prospectus, administration, Directors, Remedies of Members, Auditors, Accounting and Disclosure, Take-over, Reorganizations and regulation of securities, Winding up and Judicial Management) Close corporation Legislation (Formation, Registration, Deregistration and Conversion of CC, Membership, Internal and external Relations, Accounting, Disclosure and the Legal Requirements Applicable to the Accounting Officer, Liability of Members and Others.

#### **FINANCIAL ACCOUNTING 3A**

**CAFE3871**

**NQA Level:** 8

**Credits:** 16 **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Financial Accounting 2A & 2B (CAFE3781/2)

**Module Description:**

The detailed contents are as follows;

**Groups:** Interim acquisition, Complex groups, Insolvent subsidiaries, Preference shares, Change in the nature and extent of control, Investments in associates (IAS28), Interests in joint ventures (IAS31).

**International Financial Reporting Standards (IFRS):** Income tax (IAS12), Leases (IAS17), Employee benefits (IAS19), Statements of cash flows (IAS7).

#### **FINANCIAL MANAGEMENT A**

**CAMF3871**

**NQA Level:** 8

**Credits:** 16 **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2); Management Accounting 1A & 1B (CAAM3691/2)

**Module Description:**

The detailed contents are as follows; Financial statements analysis – ratio analyses, Du Pont Identity; Sources and uses of cash, standardised financial statements; Time value of money – present and future values, discounted cash flow valuation; Risk and return – basics, returns, Capital asset pricing model; expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta, security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index; Project cash flows, incremental cash flows discounted cash flow analysis, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.

**RESEARCH PROJECT                      CARP3870      EQUIVALENT: CAMT3870**

**NQA Level:** 8                      **Credits:** 32                      **Contact hours:** 6 hours supervision

**Module assessment:** Continuous assessment (50%);  
Final assessment of research report (50%)

**Pre-requisites:** Business Research Methods (CABR3752)

**Module description:**

The objective of this module is to assess students' ability to conduct research in broader areas of business including accounting, auditing and finance. Students are expected to choose a topic and following the scientific research methods conduct the research and prepare a research report. This module provides students with an opportunity to develop research skills through completion of a minor research project. The topic must be empirical in nature, and can be an area of interest to the individual student within the context of their specialization. The detailed contents are as follows:

Students have to prepare a research proposal and get it approved from the supervisor. Conduct the research and write a brief report. The report must include: A clear identification of your policy issue and its importance or relevance to the welfare of society, a clear theoretical analysis of the issues involved, presentation of some type of empirical evidence and conclusion.

**YEAR 4 : SEMESTER 2**

**FINANCIAL ACCOUNTING 3B                      CAFE3872**

**NQA Level:** 8                      **Credits:** 16                      **Contact hours:** 4 hours & 1 tutorial lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 2A & 2B (CAFE3781/2)

**Module Description:**

The detailed contents are as follows:

**Groups:** Foreign operations, consolidated statements of cash flows

**International financial reporting standards (IFRS),** Effects of changes in foreign exchange rates (IAS21), Financial instruments – disclosure (IFRS7), presentation (IAS32), recognition and measurement (IAS39, IFRS9), IFRS for SME's, Borrowing costs (IAS23), Provisions, contingent liabilities and contingent assets (IAS37).

**FINANCIAL MANAGEMENT B                      CAMF3872**

**NQA Level:** 8                      **Credits:** 16                      **Contact hours:** 4 hours & 1 tutorial lecture per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2);  
Management Accounting 1A&1B (CAAM3691/2)

**Module Description:**

The detailed contents are as follows: Business finance – source of, and raising short-term finance, long-term finance, internal sources of finance and dividend policy, gearing and capital structure; Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, finance for small and medium-size entities; Advanced investment appraisals; discounted cash flow techniques, allowing for inflation and taxation in discounted cash flows, adjusting for risk and uncertainty in investment appraisal, specific decisions such as lease vs. buy, asset replacement, capital rationing; International investment and financing decisions; Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers; Risk management – nature and types of risk and approaches to risk management.

**FINANCIAL REPORTING AND ACCOUNTING ETHICS** **CAFR3872**  
**NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** Auditing 1A & 1B (CAUA3751/2)

**Module Description:**

The detailed contents are as follows: Financial reporting and accounting theory, Preparation and presentation of financial statements, Preparation of qualitative disclosures for annual reports including director's report, New trends in financial reporting and corporate governance, Introduction to ethics for accountants and auditors, Accounting ethics and financial reporting, Case studies in ethical decision making related to accounting, tax and auditing matters, Managing ethical dilemmas.

**UNAM CORE MODULES**

**SEE CONTENT OF UNAM CORE MODULES INFORMATION**

|   |                 |
|---|-----------------|
| <b>COMPUTER LITERACY</b>                      | <b>UCLC3509</b> |
| <b>CONTEMPORARY SOCIAL ISSUES</b>             | <b>UCSI3580</b> |
| <b>ENGLISH COMMUNICATION AND STUDY SKILLS</b> | <b>ULCE3419</b> |
| <b>ENGLISH FOR ACADEMIC PURPOSES</b>          | <b>ULEA3519</b> |

**G. SYLLABI UNAM CORE COURSES**  
**G.1 ENGLISH COURSES OFFERED BY THE LANGUAGE CENTRE**

**CERTIFICATE LEVEL**

**ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES (OFFERED IN SEMESTER 1 AND SEMESTER 2)** **CEC1310**

**NQF Level:** 3 **Credits:** 32 **Contact hours:** 4 Lecture hours per week for 14 weeks

**Module assessment:** Continuous Assessment (60%)  
 Examination (40%): 1 x 3 hour examination paper

**Pre-requisites:** None

**Module Description:**

This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and referencing skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language. The course content included the following: Referencing skills: Dictionary work; Speaking; Writing: Sentences, Paragraphs; Vocabulary; Summarizing; The essay; Referencing, i.e. plagiarism and In-text citations; Letter writing; Curriculum Vitae / resume; Reading; Listening; and Grammar.

**DIPLOMA LEVEL**

**ENGLISH FOR GENERAL COMMUNICATION (OFFERED IN SEMESTER 1 AND SEMESTER 2)** **ULEG2410**

**NQF Level:** 4 **Credits:** 32 **Contact hours:** 4 hours per week for 28 weeks

**Module Assessment:** Continuous Assessment (60%): 4 reading tests; 4 writing tests;  
 2 oral presentations; 1 literature worksheet  
 Examination (40%): 1x3 hour paper

**Pre-requisites:** None

**Module Description:**

This module attempts to assist students to improve their general English proficiency. The main goal of this module is, therefore, to develop the reading, writing, listening, speaking and study skills of students in order for them to perform tasks in an academic environment. This module focuses on the skills students need to perform cognitive academic tasks in an academic environment and beyond.

**DEGREE LEVEL**

**ENGLISH COMMUNICATION & STUDY SKILLS** **ULCE3419**

**NQF Level:** 4 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks

**Module Assessment:** Continuous assessment (60%): two tests (reading and writing), two reading assignments, One oral presentation

Examination (40%): one three hour examination paper

**Pre-requisites:** None

**Module Description:**

This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language, which may not be their first language. The module also



focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.

#### **ENGLISH FOR ACADEMIC PURPOSES**

**ULEA3519**

**NQF Level:** 5

**Credits:** 16 **Contact hours:** 4 periods per week for 14 weeks

**Module assessment:** Continuous assessment (60%): 2 tests (reading and writing), 1 academic written essay, One oral presentation  
Examination (40%) : One three hour examination paper

**Pre-requisites:** None

#### **Module Description:**

This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

### **G.2**

#### **UNIVERSITY CORE COURSES BY OTHER FACULTIES**

#### **COMPUTER LITERACY**

**UCLC3509**

**NQF Level:** 5

**Credits:** 8 **Contact hours:** 1 lecture theory and 1 lecture practical per week for 14 weeks

**Module assessment:** Continuous Assessment 100%: 2 Practical Tests 50%, 2 Theory Tests 50%

**Pre-requisites:** University Entry

#### **Module Description:**

The aim of this module is to equip the students through hands-on experience with the necessary skills to use application software: word processing, spreadsheets, databases, presentations and communications. The objective is to increase student's productivity in both the education and later, the work environment.

Content: The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

#### **CONTEMPORARY SOCIAL ISSUES(OFFERED IN SEMESTER 1 AND SEMESTER 2) UCSI3580**

**NQF Level:** 5

**Credits:** 8 **Contact Hours:** 1 hour lecture per week for 28 weeks

**Module Assessment:** This is a 100% continuous assessment module with a variety of assessments which evaluate and test the students' individual learning and mastering of the course content (subject knowledge) through quizzes, tests, Moodle assignments, journal entries, reflections as well as service and experiential learning projects.

**Pre-requisite:** None

#### **Module Description:**

The module, Contemporary Social Issues (CSI3580), is designed to encourage behavioural change among UNAM students and inculcate the primacy of moral reasoning in their social relations and their academic lives. In providing students with critical and analytical thinking the module enables students to grow and develop into well rounded citizens, capable of solving contemporary social challenges experienced in their communities and societies. The teaching of the module takes three dimensions: the intellectual, the professional and the personal dimensions. The intellectual dimension is fostered through engaging students with subject knowledge, independent learning and module assessment. The professional dimension, on the other hand, is fostered through exposing students to real life situations of case studies and practical exercises that draws attention to social issues that attract ongoing political, public and media attention and/or debate.

## POSTGRADUATE PROGRAMMES

### SCHOOL OF ACCOUNTING

#### POSTGRADUATE DIPLOMA IN INTERNAL AUDITING

[12PDIA]

##### Objectives AND RATIONALE OF THE PROGRAMME

- To train senior and middle level officers in current methods and practices of Internal Auditing.
- To update knowledge of senior and middle level officers on international trends in Internal Auditing.
- To empower senior and middle level officers who have B-degrees or equivalent qualifications and working experience.
- To provide practical tutorials using existing reports, financial statements and other legislative documents which staff use on a day-to-day basis.
- To expose various officers (who may have spent several years working in only one section of their workplaces without knowing the entire process of their results) to the overall structure of Accounting.
- To provide an interface between the theory and practice of Internal Auditing
- To open up avenues of further training and development to pursue careers as Professional in Internal Auditing.
- To provide an opportunity to enter master's programmes for those who do not have a level 8 honours first degree with at least a C grade average (lower second).

##### Target group

The target group is Senior and Middle level Accountants, Auditors, Managers, Administrators and persons interested in becoming Certified Internal Auditors (CIA). Fresh graduates interested to pursue careers in accounting and auditing areas, especially internal audit functions may also apply for admission.

##### CRITERIA FOR ADMISSION

- An applicant should be a holder of Bachelor degree in Accounting or equivalent qualification in related disciplines offered by the University of Namibia or its equivalent. Preference will be given to persons employed in public service in the areas of accounting, auditing and finance, and holding a Bachelor's degree in Accounting or related disciplines.
- The students applying for admission may be interviewed and assessed by the Department of Accounting, Auditing and Income Tax before recommendation of their admissions to the School of Postgraduate Studies.

##### MODE of delivery

The mode of delivery will be a full time, face to face interaction during evening hours and may include seminars, group discussions, guest lectures etc.

##### INTAKE

The mere fulfilment of the admission requirements does not guarantee a place on the programme as the admission is limited to 20 places per intake.

The intake for the Postgraduate Diploma in Internal Auditing shall be every alternate year.

##### Duration of the PROGRAMME

The duration of the Postgraduate Diploma in Internal Auditing program shall be 2 years full time spread over four semesters of fourteen (14) weeks each. The program shall follow the university calendar. The maximum duration for completing the programme shall be 4 academic years.

##### Assessment criteria

The assessment of the students for this qualification will be based on existing University regulations as follows:

- Continuous assessment (Written tests and assignment) - 50%
- Final examination 50% (1 x 3 hours in each course)

A student will be eligible to write the University examination in a module only if he/she has obtained the required Continuous Assessment marks of 40% in that module. The minimum pass mark in a module (both continuous assessment and main examination combined) will be 50%.

Students must attend at least 80% of the lectures in order to be admitted to the final examination. Students shall write a 3 hour final examination in each module at the end of each semester and must pass in all the module and the project in order to qualify for Postgraduate Diploma in Internal Auditing.

##### Examination rules

Examination regulations of the School of Economics and Management Sciences and the University of Namibia shall be applicable.

##### Maximum number of Courses per year

|   |              |             |
|---|--------------|-------------|
| First year (First and Second semester)  | 4 + 3 = 7    | 112 credits |
| Second Year (First and Second semester) | 3 + Project  | 128 credits |
| Total                                   | 10 + Project | 240 credits |

##### advancement and progression rules

A student must pass at least two third of the first year modules (with 72 credits) in the first year in order to progress to the second year. However, if a student fails the prerequisite for a specific module, then she/he cannot register for that module.

#### Implementation Strategy for the revised curriculum

- The new revised curriculum shall be applicable for students registering for the qualification as from the 2014 academic year.
- Students registered under the existing curriculum shall continue with the existing curriculum to qualify for the Postgraduate Diploma in Internal Auditing. Any student who fails a module in the existing curriculum will have to register for the following module:

| Old Curriculum |  | New Curriculum |   |
|----------------|--|----------------|---|
| Code           | Module Title   | Code           | Module Title                                |
| AAP4832        | Audit Planning                                       | AAP4831        | Audit Planning, Documentation and Reporting |
| ADA4972        | Documenting Audit Information & Reporting            |                |   |
| ACG4971        | Corporate Governance & Risk Management               | ACG4931        | Corporate Governance                        |
| APF4851        | Public Financial Management                          | APF4852        | Public Financial Management                 |
| AMA4812        | Management Accounting                                | AMF4812        | Managerial Accounting                       |
| ASM4852        | Strategic Management                                 | ASM4831        | Strategic Management                        |
| AIS4811        | Information Systems Auditing Role and Techniques     | AIS4832        | Information Systems Audit                   |
| AIS4851        | Information Systems Development & Project Management |                |   |
| AAR4931        | Research Methods                                     | ARM4832        | Research Methods                            |

A student failing the phasing out module will be given one more year to pass the modules.

#### Curriculum compilation

| Module Code         | Module Title                                    | Contact hours | NQF Credits | NQF Level | Pre-requisites    |
|---------------------|---|---------------|-------------|-----------|-------------------|
| <b>1st Year</b>     |   |               |             |           |                   |
| <b>1st Semester</b> |   |               |             |           |                   |
| AAF4811             | Accounting and Financial Systems                | 56            | 16          | 8         |                   |
| ASM4831             | Strategic Management                            | 56            | 16          | 8         |                   |
| AAP4831             | Audit Planning, Documentation and Reporting     | 56            | 16          | 8         |                   |
| UAE4819             | Academic Writing for Postgraduate Studies       | 56            |             | 8         |                   |
|                     | <b>Total First Semester</b>                     | <b>224</b>    | <b>48</b>   |           |                   |
| <b>2nd Semester</b> |   |               |             |           |                   |
| AMF4812             | Managerial Accounting                           | 56            | 16          | 8         |                   |
| ARM4832             | Research Methods                                | 56            | 16          | 8         |                   |
| AIS4832             | Information Systems Audit                       | 56            | 16          | 8         |                   |
| APF4852             | Public Financial Management                     | 56            | 16          | 8         |                   |
|                     | <b>Total Second Semester</b>                    | <b>224</b>    | <b>64</b>   |           |                   |
|                     | <b>Total for First year</b>                     | <b>448</b>    | <b>112</b>  |           |                   |
| <b>2nd Year</b>     |   |               |             |           |                   |
| <b>1st Semester</b> |   |               |             |           |                   |
| AIA4831             | Internal Auditing                               | 56            | 16          | 8         |                   |
| AFI4951             | Financial Investigation and Forensic Accounting | 56            | 24          | 9         | AAF4811 & AAP4831 |
| ACG4931             | Corporate Governance                            | 56            | 24          | 9         |                   |
|                     | <b>Total first Semester</b>                     | <b>168</b>    | <b>64</b>   |           |                   |
| <b>2nd Semester</b> |   |               |             |           |                   |
| APW4872             | Project   | 56            | 64          | 8         | ARM4832           |
|                     | <b>Total 2nd Semester</b>                       | <b>56</b>     | <b>64</b>   |           |                   |
|                     | <b>Total for Second year</b>                    | <b>224</b>    | <b>128</b>  |           |                   |
|                     | <b>Total for the program</b>                    |               | <b>240</b>  |           |                   |

#### Requirements for Qualification award

The Postgraduate Diploma in Internal Auditing will be awarded after successful completion of all 240 NQF credits prescribed in the curriculum.

#### Syllabi

#### YEAR 1 : SEMESTER 1

#### ACCOUNTING AND FINANCIAL SYSTEMS

CAAF4811

NQF Level: 8

Credits: 16

Contact hours: 4 hours per week for 14 weeks

Module assessment: Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

Pre-requisites: None

Module Description:

Concepts underlying the preparation of financial statement; the role of accounting standards in regulating the preparation of financial statements, impact of adopting different accounting methods, choice of estimation techniques of provision for depreciation (the straight line and reducing balance methods and explanations of the benefits of each method), methods of calculating the cost of stock (the basis for valuation of stock as the lower of cost and net realisable value), accounting concepts: going concern, accruals (matching) and prepayments the accounting principles of relevance, reliability, understand ability, comparability, accounting adjustments when preparing financial statements: provision for depreciation, provision for doubtful debts,. Double entry and the presentation of ledger accounts, integrated computerised accounting system.

*Financial Reporting:* the use of the Statement of Comprehensive Income to measure profit or loss, the layout of Statement of Comprehensive Income for different types of organisations and interpretation of the information. Statement of Financial Position, showing the capital employed/funds and net assets of an organisation, the layout of a Statement of Financial Position and the classification of assets and liabilities, capital, revenue income and expenditure, purpose and main contents of a published annual report, interpreting of a cash flow statement. Analysis of financial statements.

#### **STRATEGIC MANAGEMENT**

#### **CASM4831**

**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### **Module Description:**

An overview of the dynamics of the organizational environment and how corporate governance and business strategies can be used to enable competitive advantage, value and sustainability.

Strategy Formulation: Development of long term and generic goals, grand and functional strategies with a view of the industry life cycle.

Strategy Implementation: Strategy implementation and change management, drivers of strategy implementation and instruments

#### **AUDIT PLANNING, DOCUMENTATION AND REPORTING**

#### **CAAP4831**

**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### **Module Description:**

##### **The detailed contents are as follows:**

System analysis and understanding of the accounting system and related internal control; The overall audit strategy, Planning activities; The audit plan; Direction, supervision and review; Materiality; Audit risk; Documentation; Reporting

#### **ACADEMIC WRITING FOR POST GRADUATE STUDENTS**

#### **UAE4819**

**NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 lectures per week over 14 weeks  
**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
 Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** Must be a postgraduate student

#### **Module Description:**

This module is a post-graduate module designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this module will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.

#### **YEAR 1 : SEMESTER 2**

#### **MANAGERIAL ACCOUNTING**

#### **CAMF4812**

**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

**Pre-requisites:** None

#### **Module Description:**

It includes topics such as cost behaviour and its role in decision making, the use of marginal costing for decision making, including the concept of contribution, marginal and absorption costing and Identification of future funding needs based on the forecast financial and non-financial performance indicators to monitor performance, accounting analysis, financial analysis including ratio analysis.

#### **RESEARCH METHODS**

#### **CARM4832**

**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 lecture hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper

**Prerequisites:** None

#### **Module Description:**

Introduction to research; research ethics; literature review; selection of an area of research, identification of a research problem; development of a research proposal; methodology of research – research design, sampling, data collection methods, measurement of outcomes; testing the validity and reliability; data analysis - basic statistics for research, regression analysis, correlation analysis, time series analysis; hypothesis testing and statistical inference using parametric and non-parametric methods; writing a research report.

#### **INFORMATION SYSTEMS AUDIT**

**CAIS4832**

**NQF Level:** 8      **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** None

#### **Module Description:**

Overview of information systems audit role and their objectives, the audit process, based on a general risk assessment of the organisation's information and computing use, formulation of an effective audit plan covering information systems topics and the production of audit programmes for each topic, the role of internal audit in relation to systems development, including the review of the development process and participation in systems under development, describing and evaluating the main audit uses of information systems and technology, explaining how each contributes to successfully delivering objectives: risk and control assessment, data interrogation and extraction, systems testing, audit automation. Summarising data forensics and how to secure and preserve evidence.

#### **PUBLIC FINANCIAL MANAGEMENT**

**CAPF4852**

**NQF Level:** 8      **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** None

#### **Module Description:**

The contents include: Public money and government; Defining money; Monetary and fiscal policy; Service provision based on revenue sources; Role players in government finance; The relationship between accounting and finance; Source of income for government and inter government fund revenues (IGFR); National, provincial and local government income and IGRF; Contemporary reforms to public financial management; Budget reforms and managing public money through budgeting including medium term expenditure framework; Ethics and accountability in public financial management; Privatisation as a major reform in public sector management; Public procurement and supply chain management.

#### **YEAR 2 : SEMESTER 1**

#### **INTERNAL AUDITING**

**CAIA4831**

**NQF Level:** 8      **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** None

#### **Module Description:**

*Fundamentals of Internal Auditing*; Professional practices framework and the development of internal auditing- overview of the audit process, definition of internal audit and code of ethics, the focus and purposes of internal audit as outlined in the definition of internal audit, the key terms and requirements of the *Code of Ethics* and explains its purpose and role, professional auditing standards, the main components of the IIA's Professional Practice Framework, including attribute and performance standards and how these relate to the work of internal audit, development and focus of Internal Audit explains the purpose and historical role of internal audit, Responsibility of an IA, Characteristics of an effective IA., changing focus of internal auditing, the shift from an internal control focus to a risk-based auditing, the nature, objectives and types of control, the range of risk-based services that internal audit can provide, including control risk self-assessment, control education seminars/workshops, system development, business process reviews and compliance reviews, the need for internal audit to promote improvement opportunities for audit clients, the need for internal audit to provide assurance on the adequacy of internal control and the methodology by which such assurance can be provided, developing an awareness of the circumstances in which the internal auditor can act as a consultant and how the results of such work can be used to provide assurance, the role and responsibilities of key stakeholders in internal audit, including the audit committee, senior and operational management, and the ways in which internal audit can develop and sustain relationships with such stakeholders to an organization's benefit, the importance of developing positive relationships with other audit and compliance functions, including external audit, regulatory bodies, quality, environmental and compliance functions, describes how internal audit can add value to the organization.

#### **FINANCIAL INVESTIGATION AND FORENSIC ACCOUNTING**

**CAF4951**

**NQF Level:** 9      **Credits:** 24 **Contact hours:** 4 hours per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper  
**Pre-requisites:** Accounting and Financial Systems (AAF4811) &  
Audit Planning, Documentation and Reporting (AAP4831)

#### **Module Description:**

Money laundering and the Financial Intelligence Act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber-crimes; Financial Intelligence Act; Financial statement fraud.

**CORPORATE GOVERNANCE****CACG4931****NQF Level: 9 Credits: 24 Contact hours: 4 hours per week for 14 weeks****Module assessment: Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper****Pre-requisites: None****Module Description:**

Detailed content of this course is as follows:

Historical development of the system of corporate governance, Agency theory, the King Report on Corporate Governance principles/codes, Agency framework for evaluation of alternative corporate governance system; Business Ethics, earnings management and window dressing, executive compensation; The professional and ethical duty of the accountant, Professions and the public interest Professional practice and codes of ethics, Conflicts of interest and the consequences of unethical behaviour The position, power, duties, responsibilities and ethical issues of Directors, Company Secretary, Auditor and Board Committees; Disclosure of information, and Rights of Shareholders; Case studies relating to auditing and corporate governance.

**YEAR 2 : SEMESTER 2****PROJECT****CAPW4872****NQF Level: 8 Credits: 64 Contact hours: 4 hours per week for 14 weeks****Module assessment: Proposal and progress of the work: 25%****Project Report 50%****Presentation: 25%****Co- requisite: Research Methods (CARM4832)****Module Description:**

Students will be required to link theory to practice by careful selection of the project on a problem of their interest, which in case of those already in employment may be related to their work responsibilities.

Students shall select a problem and an organization for study from the areas of accounting, auditing and finance with major focus on internal audit and internal control and develop a research proposal. This will be evaluated by the supervisor who shall award him marks, which will be Continuous Assessment marks.

Though the project is not a thesis, candidates are expected to follow normal research procedures and write report in the format provided by the department. The report should be of approximately 80pages. The project work and report submitted should indicate candidate's independent ability to identify and investigate a problem and develop a written report using sustained argument linking theory and evidence. The students have to present the work done making a presentation in front of other members of the program, department staff and other audience. This will be main examination mark. Final marks will be arrived at by adding up the Continuous Assessment marks and Main Examination marks.

**MASTER OF SCIENCE IN ACCOUNTING AND FINANCE [12MSAF]**

- 1) This program consists of two major parts i.e.: core modules and a thesis. The program runs for two full academic years of evening study.

**OBJECTIVE AND RATIONALE OF THE PROGRAM**

- 2) The Master of Science in Accounting and Finance Programme consists of two major parts: core taught modules and a thesis.
- 3) This programme is designed for graduates with interest and sound knowledge of accounting and finance. It offers participants advanced preparation for career development in accounting and finance and it also provides an excellent foundation from which to pursue research at Doctoral level. The target group includes finance managers and accountants who are responsible for the accounting and financial management of organizational resources. It is also appropriate for those who aspire to work as chief financial officers, management accountants, finance managers, financial analysts, controllers, and their assistants in the private and public sector organisations and those who are already in employment in these areas.

**CRITERIA FOR ADMISSION**

1. A student must have:
  - A Bachelor of Accounting (level 8) or an equivalent degree from the University of Namibia or any other recognized institution of higher learning with at least a C grade average (lower second class).
  - OR
  - A Postgraduate diploma in business related fields from the University of Namibia or its equivalent with at least a C grade average (lower second class).
2. Prospective students may be interviewed and assessed by the Department of Accounting before recommendation to the School of Postgraduate Studies for admission.

## INTAKE

The mere fulfilment of the admission requirements does not guarantee a place in the Programme as admission is limited to 15 per intake.

The intake for the Master of Science in Accounting and Finance shall be every alternate year.

## MODE OF DELIVERY

The Master of Science in Accounting and Finance is a face to face, full time evening study programme. Teaching includes lectures, discussions, case analyses, student presentations, group projects and lectures/seminars by guest speakers from industry and government.

## DURATION OF STUDY

The Master of Science in Accounting and Finance shall be a two years full-time face to face evening study Programme. The maximum study period for the programme is four (4) academic years.

## ASSESSMENT AND EVALUATION OF STUDENTS

- For each taught course, there will be a continuous assessment involving at least two pieces of work, which may be tests, assignments, term papers, case studies as deemed necessary by the lecturer. There will be a three-hour final examination at the end of the semester in which a course is offered.
- A student must obtain a continuous assessment mark of 40% for admittance to the main examination. The University of Namibia's regulations for postgraduate studies shall be applicable in respect of class attendance, examinations, academic integrity, and ranking achieved.
- The final marks will consist of Continuous Assessment Marks (50%) and the final examination marks (50%).
- A student must submit a research proposal at the beginning of the first semester of the second year of study to the Department. The student shall be further required to present the proposal at a Departmental Seminar consisting of his/her supervisor, other members of the Programme and departmental staff. The Department will assign a supervisor to each student. The proposal must be approved by the department of Accounting, Auditing and Income Tax, School of Economics and Management Science and the School Postgraduate Studies Committee before research study can be conducted.
- The thesis will be evaluated by two examiners (one internal examiner and one external examiner).

## MAXIMUM NUMBER OF COURSES PER YEAR

|   |              |             |
|---|--------------|-------------|
| First year (First and Second semester)  | 4 + 3 = 7    | 132 credits |
| Second Year (First and Second semester) | 3 + Thesis   | 132 credits |
| Total                                   | 10 + Project | 264 credits |

## ADVANCEMENT AND PROGRESSION RULES

- A student who fails a module must re-register in the next cycle. A student who fails more than three module in the first year will be discontinued from the Programme.
- A student must pass all coursework examinations before proceeding to write the thesis.

## IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

- The new revised curriculum shall be applicable from January 2014 to students registering for the qualification thereafter.
- The students registered under the existing curriculum shall continue with the existing curriculum to qualify for the Master of Science in Accounting and Finance degree. Any student who fail a module in the existing curriculum will have to register for the following equivalent modules:

| Old Curriculum |  | New Curriculum       |   |
|----------------|--|----------------------|---|
| Code           | Module Title                               | Code                 | Module Title  |
| AAF5910        | Advanced Financial Accounting              | AAF 5981<br>AAF 5982 | Advanced Financial Accounting I &<br>Advanced Financial Accounting II |
| AAC5971        | Auditing and Corporate Governance          | ACG 5931             | Corporate Governance  |
| AAM5931        | Advanced Management Accounting             | AAM 5932             | Advanced Management Accounting  |
| AAP5951        | Advanced Public Sector Accounting          | AAF 5982             | Advanced Financial Accounting II                                      |
| ACF5932        | Corporate Financial Analysis and Valuation | ACF 5931             | Corporate Financial Analysis and Valuation                            |
| ADR5931        | Derivatives and Risk Management            | AIM 5931             | Investment Management and Financial Derivatives                       |
| AI5951         | International Investment and Finance       | AIF 5931             | International Investment and Finance                                  |

## CURRICULUM COMPILATION

| Module Code  | Module Title                                    | Contact Hours | NQF Credits | NQF level | Pre-requisites         |
|--|---|---------------|-------------|-----------|------------------------|
| <b>1<sup>st</sup> Year</b>   |   |               |             |           |                        |
| <b>1<sup>st</sup> Semester</b>   |   |               |             |           |                        |
| AAF5981  | Advanced Financial Accounting I                 | 56            | 18          | 9         |                        |
| ACF5931  | Corporate Financial Analysis and Valuation      | 56            | 24          | 9         |                        |
| ACG5931  | Corporate Governance                            | 56            | 24          | 9         |                        |
| UAE5819  | Academic Writing for Postgraduate Students      | 56            |             | 8         |                        |
| <b>Total for Semester 1</b>  |   | <b>224</b>    | <b>66</b>   |           |                        |
| <b>2<sup>nd</sup> Semester</b>   |   |               |             |           |                        |
| AAF5982  | Advanced Financial Accounting II                | 56            | 18          | 9         |                        |
| AAM5932  | Advanced Management Accounting                  | 56            | 24          | 9         |                        |
| AAR5952  | Advanced Research Methods                       | 56            | 24          | 9         |                        |
| <b>Total for Semester 2</b>  |   | <b>168</b>    | <b>66</b>   |           |                        |
| <b>Total for Year 1</b>  |   | <b>392</b>    | <b>132</b>  |           |                        |
| <b>2<sup>nd</sup> Year</b>   |   |               |             |           |                        |
| <b>1<sup>st</sup> Semester</b>   |   |               |             |           |                        |
| <b>Note: Select any three courses from the following four electives:</b> |   |               |             |           |                        |
| AIF5931  | International Investment and Finance            | 56            | 24          | 9         | ACF5931 & AAM5932      |
| AIM5931  | Investment Management and Financial Derivatives | 56            | 24          | 9         | ACF5931                |
| ACI5951  | Contemporary Issues in Accounting & Finance     | 56            | 24          | 9         | AAF5981 & AAF5982      |
| AFI5951  | Financial Investigation & Forensic Accounting   | 56            | 24          | 9         | AAF5981 & AAF5982      |
| <b>Total for semester 1</b>  |   | <b>168</b>    | <b>72</b>   |           |                        |
| <b>2<sup>nd</sup> Semester</b>   |   |               |             |           |                        |
| ATH5972  | Thesis  |               | 60          | 9         | All first year modules |
| <b>Total for semester 2</b>  |   |               | <b>60</b>   |           |                        |
| <b>Total for Year 2</b>  |   | <b>168</b>    | <b>132</b>  |           |                        |
| <b>Total for the Programme</b>   |   | <b>560</b>    | <b>264</b>  |           |                        |

## EXEMPTIONS

- A student who has already done any of the modules included in this curriculum at master's level may be exempted from a maximum of two modules, subject to the recommendation by the HOD and approval by the School of Postgraduate Studies according to the University exemption regulations.
- A holder of the Postgraduate Diploma in Internal Auditing from the University of Namibia will be eligible for exemption for ACG5931 Governance and AFI5951 - Financial Investigation and Forensic Accounting modules, provided they have successfully completed these modules.

## REQUIREMENTS FOR QUALIFICATION AWARD

The Master of Science in Accounting and Finance will be awarded after successful completion of all 264 NQF credits prescribed in the curriculum.

## Syllabi

### YEAR 1 : SEMESTER 1

#### ADVANCED FINANCIAL ACCOUNTING I

CAAF5981

**NQF Level:** 9

**Credits:** 18

**Contact hours:** 4 lecture hours per week for 28 weeks

**Module assessment:**

Continuous assessment (50%): two tests and one assignment per semester

Examination (50%): 1 x 4 hour paper

**Pre-requisites:**

None

**Module Description:**

The course introduces the students to intermediate aspects of financial accounting and to explain the recognition, measurement and disclosure of various items in the annual financial statements in accordance with IFRS (International Financial Reporting Standards).

The detailed contents are as follows: accounting policies, changes in accounting estimates, and errors, related party disclosures, earnings per share, property, plant and equipment, Impairment of assets, investment property, non-currents assets held for sale and discontinued operations, provisions, contingent liabilities and contingent assets, events after the reporting period, intangible assets.



| CORPORATE FINANCIAL ANALYSIS AND VALUATION  |   | CACF5931   |
|---|---|--|
| <b>NQF Level:</b> 9   | <b>Credits:</b> 24  | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks                                    |
| <b>Module assessment:</b>   | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper              |  |
| <b>Pre-requisites:</b>  | None  |  |
| <b>Module Description:</b>  |   |  |
| A brief summary of topics includes: Framework for Business Analysis and Valuation Using Financial Statements; shareholder value analysis, comparison of accounting approaches and discounted cash flow approaches to valuation; the analysis of the firm's profitability, growth, and value generation as a means of testing the quality of financial reports; the forecasting of earnings and cash flows; analyses for financial strategy, planning, and valuation; analysis of risk; and the determination of price/earnings and market-to-book ratios. Business strategy analysis, the company and its industry, accounting analysis, financial analysis, Prospective Analysis: Forecasting; other factors affecting valuation; valuation of business under special situations; business valuation models, cash flow valuation, free cash flow valuation, application of financial statement analysis Credit Analysis and Distress Prediction. |   |  |
| CORPORATE GOVERNANCE  |   | CAAC5971   |
| <b>NQF Level:</b> 9   | <b>Credits:</b> 24  | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks                                    |
| <b>Module assessment:</b>   | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper              |  |
| <b>Pre-requisites:</b>  | None  |  |
| <b>Module Description:</b>  |   |  |
| Historical development of the system of corporate governance, Agency theory, the King Report on Corporate Governance principles/codes, Agency framework for evaluation of alternative corporate governance system; Business Ethics, earnings management and window dressing, executive compensation; The professional and ethical duty of the accountant, Professions and the public interest Professional practice and codes of ethics, Conflicts of interest and the consequences of unethical behaviour The position, power, duties, responsibilities and ethical issues of Directors, Company Secretary, Auditor and Board Committees; Disclosure of information, and Rights of Shareholders; Case studies relating to auditing and corporate governance.   |   |  |
| ACADEMIC WRITING FOR POST GRADUATE STUDENTS   |   | UAE5819  |
| <b>NQF Level:</b> 9   | <b>Credits:</b> 16  | <b>Contact hours:</b> 4 lecture periods per week and 1 practical session per week for 14 weeks |
| <b>Module assessment:</b>   | CA: (1 x 3 hour exam paper)   |  |
| <b>Pre-requisites:</b>  | Must be a postgraduate student.   |  |
| <b>Module Description:</b>  |   |  |
| This module is a post-graduate course designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization. Additionally, this course will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format an academic paper in APA style.  |   |  |
| YEAR 1 : SEMESTER 2   |   |  |
| ADVANCED FINANCIAL ACCOUNTING II  |   | CAAF5982   |
| <b>NQF Level:</b> 9   | <b>Credits:</b> 18  | <b>Contact hours:</b> 4 lecture hours per week for 28 weeks                                    |
| <b>Module assessment:</b>   | Continuous assessment (50%): two tests and one assignment per semester<br>Examination (50%): 1 x 4 hour paper |  |
| <b>Pre-requisites:</b>  | None  |  |
| <b>Module Description:</b>  |   |  |
| The detailed contents are as follows:<br>International Financial Reporting Standards (IFRS) –borrowing costs, Operating segment, income tax, construction contracts, leases, employee benefits, record transactions in terms of capital reconstruction schemes, liquidations, mergers and acquisitions, differentiate between accounting theory and practice relating to government and non-profit organizations in relation to commercial entities and know the salient features of IFRS for SME's.  |   |  |
| ADVANCED MANAGEMENT ACCOUNTING  |   | CAAM5932   |
| <b>NQF Level:</b> 9   | <b>Credits:</b> 24  | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks                                    |
| <b>Module assessment:</b>   | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper              |  |
| <b>Pre-requisites:</b>  | None  |  |
| <b>Module Description:</b>  |   |  |
| Managerial accounting and the business environment, information for management planning and control, standard costing and budgetary control, cost behaviour and decision making, statistical analysis of costs and cost drivers, relevant information for decision making, linear Programming and transportation method, joint and by-product costing, pricing policy, current management accounting practices including ABC, JIT, Target costing, Kaizen costing, BSC, TQM, value chain analysis and strategy, and customer profitability and cost analysis; performance evaluation including EVA and transfer pricing, long-term investment decisions and case studies in Managerial Accounting.  |   |  |

| ADVANCED RESEARCH METHODS  |   | CAAR5952  |
|----------------------------|---|---|
| <b>NQF Level:</b> 9        | <b>Credits:</b> 24  | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks |
| <b>Module assessment:</b>  | Continuous assessment (50%): two tests and one assignment and a research proposal to be evaluated by the departmental committee.<br>Examination (50%): 1 x 3 hour paper   |   |
| <b>Pre-requisites:</b>     | None  |   |
| <b>Module Description:</b> | Research ethics and research standards; resources for conducting research in accounting and finance; research procedure - formulating a research problem, literature review, conceptualization of research objectives and research questions, research hypotheses; methodology of research, research design, sampling; data collection methods, testing validity and reliability and measurement of outcomes; data analysis - basic statistical and econometric techniques for research, regression analysis, correlation analysis, time series analysis; hypothesis testing and statistical inference - use of parametric and nonparametric methods; advanced topics on financial modelling, multi co-linearity; developing a research report and presentation of research findings. |   |

## YEAR 2 : SEMESTER 1

| INTERNATIONAL INVESTMENT & FINANCE |  | CAIF5931  |
|------------------------------------|--|---|
| <b>NQF Level:</b> 9                | <b>Credits:</b> 24   | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks |
| <b>Module assessment:</b>          | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper   |   |
| <b>Pre-requisites:</b>             | ACF5931 & AAM5932  |   |
| <b>Module Description:</b>         | The focus of this course is to provide exposure to international markets, institutions, financial instruments and working of multinational companies. The content to be covered includes: International financial institutions; international money and capital markets; financial instruments and financial indicators; international business - planning and decision-making related to international business, evaluation of investment opportunities, entering new markets, environmental and organizational factors that influence business decisions of multinational corporations (political, cultural, legal and economic environmental); international business strategies; international task management (marketing, production, accounting, financing, human resource management); offshore financing, external and domestic borrowing options, foreign exchange exposure; foreign exchange markets - rate changes – short run exchange rate behaviour and long run exchange rate behaviour, interest rates and currency swaps, hedging with forwards, futures and options; role of international and regional commerce unions in multinational trade and commerce. |   |

| Investment Management and Financial Derivatives |   | CAIM5931  |
|---|---|---|
| <b>NQF Level:</b> 9                             | <b>Credits:</b> 24  | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks |
| <b>Module assessment:</b>                       | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper  |   |
| <b>Pre-requisites:</b>                          | ACF5931   |   |
| <b>Module Description:</b>                      | Incorporates the principles of investment in securities with varying degrees of risk and return. It includes topics on investment risk, historical risk-return relationships, valuation of various financial instruments, technical analysis, procedures of the securities industry, formula investing, private equity companies and investment companies.<br>It covers the theory and practice of derivatives; explains pricing, hedging, markets and institutions, and the regulatory environment; studies the organized and over-the-counter derivative markets and regulations; emphasizes financial and real options, forward and futures contracts, equity and index derivatives, foreign currency, commodity, and interest rate derivatives, swaps, and the recent expansion into trading of exotic options. |   |

| Contemporary Issues in Accounting and Finance |  | CACI5951  |
|---|--|---|
| <b>NQF Level:</b> 9                           | <b>Credits:</b> 24   | <b>Contact hours:</b> 4 lecture hours per week for 14 weeks |
| <b>Module assessment:</b>                     | Continuous assessment (50%): two tests and one assignment<br>Examination (50%): 1 x 3 hour paper   |   |
| <b>Pre-requisites:</b>                        | AAF5981 and AAF5982  |   |
| <b>Module Description:</b>                    | For achieving the above objective the Department shall select before the launching of the batch of students 10 contemporary issues in Accounting and Finance, identify at least two high quality research papers that comprehensively explore each identified issue from international research journals in Accounting and Finance and get them approved by Departmental Committee. The issues identified for the first intake of revised Programme are: |   |

1. Risks of Overstatements and Understatements in Financial Reporting
2. Market Integrity and Disclosure Quality
3. Intangible Disclosures for Market Risk

4. Voluntary Disclosures
5. Cash Flows and Business Sustainability
6. SME Financial Reporting
7. Executive Compensation and Performance
8. Excess Audit Fees and Audit Quality
9. Management Fraud Schemes
10. Accounting Research in Africa

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|  |                 |
|--|-----------------|
| <b>Financial Investigation and Forensic Accounting</b> | <b>CAFI5951</b> |
|--|-----------------|

**NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 lecture hours per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper

**Pre-requisites:** AAF5981 and AAF5982

**Module Description:**

The detailed contents are as follows:

Money laundering and the Financial Intelligence act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber-crimes; Financial Intelligence Act; Financial statement fraud.

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**YEAR 2 : SEMESTER 2**

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|               |                 |
|---------------|-----------------|
| <b>THESIS</b> | <b>CATH5972</b> |
|---------------|-----------------|

**NQF Level:** 9      **Credits:** 60

**Module assessment:** Thesis will be evaluated by one internal and one external examiner. The quality of the thesis will be judged on the extent to which the candidate follows UNAM's rules and regulations that govern thesis writing

**Pre-requisites:** Successful completion of all taught modules of first and second semester of first year.

**Module Description:**

A student shall undertake research on a problem in accounting and/or finance after the approval of the proposal by UNAM Post Graduate Studies Committee (PGSC). The thesis work will be done under the supervision of a research supervisor assigned by the department. The research shall be conducted and research report shall be submitted for evaluation as per the guidelines of UNAM Post Graduate Studies Committee (PGSC).

Through the guided development of research a student will learn to identify a research problem, set research objectives, formulate research questions, undertake review of literature, collect and analyse data, develop research report using sustained argument linking theory and evidence.

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## SCHOOL OF ACCOUNTING

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### EXEMPTION CRITERIA FOR STUDENTS WHO ARE ARTICULATING INTO OTHER PROGRAMMES

**\* ALL STUDENTS TO HAND-IN EXEMPTION FORMS TO THE FACULTY OFFICERS**

**Please note: Any errors that might be detected, the School can amend accordingly!**

# Prospectus 2025