

**FACULTIES OF THE
UNIVERSITY OF PRETORIA**

HUMANITIES
NATURAL AND AGRICULTURAL SCIENCES
LAW
THEOLOGY
ECONOMIC AND MANAGEMENT SCIENCES
VETERINARY SCIENCE
EDUCATION
HEALTH SCIENCES
ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY

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**FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
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MCom(RAU) CA(SA) (Head)

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De Villiers, C.J., BAcc(Hons) MBA(Stellenbosch) DCom(Pretoria)
CA(NZ) CPA.....Extraordinary Professor

Coetzee, S.A., BCompt(Hons)(Unisa) MCom(Tax)(Pretoria)
CA(SA).....Associate Professor

Myburgh, J.E., BCom(Hons)(Acc) MCom(Acc)
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Venter, E.R., BCom (Hons)(Acc) MCom(Tax)(Pretoria) CA(SA).....Associate Professor

Bezuidenhout, H.C., BCom(Law)(Pretoria) LLM(Unisa).....Senior Lecturer

Bezuidenhout, J.J., BCom(Hons)(Acc)(Pretoria) CA(SA).....Senior Lecturer

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Ferreira, P.H., BCom(Hons)(Acc) MCom(Tax)(Pretoria) CA(SA).....Senior Lecturer

Friedrichs, J., BCom(Hons)(Acc)(Pretoria) CA(SA).....Senior Lecturer

Gerber, M.C., BA BD MDiv(Pretoria) CTA(Unisa) CA(SA).....Senior Lecturer

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Hattingh, M., BCom(Hons)(Acc)(Pretoria) CA(SA).....Senior Lecturer

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Kotze, L., BCompt(Hons)(Unisa) CA(SA).....Senior Lecturer

Leith, K.B., BAcc(Natal) CA(SA).....Senior Lecturer

Mphahlele, M.L., BCom(Hons)(Acc)(Pretoria) CA(SA).....Senior Lecturer

Pretorius, D., BCom(Acc)(Pretoria) BCompt(Hons)(Unisa) CA(SA).....Senior Lecturer

Roode, M., BCom(Hons)(Acc)(Unisa) MCom(Acc)(Pretoria)
HED Jwb(CEFT).....Senior Lecturer

Schmullian, A., BCom(Hons)(Acc)(Unisa) MCom(Tax)(Pretoria)
CA(SA).....Senior Lecturer

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Smith, S.E., BCom(Hons)(Acc) GDA(Cape Town) CA(SA).....Senior Lecturer

Tomes, T., BCom(Hons)(Acc)(Pretoria) CA(SA)

Van der Westhuizen, H., BCom(Hons)(Acc).....Senior Lecturer
MCom(Forensic Accounting)(Potchefstroom) CA(SA).....Senior Lecturer

Verster, H.C., BCom(Hons)(Acc) MCom(Tax)(Pretoria).....Senior Lecturer

Von Well, R., BCom(Hons)(Acc)(Pretoria) CA(SA).....Senior Lecturer

Bezuidenhout, S.C., BCom(Hons) MCom(FMS)(Pretoria).....Lecturer

Cloete, M., BCom(Hons)(Acc)(Potchefstroom) CTA(Unisa).....Lecturer

Goodey, J.S., BCom(Hons)(Acc)(Unisa) THED.....Lecturer

Hlakudi, E.R., BCompt(Hons) CTA(Unisa).....Lecturer

Joynt, C., BCom(Law)(Pretoria).....Lecturer

Nortjé-Rossouw, D.A., BCom(Hons) MCom(FBS)(Pretoria).....Lecturer

Venter, L.M., BCom(Potchefstroom) UED(Unisa).....Lecturer

Department of Auditing

De Jager, H., BEd(Pretoria) MEd(Potchefstroom) MCom DCom(Acc)(Pretoria) RGA RA CA(SA).....	Professor (Head)
Koen, M., MCom(Acc) DCom(Acc)(Pretoria) RA CA(SA)	Honorary Professor
Summers, G.E., DBA CIA CFE CPA	Honorary Professor
Gloeck, J.D., BCom(Hons)(Acc) MCom(Acc) DCom(Acc)(Pretoria) M.Akad.SA RGA RA CA(SA)	Professor
Beukes, B., BCom(Hons)(Acc)(Potchefstroom) CA(SA)	Senior Lecturer
Coetzee, G.P., BCom(Hons)(Acc) MCom(Pretoria) CIA	Senior Lecturer
De Kock, R., BCom(Hons)(Acc) MCom(Tax)(RAU) CA(SA)	Senior Lecturer
Du Bruyn, R., BCom(Hons)(Acc) MCom(Pretoria) CIA	Senior Lecturer
Fouché, K.B., BCom(Hons)(Acc)(Pretoria) CA(SA)	Senior Lecturer
Froneman, M., BCom(Hons)(Acc)(Pretoria) CA(SA)	Senior Lecturer
Kirstein, M., BCompt(Hons)(Unisa) CA(SA)	Senior Lecturer
Kunz, C.C., BCompt(Hons)(Unisa) CA(SA)	Senior Lecturer
Plant, K., BCom(Hons)(Acc) MPhil (Pretoria) CIA	Senior Lecturer
Steyn, C., BCom(Hons)(Acc)(Pretoria) CA(SA).....	Senior Lecturer
Van Staden, J.M., BCompt(Hons)(Unisa) MCompt(Free State) CA(SA)	Senior Lecturer
Janse van Rensburg, J.O., BCom(Hons)(IAUD)(Pretoria) CIA CCSA	Lecturer
Masete, M., BCompt(Hons)(Unisa) CIA	Lecturer
Wilkinson, N., BCom(Hons)(IAUD)(Pretoria) CIA CCSA.....	Lecturer

Department of Business Management

Nieman, G.H., BCom MBA(Pretoria) PhD(Vista)	Professor (Head)
Janse van Vuuren, J.J., BCom MBA DBA(Pretoria)	Professor
De Jongh, D., BCom(Hons) MCom DCom(Pretoria).....	Associate Professor
Pretorius, M., BSc(Agric)(Pretoria) BSc(Agric)(Hons) MSc(Agric)(University of the North) MBL(Unisa) DTech(Technikon Pretoria)	Associate Professor
Antonites, A., BCom(Hons) MCom DCom(Pretoria)	Senior Lecturer
Botha, M., BCom MPhil DCom(Pretoria)	Senior Lecturer
Le Roux, I., BA HOD BEd ETD(Hons) MPhil(Ent) PhD (Pretoria)	Senior Lecturer
Maritz, R., BA(Languages) BA(Hons) MA(Pretoria) MBL(Unisa) DCom(Pretoria)	Senior Lecturer
Vögel, A.J., BCom(RAU) BCom(Hons) MCom DCom(Pretoria).....	Senior Lecturer
Eresia-Eke, C.E., BIng(Hons) PGD MBA(Port Harcourt) PhD	Lecturer
Lemmer, H.R., MCom(Transport Econ)(UJ)	Lecturer
Moos, M.N., BCom(Hons) MCom(Western Cape).....	Lecturer
Nayager, T., BCom BCom (Hons) PGDBM(KwaZulu-Natal) MBA(Pretoria).....	Lecturer
Niemann, W., BCom(Hons) MCom(Pretoria).....	Lecturer
Strydom, M.S., BA HED(Free State) BA(Hons) MBA(Stellenbosch)	Lecturer
Van Amerom, W.P.C., BCom(Hons) MCom(Free State)	Lecturer
Fraser, J.F.E., BCom(Hons)(Witwatersrand) MCom(Pretoria)	Junior Lecturer

Department of Economics

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Abedian, I., PhD(Canada)	Honorary Professor
Mokate, R., BA(Lincoln) MA PhD(Delaware)	Honorary Professor
Mboweni, T., MA(England).....	Honorary Professor

Parsons, R.W.K., BA(Hons) (Cape Town) DCom(hc)(Port Elizabeth) F.Ist.D	Honorary Professor
Ramos, M.D.C.D.N.C., MSc(London)	Honorary Professor
Smal, M.M., DCom(Pretoria)	Honorary Professor
Bahl, R.W., BA(Illinois) MA PhD(Kentucky)	Extraordinary Professor
Crossen, S., MA(Erasmus) PhD(Leiden)	Extraordinary Professor
Van der Merwe, E., DCom(Potchefstroom)	Extraordinary Professor
Blignaut, J.N., MCom(Free State) MSc DCom(Pretoria)	Professor
Franzsen, R.C.D., BLC LLB(Pretoria) LLD(Stellenbosch)	Professor
Gupta, R., BSc(Econ)(Calcutta) PhD(Connecticut)	Professor
Mabugu, M., BSc(Hons) MSc(Econ) PhD(Gothenburg)	Professor
Schoeman, N.J., BA(Econ) MA(Econ) DCom(Econ)(Pretoria) THED ...	Professor
Van Heerden, J.H., BCom(Hons) MCom(RAU) MA(WIU) MA PhD(Rice University, Texas) HED(Unisa)	Professor
Viegi, N., BCom(Pisa) MSc(Glasgow) PhD(Strathclyde)	Professor
Breitenbach, M., BCom(Econ)(Pretoria) PhD(Vista)	Associate Professor
Jordaan, A.C., BA(Hons) HED MPhil MCom DCom(Pretoria)	Associate Professor
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Bittencourt, M., BSc(Econ) (PUC, Brazil) MSc PhD (Bristol)	Senior Lecturer
Kemegue, F.M., BSc(Hons) MPhil(Yaounde) PhD(Kansas State)	Senior Lecturer
Monkam, N.F. BS MA(Namur) PhD(Georgia)	Senior Lecturer
Naraidoo, R.D., BSc(Econ) (Mauritius) MSc PhD(Cardiff Business School, UK)	Senior Lecturer
Scholtz, F.J., BCom(Hons) LLB MCom(Pretoria)	Senior Lecturer
De Waal, A., BCom(Hons) MCom(Pretoria)	Lecturer
Janse van Rensburg, J.J., BCom(Hons) MCom(Pretoria)	Lecturer
Kibambe Ngoie, J., BCom(Econ) DRB MCom PhD(Pretoria)	Lecturer
Kilambo, S.R., BA(Econ & Political Science)(Botswana) MA(Stellenbosch)	Lecturer
Seymore, R., BCom(Hons) MCom(Pretoria)	Lecturer
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Department of Financial Management

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CFA	(Head)
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Lambrechts, H.A., MCom(Stellenbosch) PUB MBA(Ghent) DBA(Pretoria)	Professor
Oost, E.J., BCom(Hons)(Econ)(Pretoria) BCom(Hons)(Econ) MCom DCom(Unisa)	Professor
De Wet, J.H. van H., BAcc(Hons) MBA(Stellenbosch) DCom(Pretoria) CA(SA)	Associate Professor
Hall, J.H., BCom(Hons)(Port Elizabeth) MBA DBA(Pretoria)	Associate Professor
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Klopper, J.E., BCom(Hons)(Acc)(Pretoria) CA(SA)	Senior Lecturer
Louw, E., BCom(Hons)(Pretoria) CFA CIPM.....	Senior Lecturer
Maree, A. BCom(Hons)(Acc) MCom(Acc)(Pretoria) CA(SA).....	Senior Lecturer
Meyer-Pretorius, M.C., BPharm(Potchefstroom) MBA DBA(Pretoria)	Senior Lecturer
Plant, G.J., BCom(Hons)(Acc)(Pretoria) CA(SA) ACMA.....	Senior Lecturer
Reyers, M., BCom(Law) BCom(Hons)(FBS) MCom(FBS)(Pretoria)	Senior Lecturer
Viljoen, M.A., BCom(Hons)(Unisa) MCom(Potchefstroom) HED(Pretoria)	Senior Lecturer
Du Toit, E., BCom(INF) BCom(Hons)(FBS) MCom(FBS)(Pretoria) Post Grad. Dip.(IFA)(Pretoria)	Lecturer
Lowies, G.A., BCom(Hons) MSc(Pretoria)	Lecturer
Mabalane, M.D., BCom(Hons)(FBS)(Pretoria)	Junior Lecturer

Department of Human Resource Management

Stanz, K.J., BMil(Hons)(Stellenbosch) MA(RAU) DPhil(Johannesburg) RPP	Professor (Head)
Vermeulen, L.P., MA DPhil(Pretoria) RPP.....	Emeritus Professor
Bartram, D., DPhil(Sussex) CPsychol CSci, FBPsS	Extraordinary Professor
Zinn, C.A., BEd(Hons)(Unisa) MEd(Western Cape) EdM EdD(Harvard) HED(Western Cape)	Extraordinary Professor
Basson, J.S., BSc(Potchefstroom) MA DPhil(Pretoria) HED RPP	Professor
Brand, H.E., MA DPhil(Pretoria) RPP.....	Professor
Nkomo, S., BS Bus.Ed(Bryant College) MBA(Rhode Island) PhD(Massachusetts)	Professor
De Beer, J.J., MA DPhil(Pretoria) RPP	Associate Professor
Du Plessis, Y., BSc(Hons)(Pretoria) MDP(Unisa) MBA PhD(Pretoria) RPP	Associate Professor
Schaap, P., BCom(Hons) MCom DCom(Pretoria) Dip in Food Technology(Technikon Pretoria).....	Associate Professor
Barkhuizen, N., MCom PhD(Potchefstroom)	Senior Lecturer
Buys, M.A., BA(Hons)(Pretoria) MA(Unisa) RPP.....	Senior Lecturer
Meiring, D., BA(Hons)(North West) MA(Unisa) PhD(Tilburg).....	Senior Lecturer
Steyn, G.J., BA(Hons)(Pretoria) MA(Free State) RPP	Senior Lecturer
Van der Walt, R. v M., BA(Hons)(Port Elizabeth) MA(RAU) DRLP AEP(Unisa)	Senior Lecturer
Carrim, N.M.H., BCom(Hons) MCom(Pretoria).....	Lecturer
Olckers, C., BCom(Hons) MCom(Pretoria).....	Lecturer
O'Neil, S.M., MA(Pretoria).....	Lecturer
Pillay, P., BCom(Hons)(Pretoria).....	Junior Lecturer

Department of Marketing and Communication Management

Puth, G., PhD(Free State).....	Professor (Head)
Du Plessis, P.J., BCom MBL DBL(Unisa)	Extraordinary Professor
Schreuder, A.N., MCom(Pretoria) DCom(RAU).....	Extraordinary Professor
Pitt, L., MBA DCom(Pretoria)	Honorary Professor
Grobler, A.F., BA(Hons) MA PhD(Free State)	Professor
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Van Heerden, G., BCom(Hons) MCom(Pretoria).....	Lecturer
Lauer, J., BCom(Hons)(Pretoria).....	Junior Lecturer
Marumola, K., BTech(TUT) BCom(Hons)(Pretoria).....	Junior Lecturer
Nel, J., BCom(Hons)(Pretoria).....	Junior Lecturer
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Serumula, M., BCom(Hons)(Pretoria).....	Academic Fellow

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Doman, S.L., BCom(Hons)(Pretoria) CA(SA).....	Senior Lecturer
Du Preez, H., BCompt(Hons)(Unisa) CA(SA).....	Senior Lecturer
Hill, T., BCom(Hons)(Pretoria) CA(SA).....	Senior Lecturer
Hills, T., BCom(Hons)(Pretoria) CA(SA).....	Senior Lecturer
Janse van Rensburg, W., BCom(Law)(Stellenbosch) BCom(Hons)(Pretoria) CA(SA).....	Senior Lecturer
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Steyn, T., BCom(Hons) MCom(Tax)(Pretoria) CA(SA).....	Senior Lecturer
Krogh, P., BCom(LLB)(Stellenbosch).....	Lecturer

Department of Tourism Management

Heath, E.T., BCom(Hons)(Stellenbosch) MCom(Fort Hare) DCom(Port Elizabeth) FTS FIMM	Professor (Head)
Lubbe, B.A., BCom(RAU) BCom(Hons) MCom(Unisa) DCom(Pretoria)	Professor
Wilson, G.D.H., BA(Potchefstroom) BA(Hons)(Unisa) MA(Potchefstroom) DPhil(Pretoria) MURP(Free State) THED.....	Associate Professor
Douglas, A., BCom(Hons) MCom DCom(Pretoria) PGCE(Unisa).....	Senior Lecturer
Fairer-Wessels, F.A., BBibl(Hons)(Pretoria) MPhil(Wales) DPhil(Pretoria).....	Senior Lecturer
Francis, C.V., BCom(Vista) BCom(Hons) MCom(RAU) HDipED(Witwatersrand)	Senior Lecturer
Tlhagale, M.P., BAEd(Bophuthatswana) BA(Hons) MEd(Pretoria)	Lecturer

SCHOOL OF PUBLIC MANAGEMENT AND ADMINISTRATION

Kuye, J.O., BA(Manitoba) MPA(Winnipeg)	Director/
PhD(Manitoba, Canada)	Professor (Head)
Thornhill, C., BA(Hons) MA DPhil(Pretoria)	Professor Emeritus
Bouare, O., BA(Abidjan) MA(Caen) PhD(Parys) PhD(New York School of Social Research)	Extraordinary Professor
Gelase, M., PhD(California)	Extraordinary Professor
Genge, M., PhD (Michigan State)	Extraordinary Professor
Levin, R.M., PhD(Liverpool)	Extraordinary Professor
Brynard, P.A., BA(Hons) MA DPhil(Pretoria) DTI	Professor
Fourie, D.J., BA(Hons) MA DPhil(Pretoria).....	Professor
Van Dijk, H.G., BA(Hons) MA DPhil(Pretoria).....	Associate Professor
Ijeoma, E.O.C., PhD(Pretoria).....	Senior Lecturer
Malan, L.P., BAdmin MAdmin DAdmin(Pretoria)	Senior Lecturer
Koma, S., BA(Hons) MPA(Limpopo)	Lecturer
Kruger, M., BAdmin(Hons) MAdmin(Pretoria).....	Lecturer
Mthethwa, R.M., BA(Hons) MPA (Manchester)	Lecturer
Tshiyoyo, M.M., BCom(Hons)(Kinshasha) MPA(Pretoria)	Lecturer
Magoro, M.J., BAdmin(Hons) MPhil(Pretoria).....	Academic Fellow
Mapula N M., BAdmin(Hons)(Pretoria)	Academic Fellow
Onkgopotse, M.O.S., BAdmin(Hons)(Pretoria).....	Academic Fellow
Qoboshiyana, N., BAdmin(Pretoria)	Academic Fellow

DEPARTMENTS IN OTHER FACULTIES/SCHOOLS THAT CONTRIBUTE TO TUITION IN THE FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

Department of Agricultural economics, Extension and Rural Development

Kirsten, J.F., BSc(Agric)(Hons)(Stellenbosch) MSc(Agric) PhD(Pretoria)	Professor (Head)
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Department of Biokinetics, Sport and Leisure Sciences

Hagemann, F.R., BA(Hons) MA PhD(Natal).....	Professor (Head) (Acting)
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Department of Informatics

De Villiers, C., BSc(Potchefstroom) BSc(Hons) DCom(Pretoria)	Professor (Head)
MEd DTO HED(Unisa)	
Alexander, P.M., BSc(Hons) MSc(Unisa) PhD(Pretoria).....	Associate Professor

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Jordaan, M. BPrimEd BA(Hons) MA DPhil (Pretoria) HED (SACTE) MDS(Free State)	Senior Lecturer
Joubert, P., BSc BCom(Hons) MCom(Pretoria).....	Senior Lecturer
Kruger, C.J., NHD(Technikon Pretoria) MBA MIT PhD(Pretoria)	Senior Lecturer
Lotriet, H.H., PrEng BEng(Hons)(Pretoria) MEng PhD(Stellenbosch)Dip Datametrics(Unisa)	Senior Lecturer
Mathee, M.C., BSc(Hons) MSc DCom(Pretoria) HED	Senior Lecturer
Van Loggerenberg, J.J., BSc MBA(Potchefstroom) DCom(Pretoria).....	Senior Lecturer (Gijima AST chair)
Weilbach, E.H. BCom(Hons) MCom(Pretoria) HED	Senior Lecturer
Joubert, P., BIT MPhil(Pretoria)	Lecturer
Krauss, K.E.M., ND(IT) BTech Ed(Cape Tech) MCom(KwaZulu-Natal)	Lecturer
Pretorius, H.W., BSc(Hons) MSCE MIT(Pretoria).....	Lecturer
Pretorius, J., BA(Ed) BA(Hons) MPhil(Pretoria)	Lecturer
Roodt, S., BCom(Pretoria) DipPM(Cranfield) MBA(Cape Town).....	Lecturer
Twinomurinzi, H., BSc(Hons)(Math) MIT(Pretoria)	Lecturer
Van Deventer, J.P., BA SocSci(Hons)(Psych) BA(Hons)(Information Science) MIS(Pretoria)	Lecturer
Asmelash, D.W., BA:MIS(Solusi)	Junior Lecturer
Steyn, A.A., BCom(Hons)(Pretoria).....	Junior Lecturer

Department of Mercantile Law

Van Eck, B.P.S., BLC LLB LLD(Pretoria)	Professor (Head)
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Department of Political Sciences

Schoeman, M.M.E., BA(Hons) MA(Pol Sc)(RAU) Phd(Wales)	Professor (Head)
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Department of Statistics

Crowther, N.A.S., BSc(Hons)(Free State) MSc(Port Elizabeth) DSc(Free State)	Professor (Head)
Stoker, D.J., BSc MSc(Potchefstroom) MSc(Stellenbosch) Dr(Math&Phys)(Amsterdam).....	Honorary Professor
Smit, C.F., MSc DSc(Pretoria)	Professor
Van Zyl, G.J.J., BCom(Stellenbosch) PhD(North Carolina)	Professor (Acting Director) STATOMET
Bekker, A., MSc(Johannesburg) PhD(Unisa)	Associate Professor
Debuscho, L.K., MSc(Addis Ababa) PhD(KwaZulu-Natal).....	Senior Lecturer
Craford, G., BSc(Hons) MSc PhD(Pretoria)	Senior Lecturer
Fletcher, L., MSc PhD(Unisa).....	Senior Lecturer
Kanfer, F.H.J., MSc PhD(Potchefstroom).....	Senior Lecturer
Louw, E.M., MSc PhD(Pretoria)	Senior Lecturer
Millard, S.M., MCom(Pretoria).....	Senior Lecturer
Swanepoel, A., MSc(Port Elizabeth)	Senior Lecturer
Adamski, K., BSc(Hons) MSc(Pretoria)	Lecturer
Basson, E.M., BSc(Hons) MSc(Pretoria).....	Lecturer
Bodenstein, L.E., BCom(Hons) MCom(Pretoria)	Lecturer
Coetsee, J., BCom(Hons) MCom(Pretoria)	Lecturer
Corbett, A.D., BCom BSc(Hons)(Pretoria).....	Lecturer

De Villiers, G.M., BSc(Hons) MSc(Pretoria)	Lecturer
Ehlers, R., BSc(Hons) MSc(Pretoria)	Lecturer
Fabris-Rotelli, I.N., BSc(Hons) MSc(Pretoria).....	Lecturer
Graham, M.A., BSc(Hons) MSc PhD(Pretoria)	Lecturer
Human, S.W., BSc(Hons) MSc PhD(Pretoria)	Lecturer
Reyneke, F., BSc(Hons) MSc(Pretoria).....	Lecturer
Strydom, H.F., BSc(Hons)(Pretoria) MSc(Unisa) HED(Pretoria).....	Lecturer
Van Staden, P.J., BCom(Hons) MCom(Pretoria).....	Lecturer

African Centre for Inclusive Banking

Coetzee, G.K., BSc(Agric)(Hons) MSc(Agric)(Stellenbosch)	Extraordinary Professor and Director
PhD(Agric)(Pretoria)	

Centre for Responsible Leadership

De Jongh, D., BCom(Hons) MCom DCom(Pretoria).....	Associate Professor and Director
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Office of the Dean

Van Zyl, I., BLC BSocSci(Hons) MA(Pretoria)	Student Counsellor
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Student Administration

Carstens, A.	Head: Student Administration
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I. GENERAL INFORMATION

The information in this publication

Note: Due to the continuous restructuring of the Faculty and the accompanying phased-in introduction of modules and credits, some of the information in this publication may not fully reflect the most recent developments in the Faculty. Problems that are experienced as a result of this situation may be taken up with Student Administration.

Admission

Any person who wishes to register at the University for the first time, or after an interruption of studies, should apply or reapply for admission. Applications open on **1 March** of the year preceding the year of study and closes on 30 September.

The closing date for the following fields of study is **30 June** of each year:

BCom in Accounting Sciences;
BCom in Financial Management Sciences;
BCom in Investment Management and
BCom in Law.

Due to constraints on the University's facilities, there is a limit to student enrolments in all programmes. Meeting the minimum requirements of a programme, specified in the brochure, may therefore not be sufficient to ensure admission. Prospective students are therefore encouraged to apply in good time.

Selection

A selection procedure takes place prior to admission to some of the degree programmes in this Faculty. Formal selection takes place for the BAdmin [Option: Public Administration], where work experience is a prerequisite.

Undergraduate programmes:

- The basic module unit of the Faculty has a duration of 14 weeks. Candidates for the BCom and BAdmin degrees who have not passed at least four core modules at the end of an academic year, should apply for readmission to the degree programme. (Also consult General Regulation G. 3.2)

All postgraduate programmes:

- All postgraduate students are subject to a selection process. The closing date for applications for admission to all postgraduate programmes is 31 October.
- **Human Resource Management:** Only a limited number of candidates are admitted to the BComHons and MCom with specialisation in Human Resource Management. Applications close on 31 October and application forms are available at the Department of Human Resource Management as from 1 September.
- **Internal Auditing:** Applications close on 31 October and application forms are available at the Department of Internal Auditing as from 1 September.

General

The Dean has the right of authorisation regarding matters not provided for in the General Regulations or in the Faculty regulations.

Statement of symbols

When registering at this University for the first time, an undergraduate candidate has to

submit a record of symbols obtained for each subject in the National Senior Certificate/Grade 12-examination.

National Senior Certificate

All undergraduate candidates who enrol at the University of Pretoria for the first time, must show their original National Senior Certificate or certificate of complete exemption from the Matriculation Board, HESA at the Student Administration of the faculty before the end of the first semester.

Language of tuition

In conducting its general business, the University uses two official languages, namely Afrikaans and English.

In formal education, the language of tuition is either Afrikaans or English or both languages, taking the demand as well as academic justification and economic viability into consideration. However, it remains the student's responsibility to determine in which language a module and any further level of that module is presented. This information is published annually in the Timetable. The University reserves the right to change the language of tuition on short notice, depending on the size of the groups and the availability of lecturers. In respect of administrative and other services, a student may choose whether the University should communicate with him or her in Afrikaans or English.

Bursaries and loans

Particulars of bursaries and loans are available on request (www.up.ac.za/fao).

Accommodation

Applications for accommodation in university residences for a particular year may be submitted as from March 1 of the preceding year. Applications will be considered as long as vacancies exist, and prospective students are advised to apply well in advance. Please note that admission to the University does not automatically mean that lodging will also be available.

Welcoming day, registration and start of the academic year

Details of the welcoming day to which all parents are cordially invited, and the subsequent programme for registration and start of the academic year during which all new first-year students **must** be present, are obtainable from the office of the Dean of Students.

Prescribed books

Lists of prescribed books are not available in advance. The appropriate lecturers will supply information regarding prescribed books to students at the commencement of lectures.

Amendment of regulations and fees

The University retains the right to amend the regulations and to change tuition fees without prior notification.

Please note: The fees advertised and thus levied in respect of a module or study programme presentation represents a combination of the costs associated with the formal services rendered (for example lectures, practicals, access to laboratories, consumables used in laboratories, etc) as well as associated indirect overheads such as the provision of library and recreation facilities, security and cleaning services, electricity and water supply, etc. Therefore the fees in respect of a module or study programme presentation

cannot simply be reconciled with the visible services that are rendered in respect of such module or study programme.

Plagiarism

Plagiarism is when you present someone else's ideas – published or unpublished – as if they were your own. Other people's ideas may be contained in written text (journal articles, textbooks, etc.), visual text (graphics, photographs, etc.), multimedia products (web sites, media productions, etc.), music (compositions, lyrics, etc.), and spoken text (speeches, lectures, etc.). Plagiarism is a serious offence and a student could be charged with misconduct which could lead to suspension from the University. For further information on plagiarism visit the following web site:

www.ais.up.ac.za/plagiarism/index.htm

Definition of terms

Familiarise yourself with the following terms. They are used generally in all faculties.

academic year: the duration of the academic year which is determined by the University Council.

admission requirements: a regulation compiled by the Dean concerning the admission of students to a specific programme, which includes a provision regarding the selection process.

core module: a module that is essential for a particular programme or package.

credit (or credit value): a value unit (credit) accredited to every module and which represents the complexity of and amount of work needed for the module. **It is the responsibility of the student to ensure that the degree programme complies with the total number of credits required to complete the degree.**

curriculum: a series of modules grouped together from different subjects over a specified period of time and in a certain sequence according to the regulations.

elective module: a module that forms part of a package and which can be selected on an elective basis, with the proviso that enough credits are obtained at the specific year level, as required by the relevant qualification.

examination mark: the mark awarded to a student in a module on the basis of an examination in a paper/papers, including practical and clinical examinations, where applicable.

final mark: the mark calculated on the basis of the module/semester/year mark and the examination mark awarded to a student in a module using a formula which is determined from time to time by means of regulations for every module with the proviso that should no semester/year mark be required in a module, the examination mark serves as the final mark.

fundamental module: a module that serves as an academic basis of the learning activities for a particular programme or package.

GS: a combined mark (module/semester/year mark plus examination mark) of at least 40% required for admission to a specific prescribed module.

learning hours: the notional number of hours a student should spend to master the learning content of a particular module or programme. The total number of learning hours for a module consists of the time needed for lectures, practicals, self-study and any other activity required by the study programme. Learning hours for modules are calculated on the basis of 40 working hours per week x 28 weeks = 1120 + 80 additional hours for evaluation = 1200. For undergraduate modules, the total number of learning hours per module is calculated using the formula: number of credits (per module) x 10.

level of a module: the academic level of a module which is indicated in the module code.

module: an independent, defined learning unit and to which a module code and credits are allocated. A module may stretch over 7, 14 or 28 weeks.

module code: consists of an equal number of capital letters and digits, which indicate the name of the module, the year of study, the period of study and the level of the module, e.g. EKN 110 for Economics. The first digit indicates the year of study in which the module is generally taken or the academic year in which it is presented for the first time, namely 1 = 100 level, 2 = 200 level, 3 = 300 level, etc. When the first digit is 7, it indicates the honours level, while 8 indicates master's level and 9 the doctoral level.

module/semester/year mark: the mark awarded to a student on the basis of tests, classwork, practical work or any other work which was completed in a module.

option: a specific focus area within an existing degree programme.

package: a group of modules which are connected and share a particular focus and which are taken by students as an area of specialisation within a degree programme.

package coordinator: the individual responsible for organising, compiling and arranging the teaching of and guidance with a particular package.

programme manager: the individual responsible for the overhead management, organisation and composition of a particular programme, together with the packages that make up the programme.

registration: the process a candidate is required to complete to be admitted as a student of the University or for admission to a programme.

semester module: a module that extends over one semester (14 weeks).

subject: a demarcated field of study of which one module or more may be chosen for a degree.

syllabus: the division of the study material for a specific module, according to the regulations.

year module: a module that extends over one year (two semesters; 28 weeks).

The basic module unit of the Faculty has a duration of 14 weeks. Candidates for the BCom and BAdmin degrees who have not passed at least four core modules at the end of an academic year, should apply for readmission to the degree programme.



II. REGULATIONS

The rules for degrees, diplomas and certificates here published are subject to change and can be amended prior to the commencement of the academic year in 2011.

1. Admission to undergraduate study

1.1 General

1.1.1 To register for a first bachelor's degree at the University, a candidate must, in addition to the required National Senior Certificate with admission to degree studies, comply with the specific admission requirements for particular modules and fields of study as prescribed in the admission regulations and the faculty regulations of the departments.

1.1.2 Admission requirements of the Faculty for candidates with a National Senior Certificate with admission to degree studies

To be able to gain access to the Faculty and specific programmes, prospective students require the appropriate combinations of recognised NSC subjects as well as certain levels of achievement in the said subjects. In this regard the determination of an admission point score (APS) is explained and a summary of the specific requirements, i.e. APS and the specific subjects required is provided. Accounting in Grade 12 is not a prerequisite for admission to any BCom degree programme.

Determination of an Admission Point Score (APS)

The calculation is simple and based on a candidate's achievement in six 20-credit recognised subjects by using the NSC ratings that is the "1 to 7 scale of achievement". Thus, the highest APS that can be achieved is 42.

Life Orientation is excluded from the calculation determining the APS.

Rating code	Rating	Marks %
7	Outstanding achievement	80-100%
6	Meritorious achievement	70-79%
5	Substantial achievement	60-69%
4	Adequate achievement	50-59%
3	Moderate achievement	40-49%
2	Elementary achievement	30-39%
1	Not achieved	0-29%

Provisional admission is offered on the basis of candidates' results in the grade 11 examination. **Provisionally admitted** candidates retain their admission only if they obtain a National Senior Certificate with admission to degree studies and have obtained the minimum subject and level requirements.

The Faculty reserves the right to selection in certain programmes.

Final admission is based on the following:

- National Senior Certificate (NSC) meeting the requirements for admission to degree studies as well as specific degree requirements; **or**

- Results of the institutional proficiency test, together with the National Senior Certificate (NSC) meeting the requirements for admission to degree studies as well as the Faculty specific admission requirements **or**
- Certificate of complete exemption from the Matriculation Board, HESA.

1.1.3 Specific admission requirements for the Faculty

- A valid National Senior Certificate with admission to degree studies.
- The following minimum subject and level requirements:

Degree	APS	Group A		Group B
		Two languages	Mathematics	3 Other subjects
All BCom degrees excluding the exceptions mentioned below	28	Comply with NSC minimum requirements; ADDITIONALLY one of these languages must be Afrikaans OR English at level 4 (50-59%).	4 (50-59%)	***A combination of applicable NSC subjects for admission to degree studies
* Accounting Sciences * Investment Management	30		5 (60-69%)	
Econometrics, Economics, Statistics and Informatics	30			
Financial Management Sciences, Law and Option Taxation	30		4 (50-59%)	
Degree	APS	Group A		Group B
		Two languages	Mathematics or Mathematical literacy	3 Other subjects
Public Management, Option Public Administration and International Relations	26	Comply with NSC minimum requirements; ADDITIONALLY one of these languages must be Afrikaans OR English at level 4 (50-59%).	Mathematics or Mathematical Literacy 4 (50-59%)	* A combination of NSC applicable subjects for admission to degree studies

- * Selection programme.
- ** Applicants will not be admitted to a BCom degree programme via a BAdmin degree unless he/she meets the admission requirements for a BCom degree.
- *** Accounting is not a specific prerequisite for admission to BCom or BAdmin degree programmes.

1.1.4 The following persons may also be considered for admission:

- A candidate who is in possession of a certificate that is deemed by the University to be equivalent to the required National Senior Certificate with admission to degree studies.
- Candidates who matriculated with university exemption before the end of 2008 are requested to contact the faculty concerned for admission requirements.

- iii) A candidate who is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution.
- iv) A candidate who complies with the admission requirements after writing an entrance examination.

Note: A conditional exemption certificate does not grant admission to bachelor's study. However, in certain circumstances some of the faculties do accept a conditional exemption on the basis of mature age. Candidates are advised to contact the specific Student Administration in this regard.

- 1.1.5 The Senate may limit the number of students allowed to register for a degree programme, in which case the Dean concerned may, at his/her own discretion, select from the students who qualify for admission those who may be admitted.

1.2 Requirements for specific modules

A candidate who has

- (a) passed the Grade 12 examination in Mathematics with at least 4 (50-59%) obtains admission to the module COS 110 in Computer Science; **or** has passed COS 130, obtains admission to the module COS 110 in Computer Science;
- (b) obtained at least 4 (50-59%) in Mathematics in Grade 12, will be admitted to WTW 115, WTW 133 and WTW 143; and at least 5 (60-69%) for WTW 114 and WTW 126 in Mathematics and WST 111 in Mathematical statistics;
- (c) obtained at least 4 (50-59%) in Mathematics in the Grade 12 examination, or at least 50% in both Statistics 113, 123 will be admitted to Statistics (STK 110 and STK 120);
- (d) Accounting in Grade 12 is not a prerequisite for admission to any BCom degree programme. Candidates who are admitted to the degree BCom: Accounting Sciences and obtained at least 5 (60-69%) in Mathematics and at least 5 (60-69%) in Accounting in the Grade 12 examination, will be admitted to Financial accounting 100 (FRK 100). Candidates with a score of less than 5 (60-69%) for Accounting, or who did not take Grade 12 Accounting, will be admitted to Financial accounting 101 (FRK 101);
- (e) obtained at least 4 (50-59%) in Mathematics in the Grade 12 examination, or at least 50% in both Statistics 113, 123 will be admitted to Informatics 112; Economics 113, 123 and 120;
- (f) obtained at least 4 (50-59%) in Mathematics, or has passed WTW 133 and WTW 143, will be admitted to Informatics 153, 154, 163, 164.

Note:

- "Grade 12 examination" refers to the final National Senior Certificate (NSC) examination.

2. Academic literacy

Training in Academic literacy is offered as part of the study programmes. It is expected of every first-year student who wishes to register at the University of Pretoria to complete an academic literacy test. Based on the results of this test, the student may receive exemption from the compulsory EOT Academic literacy modules.

3. Computer and information literacy

Since 2000, Computer and information literacy has been offered as compulsory modules for all new first-year students. Students who pass the exemption test in

the first week of semester 1 will receive credit for CIL 111 and may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once. No exemption test for CIL 121 can be written.

4. **Registration for a particular year of study**

(Also consult General Regulation G.2)

At the beginning of an academic year, a student registers for all the modules he or she intends taking in that particular year (whether these be 14- or 28-week modules). Changes to the chosen curriculum may be made at the beginning of the second semester, but only with the Dean's approval. A student may also only register for modules that fit into the lecture, test and examination timetables. For *renewal* of registration, see General Regulation G.3. and for *termination* of registration, General Regulation G.4.

5. **Concurrent registration for two fields of study**

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean(s) concerned if the student does not perform satisfactorily. (See General Reg G.6.)

6. **Minimum study periods and requirements for bachelor's degrees**

A bachelor's degree is conferred on a student only if he or she complies with the minimum period of study and other requirements as stipulated in the Joint Statute and the regulations of the University pertaining to the acquisition of that degree. (See General Regulation G.7)

7. **Requirements for promotion**

(According to General Regulation G.3 students have to comply with certain requirements as set by the Faculty Board.)

- a) A student must pass at least 4 core semester or 2 core year modules to be admitted to the subsequent year of study.
- b) If a student has passed less than the required minimum of 4 core semester or 2 core year modules, he/she will not be readmitted to the Faculty of Economic and Management Sciences. Such a student may apply in writing to the Faculty's Admissions Committee to be readmitted conditionally – with the proviso that the Admissions Committee may set further conditions with regards to the student's academic progress. The Faculty's Admissions Committee may deny a student's application for readmission.
- c) If a student has been readmitted conditionally, his/her academic progress will be monitored after the first semester to determine whether he/she has complied with the requirements set by the Admissions Committee. If not, his/her studies will be suspended.
- d) A student whose studies have been suspended because of his/her poor academic performance has the right to appeal against the decision of the Faculty's Admissions Committee.

- e) A student may be refused promotion to a subsequent year of study if the prescribed tuition fees are not paid.
- f) A student may be refused admission to the examination, or promotion to a subsequent year of study or promotion in a module (if applicable) if he/she fails to fulfil the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.

8. **Credits for unregistered students**

There are students who attend lectures, write tests and examinations and in this manner earn "marks", but have either not registered for modules or have not registered as students at all. These marks will not be communicated to any student before he/she has provided proof of enrolment. A student cannot obtain any credits in a specific academic year for a module "passed" in this manner during a previous academic year and for which he/she was not registered. This arrangement applies even where the student is prepared to pay the tuition fees.

9. **Examinations**

- (a) A student is admitted to an examination only if the lecturer of that module in consultation with the head of the department, certifies that the student has prepared himself or herself satisfactorily by due performance in his/her work and has fulfilled the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.
- (b) A student may be refused admission to the examination, or promotion to a subsequent year of study if the prescribed tuition fees are not paid.
- (c) A student may be refused admission to the examination, or promotion to a subsequent year of study if he/she fails to fulfil the attendance requirements. **Class attendance** in all modules and for the full duration of all programmes is compulsory for all students.
- (d) In exceptional cases, where it is deemed appropriate, the Dean of a faculty may excuse a student from attending all or part of a module.
- (e) The minimum semester mark to be admitted to an examination in a first-semester module on 100-level is 30%, and the semester/year mark for admission to an examination in all other modules is 40%.
- (f) The examinations for first-semester modules take place in May/June, while all other examinations (second-semester modules and year modules) take place in October/November (also consult General Regulation G.12).
- (g) As far as repetition of modules is concerned, General Regulation G.11.2.(c) does not apply to this Faculty.

9.1 **Pass requirements and subminima in examinations**

A final mark of at least 50% in a module is required to pass. The final mark is the average mark of the semester and the examination mark, but a subminimum of 40% is required in the examination in each module. Should the student fail to achieve the required subminimum, the lecturer could grant a supplementary examination, provided the final mark is at least 40%. Consult General Regulation G.10.

9.2 **Ancillary examinations**

After completion of an examination and before the examination results are announced, the examiners may summon a student for an ancillary examination on particular aspects of the work of that module.

9.3 Re-marking of examination papers

After an examination, departments give feedback to students about the framework that was used by the examiners during the examination. The way in which feedback is given, is determined by the heads of department. Students may apply for remarking of an examination paper after perusal and within 14 calendar days of commencement of lectures in the next semester. The prescribed fee has to be paid. The paper will then be re-marked by an examiner appointed by the head of the department (also consult General Regulation G.14).

9.4 Supplementary examinations

(Also consult General Regulation G.12, par. 4.3, 4.4, 4.5)

- (a) Supplementary examinations in first-semester modules take place after the May/June examinations, while those in second-semester and year modules take place after the October/November examinations.
- (b) A student may be admitted to a supplementary examination in a module, in cases where
 - (i) a final mark of between 40% and 47% has been obtained, or
 - (ii) a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.
- (c) If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at 100 level, a supplementary examination must be granted. For all other modules, the Department has the discretion to allow a student to write a supplementary examination.
- (d) To pass a supplementary examination, a student must obtain a final mark of 50% – the semester or year mark is not taken into consideration.
- (e) The highest final percentage a student can obtain in a supplementary examination is 50%.
- (f) Special supplementary examinations are not arranged for students who are unable to write the examination for whatever reason, at the scheduled times.
- (g) Supplementary examinations cover the same subject matter as was the case for the examinations.

9.5 Aegrotat/extraordinary examinations

(Also consult General Regulation G.12, par. 5.1 and 5.2)

- (a) A student who is prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the Dean to write an aegrotat/extraordinary examination in the particular module(s).
- (b) An application to sit for an aegrotat/extraordinary examination, supported by applicable corroborative proof (for example an original medical certificate), must be submitted to the Student Administration office, not later than 3 (three) days after the module should have been written, provided that an application that could not be submitted in time may also be submitted for consideration, provided that there is a valid reason.
- (c) Once a student has sat for an examination, he or she may not afterwards apply for an aegrotat/extraordinary examination on the basis of unforeseen circumstances or illness.
- (d) A student who has been granted permission to write an aegrotat/extraordinary examination, and then fails to write the examination will not be allowed another opportunity to write any further examination in the specific module.

- (e) A student who wrote an aegrotat/extraordinary examination does not qualify for a supplementary examination.

9.6 **Special examinations**

(See General Regulation G.12, par. 6.1)

- (a) A student registered for the BCom or BAdmin degree programme and who complies with all the requirements for the degree, with the exception of a maximum of two 14-week modules, or the equivalent, may be admitted to a special examination in the module(s) concerned at the end of the following semester or earlier.
- (b) A student only qualifies for a special examination if he/she were admitted to and sat for the prescribed examination in the final (preceding) examination period.
- (c) If the special examination is conducted before 31 January, such a student must not register again for the module/s concerned and the examination is treated as a supplementary examination.
- (d) If the special examination is conducted after 31 January, the student must register again for the module/s concerned and a semester mark, examination mark and final mark must be obtained in an appropriate manner. In such a case, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April.
- (e) All the regulations applicable to a supplementary examination, also apply to a special examination (Reg G12.4).

10. **"Major subject"**

To be considered a "major subject" the equivalent of four 14-week modules, including two at 300-level, must be passed provided that:

- the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), Entrepreneurship 311 and 321 (OBS 311 and 321), E-business (OBS 315), E-commerce (OBS 325), International business management 359 and 369 (OBS 359 and 369);
- only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200 and 300 level only.

11. **Degree conferred with distinction (Three-year undergraduate degrees)**

The degree is conferred with distinction on:

1. A BCom (Accounting Sciences), (Investment Management) and (Law) candidate who complies with all the requirements for the degree within the minimum period of three years, and who obtains an average of 75% for all the prescribed modules at 300-level;
2. Candidates who comply with all the requirements of another bachelor's degree in the Faculty of Economic and Management Sciences within the minimum period of three years and who obtain an average of at least 75% for at least four 14-week modules* at 300 level, or the weighted equivalent thereof: (including the specialisation modules listed for the specific degree)
Please note: modules that are not preceded by the 100- or 200-levels, are not taken into consideration.

*The basic module unit of the Faculty has a duration of fourteen weeks. There are, however, also modules that are offered over a period 28 weeks in the Department of Accounting. In the calculation of a student's average to determine whether a degree should be awarded with distinction, a weight of 1 (one) is awarded for a 14-week module, and a weight of 2 (two) for a module that extends over 28 weeks.

III. DEGREES AND DIPLOMAS CONFERRED/AWARDED IN THE FACULTY

The following degrees and diplomas are conferred/awarded in the Faculty (minimum duration is given in brackets):

- (i) Bachelor of Commerce – BCom (3 years)
Specific fields of study are indicated as a specialisation on the degree certificate [See Reg. C.3(a)].
- (ii) Bachelor of Commerce Honours – BComHons (1 year)
[Fields of specialisation: See Reg. C.26(c)(i)]
- (iii) Master of Commerce – MCom (1 year)
- (iv) Doctor of Commerce – DCom (1 year)
- (v) Bachelor of Administration – BAdmin (3 years)
Specific fields of study are indicated as a specialisation on the degree certificate (See Reg.C.23)
- (vi) Bachelor of Administration Honours – BAdminHons (1 year)
[Fields of specialisation: See Reg. C.26(c)(ii)]
- (vii) Master of Administration – MAdmin (1 year)
- (viii) Master of Public Administration – MPA (2 years)
- (ix) Doctor of Administration – DAdmin (1 year)
- (x) Master of Philosophy – MPhil (2 years)
- (xi) Doctor of Philosophy – PhD (2 years)
- (xii) Postgraduate Diploma in Economic and Management Sciences (1 year)
- (xiii) Postgraduate Diploma in Investigative and Forensic Accounting (18 months)

Application of old and new regulations

(See General Regulation G.5)

Subject to transitional measures laid down by the Faculty, a student must complete his or her degree in accordance with the regulations that were applicable when he or she first registered for a specific field of study or specialisation. If a student interrupts his or her studies or changes a field of study or specialisation, the regulations applicable in the year in which studies are resumed, or the field of study is changed, apply.

Recognition of modules

(See General Regulations G.8 and G.9)

Credit for modules passed at other institutions is restricted to first-year (100-level) modules, provided that the date of the student's National Senior Certificate with admission to degree studies becomes effective before 2 April of the academic year in which such a module was completed. A student who is in possession of a bachelor's degree may not present any modules passed for that degree for another field of specialisation or degree in this Faculty.

General

Notes:

1. A student who registers for a module presented by another faculty should take

- note of the admission requirements of that module, the subminima required in examination papers, supplementary examinations, etc.
2. It is the responsibility of all students to familiarise themselves with the General and Faculty Regulations of the University, as well as the procedures, rules and instructions pertaining to study in this Faculty. Ignorance of the applicable regulations, rules and instructions, or the wrong interpretation thereof will not be accepted as an excuse for not complying with the stipulations of such regulations, rules and instructions.

Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200 and 300 level only.

It is thus the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations. (See 2 above)

IV. BACHELOR'S DEGREES

Minimum requirements for bachelor's degrees; semester and year modules; new regulations

1. Students who commenced their studies before **2011** must complete the programme in terms of the curriculum of the year in which they commenced their studies, or in terms of the curriculum of the year in which they switched to their current field of specialisation. Students who prefer to do so may, however, apply to change over to the latest curriculum, but then they should comply with all the requirements thereof and they may not revert to the regulations of an earlier year.
2. Students who are registering for a degree programme for the first time in **2011** must take the modules indicated under the particular field of specialisation.

C.1 Regulations applicable to all bachelor's degrees

- (a) General Regulations G.1 to G.15 (with the exception of Regulation G.11.2(c)) apply to a bachelor's degree.
- (b) A student may not take more than the prescribed number of modules per semester unless the Dean decides otherwise.
- (c) A student may take a module not listed as an elective module only if the prior approval of the Dean has been obtained.
- (d) A student who is in possession of a bachelor's degree may not present any modules passed for that degree for another field of specialisation or degree in this Faculty. (See General Regulations G.8 and G.9)
- (e) A module passed at 300-level shall only be recognised for degree purposes if the

corresponding prescribed module(s) at 200 level has/have been passed, unless the Dean decides otherwise, with the proviso that the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), Entrepreneurship 311 and 321 (OBS 311 and 321), E-business (OBS 315), E-commerce (OBS 325), International business management 359 and 369 (OBS 359 and 369); only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200 and 300 level only.

- (f) A module already passed may only be repeated with the approval of the Dean.
- (g) A module passed may not be taken into account for more than one degree or field of specialisation.
- (h) It remains the student's responsibility to ascertain, prior to registration, whether all the modules he/she intends taking can be accommodated in the class, test and examination timetables.
- (i) The Faculty of Economic and Management Sciences supports an outcomes-based education system and places a high premium on the development of specific academic competences. **Class attendance** in all modules and for the full duration of all programmes is therefore compulsory for all students.
- (j) The Dean has the right of authorisation regarding matters not provided for in the General Regulations or the Faculty Regulations.

C.2 Prerequisites for modules

Please see the alphabetical list of modules in the Faculty on page 69

Curricula for the bachelor's degrees in the Faculty are compiled from the modules listed. The list is arranged alphabetically according to the code of the particular module. When a module in any of these modules is chosen, the prerequisites stated should be complied with.

General notes i.r.o. prerequisites:

- (i) The requirement that students must have already passed a module, or take the module together with another module at the same time, may be amended by the Dean. Such a concession is made almost exclusively only to students who will be able to register for all the outstanding modules for the degree if they are exempted from the prerequisite of no more than two 14-week modules or the equivalent thereof. If a student fails any module required by a finalist for graduation purposes, the concession(s) that was/were granted by the Dean is/are withdrawn.
- (ii) The class, test and examination timetables are compiled to avoid timetable clashes if module choices are limited to either the 100-, 200-, or 300-level. The onus is on students who choose modules at more than one level, or elective modules that are offered by other faculties, to ensure that timetable clashes do not occur with regard to these choices.

C.3 Bachelor of Commerce [BCom]

(a)	Specialisations	Code	Page no
	BCom degree	(07130221)	23
	with the following options:		
	• Supply Chain Management	(07130064)	27
	• Taxation	(07130001)	26
	In addition, the degree can also be taken in the following fields of specialisation:		
	Accounting Sciences	(07130042)	45
	Agribusiness Management	(07130091)	28
	Business Management	(07130062)	42
	Communication Management	(07130281)	39
	Econometrics	(07130011)	32
	Economics	(07130051)	33
	Entrepreneurship	(07130063)	34
	Financial Management Sciences	(07130203)	35
	Human Resource Management	(07130142)	41
	Informatics	(07130172)	36
	Internal Auditing	(07130071)	38
	Investment Management	(07130202)	29
	Law	(07130151)	43
	Marketing Management	(07130161)	30
	Recreation and Sport Management	(07130251)	46
	Statistics	(07130261)	47
	Tourism Management	(07130242)	50

(b) Duration of study

Three years, but the programme can be extended to four years. Four-year study programmes are compiled in consultation with the Student Administration.

Please note: The fields of specialisation for the BCom degrees are not listed in alphabetical order in the English yearbook, but in the order followed in the Afrikaans yearbook.

C.4 Curriculum for BCom (Code 07130221)

The programme is aimed at the training of students in the Economic and Management Sciences, but it does not lead to a specific vocational outcome. However, students are able to compile their own curricula with a view to work opportunities in all sectors.

Total credits required: 414

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	10	0
Core modules	113 (93)	0 (32)	0
Elective modules	20 (40)	131 (99)	120*
Total	153	141	120

* Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level except for the modules offered at 200- and 300-level only.

Please note:

- If BER 210 and BER 220 are chosen as core modules at 200-level, the elective modules will total 40 credits and the core modules 96 credits at 100-level.
- If WTW or WST is chosen as core modules, the credits will be higher.

Learning programme**YEAR LEVEL:** 1 2 3**Fundamental modules (Compulsory)**

CIL	Computer and information literacy	111 ^α , 121		
BPE	Business ethics		251 (Q 4)	
EOT	Academic literacy [§]	110, 120		

§ If a student does **NOT** pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

EKN	Economics	110, 120		
FRK	Financial accounting	111, 121/122 [#]		
KRG	Commercial law ⁽¹⁾	110, 120		
	or			
BER	Business law ⁽¹⁾		210, 220	
STK	Statistics	110, 120		
	or			
WST	Mathematical statistics ⁽²⁾	111, 121		
KOB	Communication management	184		

One of the following subjects:

OBS	Business management	114, 124
BEM	Marketing management	110, 121
BDO	Industrial and organisational psychology	110, 120
PAD	Public Administration	112, 122

(Any of these four subjects may be chosen as **elective modules**, if not chosen under **core modules**.)

Elective modules

EKN	Economics		214, 224 215, 225	310, 320 314, 325
OBS	Business management	114, 124	210, 220	310 ⁽³⁾ , 320
OBS	Entrepreneurship			311, 321
FRK	Financial accounting		211 ⁽⁴⁾ , 221 ⁽⁴⁾	311 ⁽⁴⁾ , 321 ⁽⁴⁾
INF	Informatics		281 (Sem 2) ⁽⁴⁾	
BEL	Taxation		213, 223 ⁽⁵⁾	310, 320
			or 220	
STK	Statistics		210, 220	310, 320
			or	
WST	Mathematical statistics ⁽²⁾		211, 221	311, 321 312, 322
			or	
WTW	Mathematics ⁽²⁾	114, 126 128	211, 220 218, 221 286	310, 381 354, 382 383
BEM	Marketing management	110, 121	211, 221	311, 321
BDO	Industrial and organisational psychology	110, 120	219, 229	319 ⁽³⁾ , 329 ⁽³⁾
INF	Informatics	112	214, 261 225	
FBS	Financial management*		212, 222	
PAD	Public Administration	112, 122	212, 222	312, 322
ABR	Labour law			311
ABV	Labour relations			320

Note: See the alphabetical list of modules for the prerequisites for all modules.

- ✘ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
 - # FRK 122 is a terminating module. If FRK 122 is selected, a candidate will not be able to continue with Financial Accounting at the 200 and 300 level. Also note that FRK 121 may be a prerequisite for a number of other modules (e.g. BEL 213, BEL 223) and it is the responsibility of the candidate to ensure that he/she makes the appropriate choice between FRK 121 and 122.
 - FBS 212 and 222 are terminating modules. Candidates will not be able to continue with Financial management at 300 level.
- (1) BER 210 and 220 may not be included in the same curriculum as KRG 110, 120.
- (2) Mathematical statistics and Mathematics are not mutually exclusive and may be taken simultaneously. WTW 114, 126, 128, 211, 218 must be taken if WST will be taken up to 300-level.
- (3) OBS 310 may not be included in the same curriculum as BDO 319, 329 for degree purposes.
- (4) Informatics 281 (INF 281) is compulsory if Financial Accounting 211, 221 (FRK 211, 221) are chosen.
- (5) Taxation (BEL 220 or BEL 213, 223) are compulsory at 200-level, if Financial accounting 311, 321 (FRK 311 and 321) are chosen.

language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

BEM	Marketing management	110, 121	211, 221	311, 321 356
KOB	Communication management	110, 120	210, 220	310, 320
OBS	Business management	114, 124	210, 220	
EKN	Economics	110, 120		
FRK	Financial accounting	111, 122 [#]		
STK	Statistics	110, 120		

Elective modules

INF	Informatics	112		
BER	Business law		210, 220	
OBS	Business management			310, 320
OBS	E-business			315
OBS	E-commerce			325
OBS	Entrepreneurship			311, 321
OBS	International business management			359, 369
EKN	Economics		214, 224	310, 320
STK	Statistics		210, 220 281	310, 320
TBE	Tourism management	110, 120	210, 220	310, 320
FBS	Financial management*		212, 222	
FIL	Philosophy	110, 120 155		
SOC	Sociology	110, 120		
BDO	Industrial and organisational psychology	110, 120		
LEK	Agricultural economics		220	
SPK	Sport science		252	
RKD	Recreation science		253, 254	
PAD	Public Administration	112		

Note: See the alphabetical list of modules for prerequisites of all modules.

- A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- [#] FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.
- FBS 212 and 222 are terminating modules. Candidates will not be able to continue with Financial management at 300 level.

Specialisation modules: BEM 311, 321, 356.

- ¤ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- # FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.

Specialisation modules: EKN 310, 320, 314, 325.

C.10 Curriculum for BCom in Entrepreneurship (Code 07130063)

The purpose of this qualification is to provide qualifiers with the necessary performance motivation, entrepreneurial and business skills to improve their entrepreneurial performance. The student is provided with the applicable theory, supported by the practical application thereof, to operate efficiently in a diversity of work environments. Specific attention is paid to starting and developing own entrepreneurial ventures.

Package coordinator: Prof JJ van Vuuren, EM 3-60, Tel: 012 420 3401
Total credits required: 423

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	10	0
Core modules	113	160	120
Elective modules	0	0	0
Total	133	170	120

Learning programme

YEAR LEVEL:	1	2	3
Fundamental modules (Compulsory)			
CIL Computer and information literacy	111¤, 121		
BPE Business ethics		251 (Q 3)	
EOT Academic literacy§	110, 120		

§ If a student does **NOT** pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

OBS Entrepreneurship ^(†)		213, 223	313, 323
OBS Business management	114, 124	210, 220	310, 320
BEM Marketing management	110, 121	211, 221	
STK Statistics	110, 120		
FRK Financial accounting	111, 122 [#]		
EKN Economics	110, 120		
OBS International business management			359, 369
BER Business law		210, 220	
KOB Communication management	181		

FBS Financial management• 212, 222

Note: See the alphabetical list of modules for prerequisites of all modules.

- ▣ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- # FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.
- FBS 212 and 222 are terminating modules. Candidates will not be able to continue with Financial management at 300 level.
- (1) For the degree BCom with specialisation in Entrepreneurship only OBS 213, 223, 313, 323 should be taken. OBS 311, 321 are service modules for other degrees.

Specialisation modules: OBS 313, 323.

C.11 Curriculum for BCom in Financial Management Sciences (Code 07130203)

The purpose of this qualification is to provide qualifiers with detailed knowledge and specific skills in a number of fields in Financial management which can be applied in private as well as the public sector. It provides learners with vocational training which prepares them to write the qualifying examinations of a number of professional qualifications in the Financial management sciences.

Package coordinator: Prof CH van Schalkwyk, EM 3-12, Tel: 012 420 5293
Total credits required: 409

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	10	0
Core modules	108	131	140
Elective modules	0	0	0
Total	128	141	140

Learning programme

YEAR LEVEL: 1 2 3

Fundamental modules (*Compulsory*)

CIL Computer and information literacy 111▣, 121

BPE Business ethics 251 (Q 2)

EOT Academic literacy§ 110, 120

§ If a student does *NOT* pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (*Compulsory*)

FBS Financial management		210, 220	310, 320 321
FRK Financial accounting	111, 121	211, 221	311, 321

INF	Informatics		281 (Sem 2)	
OBS	Business management	114, 124	210 ⁽¹⁾ , 220 ⁽¹⁾	310 ⁽¹⁾ , 320 ⁽¹⁾
			or	or
BEL	Tax		213 ⁽¹⁾⁽²⁾ , 223 ⁽¹⁾	310 ⁽¹⁾ , 320 ⁽¹⁾
EKN	Economics	110, 120		
STK	Statistics	110, 120		
INF	Informatics	112, 163		
		153		
BER	Business law		210, 220	

Note: See the alphabetical list of modules for prerequisites of all modules.

- A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- (1) At 200 and 300 level either Business Management (OBS) or Taxation (BEL) should be taken as compulsory modules.
- (2) Taxation (BEL 220 or BEL 213, 223) are compulsory at 200-level, if Financial accounting 311, 321 (FRK 311 and 321) are chosen. .

Specialisation modules: FBS 310, 320, 321; FRK 311, 321.

C.12 Curriculum for BCom in Informatics (Code 07130172)

This programme is defined as the application of modern information systems in organisations, both private and public. The student will have a graduate-level knowledge of the analysis, design and implementation of information systems, databases, operating systems, networks and information management. In addition, the student will have the competence to develop a complete information system to support organisational functions. The holder of this qualification has the skills to advise organisations in empowering and enhancing the quality of work life of the individual workers through the application of information technology. The syllabus of this degree complies with the international accredited syllabus for Information Systems Programmes.

Package coordinator: Prof C de Villiers, IT 5-78, Tel: 012 420 3085
Total credits required: 416 (435)**

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	10	0
Core modules	131	103 (122)**	80
Elective modules	0	32	40*
Total	151	145 (164)**	120

* Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level except for the modules offered at 200- and 300-level only.

** If Financial accounting 211 and 221 (FRK 211 and 221) are chosen.

Learning programme

YEAR LEVEL:	1	2	3
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Fundamental modules (Compulsory)

CIL	Computer and information literacy	111 [□] , 121		
BPE	Business ethics		251 (Q 3)	
EOT	Academic literacy§	110, 120		

§ If a student does **NOT** pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

INF	Informatics ^{(1); (2)}	112 153, 163 154, 164	214, 261 225 271, 272	301 ⁽⁵⁾
FRK	Financial accounting	111, 121/122 [#]		
EKN	Economics	110, 120		
BER	Business law		210, 220	
STK	Statistics	110, 120		
OBS	Business management	114, 124		
KOB	Communication management	184		
WTW	Discrete structures	115		
JCP	Community-based project			202

Elective modules

OBS	Business management		210, 220	310, 320
FRK	Financial accounting ⁽³⁾		211, 221	311, 321
INF	Informatics ⁽³⁾		281 (Sem 2)	
BEL	Taxation ⁽⁶⁾		220	
			or	
			213, 223	
STK	Statistics		210, 220	310, 320
FBS	Financial management•		212, 222	
BEM	Marketing management	110 ⁽⁴⁾ , 121 ⁽⁴⁾	211, 221	311, 321

Elective modules can only be taken if they can be accommodated in the class, test and examination timetables.

Note: See the alphabetical list of modules for prerequisites of all modules.

- A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- # FRK 122 is a terminating module. If FRK 122 is selected, a candidate will not be able to continue with Accounting at the 200 and 300 level. Also note that FRK 121 may be a prerequisite for a number of other modules (e.g. BEL 213 and 223) and it is the responsibility of the candidate to ensure that he/she makes the appropriate choice between FRK 121 and 122.
- FBS 212 and 222 are terminating modules. Candidates will not be able to continue

- with Financial management at 300-level.
- (1) Only candidates who meet the entrance requirements for the compulsory modules Informatics 153, 154, 163, 164 and 271, 272 i.e. at least 4 (50-59%) in Mathematics in Grade 12, will be admitted to the BCom degree with specialisation in Informatics. Admission to the BCom degree with specialisation in Informatics can also be obtained by complying with the requirements as set out in Reg 1.2(f) of the section **Requirements for specific modules**, in which case the Dean, on the recommendation of the head of department, may allow a student to register simultaneously for Informatics 153, 154, 163, 164 and 271, 272.
 - (2) In addition to the provisions of the footnote⁽¹⁾ above, a student who does not fulfil the Mathematics requirement for admission but is nevertheless interested in a BCom (Informatics) degree, should register for the BCom (Code 07130221) and pass Mathematics 133 and 143 (WTW 133 and WTW 143) and the fundamental modules SIT 110 and SIT 120 as extra modules. At the end of the first year, he or she may then apply for permission to change to the second year of the BCom degree programme with specialisation in Informatics. Students who have already passed Informatics 112, may, if their academic performance merits it, be allowed by the Dean, on the recommendation of the head of department, to register simultaneously for Informatics 153, 154, 163, 164 and 271, 272.
 - (3) Informatics 281 (INF 281) are compulsory at 200-level, if Financial accounting 311 and 321 (FRK 311 and 321) are chosen.
 - (4) If these modules are chosen as electives in the second and third year, the first-year modules will have to be included as extra modules.
 - (5) INF 301 is a module that combines INF 315, INF 324, INF 354 and INF 370. Students register for all these modules, but receive a calculated percentage for INF 301. Please refer to table below:

Module outstanding	Register for	Module in which student has to attend classes	Examination Exam paper	Write with
INF 315	INF 315	INF 315 + INF 301	INF 315	INF 315
INF 324	INF 324	INF 324 + INF 301	INF 324	INF 324
INF 354	INF 354	INF 354 + INF 301	INF 354	INF 354
INF 370	INF 370	INF 370 + INF 301	INF 370	INF 370

- (6) Taxation (BEL 220 or BEL 213, 223) are compulsory at 200-level, if Financial accounting 311, 321 (FRK 311 and 321) are chosen.

Specialisation modules: INF 301

C.13 Curriculum for BCom in Internal Auditing (Code 07130071)

The purpose of this package in Internal auditing is to equip qualifiers with the essential knowledge and skills so that they will be competent to perform internal audit functions. The programme prepares students to obtain the international qualification *Certified Internal Auditor* (CIA).

Package coordinator: Prof H de Jager, EM 4-88, Tel: 012 420 4427
Total credits required: 450

Elective modules

OBS	E-business	315
OBS	E-commerce	325
OBS	International business management	359, 369

Note: See the alphabetical list of modules for prerequisites of all modules.

- ¤ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- # FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.
- FBS 212 and 222 are terminating modules. Candidates will not be able to continue with Financial management at 300-level.

Specialisation modules: OBS 310, 320

C.17 Curriculum for BCom in Law (Code 07130151)

The purpose of this package in law is to provide broad formative education but it does not lead to any specific career outcomes. The student is, however, enabled to continue with the LLB degree, which is career-specific based on a BComHons. The skills acquired may be applied in either the private or public sectors.

Package coordinator: Prof PBS van Eck, Law 3-12
Tel: 012 420 2763

Total credits required: 431 (434**)

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	0	0
Core modules	142	70	55
Elective modules	0	64 (67**)	80*
Total	162	134 (137**)	135

* **Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes.** In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level except for the modules offered at 200- and 300-level only.

** Credits will increase if Financial accounting is chosen as a major.

Learning programme

YEAR LEVEL: 1 2 3

Fundamental modules (Compulsory)

CIL	Computer and information literacy	111, 121
EOT	Academic literacy§	110, 120

§ If a student does **NOT** pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other

language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

EKN	Economics	110, 120		
OBS	Business management	114		
FRK	Financial accounting	111, 121/122 [#]		
STK	Statistics	110, 120		
IDR	Introduction to law	110, 120		
RVD	Legal skills	110, 120		
PSR	Law of persons	110		
FMR	Family law	110, 120		
KTR	Law of contract		210, 220	
ERF	Law of succession		211, 221	
SAR	Law of things			310
DLR	Law of delict			320
ABR	Labour law		210	
KTH	Specific contracts		220	
ODR	Entrepreneurial law			320
ISR	Insolvency law			310

Elective modules

OBS	Business management	124 ⁽¹⁾	210, 220	310, 320
EKN	Economics		214, 224	310, 320
				314, 325
FBS	Financial management		210♦, 220♦ or 212, 222♦	310, 320
FRK	Financial accounting		211, 221	311, 321
BEL	Taxation ⁽³⁾		213, 223	310, 320
INF	Informatics ⁽²⁾		281(Sem 2)	

It is advisable for BCom Law students to combine Business Management with Economics as a major, or alternatively Financial accounting and Financial management.

Note: See the alphabetical list of modules for prerequisites of all modules

▣ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.

FRK 122 is a terminating module. If FRK 122 is selected, a candidate will not be able to continue with Accounting at the 200 and 300 level. Also note that FRK 121 may be a prerequisite for a number of other modules (e.g. FBS 210 and 220) and it is the responsibility of the candidate to ensure that he/she makes the appropriate choice between FRK 121 and 122.

♦ BCom Law students will only be allowed to take Financial management 210, 220, 310 and 320 (FBS 210, 220, 310 and 320) if Financial accounting is also taken at 200 and 300-level.

• FBS 212 and 222 are terminating modules. Candidates will not be able to continue with Financial management at 300 level.

⁽¹⁾ Must be taken as an extra module if OBS is the main subject at 300 level.

§ If a student does **NOT** pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

SPK	Sport science	161	251 252, 262	351, 361 352
MBK	Human movement science	152, 153		
SDT	Sport and technology		254	
RKD	Recreation science		251, 253 252, 254	354
BEM	Marketing management	110, 121	211, 221	311, 321
EKN	Economics	110, 120		
OBS	Business management	114, 124	210, 220	310, 320
FRK	Financial accounting	111, 122 [#]		
STK	Statistics	110, 120		
BER	Business law		210, 220	

Note: See the alphabetical list of modules for prerequisites of all modules.

- ¤ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- # FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.

Specialisation modules: SPK 351, 352, 361 and RKD 354.

C.20 Curriculum for BCom in Statistics (Code 07130261)

Statistics is an independent discipline with interdisciplinary applications. The aim of this qualification is to prepare the candidates in totality with methods that can be applied for the gathering and interpretation of data and empirical information. Statistics lay the foundation for scientific accountable conclusions, planning and estimation. Candidates are at the same time equipped with the necessary computer and communication skills. Statistics is commissioned by all disciplines where it can contribute towards scientific and technological progress.

Package coordinator: Mr A Swanepoel, IT 6-7, Tel: 012 420 3559

Total credits required: 404 (407)*

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	0	0
Core modules**	93 (99)	40 (48)	50 (72)
Elective modules** •	25 (20)	96 (88)	80 (60)***
Total	138 (139)	136 (136)	130 (132)

- * Total credits refer to minimum as required by the programme, but can be more, depending on the elective modules.
- ** Alternative credits as indicated in brackets are based on choosing WST as a specialisation module instead of STK, while all elective modules are selected within the Faculty of Economic and Management Sciences.
- *** **Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes.** In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level except for the modules offered only at 200- and 300-level.
- The number of elective modules is influenced by the inclusion of modules from other faculties and their respective credit values.

Learning programme

YEAR LEVEL:	1	2	3
Fundamental modules (Compulsory)			
CIL Computer and information literacy	111 [¶] , 121		
EOT Academic literacy§	110, 120		

§ If a student does **NOT** pass the Academic Literacy Tst at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

STK Statistics	110, 120	210, 220	310, 320
or			
WST Mathematical statistics ⁽¹⁾	111, 121	211, 221	311, 321 312, 322
EKN Economics	110, 120		
FRK Financial accounting	111, 121/122 [#]		
OBS Business management	114, 124		
KOB Communication management	182		

Elective modules

FRK Financial accounting		211, 221	311, 321
INF Informatics ⁽²⁾		281 (Sem 2)	
STK Statistics		281 ⁽³⁾	
WST Mathematical statistics			362
WTW Mathematics ⁽¹⁾	114, 126 ⁽⁴⁾	211, 220	310, 382
	128 ⁽⁴⁾	218, 221	354, 383
EKN Economics		214, 224	310, 320 314, 325
LEK Agricultural economics ⁽⁵⁾		251, 220 252	310, 320
BPE Business ethics		251 (Q 4)	
INF Informatics	112	214, 261	
	153, 163	225	
	154, 164	271, 272	
COS Computer science	110		
IAS# Actuarial mathematics		211, 282	382

#IAS 211 = Actuarial mathematics 211
 #IAS 282 = Financial mathematics 282
 #IAS 382 = Actuarial modelling 382
 See prerequisites for IAS on page 22.

Students in **Mathematical statistics** who also want to be trained for the **Insurance industry**, normally choose, among others:

WST	Mathematical statistics ⁽¹⁾	111, 121	211, 221	311, 321 312, 322
WTW	Mathematics ⁽¹⁾	114, 126 ⁽⁴⁾ 128 ⁽⁴⁾	211, 220 218, 221	
COS	Computer science	110		
EKN	Economics	113, 123		
IAS#	Actuarial mathematics		211, 282	382

Students in the **Econometrics** field normally choose, among others:

WST	Mathematical statistics ⁽¹⁾	111, 121	211, 221	311, 321 312, 322 362
WTW	Mathematics ⁽¹⁾	114, 126 ⁽⁴⁾ 128 ⁽⁴⁾	211, 220 218, 221	
COS	Computer science	110		
EKN	Economics	110, 120	214, 224	310, 320 314, 325
FRK	Financial accounting	111, 121/122 [#]		

Other students choose modules from any other subject/faculty according to their own specific career requirements.

Note: See the alphabetical list of modules for prerequisites of all modules.

- ⌘ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- # FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.
- (1) If WST modules are taken, notice must be taken of the relevant WTW prerequisites as stipulated in the yearbook.
- (2) Informatics 281 is compulsory if Financial accounting 211 and 221 (FRK 211, 221) are chosen.
- (3) STK 281 may not be taken if STK 310 is passed already.
- (4) The equivalent of seven-week modules, with the exception of WTW 114 which is presented over a period of 14 weeks.
- (5) Students who register for Agricultural economics at 200 and 300 level as electives will have to pass extra modules to make up the credits.

Specialisation modules: STK 310, 320 or WST 311, 312, 321, 322.

Elective modules

BEM	Marketing management	211, 221	311, 321
EKN	Economics	214, 224	310, 320

Note: See the alphabetical list of modules for prerequisites of all modules.

- ▣ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
 - # FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.
 - FBS 212 and 222 are terminating modules. Candidates will not be able to continue with Financial management at 300 level.
- (1) A student must, in consultation with the head of department, obtain additional credits for the practical component (which includes satisfactory class attendance, approved practical work and applicable practical short courses as determined by the head of department) before he or she will be admitted to the examination in TBE 320 (see below:)

	Credits
TBE 190	2
TBE 191	2
TBE 290 or TBE 291	3
TBE 292 or TBE 293	3
TBE 390 or TBE 391	4
TBE 394	4

- (2) At 200-level either OBS 210, 220 or FBS 212, 222 should be taken as "compulsory modules".

Specialisation modules: TBE 310, 320.

C.22 Bachelor of Administration (BAdmin)

- (a) **Fields of specialisation**
- | | |
|---------------------------------|------------|
| Public Management | (07131171) |
| [Option: Public Administration] | (07131172) |
| International relations | (07131151) |
- (b) **Duration**
Three years.

C.23 Curriculum for BAdmin in Public Management (Code 07131171)

This programme is directed towards the study of Public Administration that will equip the candidate for a career in the broad public sector. Candidates will gain in-depth knowledge of certain administrative and management practices in the South African and international public sectors. Emphasis is placed on the three spheres of government with reference to aspects such as resources management, international administration and management, policy, accountability and ethics, the role of the state, intergovernmental relations and administrative justice.

RVW	Legal Interpretation	210	
ABR	Labour law		311 ⁽⁴⁾
ABV	Labour relations		320 ⁽⁴⁾

Note: See the alphabetical list of modules for prerequisites of all modules.

- ▣ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.
- # FRK 122 is a terminating module. Candidates will not be able to continue with Financial accounting in the second or third year.
- (1) OBS 310 and BDO 319, 329 may not be included in the same curriculum for degree purposes.
- (2) On its own, STK 113 and 123 will not be recognised for degree purposes, but in this Faculty, exemption will be granted from the grade 12 Mathematics admission requirement of at least 3 (40-49%) and STK 110.
- (3) Elective module only at 200 level, not at 300 level.
- (4) Can be included in the curriculum as elective modules at 200 level, provided that it can be accommodated in the class, test and examination timetables; may not be taken together with SRG 310, 320 as 300-level modules.
- (5) STL and IPL have no modules at year-level 1, but follow on PTO 111 and PTO 120.

Please note: Candidates who did not obtain at least 4 (50-59%) in Mathematics in Grade 12, or who did not pass Statistics 113, 123, may not include the underlined modules in their curriculum. Refer also to faculty prerequisites for these modules.

Specialisation modules: PAD 312, 322

Curriculum for the BAdmin in Public Management Option: Public Administration (Code 07131172)

(Formal selection takes place and work experience is required.)

The option is directed towards the candidates already active within the field of public administration. Candidates from national, provincial and local spheres of government will obtain entry into the programme. Candidates will gain in-depth knowledge of the administrative function, both local and international. Emphasis is placed on the three spheres of government with reference to aspects such as resources management, international administration, policy management, ethics, intergovernmental relations and the role of the state.

Package coordinator: Prof PA Brynard, EM 3-114, Tel: 012 420 3403
Total credits required: 368

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	0	0
Core modules	60	96	80
Elective modules	40	32	40
Total	120	128	120

Learning programme

YEAR LEVEL:		1	2	3
Fundamental modules (Compulsory)				
CIL	Computer and information literacy	111 [‡] , 121		
EOT	Academic literacy [§]	110, 120		

§ If a student does **NOT** pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

PAD	Public Administration	112, 122	212, 222	312, 322
PUF	Public resource management	110, 120	210, 220	310
ODM	Public organisation studies	110	210	
PUT	Public people management	120	220	
PBP	Public practices			320

Elective modules

PUL	Public leadership and governance	110		
OPB	Public management	110	210	310
IRL	Intergovernmental relations	110	210	310
PUM	Public information management	120		
IAD	International Administration	120	220	320
PEV	Public environmental management	120	220	320

Note: See the alphabetical list of modules for prerequisites of all modules.

‡ A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.

Specialisation modules: PAD 312, 322

C.24 Curriculum for BAdmin in International Relations (Code 07131151)

The purpose of this package is to provide qualifiers with an in-depth knowledge and understanding of contemporary world politics and related changes in the international system. This will enable learners, once they are employed in the public or private sector, to respond in an innovative and proactive manner to the problems and challenges of globalisation.

Package coordinator: Prof PA Brynard, EM 3-114, Tel: 012 420 3403

Total credits required: 395

	Year-level 1	Year-level 2	Year-level 3
	Credits	Credits	Credits
Fundamental modules	20	0	0
Core modules	59	72	100
Elective modules	40	64	40
Total	119	136	140

* **Only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes.** In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level except for the modules offered at 200- and 300-level only.

At each year level a minimum of four quarter or two semester modules of the electives should be from the same subject. As the credits per module may differ from faculty to faculty, the total credits for the required number of elective modules could exceed the indicated values.

Learning programme

YEAR LEVEL:	1	2	3
Fundamental modules (Compulsory)			
CIL	Computer and information literacy	111 α , 121	
EOT	Academic literacy§	110, 120	

§ If a student does **NOT** pass the Academic Literacy Test at the beginning of the year, he/she must register for and pass EOT 110 and EOT 120 and will then obtain 12 credits for these modules. A student who passes the Academic Literacy Test, will be exempted from EOT 110 and EOT 120 and has to pass a credit value of 12 from any other language modules offered by the University (also consult the paragraph *Language of tuition* on page 10).

Core modules (Compulsory)

PAD	Public Administration	112, 122	212, 222	312, 322
PTO	Politics	111, 120		
IPL ⁽¹⁾	International relations		210, 220	310, 320
EKN	Economics	110		
KOB	Communication management	184		

Elective modules

BEM	Marketing management	110, 121	211, 221	
GES	History ⁽²⁾	110, 120		
BDO	Industrial and organisational psychology	110, 120	219, 229	319, 329
STL ⁽¹⁾	Political science		210, 220	310, 320

Language⁽³⁾ (German, English, French, Arabic, Mandarin, Russian, Spanish)

Note: See the alphabetical list of modules for prerequisites of all modules.

α A student who passes the exemption examination for CIL 111, may register for CIL 121 in the first semester. All other students must register for CIL 111 in the first and CIL 121 in the second semester. Students may write the exemption examination for CIL 111 only once.

⁽¹⁾ STL and IPL have no modules at year-level 1, but follow on PTO 111 and PTO 120.

⁽²⁾ A maximum of 24 credits may be taken.

⁽³⁾ Language modules with a maximum value of 64 credits may be taken up to year-level 2 from the following:

- A European language (groups 5, 6 or 7) at UP **or**

- An international language i.e. Arabic, Mandarin, Russian or Spanish at Unisa.

See *Regulations and Syllabi: Faculty of Humanities* for credits, prerequisites and presentation of these modules.

Specialisation modules: IPL 310, 320

VI. HONOURS DEGREES

See General Regulations G.16 to G.29.

C.25 Bachelor of Commerce Honours [BComHons] and Bachelor of Administration Honours [BAdminHons]

(a) **General**

The Dean has the right of authorisation regarding matters not provided for in the General Regulations or in the Faculty regulations.

(b) **Requirements for admission**

- (i) Subject to the stipulations of General Regulations G.1.3 and G.62, a candidate is not admitted to the study for the BComHons or the BAdminHons degree unless he or she is in possession of a BCom or a BAdmin degree respectively.
- (ii) The head of department concerned may set additional admission requirements.
- (iii) In respect of all BComHons fields of specialisation:
 - Mathematics at Grade 12 level or another qualification in Mathematics, Statistics or Mathematical statistics deemed adequate by the head of department.
 - Adequate knowledge of Management, Financial and Economic Sciences as well as Statistics as determined by the head of the department concerned in consultation with the Dean.
- (iv) In addition to any other requirements, the following prerequisites apply to the BComHons degree programme with specialisation in Economics:
 - Statistics 210, 220 or equivalent.

(c) **Fields of study**

The BComHons and the BAdminHons degree programmes are presented in the following fields of specialisation (codes in brackets) – please note that there are also additional options available:

- (i) **BComHons degree**
- | | |
|---------------------------------|------------|
| Accounting Sciences | (07240042) |
| Agricultural Economics | (07240090) |
| Business Management | (07240072) |
| Communication Management | (07240281) |
| Econometrics | (07240011) |
| Economics | (07240051) |
| Financial Management Sciences | (07240203) |
| [Option: Investment Management] | (07240205) |
| Human Resource Management | (07240142) |
| Informatics | (07240172) |
| Internal Auditing | (07240081) |
| Marketing Management | (07240161) |
| Mathematical Statistics | (07240242) |
| Recreation and Sport Management | (07240001) |
| Statistics | (07240061) |
| [Option: Taxation] | (07240040) |
| Tourism Management | (07240240) |

- (ii) **BAdminHons degree**
- | | |
|--------------------------|------------|
| International Relations | (07241122) |
| Municipal Administration | (07241141) |
| Political Science | (07241131) |
| Public Administration | (07241111) |
| Public Management | (07241171) |

(d) **Duration of study**

Subject to the provisions of General Regulation G.18.3, a candidate must complete his or her studies for an honours degree within two academic years (four semesters) after first registration for the degree. A candidate who does not qualify for the degree within three years (six semesters) after first registration, must repeat the prescribed modules.

The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

(e) **Curricula**

- (i) A candidate qualifies for the honours degree after the required amount of credits, as indicated in the postgraduate brochure, are obtained.
- (ii) A candidate compiles his/her curriculum in consultation with the head of department concerned.
- (iii) Details of modules, credit values and syllabi are available, on request, from the relevant head of department.

(f) **Examination**

- (i) The subminimum required in the examination in each module is 40%. However, all departments set a final mark of at least 50% as the pass mark for a module. A minimum pass mark of 50% is required for a research report.
- (ii) Subject to the provisions of General Regulation G.26, a head of a department determines, in consultation with the Dean:
- (aa) when the honours examinations in his/her department will take place, provided that:
- (1) honours examinations which do not take place before the end of the academic year, must take place not later than **18** January of the following year, and all examination results must be submitted to the Student Administration on or before **25** January;
 - (2) honours examinations which do not take place before the end of the first semester, may take place not later than **15** July, and all examination results must be submitted to Student Administration on or before **18** July.
- (bb) whether a candidate will be admitted to a supplementary examination: provided that a supplementary examination is granted only once in a maximum of two prescribed semester modules or in one year module.

NB: For the purposes of this provision, the phrase "not sit for an examination more than twice in the same subject" as it appears in General Regulation G.18.2, implies that a candidate may not be admitted to an examination in a module, including a supplementary examination, more than three times.

- (cc) the manner in which research reports are prepared and examined in his/her department.

NB: Full details are published in each department's postgraduate information brochure, which is available from the head of the department concerned. The minimum pass mark for a research report is 50%. The provisions regarding pass requirements for dissertations contained in General Regulation G.12.2, apply *mutatis mutandis* to research reports.

- (iii) Subject to the provisions of General Regulation G.12.2.1.3, the sub-minimum required in subdivisions of modules is published in the applicable study guide, which is available from the head of department concerned.
- (iv) In order to obtain the degree with distinction, a candidate must obtain an average of at least 75% in the prescribed modules.

VII. MASTER'S DEGREES

See General Regulations G.30 to G.44 and G.57 to G.62.

The Dean has the right of authorisation regarding matters not provided for in the General Regulations or the Faculty regulations.

C.26 Master of Commerce [MCom] and Master of Administration [MAdmin]

(a) Requirements for admission

- (i) Subject to the provisions of General Regulations G.1.3 and G.62, the related BHons degree is a requirement for admission to master's degree study.
- (ii) MCom degrees: Adequate knowledge of Management, Financial and Economic Sciences as well as Statistics as determined by the head of the department concerned in consultation with the Dean is required.
- (iii) A candidate may be refused admission to a master's degree by the head of the department concerned if he or she does not comply with the standard of competence in the subject as determined by the department – with the proviso that a candidate, who does not comply with the required level of competence, may be admitted, provided that he or she completes additional study assignments and/or examinations.
- (iv) The head of the department concerned may set additional admission requirements.
- (v) For MCom degrees: Mathematics at Grade 12-level or another qualification in Mathematics, Statistics or Mathematical statistics deemed adequate by the head of department.

(b) Degrees and fields of study

The MCom and MAdmin degrees are presented in the following fields (codes in brackets):

MCom degree	Dissertation	Coursework
Accounting Sciences	(07250042)	(07130043)
Agricultural Economics	(07250090)	
Business Management	(07250072)	
Communication Management	(07250281)	(07250282)

Econometrics	(07250011)	(07250012)
Economics	(07250051)	(07250052)
Economics of Trade and Investment	(07250053)	(07250054)
Financial Management Sciences	(07250203)	(07250204)
Human Resource Management		(07250142)
Industrial Psychology		(07250143)
Informatics	(07250172)	(07250173)
Internal Auditing	(07250081)	
Marketing management	(07250021)	(07250022)
Mathematical Statistics	(07250341)	(07250342)
Recreation and Sport Management	(07250251)	
Statistics	(07250061)	(07250062)
Taxation	(07250183)	(07250182)
Tourism Management	(07250242)	

MAdmin degree

International Relations	(07251123)	
Municipal Administration	(07251141)	
Political Science	(07251131)	(07251132)
Public Administration	(07251111)	
Public Management	(07251171)	

(c) Duration of study

The master's degree is conferred on a student only if at least one year has expired after the qualifications by virtue of which admission to master's study has been obtained – with the proviso that the student is registered for at least 12 months for a master's degree at this University, although the Dean may approve a shorter period. The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

The degree programme must be completed within four years after the first registration for the degree.

(d) Dissertations, curricula and module credits

- (i) A dissertation must be submitted on a field of study chosen from those covered by the honours degree. However, the Dean may, on the recommendation of the head of department concerned, approve the substitution of the required dissertation by the successful completion of a prescribed number of module credits and a mini-dissertation.
- (ii) Information regarding modules, credits and syllabi are available, on request, from the head of the department concerned.
- (iii) The module EBW 801 (Research methodology) is compulsory in all programmes. However, the Dean may, in exceptional cases and with recommendation of the head of the department concerned, waive this prerequisite.

(e) Pass requirements

- (i) The minimum pass mark for both a dissertation and a mini-dissertation is 50%. The provisions regarding pass requirements for dissertations, contained in General Regulation G.12.2, apply *mutatis mutandis* to mini-dissertations.

- (ii) A pass mark of at least 50% is required in the examination of each module as well as EBW 801.
- (iii) In order to obtain the degree with distinction, at least 75% must be obtained for the dissertation or an average of at least 75% in the examinations and for the mini-dissertation.

C.27 Master of Public Administration [MPA] (Code 07251151)

(a) Requirements for admission

- (i) Subject to the provisions of General Regulations G.1.3 and G.62, a bachelor's degree or an equivalent qualification, is a prerequisite for admission to the MPA degree programme.
- (ii) Administrative and managerial experience, preferably in the public sector, deemed applicable by the Director of the School of Public Management and Administration.
- (iii) The Director of the School of Public Management and Administration may set additional admission requirements.
- (iv) The requirement of an exemption assessment on preparatory work, as determined by the Director of the School of Public Management and Administration, must be complied with.

(b) Curriculum

The prescribed modules as well as a mini-dissertation must be completed. The prescribed compulsory modules must be completed successfully before candidates may register for the elective modules. The curriculum is compiled in consultation with the Director of the School of Public Management and Administration. Details of the curriculum are published in the Faculty brochure on postgraduate studies that is available on request.

(c) Duration of study

The programme extends over a minimum period of two years, but must be completed within four years after the first registration for the degree. The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

(d) Examination and pass requirements

- (i) In order to pass, a subminimum of 45% is required in the examination in each module where applicable.
- (ii) Credit is obtained for each module in which a final mark of at least 50% has been achieved.
- (iii) Only one supplementary examination in a maximum of two modules is permitted.
- (iv) A candidate may not present him or herself for an examination in the same module more than twice, except with the approval of the Dean, on the recommendation of the Director of the School of Public Management and Administration. In the context of this regulation the phrase "may not sit an examination more than twice in the same subject" (General Regulation G.32.2), implies that a candidate will not be admitted to an examination in a module, including one supplementary examination, more than three times.
- (v) The degree is conferred with distinction if an average of at least 75% has been obtained in the prescribed modules.

C.28 Master of Philosophy [MPhil]**(a) Requirements for admission**

- (i) Subject to General Regulations G.1.3 and G.62, an appropriate BHons degree is a prerequisite for admission to master's degree studies, with the exception of the field of specialisation Entrepreneurship, where candidates in possession of a three-year bachelor's degree may also be admitted, provided that applicable experience and expertise is proven and subject to the discretion of the Dean in consultation with the head of the appropriate department.
- (ii) The head of department concerned may set additional admission requirements.

(b) Fields of specialisation

The MPhil degree is presented in the following fields of study, but **only** those marked with an * will be presented in 2011 (course code provided in brackets). In addition to the specialisation courses listed below, options are offered under the various specialisation courses, eg MPhil Accounting Sciences with an option in Fraud Risk Management (#), which enables the candidate to make a selection and expand specific focus areas within the existing fields of specialisation.

Specialisation	Code
Accounting Sciences	(07255330)
*# [Option: Fraud Risk Management]	(07255331)
*Agricultural Economics	(07255250)
Business Management	(07255280)
# [Option: Strategic Management]	(07255281)
# [Option: Risk Management]	(07255282)
# [Option: Supply Chain Management]	(07255283)
*# [Option: Responsible Leadership]	(07255284)
* Communication Management	(07255240)
Econometrics	(07255160)
* Economics	(07255170)
* Entrepreneurship	(07255180)
Financial Management Sciences	(07255191)
Human Resource Management	(07255260)
* Informatics	(07255200)
Internal Auditing	(07255230)
International Management	(07255210)
* Labour Relations Management	(07255100)
Management Accounting	(07255150)
* Marketing Management	(07255130)
Mathematical Statistics	(07255390)
Municipal Administration	(07255270)
Public Administration	(07255310)
Public Management	(07255290)
Public Policy	(07255291)
Recreation and Sport Management	(07255340)
Statistics	(07255360)
* Taxation	(07255140)
* Tourism Management	(07255370)

(c) **Duration of study**

The master's degree is conferred on a student only if at least one year has expired after the qualifications by virtue of which admission to master's study has been obtained – with the proviso that the student is registered for at least 12 months for a master's degree at this University, although the dean may approve a shorter period.

The degree programme must be completed within four years after the first registration for the degree. The Dean may, at the recommendation of the Post-graduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

(d) **Dissertations, curricula and module credits**

(i) The degree is awarded on submission of a dissertation with an approved title. However, the Dean may, on the recommendation of the head of the department concerned, approve the substitution of the required dissertation by the successful completion of a prescribed number of module credits and a mini-dissertation.

(ii) Information regarding modules, credit values and syllabi are available, on request, from the head of department concerned.

(iii) The module EBW 801 (Research methodology) is compulsory in all programmes. However, the Dean may, in exceptional cases and with recommendation of the Head of Department concerned, waive this prerequisite.

(e) **Pass requirements**

(i) The minimum pass mark for both a dissertation and a mini-dissertation is 50%. The provisions regarding pass requirements for dissertations, contained in General Regulation G.12.2, apply mutatis mutandis to mini-dissertations.

(ii) A pass mark of at least 50% is required in the examination of each module, as well as EBW 801.

(iii) In order to obtain the degree with distinction, at least 75% must be obtained for the dissertation or an average of at least 75% in the examinations and for the mini-dissertation.

VIII. DOCTORAL DEGREES

See General Regulations G.45 to G.62.

C.29 Doctor of Commerce [DCom] and Doctor of Administration [DAdmin]

(a) **Requirements for admission**

(i) Subject to the provisions of General Regulations G.45, G.1.3 and G.62, a candidate is admitted to doctoral studies only if he or she is in possession of an appropriate master's degree. The head of department/director concerned may, however, set additional admission requirements.

(ii) Regarding the DCom degree programme:

(aa) Adequate knowledge of Management, Financial, and Economic Sciences as well as Statistics, as determined by the head of department concerned, in consultation with the Dean.

- (bb) A pass mark in Mathematics at Grade 12 level or another qualification in Mathematics, Statistics or Mathematical statistics deemed adequate by the head of department/director concerned.

(b) **Degrees, fields of study and codes**

Field of study	Degree code	Thesis code	Examination code
DCom:			
Accounting Sciences	07260042	RWE 990	RWE 900
Agricultural Economics	07260090	LEK 990	LEK 900
Business Management	07260072	OBS 990	OBS 900
Communication Management	07260281	KOB 990	KOB 900
Econometrics	07260011	EKT 990	EKT 900
Economics	07260051	EKN 990	EKN 900
Financial Management Sciences	07261203	FIB 990	FIB 900
Human Resource Management	07260142	MHB 990	MHB 900
Informatics	07260172	INF 990	INF 900
Internal Auditing	07260081	IOK 990	IOK 900
Marketing Management	07260021	BEM 990	BEM 900
Mathematical Statistics	07260341	WST 990	WST 900
Statistics	07260061	STK 990	STK 900
Tourism Management	07260242	TBE 990	TBE 900
DAdmin:			
International Relations	07261122	IPL 990	IPL 900
Municipal Administration	07261141	MAD 990	MAD 900
Political Science	07261131	STL 990	STL 900
Public Administration	07261111	PAD 990	PAD 900
Public Management	07261171	OBR 990	OBR 900

- (c) **Duration of study**
Studies must be completed within four years after the first registration for the degree. The Dean may, at the recommendation of the Postgraduate Committee, cancel the registration of a student during any academic year if his/her academic progress is not satisfactory.

(d) **Extent of doctoral study**

- (i) **Thesis:**
A candidate for the DCom or DAdmin degree must submit a thesis on a topic recommended by the head of department/director and approved by the Postgraduate Committee.
- (ii) **Examination:**
- (aa) An oral examination on the thesis must be conducted; and
- (bb) Regarding the DCom degree programme:
Capita selecta from the Management, Financial and Economic Sciences, as well as Statistics.
A candidate who has acquired adequate knowledge of these basic modules through other means, may be exempted from the examinations in the prescribed capita selecta by the Dean, on the recommendation of the head of department/director.

- (cc) A candidate must also pass the compulsory module in Research methodology (EBW 801) if it has not been completed on the Master's level. However, the Dean may, in exceptional cases and on the recommendation of the Head of Department concerned, waive this prerequisite.

(e) **Draft article for publication**

General Regulation G.61 stipulates as follows:

"Unless the Senate, on the recommendation of the supervisor, decides otherwise, a candidate, before or on submission of a dissertation must submit at least one draft article for publication in a recognised academic journal and in the case of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration. The draft or submitted article, as the case may be, should be based on the research that the candidate has conducted for the dissertation/thesis and be approved by the supervisor if the supervisor is not a co-author. The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary. Conferment of the degree may be made subject to compliance with the stipulations of this regulation."

The intellectual property rights of the outcome of the research will be determined by the agreement that the candidate has with the University of Pretoria and which is in line with the policy of the University of Pretoria. Copyrights of at least the first two (2) articles resulting from the master's/doctoral studies, vests in the University of Pretoria

(f) **General**

The Dean has the right of authorisation regarding matters not provided for in the General Regulations or in the Faculty regulations.

C.31 Doctor of Philosophy [PhD]

See General Regulations G.45 to G.62 as well as the Faculty publication *Information on Postgraduate Studies*.

(a) **Requirements for admission**

Subject to the provisions of General Regulations G.45 and G.62, an MCom, MAdmin or another appropriate master's degree is required for admission.

(b) **Fields of specialisation**

The PhD degrees are presented in the following fields of study, but only those marked with an * will be presented in 2011:

Accounting Sciences	(07267042)
Agricultural Economics	(07267090)
* Business Management	(07267072)
* Communication Management	(07267281)
* Econometrics	(07267041)
* Economics	(07267051)
* Entrepreneurship	(07267063)
* Financial Management Sciences	(07267203)

* Human Resource Management	(07267142)
* # [Option: Industrial and Organisational Psychology]	(07267143)
* Informatics	(07260172)
* Internal Auditing	(07267081)
* Labour Relations Management	(07267061)
* Marketing Management	(07267041)
Mathematical Statistics	(07267341)
Municipal Administration	(07267151)
* Organisational Behaviour	(07267001)
Public Administration	(07267111)
* Public Affairs	(07267021)
Public Management	(07267171)
Statistics	(07267291)
# [Option: Taxation]	(07267000)
* Tourism Management	(07267242)

(c) **Curriculum**

The PhD degree is conferred by virtue of a thesis.

The head of department reserves the right to prescribe any additional modules/seminars for a candidate.

A candidate must also pass the compulsory module in EBW 801 Research methodology 801 if it has not been completed at master's level. However, the Dean may, in exceptional cases and on the recommendation of the head of department/director concerned, waive this prerequisite.

Additional information pertaining to the PhD degree appears in the postgraduate brochure of the Faculty.

(d) **Pass requirements**

The thesis should be passed in accordance with the stipulations of Regulations G.52 and G.60.2.2, as well as the compulsory module in Research Methodology (EBW 801).

(e) **General**

The Dean has the right of authorisation regarding matters not provided for in the General Regulations or the Faculty regulations.

IX. POSTGRADUATE DIPLOMAS

C.31 Postgraduate Diploma in Economic and Management Sciences (Code 07220023)

The purpose of the qualification is to impart to learners postgraduate level knowledge, specific skills and applied competence as required by the Faculty, which provides a solid theoretical and academic platform for these students to begin their postgraduate studies in management sciences, financial or economic sciences or public management and administration.

(a) **Admission requirements**

- A relevant B degree.
- An English language proficiency test may be required.
- Basic computer literacy is a requirement.
- Access to the internet is imperative.

(b) **Structure of the programme**

Modules must be chosen from existing modules in the relevant discipline in consultation with the head of department concerned to the minimum value of 120 credits.

(c) **Examination and pass requirements**

- (i) Students must obtain a minimum mark of 50% in all the practical assessments and assignments required every semester.
- (ii) A practical and written examination will take place at the end of the programme.
- (iii) A minimum final mark of 50% is required as a pass mark.

(d) **Pass with distinction**

An average of at least 75% in all modules is required to obtain the diploma with distinction.

(e) **General**

The Dean has the right of authorisation regarding matters not provided for in the General or the Faculty regulations.

**C.32 Postgraduate Diploma in Investigative and Forensic Accounting
(Code 07220028)**

(a) **Admission requirements**

- (i) Subject to the provisions of General Regulations G.62 and G.63, one of the following degrees is required for admission:
 - A BCom degree with accounting or auditing at 300 level or a bachelor's degree in Law.
 - Any other appropriate bachelor's degree approved by the Head of the Department of Accounting.
 - Access to the Internet is also a prerequisite.
- (ii) A selection of candidates will take place, subject to the provisions of General Regulation G.1.3. (*The presentation of the programme is subject to a minimum number of candidates being admitted.*)
- (iii) The head of department may set additional admission requirements. Only selected candidates will be allowed to register for the Postgraduate Diploma in Investigative and Forensic Accounting. The Department of Accounting reserves the right not to present the programme during a specific period or to limit the number of students admitted.

(b) **Presentation method**

The duration of the programme is 18 months. The programme is only presented via the Web and contact sessions. During the 18 months, in 6-month intervals, there will be contact sessions of three days each. Attendance of these contact sessions is compulsory.

(c) **Examination and pass requirements**

- (i) A total of seven assignments are handed in during the duration of the programme. Admission to the examination for each of the two modules is obtained by achieving an average of 50% for the assignments specifically related to each module.
- (ii) An examination paper is written in each of the two modules and a minimum

of 50% should be obtained for the two modules. A subminimum of 40% in each module is required.

- (iii) The Postgraduate Diploma is conferred **with distinction** if an average of at least 75% for the two modules is obtained.

(d) **General**

- (i) The Dean has the right of authorisation regarding matters not provided for in the General or the Faculty regulations.
- (ii) Candidates who do not have an honours degree in the Financial Management Sciences, or an LLB, but who successfully have completed this program, will be considered for admission to the MPhil (Accounting Sciences) Option: Fraud Risk Management degree. Such candidates must, however, meet the other criteria for admission to the MPhil degree.
- (iii) **Please note:** For more information concerning the Postgraduate Diploma in Investigative and Forensic Accounting, please consult the departmental brochure available at request from Mrs Lynne van Tonder, Tel. 012 420 3407, or lynn.vantonder@up.ac.za

X. CERTIFICATE

C.34 Certificate in the Theory of Accountancy (Code 07210011)

(a) **Admission**

Only selected candidates will be allowed to register for the Certificate in the Theory of Accountancy.

(b) **Pass requirements**

- (i) The Certificate in the Theory of Accountancy will only be issued to post-graduate candidates who have passed the following modules for the specialisation Accounting Sciences at the University of Pretoria (or equivalent modules) accepted by the Programme manager of the CA programme:
 - (1) Financial accounting 100 or 101, 201, 300, 700
 - (2) Auditing 200, 300, 700
 - (3) Financial management 200, 300, 700
 - (4) Taxation 200, 300, 700
 - (5) Informatics 112, 181 and 264
 - (6) Commercial law 110, 120, 200
 - (7) Statistics 110, 120
 - (8) Business management 155
 - (9) Economics 110, 120
 - (10) Professional ethics 210
 - (11) Communication management 183
 - (12) Industrial and organisational psychology 181
 - (13) Marketing management 162
- (ii) The Certificate is also issued to other graduate candidates who have passed such undergraduate modules at the University of Pretoria or elsewhere, as required by the Programme manager of the CA programme, as well as Financial accounting 700, Auditing 700, Financial management 700, Taxation 700 at this University.

- (iii) To obtain the CTA, candidates have to enrol for the four modules FRK 700, BEL 700, ODT 700 and FBS 700 and pass these modules in one examination session. Students that write the special examination will not be awarded the CTA.

XI. OTHER REGISTRATIONS

Commerce Special

Individual subjects – not for degree purposes

Undergraduate: (Code 07180001)

Postgraduate: (Code 07280001)

Admission course: Economic and Management Sciences

Undergraduate: (Code 07185001)

Postgraduate: (Code 07285001)

Non-examination purposes

Undergraduate: (Code 07185002)

Postgraduate: (Code 07285002)

FOREIGN CO-OPERATION

Undergraduate: (Code 07185003)

Postgraduate: (Code 07285003)

FOREIGN EXCHANGE STUDENTS

Undergraduate: (Code 07185004)

Postgraduate: (Code 07285004)

XII. LIST OF MODULES IN THE FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

= Concurrent registration
 () = Examination admission
 dpw = discussions per week
 GS = combined (final) mark (semester/year mark plus examination mark) of at least 40% - 49%
 hpw = hours per week
 LP = Lecturer's permission
 lpw = lectures per week
 ppw = practicals per week
 spw = seminars per week
 TDH = Permission by head of department
 tpw = tutorials per week

ABV 320 Labour relations 320

Academic organisation: Human Resource Management

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

The theoretical basis of labour relations

In this section the basic concepts, historical context and theoretical approaches to the field of labour relations will be discussed. The institutional framework in which labour relations operates, will be addressed with particular emphasis on the structural mechanisms and institutional processes. The service relationship that forms the basis of labour relations practices, will also be analysed.

Labour relations practice In this section students are taught the conceptual and practical skills related to practice aspects such as handling of grievances, disciplining, retrenchments, collective bargaining, industrial action and dispute resolution.

BDO 110 Industrial and organisational psychology 110

Academic organisation: Human Resource Management

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Introduction to industrial and organisational psychology

This section is an introduction to the various schools of thought in psychology with particular emphasis on industrial and organisational psychology and its fields of application. The basic principles of scientifically systematising industrial psychological knowledge will be discussed. The biological basis of behaviour will be addressed in order to lay the foundation for the application of ergonomical principles.

Individual processes

This section consists of the principles of learning as found in the work context. The role of perception in the work environment will be discussed by considering aspects such as shape, depth, distance and colour perceptions. Cognition, thought, reasoning, memory, creativity and decision-making will be included. Intelligence will be addressed and placed in an industrial and organisational psychology perspective.

BDO 120 Industrial and organisational psychology 120

Academic organisation: Human Resource Management

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Development and personality

This module consists of a discussion of the life span and important periods in human development with emphasis on their meaning in the work context. With regard to personality, the following themes will be addressed: the cultural context of personality, its formation and determinants of personality; personality as determinant of behaviour as well as the development and maintenance of self-image. Attention will be given to the basic methods of personality measuring and personality assessment.

Man in interaction

The nature and functions of as well as changes in attitudes and values will be discussed in order to gain a better understanding of them in a work context. Causes and handling of aggression will be discussed to get a better understanding of conflict. The causes, kinds and handling of conflict are discussed within a work context. Adaptability to work is addressed to create a basis for the management of a healthy worker corps. Earlier and contemporary motivational theories will be comprehensively discussed to establish a healthy basis for their implementation.

BDO 181 Industrial and organisational psychology 181

Academic organisation: Human Resource Management

Contact time: 3 lpw

Period of presentation: Quarter 2

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

Capita selecta

This module will provide an introduction to personnel psychology, organisational behaviour and labour relations. It will refer to the selection of employees and the training and development of human resources in order to adapt to changing circumstances. The role of leadership in group utilisation and motivation will be treated both theoretically and practically. Labour relations will be studied in terms of institutional processes and the service relationship and will include practical aspects such as the handling of grievances, disciplining and dispute resolution.

BDO 219 Industrial and organisational psychology 219

Academic organisation: Human Resource Management

Prerequisite: BDO 110 GS, 120 GS

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Group behaviour and leadership

This module will focus on organisational behaviour with specific reference to the principles of group behaviour and the role of work teams in the organisation. Particular attention will be paid to group development, group interaction, group structures, group processes and the promotion of team performance in the organisation. Leadership and the effect of power and politics in the organisation will be studied. The function of leadership in individual, group and task-oriented behaviour will also be addressed.

Organisational behaviour

The behavioural basis for organisational structuring and organisation design will be addressed. This will include organisational culture as an important facet in any organisation. The dynamics and approaches to organisational change will be addressed with specific reference to the role of change agents, resistance to change and organisational development with a practical discussion of the contemporary problems of organisational change, personnel turnover, fatigue, boredom, absenteeism, conflict, accidents.

BDO 229 Industrial and organisational psychology 229

Academic organisation: Human Resource Management

Prerequisite: BDO 219 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Employee health and ergonomics

This section focuses on actual and important aspects of safety and health management in organisations, as well as the nature and role of ergonomics therein. These aspects are theoretically and practically covered, providing the student with the knowledge and skills required in the organisational psychology and human resource management field.

Workforce diversity

This section will focus on the development of sensitivity towards a diverse employee corps and the development of mutual respect and tolerance between individuals and groups in any organisation. Particular attention will be given to the prerequisites for the effective implementation of a diversity management programme in an organisation.

BDO 271 Industrial and organisational psychology 271

Academic organisation: Human Resource Management

Contact time: 1 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 12

Module content:

Industrial psychology practice

This module will address the practical applications of leadership in the workplace, groups, organisation structures, organisation change, management of diversity, occupational health, ergonomics and goal achievement in organisations. The following methods will be used in this module: case studies, practical exercises, group work and assignments which have to be integrated with the process of research.

BDO 272 Industrial and organisational psychology 272

Academic organisation: Human Resource Management

Contact time: 1 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 8

Module content:

Psychometrics

This module focuses on the basic concepts of psychological assessment. This includes the following aspects: fundamental, ethical and legal problems in psychological testing; test validity and reliability; test bias; test interpretation methods; the effective application of different kinds of psychometric tests and the use of computers in the application and interpretation of tests.

BDO 319 Industrial and organisational psychology 319

Academic organisation: Human Resource Management

Prerequisite: BDO 110, 120; BDO 219 GS, BDO 229 GS

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Human resource management systems

This section provides an introduction to human resource management systems and addresses current developments and problems in the field, which will be comprehensively addressed and include the following: job analysis, description, specification, and design, remuneration theory and systems, job evaluation and grading as well as benefit and fringe-benefit systems. Remuneration systems as motivation for employees will also be included.

Human resources provision

Human resources provision will be presented from an industrial psychological perspective and will include the following themes: human resources planning; macro and micro variables which could affect personnel forecasting and provision; human resource information systems; the auditing of skills as well as techniques such as recruitment, selection, placement and induction.

BDO 329 Industrial and organisational psychology 329

Academic organisation: Human Resource Management

Prerequisite: BDO 319 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Motivation and performance management

This section will address the main characteristics of a performance management system and will focus on the strategic and motivational value of the process. Performance management will be addressed under the following headings: criteria development; performance planning; data gathering; observation and documenting; performance appraisal; appraisal instruments; performance feedback to promote motivation.

People and career development

This section will address current methods that can be used to develop human resources and to present career development programmes in order to promote performance at both an individual and organisational level. Emphasis will be on needs analysis, curriculum design, goal setting for learning, programme development, preparation of materials, training interventions, presentation and facilitation skills as well as course evaluation. The integration of individual career expectations with the organisation's requirements and strategies will be illustrated based on career development.

BDO 371 Industrial and organisational psychology 371

Academic organisation: Human Resource Management

Contact time: 1 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 15

Module content:

Human resource management practices

In this module the virtual organisation will be established. Students will act as "human resource practitioners" in this organisation. The full spectrum of human resource practices will be applied and practised. The student will be given the opportunity to prepare and present reports, to practise and apply techniques, to work on projects within teams as well as to assess processes.

BDO 372 Industrial and organisational psychology 372

Academic organisation: Human Resource Management

Contact time: 1 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Psychometrics for industrial psychology

This module will focus on the use of psychological tests and other evaluation methods in organisational context. The following themes will be addressed: the transfer of test results in organisations, the measuring of organisational behaviour, apprenticeship tests, assessment centres, video simulation tests, value scales, compilation of capability profiles, trainability tests and work sampling, introduction to the measuring of personality.

BDO 373 Industrial and organisational psychology 373

Academic organisation: Human Resource Management

Prerequisite: RES 151 GS, RES 261 GS

Contact time: 3 lpw

Period of presentation: Quarter 3

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Research methodology for human resources practice

This module places research methodology within the context of human resource management and industrial and organisational psychology. Emphasis is placed on the practical application and conducting of research through practical research projects. This module places emphasis on: problem statement; identification of variables; the use and creation of a questionnaire and interview schedule for the collection of data; selection and application of basic research designs; use and interpretation of descriptive statistics; research ethics in practice; reporting of results through a research report.

BEL 200 Taxation 200

Academic organisation: Taxation

Prerequisite: FRK 100 or FRK 101

Contact time: 1 ppw 3 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 32

Module content:

Introduction to income tax in respect of companies and individuals

In this module an introduction to the administration of deceased and insolvent estates is provided. Specific emphasis is placed on the preparation of the executor's account for deceased estates as well as the trustee's account for insolvent estates. The calculation of estate duty is also dealt with in detail. Introduction to taxation, objection and appeal, gross income, source of income, gross income (special inclusions), exempt income, general deduction formula, assessed losses, special deductions for companies, special deductions for individuals, capital allowances.

BEL 213 Taxation 213

Academic organisation: Taxation

Prerequisite: FRK 111, 121 or FRK 100 or FRK 101. Only available to students taking FRK 211, 221.

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

In this module an introduction to the administration of deceased and insolvent estates is provided. Specific emphasis is placed on the preparation of the executor's account for deceased estates as well as the trustee's account for insolvent estates. The calculation of estate duty is also dealt with in detail. Donations tax.

BEL 220 Taxation 220

Academic organisation: Taxation

Prerequisite: FRK 111, FRK 121 or FRK 100 or FRK 101

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Introduction to income taxation, gross income, gross income (special inclusions), exempt income, general deduction formula, special deductions for individuals, capital allowances, introduction to fringe benefits, provisional taxation and employees' taxation.

BEL 223 Taxation 223

Academic organisation: Taxation

Prerequisite: BEL 213

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Introduction to taxation, gross income, source of income, gross income (special inclusions), exempt income, general deduction formula, assessed losses, special deductions for companies, special deductions for individuals, capital allowances.

BEL 300 Taxation 300

Academic organisation: Taxation

Prerequisite: BEL 200

Contact time: 4 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 40

Module content:

The purpose of the module is to enable the learner to calculate the value-added tax liability and to journalise transactions; calculate the normal tax liability (including the determination of taxable capital gains and assessed capital losses) of individuals, companies, estates and trusts, discuss tax principles; and calculate provisional and employees' tax and to object against an assessment.

BEL 310 Taxation 310

Academic organisation: Taxation

Prerequisite: BEL 213 and BEL 223

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

The purpose of the module is to enable the learner to calculate the value-added tax liability and to journalise transactions; calculation of normal tax liability (including the determination of taxable capital gains and assessed capital losses), dividends and STC, inventory, companies, share dealers, foreign currency.

BEL 320 Taxation 320

Academic organisation: Taxation

Prerequisite: BEL 310

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Taxation of interest, fringe benefits, retirement benefits, taxation of trusts, taxation of partnerships, taxation of farmers, calculation of provisional and employees' tax, objections and appeals against an assessment, tax avoidance and evasion.

BEM 110 Marketing management 110

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Fundamentals of marketing management and marketing instruments

General overview of marketing management, including the marketing concept, the process of marketing management, evolution of marketing and the marketing environment. Consumer entity, market segmentation, positioning and marketing information. Perspective of various marketing instruments in the marketing mix, for example, product decisions, distribution decisions, marketing communication decisions and pricing decisions.

BEM 121 Consumer behaviour and services marketing 121

Academic organisation: Marketing and Communication Management

Prerequisite: BEM 110 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Consumer behaviour

Internal and external influencing factors of consumer behaviour. The consumer's decision process and application fields of consumer behaviour. Consumerisms and social responsibility.

Introduction to the marketing of services

Acquiring basic marketing skills will enhance the capabilities of marketers of services. This module provides an overview of the seven marketing instruments of a professional services marketing mix. The focus will fall on the practical implications of the characteristics of intangible products and the pricing, promotion, placement, physical evidence, process and people dimensions of services marketing.

BEM 162 Marketing management 162

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Quarter 4

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

* Only for BCom (Accounting Sciences) students

Introduction to the marketing of professional services

Acquiring basic marketing skills will enhance the capabilities of professionals in inter alia the accounting profession. This module provides an overview of the seven marketing instruments of a professional services marketing mix. The focus will fall on the practical implications of the characteristics of intangible products and the pricing, promotion, placement, physical evidence, process and people dimensions of professional services.

BEM 211 Marketing management 211

Academic organisation: Marketing and Communication Management

Prerequisite: BEM 110 or BEM 121 with a GS in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Product decisions

Problem statement and concept determination of product decisions, management strategies of the organisation, organisational and product strategy, implementation of the product strategy, product and market development strategy and the product life cycle.

Distribution decisions

The development and management of distribution channels – strategic aims, conventional marketing systems, the main role players, the integration of distribution with the other marketing instruments and relationship marketing; the influence of the external environment on channel design and management; the management of horizontal and vertical marketing systems and the forming of strategic alliances.

BEM 221 Marketing management 221

Academic organisation: Marketing and Communication Management

Prerequisite: BEM 110 or BEM 121 with a GS in the other, BEM 211 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Integrated marketing communication decisions

Integrated marketing communication (IMC) approach; objectives and budgets for IMC programmes; management of advertising; sales promotion; personal selling; direct marketing; sponsorship, interactive media and internet marketing. Evaluation of IMC effectiveness.

Pricing decisions

Influence of cost, demand and competition on effective pricing decisions; financial analysis of market-based pricing; value and price sensitivity; competitive influences on price determination; psychological aspects of pricing and strategic pricing decisions.

BEM 311 Marketing management 311

Academic organisation: Marketing and Communication Management

Prerequisite: BEM 211 or BEM 221 with a GS in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Brand management

The scope of brand awareness, brand name associations and customer-brand relationships. The development of brand name concept management, brand name extensions and co-branding. Exploring direct marketing and brand name management, brand name architecture and brand name custodianship. The brand name communication process, brand name decisions, brand name identity, brand name loyalty and brand name equity. The design of marketing strategies to establish and extend brand name equity.

Marketing research

The use of marketing research in marketing decision making; the process of marketing research, research designs, random tests, consumer surveys, questionnaires, experimentation, observation, data analysis and analyses of marketing models. Scientific approach to marketing information, the influence of modern trends (computers, Internet). Integrated application of marketing research principles are assessed.

BEM 321 Marketing management 321

Academic organisation: Marketing and Communication Management

Prerequisite: BEM 211 or BEM 221 with a GS in the other, BEM 311 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Strategic issues in marketing

Multilevel marketing; relationship marketing; e-marketing; brand loyalty; generation segmentation; knowledge management and ethics in marketing. Case studies, group discussions, seminars, and visits to/by organisations for meaningful integration of the theory and practice.

Strategic marketing

Strategic analysis; customer management; market strategies; globalisation; strategy implementation; marketing planning and strategy evaluation and control. Case studies, group discussions, seminars, and visits to/by organisations for meaningful integration of the theory and practice.

BEM 323 Marketing management 323

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Quarter 3

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Marketing communication decisions.

Integrated marketing communication (IMC) approach; objectives and budgets for IMC programmes; management of advertising; sales promotion; personal selling; direct marketing; sponsorship, interactive media and internet marketing. Evaluation of IMC effectiveness.

BEM 356 Integrated practical marketing project 356

Academic organisation: Marketing and Communication Management

Prerequisite: BEM 211 GS, BEM 221 GS

Contact time: 1 tpw 2 ppw

Period of presentation: Quarter 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*Only for BCom (Marketing management) students.

Students will be required to conduct a practical marketing audit and prepare a tactical marketing plan for a small to medium-sized organisation based on an integrated understanding of the marketing strategy variables. Students will complete the project in groups of three to five and will be required to present their plans in the form of a written report which will be assessed together with an oral presentation to the lecturer and representatives from the specific organisation.

BLB 200 Investment management 200

Academic organisation: Financial Management

Prerequisite: FRK 111, FRK 121 or FRK 100 or FRK 101; STK 110, STK 120, EKN 110, EKN 120

Contact time: 1 ppw 3 lpw

Period of presentation: Year

Language of tuition: English

Credits: 32

Module content:

*Only for BCom (Investment Management) students.

Functioning of the South African financial system, money market instruments: issuers and institutions, capital market instruments: issuers and instruments, types of risk and measuring risk, types of return and measuring return, share markets, rules and regulations of the JSE Securities Exchange, trading activities in the equity market, share price indices, valuation of ordinary shares, and the fundamental analysis of ordinary shares, industry analysis, technical analysis of shares, investment objectives and investment process, asset allocation, local and international bond markets, bond fundamentals, valuation of bonds, mathematics of fixed interest securities, structure of interest rates and yield curves, duration, convexity and immunisation, switching and trading strategies in the bond market, fixed income portfolio strategies.

BLB 300 Investment management 300

Academic organisation: Financial Management

Prerequisite: BLB 200

Contact time: 3 lpw

Period of presentation: Year

Language of tuition: English

Credits: 40

Module content:

*Only for BCom (Investment Management) students.

Efficient market hypothesis, portfolio management, asset allocation, construction of efficient investment portfolios, capital asset pricing models (CAPM and APT), equity portfolio management strategies, performance evaluation of investment portfolios, restructuring of investment portfolios, measuring of financial risk exposure, futures market in South Africa, the use of futures contracts in financial risk management, pricing and the valuation of futures contracts, swaps and forward rate agreements, option markets in South Africa and the valuation of options, option payoffs and trading strategies, warrants and convertible securities, alternative evaluation techniques, real estate investment, venture capital, right issues and capitalisation issues.

EKN 110 Economics 110

Academic organisation: Economics

Contact time: 1 dpw 2 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Conceptualise the interrelationships of the different sectors in South African economy. The functioning of international trade and policy, government economics and policy, the labour market, monetary economics, economic development and environmental economics with specific reference to the South African context. The impact of national and international decisions and events on the South African economy.

EKN 113 Ekonomie 113

Academic organisation: Economics

Prerequisite: At least 3 (40-49%) in Mathematics in the Grade 12 examination or STK 113 (50%) and STK 123 (50%)

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 15

Module content:

Introduction to economics and principles of microeconomics

The scope of economics; the basic theory of demand and supply; price, income and cross elasticity of demand; consumer utility, the utility function and case studies in terms of the utility function; the theory of the firm in the short and long run; market structures, namely the perfect market, monopoly, oligopoly and monopolistic competition; public sector finances; microeconomics versus macroeconomics and economic statistics.

EKN 120 Economics 120

Academic organisation: Economics

Prerequisite: EKN 110 GS or EKN 113 GS and at least 3 (40-49%) in Mathematics in the Grade 12 examination or STK 113 (50%) and STK 123 50%

Contact time: 1 dpw 2 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

The economic environment and problem: working and course of the South African economy; functioning and interrelationships of the different economic sectors. Macroeconomic theory and analysis. Analyse and interpret economic performance criteria: economic growth, inflation, job creation, balance of payments and exchange rate stability, income distribution. Calculate and interpret core economic indicators. Basic microeconomic principles: demand analysis (consumer theory); supply analysis (producer theory). Market analysis: market equilibrium; price determination; market forms; market failure; calculate and interpret price, income and cross elasticities.

EKN 123 Economics 123

Academic organisation: Economics

Prerequisite: EKN 113 GS and at least 3 (40-49%) in Mathematics in the Grade 12 examination or STK 113 (50%) and STK 123 (50%)

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 15

Module content:

National income and principles of macroeconomics

The mechanics of national income accounts, the Keynesian macroeconomic model, the money market, demand for money and money supply, money and credit creation and the role of the monetary authorities. The IS-LM model of macroeconomic equilibrium and monetary and fiscal policy applications. The aggregate demand and supply models with the debate between the classical school, the monetarists and the Keynesian school. The problems of inflation and unemployment. Macroeconomic issues, namely macroeconomic policy, international trade, the balance of payments and economic growth.

EKN 214 Economics 214

Academic organisation: Economics

Prerequisite: EKN 110 GS and EKN 120 or EKN 113 GS and EKN 123 and STK 110 GS and STK 120 GS

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Macroeconomics

From Wall and Bay Street to Diagonal Street: a thorough understanding of the mechanisms and theories explaining the workings of the economy is essential. Macroeconomic insight is provided on the real market, the money market, two market equilibrium, monetarism, growth theory, cyclical analysis, inflation, Keynesian general equilibrium analysis and fiscal and monetary policy issues. Mathematics for economics and econometric analysis of macroeconomic issues.

EKN 215 Economics 215

Academic organisation: Economics

Prerequisite: EKN 110 GS and EKN 120 or EKN 113 GS and EKN 123, STK 110 GS and STK 120 GS

Contact time: 1 dpw 2 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Monetary economics

The role and elements of the financial system in the economy, economic description, functions, historic development, legal framework and asset and liability structures of financial institutions in South Africa. Financial instruments in the money market, financial instruments in the capital market, fixed interest securities market, variable interest securities market, stock market (shares), capital market instruments, foreign exchange market and instruments, futures market and contracts, options market and contracts.

The meaning and functions of money, understanding interest rates, portfolio choice, the behaviour of interest rates, risk and term structure of interest rates, an economic analysis of the financial structure, multiple deposit creation and the money supply process, determinants of the money supply, the demand for money (different schools of thought) transmission mechanisms of monetary policy, money and inflation, theory of rational expectations and efficient capital markets, rational expectations and implications for policy.

Global finance and the world economic environment, international monetary system, Eurocurrency market and offshore banking, overview of the global financial markets,

the current monetary policy framework and policy process in South Africa, possible future developments (including inflationary targets and modern central banking trends), bank regulation: the key role banks must play in the financial system and the basic reason for bank regulation and electronic banking.

EKN 224 Economics 224

Academic organisation: Economics

Prerequisite: EKN 110 or EKN113, STK 110, EKN 214 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Microeconomics

Microeconomic insight is provided into: consumer and producer theory, general microeconomic equilibrium, Pareto-optimality and optimality of the price mechanism, welfare economics, market forms and the production structure of South Africa. Statistic and econometric analysis of microeconomic issues.

EKN 225 Economics 225

Academic organisation: Economics

Prerequisite: EKN 110 or EKN 113, STK 110, EKN 214 GS

Contact time: 1 dpw 2 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Economic thought and development

History of economic thought and capita selecta from development issues. Economic systems: types, origin and historical development, history of economic thought, the history of western and other economic systems.

EKN 310 Economics 310

Academic organisation: Economics

Prerequisite: EKN 214, EKN 224 and STK 120

Contact time: 1 dpw 2 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Public finance

Role of government in the economy. Welfare economics and theory of optimality. Ways of correcting market failures. Government expenditure theories, models and programmes. Government revenue. Models on taxation, effects of taxation on the economy. Assessment of taxation from an optimality and efficiency point of view. South African perspective on public finance.

EKN 314 Economics 314

Academic organisation: Economics

Prerequisite: EKN 214, EKN 224 and STK 120

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

International trade/finance

International economic insight is provided into international economic relations and history, theory of international trade, international capital movements, international trade politics, economic and customs unions and other forms of regional cooperation and integration, international monetary relations, foreign exchange markets, exchange rate issues and the balance of payments, as well as open economy macroeconomic issues.

EKN 320 Economics 320

Academic organisation: Economics

Prerequisite: EKN 310 GS

Contact time: 1 dpw 2 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Economic analyses

Identification, collection and interpretation process of relevant economic data; the national accounts (i.e. income and production accounts, the national financial account, the balance of payments and input-output tables); economic growth; inflation; employment, unemployment, wages, productivity and income distribution; business cycles; financial indicators; fiscal indicators; social indicators; international comparisons; relationships between economic time series - regression analysis; long-term future studies and scenario analysis; overall assessment of the South African economy over the period from 1960 onwards.

EKN 325 Economics 325

Academic organisation: Economics

Prerequisite: EKN 310 GS, EKN 314 GS

Contact time: 1 dpw 2 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Economic policy and development: capita selecta

Political economy: several macroeconomic policy issues such as fiscal and monetary policy, international trade policy, labour policy and competition policy. Economic development is studied from the perspective of South Africa as a developing nation. Several capita selecta is covered with the focus on sustainability of development in the South African and regional context.

FBS 112 Financial management 112

Academic organisation: Financial Management

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 10

Module content:

Key principles of financial management. Company ownership. Taxation. Introduction to financial statements. Structure of financial statements. Depreciation and reserves. Preparing financial statements. Group financial statements and insurance company financial statements. Interpretation of financial statements. Limitation of financial statements. Issue of share capital.

FBS 122 Financial management 122

Academic organisation: Financial Management

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

Financial instruments. Use of financial derivatives. Financial institutions. Time value of money. Component cost of capital. Weighted average cost of capital. Capital structure and dividend policy. Capital project appraisal. Evaluating risky investments.

FBS 200 Financial management 200

Academic organisation: Financial Management

Prerequisite: FRK 100 or FRK 101

Contact time: 3 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 32

Module content:

*Only for BCom (Accounting Sciences) students

The purpose and functioning of management accounting, cost classification. The determination of product costs including raw material costs, labour costs, overheads and the allocation thereof according to traditional and activity-based costing methods, inventory management, the accumulation of costs according to job and process costing systems, the treatment of joint and by-products and the determination of costs according to a direct and absorption costing approach. Decisionmaking with reference to cost-volume-profit ratios, relevant costs, risk and uncertainty, decision trees, linear programming and capital investment budgets. Planning and control through the application of quantitative techniques, budgets and standard costing.

FBS 210 Financial management 210

Academic organisation: Financial Management

Prerequisite: FRK 111 and 121 or FRK 100 or 101 and FRK 211 registered for simultaneously.

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

*Only for BCom (Financial Management Sciences, Investment Management, Internal Auditing and Law) students.

Framework and purpose of financial management; understanding financial statements; analysis of financial statements for decision making; time value of money; risk and return relationships; business valuation; short-term planning; current asset management; long-term financing decisions.

FBS 212 Financial management 212

Academic organisation: Financial Management

Prerequisite: FRK 111 and 121/122 or FRK 100 or FRK 101

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Role and environment of financial management; financial statement analysis; cash flow and financial planning; time value of money; risk and return. Capital investment decisions; working capital management.

FBS 220 Financial management 220

Academic organisation: Financial Management

Prerequisite: FRK 211 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

*Only for BCom (Financial Management Sciences, Investment Management, Internal Auditing and Law) students.

The purpose and functioning of management accounting, cost classification; the determination of product costs including raw material costs, labour costs, overheads and its allocation according to traditional and activity-based costing methods, inventory management, the accumulation of costs according to job and process costing systems, the treatment of joint and by-products and the determination of costs according to a direct and absorption costing approach; decisionmaking with reference to cost-volume-profit ratios, relevant costs, risk and uncertainty.

FBS 222 Financial management 222

Academic organisation: Financial Management

Prerequisite: FRK 111 and 122 or 121

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Introduction to management accounting; Cost terms, concepts and classifications; Job-order costing; Process costing; Cost behaviour; Variable versus absorption costing; Cost-volume profit relationships; Budgeting.

FBS 300 Financial management 300

Academic organisation: Financial Management

Prerequisite: FBS 200

Contact time: 4 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 40

Module content:

*Only for BCom (Financial Management Sciences) students

The purpose and functioning of management accounting, cost classification. The determination of product costs including raw material costs, labour costs, overheads and its allocation according to traditional and activity-based costing methods, the accumulation of costs according to job and process costing systems, the treatment of joint and by-products and the determination of costs according to a direct and absorption costing approach. Decisionmaking with reference to cost-volume-profit ratios, relevant costs, risk and uncertainty, decision trees, linear programming and capital investment budgets, principles of project management. Planning and control through the application of quantitative techniques, budgets and standard costing. Performance measurement by means of the principles of responsibility accounting and the determination of transfer prices.

Financial management by taking cognisance of the purpose of financial management, working capital management, financing decisions, cost of capital, dividend policy, capital structure decisions, share valuation. The student should be capable of applying the underlying theory to advance case studies.

FBS 310 Financial management 310

Academic organisation: Financial Management

Prerequisite: Admission to the examination in FBS 220; FRK 211 and FRK 221

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*Only for BCom (Financial Management Sciences, Investment Management, Internal Auditing and Law) students.

Standard costing with reference to application and evaluation; preparation and evaluation of plans, budgets and forecasts; techniques for allocating and managing resources; costing and accounting systems evaluation; techniques used in management decision making; new developments in business and management accounting; case study perspective.

FBS 320 Financial management 320

Academic organisation: Financial Management

Prerequisite: Admission to the examination in FBS 210

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*Only for BCom (Financial Management Sciences, Investment Management, Internal Auditing and Law) students.

Cost of capital; determination of capital requirements and the financing of a business to maintain the optimal capital structure; the investment decision and the study of financial selection criteria in the evaluation of capital investment projects; impact of inflation and risk on capital investment decisions; evaluation of leasing decisions; dividend decisions; international financial management.

FBS 321 Financial management 321

Academic organisation: Financial Management

Prerequisite: Admission to examination in FBS 220, FRK 211 and FRK 221

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*Only available for BCom (Financial Management) students

Cost management. Strategic management accounting. Cost estimation and cost behaviour. Quantitative models for stock control. Application of linear programming in management accounting. Various management accounting techniques. Valuation principles and practices: an introduction to security analysis. Analysis and management of bonds: bond fundamentals, analysis and valuation of bonds. Developments in investment theory: introduction to portfolio management and asset pricing models.

FRK 100 Financial accounting 100

Academic organisation: Accounting

Prerequisite: 5 (60-69%) for Accounting in Grade 12

Contact time: 4 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 24

Module content:

*Only available for BCom (Accounting Sciences) students

(This is a core module for BCom (Accounting Sciences) that forms part of the CA Programme. Modules are compiled and presented taking cognisance of the requirements of the SAICA syllabus.)

An introduction to the theory of accounting; the accounting equation; inventory; noncurrent assets; investments; borrowings; the processing of data from journals to trial balance; annual financial statements of sole proprietors; departmental accounts; tracing and correction of errors; incomplete records; branch accounting; enterprises without profit motive; temporary and permanent partnerships; partnership accounts; close corporations; companies; conversions; manufacturing enterprises; interest calculations; insurance claims; analysis and interpretation of financial statements using a cash flow statement.

A technical ability to apply the aforementioned knowledge to complex problems is essential.

FRK 101 Financial accounting 101

Academic organisation: Accounting

Contact time: 6 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 24

Module content:

*Only available for BCom (Accounting Sciences) students

*Students who were registered for FRK 101 in a previous academic year and did not pass the module, are compelled to register for FRK 101 again and may not register for FRK 100.

(This is a core module for BCom (Accounting Sciences) that forms part of the CA Programme. Modules are compiled and presented taking cognisance of the requirements of the SAICA syllabus.)

An introduction to the theory of accounting; basic accounting equation; accounting procedures from source documents via subsidiary books to general ledger and trial balance; financial statements of a sole proprietorship; adjustments to financial statements; control accounts; departmental accounts; bank reconciliation statements; bills; inventory; non-current assets; investments; borrowings; interest calculations; insurance claims; enterprises without profit motive; branch accounting; joint ventures; partnerships; close corporations; companies; conversions; analysis and interpretation of financial statements using cashflow statement; manufacturing enterprises; tracing and correction of errors; incomplete records. A technical ability to apply the aforementioned knowledge to complex problems is essential.

FRK 111 Financial accounting 111

Academic organisation: Accounting

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

The nature and function of accounting; the development of accounting; financial position; financial result; the recording process; processing of accounting data; treatment of VAT; elementary income statement and balance sheet; flow of documents; accounting systems; introduction to internal control and internal control measures; bank reconciliations; control accounts; adjustments; financial statements of a sole proprietorship; the accounting framework.

FRK 121 Financial accounting 121

Academic organisation: Accounting

Prerequisite: FRK 111 GS

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 12

Module content:

Property, plant and equipment; intangible assets; inventories; liabilities; presentation of financial statements; enterprises without profit motive; partnerships; companies; close corporations; cashflow statements; analysis and interpretation of financial statements.

FRK 122 Financial accounting 122

Academic organisation: Accounting

Prerequisite: FRK 111 GS

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 12

Module content:

Budgeting, payroll accounting, taxation – income tax and an introduction to other types of taxes, credit and the new Credit Act, insurance, accounting for inventories (focus on inventory and the accounting entries, not calculations), interpretation of financial statements.

FRK 201 Financial accounting 201

Academic organisation: Accounting

Prerequisite: FRK 100 or FRK 101

Contact time: 4 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 32

Module content:

*Only for BCom (Accounting Sciences) students

(This is a core module for BCom (Accounting Sciences) that forms part of the CA Programme. Modules are compiled and presented taking cognisance of the requirements of the SAICA syllabus.)

Preparation and presentation of company annual financial statements in compliance with the requirements of the Companies Act and Statements of Generally Accepted Accounting Practice relating to the following: the presentation of financial statements; revenue; inventory; property, plant and equipment; investment properties; impairment (of individual assets); provisions; leases; events after the balance sheet date; earnings per share; accounting policies, changes in accounting estimates and errors; certain aspects of financial instruments. Introduction to consolidations, including basic consolidation techniques for both wholly-owned and partly-owned subsidiaries. Certain aspects of the Companies Act, including directors' emoluments and Schedule 4.

A technical ability to apply the aforementioned knowledge to complex problems is essential.

FRK 211 Financial accounting 211

Academic organisation: Accounting

Prerequisite: FRK 111 and FRK 121 or FRK 100/101

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Preparation and presentation of company annual financial statements in compliance with the requirements of the Companies Act, the Framework and Statements of Generally Accepted Accounting Practice relating to the following: presentation of financial statements; revenue; investments; provisions, contingent liabilities and contingent assets; events after the balance sheet date; inventories; income taxes; leases; property, plant and equipment; impairment of assets; intangible assets; investment property, changes in accounting estimates and errors; introduction to financial instruments.

FRK 221 Financial accounting 221

Academic organisation: Accounting

Prerequisite: FRK 211 GS

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Preparation and presentation of company annual financial statements in compliance with the requirements of Statements of Generally Accepted Accounting Practice relating to the following: employee benefits; the effects of changes in foreign exchange rates; accounting policies; earnings per share; cashflow statements; interests in joint ventures. Branch accounting. Introduction to consolidations, including basic consolidation techniques for both wholly-owned and partly-owned subsidiaries. Introduction to public sector accounting.

FRK 300 Financial accounting 300

Academic organisation: Accounting

Prerequisite: FRK 201

Contact time: 5 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 40

Module content:

*Only available for BCom (Accounting Sciences) students

(This is a core module for BCom (Accounting Sciences) that forms part of the CA Programme. Modules are compiled and presented taking cognisance of the requirements of the SAICA syllabus.)

Revision of work covered in FRK 201 and application of this knowledge to advanced problems. Preparation and presentation of company annual financial statements in compliance with the requirements of Statements of Generally Accepted Accounting Practice relating to the following: income taxes; leases (including sale and leaseback transactions); property, plant and equipment; investment properties; provisions; events after the balance sheet date; earnings per share (including headline earnings); intangible assets; impairment (including introduction to cash generating units); government grants; the effects of changes in foreign exchange rates (including hedge accounting); borrowing costs; employee benefits; non-current assets held for sale and discontinued operations; associates; joint ventures; cashflow statements; further aspects of financial instruments. Complex consolidation issues, including intra-group transactions; dividends; preference shares; revaluations; horizontal, vertical and mixed groups; insolvent subsidiaries; the acquisition of an additional interest. Analysis and interpretation of financial statements, as well as changes in capital structures.

A technical ability to apply the aforementioned knowledge to complex problems is essential.

FRK 311 Financial accounting 311

Academic organisation: Accounting

Prerequisite: FRK 211, FRK 221

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Preparation and presentation of company annual financial statements in compliance with the requirements of Statements of Generally Accepted Accounting Practice relating to the following: income taxes; property, plant and equipment; impairment; non-current assets held for sale; intangible assets; investment property; borrowing costs; leases; accounting policies; changes in accounting estimates and errors; segment reporting; certain aspects of financial instruments.

FRK 321 Financial accounting 321

Academic organisation: Accounting

Prerequisite: FRK 311 GS

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Preparation and presentation of company annual financial statements in compliance with the requirements of Statements of Generally Accepted Accounting Practice relating to the following: the effects of changes in foreign exchange rates; earnings per share; related party disclosure; associates. Complex consolidation issues, including intra-group transactions; dividends; preference shares; revaluations; horizontal, vertical and mixed groups; insolvent subsidiaries; change of interest; consolidated cashflow statement.

IAD 120 International Administration 120

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin (Option: Public Administration) students

Introduction to international Public Administration. Internationalisation and globalisation – an overview of 20th century international relations. Management and administration in an international context.

IAD 220 International Administration 220

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 16

Module content:

*Only available for BAdmin (Option: Public Administration) students.

Role and function of international organisations: An administrative and management review of United Nations, International Monetary Fund, World Bank, World Trade Organisation and United Nations Development Programme. Role and function of the South African Department of International Relations and Cooperation.

IAD 320 Internazionale Administrasie 320

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

*Only available for BAdmin (Option: Public Administration) students

The module describes the role and function of present-day international organisations. Specific emphasis is placed on organisations with an African focus, including the following:

- African Union
- Economic Commission for Africa
- New Partnership for Africa's Development
- Southern African Development Community

IOK 211 Internal auditing 211

Academic organisation: Auditing

Prerequisite: FRK 111 and FRK 121

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Nature, objectives, history and development of internal auditing. The internal auditing profession and the role of the Institute of Internal Auditors. Relationship between internal auditing and other related disciplines and individuals for example external auditing, the audit committee and board of directors. Ethical code and standards of internal auditors. An organisation's internal control environment and internal control systems. The internal audit process and tools and techniques used during the audit, for example preliminary surveys, risk assessment, working papers, and audit programmes.

IOK 221 Internal auditing 221

Academic organisation: Auditing

Prerequisite: IOK 211 GS

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Study of internal control systems of selected organisational activity. Identification of weaknesses, risks and controls in the system. The audit of internal control systems and the audit of financial statements. A knowledge of operational audits.

IOK 311 Internal auditing 311

Academic organisation: Auditing

Prerequisite: IOK 211 and IOK 221

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Statistical sampling. The role of the internal auditor in electronic data processing. Computer auditing. The use of a computer during the audit process.

IOK 321 Internal auditing 321

Academic organisation: Auditing

Prerequisite: IOK 311 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Knowledge of the various types of audits. The ability to conduct operational, compliance and financial audits. Understanding of enterprisewide risk management, various internal control frameworks/models and corporate governance. Ethical considerations in the work place. Relevant legislation and other guidelines that affect the internal audit profession: King II Report, Public Finance Management Act and Sarbanes-Oxley Act. Relationship with the audit committee.

IOK 325 Internal auditing 325

Academic organisation: Auditing

Prerequisite: IOK 311 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

*Only for BCom (Option: Taxation) students

Knowledge of various codes and legislation. Compliance of tax laws. Risk analysis of the financial statements for tax purposes (general). Audit of risks identified. Special areas of compliance: contractor schedule, PAYE, income tax, IT14, VAT.

IRL 110 Intergovernmental relations 110

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 10

Module content:

* Only available for BAdmin (Option: Public Administration) students

Defining the concept of intergovernmental, intragovernmental, extragovernmental, international intergovernmental and cooperative government. South African system of cooperative government.

IRL 210 Intergovernmental relations 210

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

* Only available for BAdmin (Option: Public Administration) students

Intergovernmental structures: national, provincial and local spheres of government. Administration of intergovernmental relations. Intergovernmental transacting.

IRL 310 Intergovernmental relations 310

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 20

Module content:

* Only available for BAdmin (Option: Public Administration) students

The study in comparative intergovernmental relations is aimed at studying the manner in which intergovernmental structures across national boundaries are established, maintained and monitored. The module emphasises intergovernmental structures created to ensure social and political stability in Africa.

KOB 110 Communication management 110

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

*Only for BCom (Marketing Management) and BCom Communication Management) students

Fundamentals of communication

Studying the fundamentals of communication is tied to a thorough understanding of communication in the business environment. Key principles and theories within various contexts of human communication are dealt with and related to systems thinking in ethical business practice. The semester is further enhanced by explicating dialectical thinking and the management of conflict within the contexts of intra, dyadic, inter, group (team), organisational, public and mass communication.

KOB 120 Communication management 120

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

*Only for BCom (Marketing Management) and BCom (Communication Management) students

Fundamentals of communication management.

The integration and coordination of ethical communication is of paramount importance in communication management. The alignment of enterprise, corporate and corporate communication strategies is achieved through the management of communication. This process transpires on the micro, meso and macro levels of the organisation and applies to both the internal and external environments. To further strengthen the concept of communication as a business solution, students are introduced to the communication toolbox that encapsulates the various communicative options and techniques. Learners are assessed on their application of the theoretical underpinnings with real-life/current case studies. Communication research techniques are introduced.

KOB 181 Communication management 181

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Quarter 1

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

*Module content will be adapted in accordance with the appropriate degree programme. Only one of KOB 181 - 184 may be taken as a module where necessary for a programme.

Applied business communication skills

Acquiring basic business communication skills will enhance the capabilities of employees, managers and leaders in the business environment. An overview of applied skills on the intrapersonal, dyadic, interpersonal, group (team), organisational, public and mass communication contexts is provided. The practical part of the module (for example, the writing of business reports and presentation skills) concentrates on the performance dimensions of these skills as applied to particular professions.

KOB 182 Communication management 182

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Quarter 2

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

*Module content will be adapted in accordance with the appropriate degree programme. Only one of KOB 181 - 184 may be taken as a module where necessary for a programme.

Applied business communication skills

Acquiring basic business communication skills will enhance the capabilities of employees, managers and leaders in the business environment. An overview of applied skills on the intrapersonal, dyadic, interpersonal, group (team), organisational, public and mass communication contexts is provided. The practical part of the module (for example, the writing of business reports and presentation skills) concentrates on the performance dimensions of these skills as applied to particular professions.

KOB 183 Communication management 183

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Quarter 3

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

*Module content will be adapted in accordance with the appropriate degree programme. Only one of KOB 181 - 184 may be taken as a module where necessary for a programme.

Applied business communication skills

Acquiring basic business communication skills will enhance the capabilities of employees, managers and leaders in the business environment. An overview of applied skills on the intrapersonal, dyadic, interpersonal, group (team), organisational, public and mass communication contexts is provided.

The practical part of the module (for example, the writing of business reports and presentation skills) concentrates on the performance dimensions of these skills as applied to particular professions.

KOB 184 Communication management 184

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Quarter 4

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

*Module content will be adapted in accordance with the appropriate degree programme. Only one of KOB 181 - 184 may be taken as a module where necessary for a programme.

Applied business communication skills

Acquiring basic business communication skills will enhance the capabilities of employees, managers and leaders in the business environment. An overview of applied skills on the intrapersonal, dyadic, interpersonal, group (team), organisational, public and mass communication contexts is provided. The practical part of the module (for example, the writing of business reports and presentation skills) concentrates on the performance dimensions of these skills as applied to particular professions.

KOB 210 Communication management 210

Academic organisation: Marketing and Communication Management

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Management communication

Based on the paradigm of Integrated Communication (IC), this module covers management communication theory, leadership and supervisory communication, as well as the management of change and transformation through communication. Management communication in the global arena focuses on the dynamics and celebration of diversity and intercultural relations. Managers should take cognisance of the importance of development communication in both a business and community context. The importance of ethical considerations in managerial and leadership communication is emphasised. After explaining quantitative and qualitative research designs, appropriate communication research techniques are explored.

KOB 220 Communication management 220

Academic organisation: Marketing and Communication Management

Prerequisite: KOB 210 GS

Contact time: 1 web-based period per week 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Organisational communication management

Through the utilisation of organisational communication management theories, a study is made of group and team communication, with specific emphasis on facilitation, negotiation and innovation. Knowledge management, internal communication, culture and organisational climate are core components of the complex dynamics of the sharing of meaning within the organisation. The function of strategic communication is emphasised throughout. Ethical considerations in organisational communication management are also stressed and appropriate research techniques are presented.

KOB 310 Communication management 310

Academic organisation: Marketing and Communication Management

Prerequisite: KOB 210 or KOB 220 with a GS in the other

Contact time: 1 web-based period per week 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Strategic communication management

Integrated Communication (IC) presupposes the alignment and subsequent implementation of the enterprise, corporate and corporate communication strategies of the organisation. The corporate positioning that results from these strategies is

communicated through the organisation's unique reputation, image, identity and brand. Environmental scanning furthermore enables the organisation to identify and address issues, risks and possible crises that can influence this positioning. Current corporate governance thinking supports the principle of a symbiotic relationship between business and society by emphasising economic, environmental and social sustainability (the triple bottomline). This culminates in a new realisation of the organisation's corporate social responsibility and its role as a corporate citizen. Ethics in strategic management are highlighted and applicable research techniques are analysed.

KOB 320 Communication management 320

Academic organisation: Marketing and Communication Management

Prerequisite: KOB 210 or KOB 220 with a GS in the other, KOB 310 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Strategic relationship management

The strategic management of internal and external relationships is essential for the organisation's "licence to operate". Stakeholder theories provide a framework for managing relationships with stakeholders such as employees, investors, media and the government. The growing significance and potential impact of activism on organisational performance, justifies the management of such pressure groups through communication. Deontological and teleological ethical approaches are investigated in the strategic management of relationships. The complexity of ethical decisionmaking in the modern business environment, as well as anti-ethics and African ethics amongst others, are also studied. Perception, social and stakeholder audits are examples of idiosyncratic research designs undertaken in strategic reputation management.

KOB 356 Integrated practical communication project 356

Academic organisation: Marketing and Communication Management

Contact time: 2 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

* Only for BCom (Marketing Management) and BCom (Communication Management) students

Students will be required to develop and suggest the implementation of a communication strategy for a particular client. This process entails thorough research by means of continuous liaising with the client. Students will present the integrated practical project supported by a written proposal. Lecturers and representatives from the client will assess the projects.

NME 220 Research methodology 220

Academic organisation: School of Public Management and Administration

Contact time: 2 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 16

Module content:

Introduction to research in public administration

Aspects of research; types of research; sources of topics for scientific research; basic

reading techniques for literature review; demarcation of the research problem; formulating a hypothesis; writing a research proposal; methods for collecting data; data collection and sampling; data analysis; research report; technical aspects of report writing; list of references/sources.

OBS 114 Business management 114

Academic organisation: Business Management

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

Introduction to business management as a science; the environment in which the enterprise operates; the field of business, the mission and goals of an enterprise; management and entrepreneurship. The choice of a form of enterprise; the choice of products and/or services; profit and cost planning for different sizes of operating units; the choice of location; the nature of production processes and the layout of the plant or operating unit.

Introduction to and overview of general management, especially regarding the five management tasks: strategic management; contemporary developments and management issues; financial management; marketing and public relations. Introduction to and overview of the value chain model; management of the input; management of the purchasing function; management of the transformation process with specific reference to production and operations management; human resources management and information management; corporate governance and black economic empowerment (BEE).

OBS 124 Business management 124

Academic organisation: Business Management

Prerequisite: Admission to the examination in OBS 114

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 10

Module content:

The nature and development of entrepreneurship; the individual entrepreneur and characteristics of South African entrepreneurs. Looking at the window of opportunity. Getting started (business start up). Exploring different routes to entrepreneurship: entering a family business, buying a franchise, home-based business and the business buyout. This semester also covers how entrepreneurs can network and find support in their environments. Case studies of successful entrepreneurs - also South African entrepreneurs - are studied.

OBS 155 Business management 155

Academic organisation: Business Management

Contact time: 3 lpw

Period of presentation: Quarter 1

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

*Module content will be adapted in accordance with the appropriate degree programme.

A brief introduction to business management which includes a description of a business enterprise and its environments and stakeholders; the business person's task in establishing a business, and the obtaining of finance; the general management

principles which are used to manage the whole enterprise and its different functions in order to ensure competitiveness.

OBS 156 Business management 156

Academic organisation: Business Management

Contact time: 3 lpw

Period of presentation: Quarter 2

Language of tuition: Both Afr and Eng

Credits: 5

Module content:

*Module content will be adapted in accordance with the appropriate degree programme.

A brief introduction to business management which includes a description of a business enterprise and its environments and stakeholders; the business person's task in establishing a business, and the obtaining of finance; the general management principles which are used to manage the whole enterprise and its different functions in order to ensure competitiveness.

OBS 210 Business management 210

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Logistics management

The role of logistics in an enterprise; definition and scope of customer service; electronic and other logistics information systems; inventory management; materials management with special reference to Japanese systems; management of the supply chain. Methods of transport and transport costs; types and costs of warehousing; electronic aids in materials handling; cost and price determination of purchases; organising for logistics management; methods for improving logistics performance.

OBS 213 Entrepreneurship 213

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

*Only for BCom (Entrepreneurship) students

Creativity, innovation and identification of opportunities: synopsis of creativity; techniques to facilitate creativity; barriers to creativity; creative versus critical thinking.

Creative problem-solving and identification of opportunities: identification of opportunities; development of ideas; evaluation and prioritising of ideas.

Reinforcement of personal attributes: personal attributes and actions to facilitate creativity; enhancement of intuitive abilities.

OBS 216 Supply chain management 216

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

*Only for BCom (Option: Supply Chain Management) students

The role of purchasing in the supply chain, decisionmaking in purchasing, the purchasing process, markets and products, purchasing intelligence, outsourcing and risk management, sourcing strategy, new product development and quality control, purchasing performance management, supplier assessment, negotiating techniques and facilities management and buying of services.

OBS 220 Business management 220

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Project management: Introduction

Project management concepts; needs identification; the project, the project manager and the project team; types of project organisations; project communication and documentation.

Planning and control: planning, scheduling and schedule control of projects; resource considerations and allocations; cost planning and performance evaluation.

OBS 223 Entrepreneurship 223

Academic organisation: Business Management

Prerequisite: OBS 213 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

*Only for BCom (Entrepreneurship) students

Entrepreneurial process; new ideas; identification of opportunities; the entrepreneurial mind in action; the entrepreneurial manager; new business plans. Ethics and the entrepreneur; management of growth; entrepreneurs in unsuccessful businesses and closure of the entrepreneurial process (harvesting).

OBS 226 Supply chain management 226

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 16

Module content:

*Only for BCom (Option: Supply Chain Management) students

Operations strategy and competitiveness; process analysis, product design and process selection; manufacturing; services; total quality management; operations reengineering; supply chain strategy; capacity management; just-in-time systems; forecasting; aggregate sales and operation planning; inventory control; operational scheduling; material requirements planning and theory of constraints.

OBS 310 Business management 310

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Human resource management and development

The environment in which human resource management takes place; job analysis; strategic human resource planning; equal employment opportunities; planning and management of training; development and careers; functioning in a global environment.

Negotiation and collective bargaining

The nature of negotiation; preparation for negotiation; negotiating for purposes of climate creation; persuasive communication; handling conflict and aggression; specialised negotiation and collective bargaining in the South African context.

OBS 311 Entrepreneurship 311

Academic organisation: Business Management

Prerequisite: OBS 114

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*General service module available as elective for other degree programmes.

Characteristics and description of entrepreneurship; the entrepreneurial process; identification of opportunities;

new business opportunities; the entrepreneurial manager and the entrepreneurial team. The small business enabling environment; management of growth and development of a small business and the compilation of a business plan.

OBS 313 Entrepreneurship 313

Academic organisation: Business Management

Prerequisite: OBS 114,124 and 213 with admission to the examination in OBS 223

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 20

Module content:

*Only for BCom (Entrepreneurship) students

Nature of small business management; management of entrepreneurial opportunities; management of the business plan; small business marketing; purchasing; operational and financial management. Social and legal small business environment in South Africa: all legal requirements entrepreneurial businesses have to comply with.

OBS 315 E-business 315

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*BCom (Informatics) students are not allowed to take OBS 315 and OBS 325 as elective modules for degree purposes.

Introduction to electronic business: An introduction to the field of electronic business in

which the implications of electronic business on the enterprise and existing business models are dealt with. Some business applications concerning aspects of e-law are also dealt with.

OBS 316 Supply chain management 316

Academic organisation: Business Management

Prerequisite: OBS 114, OBS 124 with admission to the examination in OBS 216 and OBS 226

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 20

Module content:

*Only for BCom (Option: Supply Chain Management) students

The transport environment; model selection and intermodel combinations; fundamental transport economics; transport planning; transport operations; transport legislation; transport strategies; warehouse methodologies; warehouse location and design; material handling equipment; warehouse operations; key performance indications and performance requirements.

OBS 320 Business management 320

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Strategic management analysis and formulation

Basic concepts; formulation of mission; policy and objectives; external evaluation of the business environment; internal evaluation of the enterprise; including intellectual assets; the formulation and development of a strategic plan.

Strategic management implementation

The role of management in strategy implementation; budgets as instrument in the implementation process; leading processes of change within enterprises; supporting policies, procedures and information systems for implementation in the various functional areas; evaluation and control of implementation.

OBS 321 Entrepreneurship 321

Academic organisation: Business Management

Prerequisite: Admission to the examination in OBS 311

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*General service module available as elective module for other degree programmes.

Performance motivation: development of positive motives; role models; determining of the level of achievement motivation; reinforcement of the need for performance motivation; strategies and action plans. Creativity, innovation, need for achievement, entrepreneurial role models and the development of risk propensity.

OBS 323 Entrepreneurship 323

Academic organisation: Business Management

Prerequisite: Admission to the examination in OBS 313

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

*Only for BCom (Entrepreneurship) students

Development of performance motivation; development of positive motives; role models; level of performance motivation; reinforcement of performance motivation; strategies and action plans. Franchising, small business consultation, business acquisitions, mentorship, female entrepreneurs, family business, home industries and management of growth.

OBS 325 E-commerce 325

Academic organisation: Business Management

Prerequisite: OBS 114 or 124 with admission to the examination in the other

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

*BCom (Informatics) students are not allowed to take OBS 315 and OBS 325 as elective modules for degree purposes.

Introduction to electronic commerce: An introduction to the domain of electronic commerce in which the implications of online trading on the enterprise and existing business models are studied. Strategic positioning of the enterprise via electronic commerce activities will be introduced. Some business applications concerning e-law with regard to e-commerce are also dealt with.

OBS 326 Supply chain management 326

Academic organisation: Business Management

Prerequisite: OBS 316 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

*Only for BCom [Option: Supply Chain Management] students

Corporate alignments; competitive positioning; customer service design; strategy design; channel strategy; network design; supply chain relationships; supply chain design; supplier alignment; operations alignment; distribution alignment; demand alignment and logistics information systems.

OBS 359 International business management 359

Academic organisation: Business Management

Prerequisite: OBS 114 or OBS 124 with admission to the examination in the other

Contact time: 2 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Introduction to international management

International business management; the process of internationalisation; growth in international trade and investment; the evolution of multinational enterprises; management perspectives on international trade and international trade theories; international trade regulation; economic integration; the formation of trading blocks, and free-trade areas.

The international business environment

The cultural environment of international business; the political and legal environments as well as the economic environment of international business; the international monetary system; the foreign exchange market; and international capital markets.

OBS 369 International business management 369

Academic organisation: Business Management

Prerequisite: Admission to the exam in OBS 359

Contact time: 2 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

International financial management

Purpose, scope and principles of international financial management; international cashflow management; foreign exchange risk and foreign exchange risk management; international investment and financing decisions; import and export management; import and export financing, and international purchasing and sourcing.

International management, leadership and market entry

International management and leadership; dimensions of strategic international human resource management; international market entry and introduction to international marketing strategy, and future perspectives on Southern Africa as an emerging market.

ODM 110 Public organisation studies 110

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin [Option: Public Administration] students.

Development of organisation theory – from classical to contemporary theories. Organisation structure and design. Implementation of organisational functions including departmentalisation, coordination, span of control, unity of command, centralisation and decentralisation, authority and control.

ODM 210 Public organisation studies 210

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

*Only available for BAdmin [Option: Public Administration] students.

Public organisational dynamics and behaviour including establishing the organisational culture, individual differences in the workplace, motivating the public sector employee, group and team dynamics, communication, power and empowerment and public leadership skills.

ODT 200 Auditing 200

Academic organisation: Auditing

Prerequisite: FRK 100 or FRK 101

Contact time: 3 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 32

Module content:

History of auditing: the concept "profession". The theory, including the postulates in auditing. Most important concepts, selected sections of the Companies Act which are prescribed by the Public Accountants' and Auditors' Board (PAAB) and the South African Institute of Chartered Accountants (SAICA). Publications of the SAICA and the PAAB. Principles of auditing, the audit process. Internal control and system design and evaluation.

ODT 300 Auditing 300

Academic organisation: Auditing

Prerequisite: ODT 200

Contact time: 4 lpw

Period of presentation: Year

Language of tuition: Both Afr and Eng

Credits: 40

Module content:

Application of statistical sampling methods in auditing. Sections of the Companies Act and the Closed Corporation Act prescribed by the PAAB and the SAICA. Publications of the SAICA, the PAAB and selected international auditing standards. The audit process. Internal control and system design and evaluation. Test of controls. Auditing and controls in an electronic data-processing environment.

OPB 110 Public management 110

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin [Option: Public Administration] students

Development of management and public management. Importance of and need for effective management. Management theories. Public management environment.

OPB 210 Public management 210

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

*Only available for BAdmin [Option: Public Administration] students

Public management functions including planning, organising, leading and control.

OPB 310 Public management 310

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 20

Module content:

*Only available for BAdmin [Option: Public Administration] students

Students are exposed to specific modern public management techniques aimed at effective management and performance, including business process re-engineering, total quality management and service orientation. The focus is on quantitative techniques such as decision trees, scheduling, controlling charts, simulation and

network techniques, as well as on qualitative techniques such as think tanks, task teams and management by exception.

PAD 112 Public Administration 112

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 10

Module content:

This module in Public Administration is designed specifically to assist students in understanding the role of public administration in a modern state, the unique characteristics of public administration, the schools and approaches in public administration and introducing the various generic administrative functions. The discipline of public administration has developed rapidly and by implication, has changed and shifted its paradigm over the years. The purpose of this module is to introduce public administration to the student as a field of study that makes a significant contribution to the effective administration and management of government institutions.

PAD 122 Public Administration 122

Academic organisation: School of Public Management and Administration

Prerequisite: PAD 112 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

This module in Public administration will introduce the constitutional framework pertaining to public administration. The South African system of government, the functions, role and powers of the executive, legislative and judicial branches of government as well as the functioning of the three spheres of government will be discussed. The module will enable the student to understand how and where public administration is practiced.

PAD 212 Public Administration 212

Academic organisation: School of Public Management and Administration

Prerequisite: PAD 112 or PAD 122 with a GS in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

This module in Public Administration constitutes an in-depth analysis of the generic administrative functions, including, policy making, organising, financing, staffing and control. Students will thus be equipped with knowledge and skills related to government strategic planning, policy-making and decision-making, budgeting, public procurement, human resource management functions and employment legislation impacting on human resources within public organisations.

PAD 222 Public Administration 222

Academic organisation: School of Public Management and Administration

Prerequisite: PAD 212 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 16

Module content:

This module in Public Administration introduces the student to the process of planning, executing and evaluating research in the public sector. Students will be enabled to identify, plan, execute and present a research project. This is a service learning module and as such students will be expected to complete approximately 15 hours service learning and submit a portfolio as part of their formal assessment.

PAD 312 Public Administration 312

Academic organisation: School of Public Management and Administration

Prerequisite: PAD 112, PAD 122, PAD 212 of PAD 222 with a GS in the other

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 20

Module content:

This module in Public Administration is designed specifically to assist students to have a better understanding regarding the depth, origin and development of ethics in public service and administration. The emphasis here is on building responsive public servants whose duties and responsibilities do not only encourage the effective and efficient functioning of public organisations in an aim to facilitate better service delivery to all, but also apply ethical personal and organisational codes and standards in their daily operational activities. The purpose of this module is to enable the student to apply, synthesise and abstract theory into practice for a better public service of the future.

PAD 322 Public Administration 322

Academic organisation: School of Public Management and Administration

Prerequisite: PAD 312 GS

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

This module on Public Administration is designed to broaden the view of students on the understanding of the origin and development of administrative systems. The emphasis is on the practical application of knowledge to problems of developing societies. Increasing global interdependence require scholarly interest in comparative public administration. A motivating force for comparative Public administration is the search for discovering regularities in administrative processes and behaviours throughout the human experience, irrespective of place and time.

PBP 320 Public practices 320

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

*Only available for BAdmin [Option: Public Administration] students

Work-integrated learning module. Students are assessed at their workplace and are required to hand in a logbook as part of their assessment. The module is aimed at assessing the skills that students have acquired throughout their previous years of study, specifically in compulsory modules.

PEV 120 Public environmental management 120

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin [Option: Public Administration] students

Development theories and approaches. The role of humans in the ecosystem. Defining environmental management and sustainable development. Ethics and sustainable development.

PEV 220 Public environmental management 220

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 16

Module content:

*Only available for BAdmin [Option: Public Administration] students

Role and function of international environmental and development agencies. South and southern African policies on the environment and development. Role players in ensuring sustainable development.

PEV 320 Public environmental management 320

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

*Only available for BAdmin [Option: Public Administration] students

Students enrolled for Public environmental management are asked to demonstrate their understanding of creating the balance between service delivery and resource demand in the quest for sustainable development. The module focuses on the impact of development and industrialisation on sustainable development. Aspects such as environmental degradation, conservation, globalisation and sustainable resource development are addressed.

PUF 110 Public resource management 110

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin [Option: Public Administration] students

The nature and role of decision making. Theories and models for public policy analysis. Public policy design and policy decision making.

PUF 120 Public resource management 120

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin [Option: Public Administration] students
Programme management, project management and public policy implementation.
Public policy evaluation.

PUF 210 Public resource management 210

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 16

Module content:

*Only available for BAdmin [Option: Public Administration] students
Concepts, aims and principles of public finance. Government and the distribution of income. Role players in financial resource management. Different budgetary systems. Governmental budget organisation, preparing government budget and managing the budget.

PUF 220 Public resource management 220

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 16

Module content:

*Only available for BAdmin [Option: Public Administration] students
Public procurement and supply chain management. Financial controls and fiscal reporting.

PUF 310 Public resource management 310

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 20

Module content:

*Only available for BAdmin [Option: Public Administration] students
The module is aimed at enabling students to demonstrate their competence in the use of project management for strategic goal achievement. The emphasis of the module is on detailing the project management context and cycle, focusing on project implementation and evaluation.

PUF 320 Public resource management 320

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 20

Module content:

*Only available for BAdmin [Option: Public Administration] students
Managing the strategic government planning framework.

PUL 110 Public leadership 110

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin (Option: Public Administration) students
Public leadership theories. Leadership challenges. Creating an enabling public leadership environment.

PUM 120 Public information management 120

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin [Option: Public Administration] students
Use and design of public management information systems. Knowledge management.

PUT 120 Public people management 120

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

*Only available for BAdmin (Option: Public Administration) students
The foundations and legislative framework for public people management. Management of diversity, equity, gender and disability in the public sector. Maximising public acquisition strategies.

PUT 220 Public people management 220

Academic organisation: School of Public Management and Administration

Contact time: 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 16

Module content:

*Only available for BAdmin [Option: Public Administration] students
Maximising public performance and productivity.
Managing public employees through appropriate communication, conflict management and employee health strategies.

STK 110 Statistics 110

Academic organisation: Statistics

Prerequisite: At least 4 (50-59%) in Mathematics in the Grade 12 Examination.

Candidates who do not qualify for STK 110 must register for STK 113 and STK 123

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 13

Module content:

Descriptive statistics
Sampling and the collection of data; frequency distributions and graphical representations. Descriptive measures of location and dispersion.
Probability and inference
Introductory probability theory and theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one and two-sample cases). Identification, use, evaluation and interpretation of statistical

computer packages and statistical techniques.

This module is also presented as an anti-semester bilingual module.

STK 113 Statistics 113

Academic organisation: Statistics

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 11

Module content:

*On its own, STK 113 and 123 will not be recognised for degree purposes, but in this Faculty, exemption will be granted from the Grade 12 Mathematics admission requirement (i.e. at least 3 (40-49%)).

Data operations and transformations: Introductory concepts, the role of statistic, various types of data and the number system. Concepts underlying linear, quadratic, exponential, hyperbolic, logarithmic transformations of quantitative data, graphical representations, solving of equations, interpretations. Determining linear equations in practical situations. Characteristics of logarithmic functions. The relationship between the exponential and logarithmic functions in economic and related problems. Systems of equations in equilibrium. Additional concepts relating to data processing, functions and inverse functions, sigma notation, factorial notation, sequences and series, inequalities (strong, weak, absolute, conditional, double) and absolute values.

Descriptive statistics – Univariate: Sampling and the collection of data, frequency distributions and graphical representations. Descriptive measures of location and dispersion. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. The weekly one hour practical is presented during the last seven weeks of the semester. This module is also presented as an anti-semester bilingual module.

STK 120 Statistics 120

Academic organisation: Statistics

Prerequisite: STK 110 GS or both STK 113 GS and STK 123 GS

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 13

Module content:

Multivariate statistics: Analysis of variance, categorical data analysis, distribution-free methods, curve fitting, regression and correlation, the analysis of time series and indices.

Statistical and economic applications of quantitative techniques: Systems of linear equations: drafting, matrices, solving, application. Optimisation: linear functions (two and more independent variables), non-linear functions (one and two independent variables). Marginal and total functions. Stochastic and deterministic variables in statistical and economic context: producers' and consumers' surplus, distribution functions, probability distributions, probability density functions. Identification, use, evaluation, interpretation of statistical computer packages and statistical techniques. This module is also presented as an anti-semester bilingual module.

STK 123 Statistics 123

Academic organisation: Statistics

Prerequisite: STK 113 GS

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 12

Module content:

*On its own, STK 113 and 123 will not be recognised for degree purposes, but in this Faculty, exemption will be granted from the Grade 12 Mathematics admission requirement (i.e. at least 3 (40-49%)).

Optimisation techniques with economic applications: Data transformations and relationships with economic applications, operations and rules, linear, quadratic, exponential, hyperbolic and logarithmic functions; systems of equations in equilibrium, system of linear inequalities, solving of linear programming problems by means of the graphical and extreme point methods. Applications of differentiation and integration in statistic and economic related problems: the limit of a function, continuity, rate of change, the derivative of a function, differentiation rules, higher order derivatives, optimisation techniques, the area under a curve and applications of definite integrals. Probability and inference: Introductory probability theory and theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one-sample and two-sample cases). Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. The weekly one hour practical is presented during the last seven weeks of the semester. This module is also presented as an anti-semester bilingual module.

STK 210 Statistics 210

Academic organisation: Statistics

Prerequisite: STK 110, STK 120

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Probability theory: Univariate probability distributions, expected values and moments. Special probability distributions, binomial, hypergeometric, poisson, exponential, gamma, beta and normal distribution. Probability distributions and moments in the bivariate case. The bivariate normal distribution. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. This module is also presented as an anti-semester bilingual module.

STK 220 Statistics 220

Academic organisation: Statistics

Prerequisite: STK 210 GS

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 20

Module content:

Probability distributions and moments in multivariate case. Multinomial distribution. Probability distributions of functions of random variables. Sampling procedures and distributions. Statistical inference concerning means, variances and proportions in one-sample and two-sample cases. Identification, use, evaluation and interpretation of statistical computer packages and techniques in the simulation of distributions and statistical inference.

STK 281 Statistics 281

Academic organisation: Statistics

Prerequisite: STK 110, STK 120

Contact time: 1 ppw 2 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 10

Module content:

Applied regression analysis: simple and multiple regression, nonlinear regression, correlation, the use of dummy variables, heteroscedasticity, serial correlation and lag structures. Applied time series analysis. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

STK 310 Statistics 310

Academic organisation: Statistics

Prerequisite: STK 210, STK 220

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 1

Language of tuition: English

Credits: 25

Module content:

Regression analysis: simple and multiple regression; nonlinear regression; correlation and the use of dummy variables. Multivariate distributions: normal, multinomial and poisson distribution. Linear combinations of normal variables. Analysis of variance and covariance. Categorical data analysis. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

STK 320 Statistics 320

Academic organisation: Statistics

Prerequisite: STK 310 GS

Contact time: 1 ppw 3 lpw

Period of presentation: Semester 2

Language of tuition: English

Credits: 25

Module content:

Regression analysis extensions: heteroscedasticity, serial correlation and lag structures. Time-series analysis. Applications of matrices, differentiation and integration in the economic and management sciences. Evaluation of simple economic models. Theory and applications of time-series models: univariate time series. Stationary and non-stationary time series. ARMA and ARIMA models. Regression models. Model identification and estimation. Spectrum and periodogram. Forecasting with time-series models. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques. Student seminars.

TBE 110 Tourism management 110

Academic organisation: Tourism Management

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Double Medium

Credits: 10

Module content:

Structure and organisation of the tourism industry

This introductory section provides an introduction to and overview of the tourism industry. Firstly definitions and concepts are explored, whereafter the evolution of tourism through the ages is addressed. With a sound frame of reference in place, the structure and organisation of tourism at the international, national, provincial and private sector levels are examined.

The tourism system and the key components of tourism

This section provides various perspectives on the tourism system and then focuses on the various components of the tourism system, their relationships and inter-

dependence. Specific attention is given to key aspects such as attractions, transportation, distribution channels, hospitality and related services.

TBE 120 Tourism management 120

Academic organisation: Tourism Management

Prerequisite: TBE 110 GS

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Double Medium

Credits: 10

Module content:

Tourism demand, consumer behaviour and market research

As the consumer is central to success in the tourism industry, this section addresses tourism demand from both a quantitative and a qualitative perspective. An understanding is provided of tourist behaviour, cultural and international aspects of travel as well as the sociology of tourism. The latter part of this section focuses on the key role of travel and tourism research, particularly the application of research techniques and the interpretation of research results as an aid in tourism planning and decisionmaking.

Tourism supply, planning and development

This section focuses on supply side activities and services that need to be addressed to ensure quality visitor experiences. Particular attention is given to the formulation and implementation of sustainable tourism planning, development and management principles and practices.

TBE 190 Tourism management 190

Academic organisation: Tourism Management

Contact time: 2 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 2

Module content:

*Only for BCom (Tourism Management) students

Travel practical

An introduction to the theoretical and practical aspects of tour-guiding.

TBE 191 Tourism management 191

Academic organisation: Tourism Management

Contact time: 2 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 2

Module content:

*Only for BCom (Tourism Management) students

Hospitality practical

An introduction to the operational and practical aspects of food and beverage management.

TBE 210 Tourism management 210

Academic organisation: Tourism Management

Prerequisite: TBE 110 or TBE 120 with a GS in the other

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Double Medium

Credits: 16

Module content:

Tourism policy, product development and impacts

In this section the processes and policy issues pertaining to tourism product development are addressed. Specific emphasis is placed on the importance of appropriate product and destination development. Planning concepts at difference scales, development processes as well as the principles and policies that should be followed in the planning of tourism are addressed. This section concludes with a balanced perspective on the social, economic and environmental impacts of tourism.

Tourism focus areas

This section investigates key growth sectors in the tourism industry such as ecotourism, adventure tourism and cultural tourism. Specific attention is given to the nature and extent of these growth sectors and focus areas, their interrelationships, importance and the numerous opportunities they create for entrepreneurs and destinations in general.

TBE 220 Tourism management 220

Academic organisation: Tourism Management

Prerequisite: TBE 210 GS

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Double Medium

Credits: 16

Module content:

The management of tourism attractions

In this section visitor attractions, which are at the core of successful tourism, will be addressed at three levels. Firstly, the key role of visitor attractions in the tourism industry will be outlined, after which the overall development process (feasibility studies, financial and design aspects, etc.) relating to visitor attractions will receive attention. The last part of this section focuses on the strategic management and operational aspects of visitor attractions.

Strategic destination marketing

This section firstly explores the unique characteristics of and approaches to strategic destination marketing, with particular emphasis on global best practices in this regard. It then provides a management and operational framework for destination marketing. Within this framework new developments, trends, practices and case studies in destination marketing are also addressed.

TBE 290 Tourism management 290

Academic organisation: Tourism Management

Contact time: 3 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 3

Module content:

*Only for BCom (Tourism Management) students

Travel practical

An introduction to travel-related operations.

TBE 291 Tourism management 291

Academic organisation: Tourism Management

Contact time: 3 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 3

Module content:

*Only for BCom (Tourism Management) students

Hospitality practical

The application and integration of technology in the hospitality industry (Module 1).

TBE 292 Tourism management 292

Academic organisation: Tourism Management

Contact time: 3 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 3

Module content:

*Only for BCom (Tourism Management) students

Travel practical

Principles and practices of air travel techniques.

TBE 293 Tourism management 293

Academic organisation: Tourism Management

Contact time: 3 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 3

Module content:

*Only for BCom (Tourism Management) students

Hospitality practical.

The application and integration of technology in the hospitality industry (Module 2).

TBE 310 Tourism management 310

Academic organisation: Tourism Management

Prerequisite: TBE 210 or TBE 220 with a GS in the other

Contact time: 4 lpw

Period of presentation: Semester 1

Language of tuition: Double Medium

Credits: 20

Module content:

Hospitality management 1

This section covers the “guest cycle” and addresses the process and procedures, from the moment a potential guest contacts an accommodation establishment to the time that he or she departs. All the operational and management functions of this process as well as key supportive aspects such as hospitality, social skills and customer care are covered in detail. A distinction is drawn between revenue centres and support centres. All the key support centres such as housekeeping, maintenance and security are covered. This section concludes with a well-rounded overview of the operational and management aspects of the front office and its support units.

Hospitality management 2

This section firstly covers the key operational and management aspects of food and beverage management, which forms a vital part of hospitality management. Industry exposure and practical involvement is an essential ingredient of this section. As financial management and costing is critical to the success of any hospitality organisation, the second part of this section covers all the policies, principles and procedures pertaining to financial operations and financial management in such establishments.

TBE 320 Tourism distribution management 320

Academic organisation: Tourism Management

Prerequisite: TBE 310 GS

Contact time: 4 lpw

Period of presentation: Semester 2

Language of tuition: Double Medium

Credits: 20

Module content:

Tourism distribution management

This section provides an overview of distribution theory as it applies to tourism with definitions, concepts and theories explained in the context of the tourism environment. The tourism distribution system is discussed from two perspectives: traditional distribution channels and the rapidly expanding on-line tourism distribution sector. The particular role of airlines in terms of the development of global distribution systems and central reservation systems is described and particular attention is also given to the role and growth of e-commerce in tourism.

With regard to travel retailing, the various organisational forms of travel retailers are explained as well as the way in which they function. The various management functions such as marketing, operational, human resources and financial, as they apply to the travel retailer and tour wholesaler, are described. Specific areas of specialisation in travel retailing such as corporate travel and incentive travel are also introduced.

Please note: Various practical and industry-interaction activities support the theoretical component of the TBE 110, 120, 210, 220, 310, and 320 syllabi and take place during vacations, over weekends and after hours to develop practical and industry skills.

A student should, in consultation with the head of department, obtain

1 000 "credits" for the practical component (which includes satisfactory class attendance, approved practical work and appropriate practical short courses as determined by the head of department) before such student will be allowed to sit for the examination in TBE 320.

TBE 390 Tourism management 390

Academic organisation: Tourism Management

Contact time: 3 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 4

Module content:

*Only for BCom (Tourism Management) students

Travel practical.

The application and utilisation of a central reservation system.

TBE 391 Tourism management 391

Academic organisation: Tourism Management

Contact time: 3 ppw

Period of presentation: Year

Language of tuition: Double Medium

Credits: 4

Module content:

*Only for BCom (Tourism Management) students

Hospitality practical

The application and integration of technology in the hospitality industry (Module 3).

TBE 394 Tourism management 394

Academic organisation: Tourism Management

Contact time: 1 other per week

Period of presentation: Year

Language of tuition: Double Medium

Credits: 4

Module content:

*Only for BCom (Tourism Management) students

Compulsory practical training

Compulsory practical training in the tourism industry during the three years of study, as determined by the head of the department.

WST 111 Mathematical statistics 111

Academic organisation: Statistics

Prerequisite: At least 5 (60-69%) in Mathematics in the Grade 12 examination

Contact time: 1 ppw 4 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Characterisation of a set of measurements: Graphical and numerical methods. Random sampling. Probability theory. Discrete and continuous random variables. Probability distributions. Generating functions and moments.

WST 121 Mathematical statistics 121

Academic organisation: Statistics

Prerequisite: WST 111 GS

Contact time: 1 ppw 4 lpw

Period of presentation: Semester 2

Language of tuition: Both Afr and Eng

Credits: 16

Module content:

Sampling distributions and the central limit theorem. Statistical inference: Point and interval estimation. Hypothesis testing with applications in one and two-sample cases. Introductory methods for: Linear regression and correlation, analysis of variance, categorical data analysis and non-parametric statistics. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

WST 211 Mathematical statistics 211

Academic organisation: Statistics

Prerequisite: WST 111, WST 121, WTW 114 GS, WTW 126 GS and WTW 128 GS

Contact time: 2 ppw 4 lpw

Period of presentation: Semester 1

Language of tuition: Both Afr and Eng

Credits: 24

Module content:

Set theory. Probability measure functions. Random variables. Distribution functions. Probability mass functions. Density functions. Expected values. Moments. Moment generating functions. Special probability distributions: Bernoulli, binomial, hypergeometric, geometric, negative binomial, Poisson, Poisson process, discrete uniform, uniform, gamma, exponential, Weibull, Pareto, normal. Joint distributions: Multinomial, extended hypergeometric, joint continuous distributions. Marginal distributions. Independent random variables. Conditional distributions. Covariance, correlation. Conditional expected values. Transformation of random variables: Convolution formula. Order statistics. Stochastic convergence: Convergence in distribution. Central limit theorem. Practical applications. Practical statistical modelling and analysis using statistical computer packages and the interpretation of the output.

WST 221 Mathematical statistics 221**Academic organisation:** Statistics**Prerequisite:** WST 211 GS**Contact time:** 2 ppw 4 lpw**Period of presentation:** Semester 2**Language of tuition:** Both Afr and Eng**Credits:** 24**Module content:**

Stochastic convergence: Asymptotic normal distributions, convergence in probability. Statistics and sampling distributions: Chi-squared distribution. Distribution of the sample mean and sample variance for random samples from a normal population. T-distribution. F-distribution. Beta distribution. Point estimation: Method of moments. Maximum likelihood estimation. Unbiased estimators. Uniform minimum variance unbiased estimators. Cramer-Rao inequality. Efficiency. Consistency. Asymptotic relative efficiency.

Bayes estimators. Sufficient statistics. Completeness. The exponential class. Confidence intervals. Test of statistical hypotheses. Reliability and survival distributions. Practical applications. Practical statistical modelling and analysis using statistical computer packages and the interpretation of the output.

WST 311 Multivariate analysis 311**Academic organisation:** Statistics**Prerequisite:** WST 211, WST 221, WTW 211 GS and WTW 218 GS**Contact time:** 1 ppw 2 lpw**Period of presentation:** Semester 1**Language of tuition:** Double Medium**Credits:** 18**Module content:**

Multivariate statistical distributions: Moments of a distribution, moment generating functions, independence. Multivariate normal distribution: Conditional distributions, partial and multiple correlations. Multinomial and multivariate Poisson distributions: Asymptotic normality and estimation of parameters. Distribution of quadratic forms in normal variables. Multivariate normal samples: Estimation of the mean vector and covariance matrix, estimation of correlation coefficients, distribution of the sample mean, sample covariance matrix and sample correlation coefficients. The linear model: Models of full rank, least squares estimators, test of hypotheses. Practical applications: Practical statistical modelling and analysis using statistical computer packages and interpretation of the output.

WST 312 Stochastic processes 312**Academic organisation:** Statistics**Prerequisite:** WST 211, WST 221, WTW 211GS and WTW 218 GS**Contact time:** 1 ppw 2 lpw**Period of presentation:** Semester 1**Language of tuition:** Double Medium**Credits:** 18**Module content:**

Definition of a stochastic process. Stationarity. Covariance stationary. Markov property. Random walk. Brownian motion. Markov chains. Chapman-Kolmogorov equations. Recurrent and transient states. First passage time. Occupation times. Markov jump processes. Poisson process. Birth and death processes. Structures of processes. Structure of the time-homogeneous Markov jump process. Applications in insurance. Practical statistical modelling, analysis and simulation using statistical computer packages and the interpretation of the output.

WST 321 Time-series analysis 321

Academic organisation: Statistics

Prerequisite: WST 211, WST 221, WST 311 GS, WTW 211GS and WTW 218 GS

Contact time: 1 ppw 2 lpw

Period of presentation: Semester 2

Language of tuition: Double Medium

Credits: 18

Module content:

Stationary and non-stationary univariate time-series. Properties of autoregressive moving average (ARMA) and outoregressive integrated moving average (ARIMA) processes. Identification, estimation and diagnostic testing of a time-series model. Forecasting. Multivariate time-series. Practical statistical modelling and analysis using statistical computer packages.

WST 322 Actuarial statistics 322

Academic organisation: Statistics

Prerequisite: WST 211, WST 221, WTW 211GS and WTW 218 GS

Contact time: 1 ppw 2 lpw

Period of presentation: Semester 2

Language of tuition: Double Medium

Credits: 18

Module content:

Decision theory. Loss distributions. Reinsurance. Risk models. Ruin theory. Credibility theory. Methods to forecast future claim numbers and amounts. The generalised linear model: Exponential family, mean and variance, link functions, deviance and residual analysis, test statistics, log-linear and logit models. Practical statistical modelling and analysis using statistical computer packages.

WST 362 Mathematical statistics 362

Academic organisation: Statistics

Prerequisite: WST 211, WST 221, WTW 211 GS and WTW 218 GS

Contact time: 1 ppw 2 lpw

Period of presentation: Semester 1

Language of tuition: Double Medium

Credits: 18

Module content:

Distribution-free methods: One, two and multi-sample rank tests. Linear rank test statistics with applications. Rank correlation. Asymptotic relative efficiency. Student seminars. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

Note:

Modules not listed in this publication can be accessed at: <https://www.up.ac.za>