

# University of Pretoria Yearbook 2021

## BCom extended programme (07139923)

<b>Department</b>	Economic and Management Sciences Dean's Office
<b>Minimum duration of study</b>	4 years
<b>Total credits</b>	88
<b>NQF level</b>	07

### Programme information

The programme is aimed at the training of students in the Economic and Management Sciences who do not meet the prescribed admission requirements for a BCom degree.

This is the ideal starting point for students who are interested in studying towards BCom degrees in Management or Financial sciences. Students must apply during October of their first year to transfer to the Faculty of Economic and Management Sciences (Hatfield Campus). Placement in BCom (Accounting Sciences) and BCom (Investment Management) cannot be guaranteed as these are selection programmes where numbers are limited. All modules must be passed in the first year to transfer to any of the BCom programmes.

*The first year is presented on the Mamelodi Campus.*

### Admission requirements

- The closing date is an administrative admission guideline for non-selection programmes. Once a non-selection programme is full and has reached the institutional targets, then that programme will be closed for further admissions, irrespective of the closing date. However, if the institutional targets have not been met by the closing date, then that programme will remain open for admissions until the institutional targets are met.
- The following persons will be considered for admission: Candidates who are in possession of a certificate that is deemed by the University to be equivalent to the National Senior Certificate (NSC) with admission to bachelor's degree studies; candidates who are graduates from other tertiary institutions or have been granted the status of graduates of such institutions; and candidates who are graduates of another faculty at the University of Pretoria.
- Life Orientation is excluded when calculating the APS.

#### **Transferring students**

##### **Candidates previously registered at UP or at another university**

The Admissions Committee of the faculty considers applications of candidates who have already completed the final NSC or equivalent qualification and/or were previously registered at UP or at another university according to specific guidelines as stipulated in the Transfer Guide of the Faculty of Economic and Management Sciences as published on the EMS Faculty website. A complete academic record, as well as the final school leaving results, are required for such applications.

**NB:** Candidates who are still registered at another university must submit an academic record of their studies to the faculty as soon as possible after their final examinations. The closing date for these applications is **30**

## September.

### Qualifications from countries other than South Africa

- Citizens from countries other than South Africa and South African citizens with foreign qualifications must comply with all the other admission requirements and the prerequisites for subjects/modules.
- In addition to meeting the admission requirements, it may be expected from candidates to write the SAT, if required.
- Candidates must have completed the National Senior Certificate with admission to degree studies or a certificate of conditional exemption on the basis of a candidate's foreign qualifications, the so-called "Immigrant" or "Foreign Conditional Exemption". The only condition for the "Foreign Conditional Exemption" that is accepted is: 'completion of the degree course'. The exemption certificate is obtainable from Universities South Africa (USAf). Detailed information is available on the website at [click here](#)

**University of Pretoria website:** [click here](#)

#### Minimum requirements

#### Achievement level

#### English Home Language or English First Additional Language

NSC/IEB  
4

AS Level  
D

#### Mathematics

NSC/IEB  
3

AS Level  
E

#### APS

**26**

\* Cambridge A level candidates who obtained at least a D and International Baccalaureate (IB) HL candidates who obtained at least a 4 in the required subjects, will be considered for admission.

**Note:** Accountancy is not a subject requirement for any of the BCom or BAdmin programmes.

**Note:** The first year of study is presented at the Mamelodi Campus. Admission to the second year of study at the Hatfield Campus is subject to selection.

## Additional requirements

- General Regulations G.1 to G.15 (with the exception of Regulation G.11.2(c)) apply to a bachelor's degree.
- A student may not take more than the prescribed number of modules per semester unless the Dean decides otherwise.
- A student may take a module not listed as an elective module only if the prior approval of the Dean has been obtained.
- 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)
- A module already passed may only be repeated with the approval of the Dean.
- A module passed may not be taken into account for more than one degree or field of specialisation.
- 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.
- 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.
- The Dean has the right of authorisation regarding matters not provided for in the General Regulations or the Faculty Regulations.

## Other programme-specific information

- Students who wish to continue with a BCom degree programme in Economics or Investment Management need to have obtained a level 4 or higher in Grade 12 Mathematics and must register for WTW 133.
- Students who wish to continue with a BCom (Economics) degree programme need to register for WTW 144 after completing WTW 133.
- Students who wish to continue with BCom (Econometrics) degree programme need to have obtained a level 4 or higher in Grade 12 Mathematics and will need to register for WTW 135 and WTW 143.
- Students who want to do any other BCom degree programme register for BAM 133, STK 133 and STK 143 and must meet the minimum requirements set out in the EMS Transfer Guide as published on the EMS Website on an annual basis, to transfer to their BCom degree of choice.
- Only students who have obtained a level 4 in Grade 12 Mathematics can register for WST 133 and WST 143 and these modules are required for students wishing to continue with a BCom (Econometrics degree) programme. These modules are also available as electives for students who wish to transfer to the BCom (Economics) degree programme.

**Selection from the second academic year onwards, to be discussed with the Student Administration of the Faculty and will follow the guidance in the EMS Transfer Guide. The following gives an overview of credits awarded for modules completed at the Mamelodi Campus when successful BCom Extended programme students transfer to BCom degree programmes on the Hatfield Campus:**

- AIM 111 and AIM 121 – as currently presented on the Hatfield Campus.
- STK 133 and STK 143 – equivalent to STK 110.
- STK 133 and STK 143 will give BCom students admission to STK 120 and its equivalent to STK 110.
- WST 133 and WST 143 is equivalent to STK 110.
- WST 133 and WST 143 will give BCom students admission to either WST 153 or STK 120.
- Students must register for STK 120 in the first semester of the second year.
- FRK 133 and FRK 143 – equivalent to FRK 111.
- OBS 133 and OBS 143 – equivalent to OBS 114.
- Students wishing to do a BCom degree focussed on Accounting are strongly advised to enrol for FRK 111 in the first semester of their second year and must also register for INF 183.

It is the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations.

## Promotion to next study year

*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 examinations 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.

## Pass with distinction

- a. A degree may be awarded with distinction provided the candidate meets the following criteria:
  - i. Completes the degree within three years;
  - ii. Obtains a Cumulative Grade Point Average (CGPA) of 75%;
  - iii. Repeated passed modules will not be considered. The initial pass mark of module will be used when calculating the GPA.
- b. A degree will only be awarded with distinction to transferees from other degrees in the Faculty of Economic and Management Sciences, other faculties and from other universities who still complete their bachelor degrees within three years (including the years registered for the other degree and credits transferred and recognised).
- c. The GPA will be not be rounded up to a whole number.
- d. Exceptional cases will be considered by the Dean.

## General information

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

1. Students who commenced their studies before 2015 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 from 2015 onward must take the modules indicated under the particular field of specialisation.



## Curriculum: Year 1

**Minimum credits: 88**

### Additional information:

- Students who are aiming to transfer to the BCom Economics and BCom Investment Management should register for WTW 144.
- Students who are aiming to transfer to the BCom Econometrics should register for WTW 135.

## Core modules

### Academic information management 111 (AIM 111)

**Module credits** 4.00

**NQF Level** 05

#### Service modules

Faculty of Engineering, Built Environment and Information Technology  
Faculty of Education  
Faculty of Economic and Management Sciences  
Faculty of Humanities  
Faculty of Law  
Faculty of Health Sciences  
Faculty of Natural and Agricultural Sciences  
Faculty of Theology and Religion

**Prerequisites** No prerequisites.

**Contact time** 2 lectures per week

**Language of tuition** Module is presented in English

**Department** Information Science

**Period of presentation** Semester 1

#### Module content

Find, evaluate, process, manage and present information resources for academic purposes using appropriate technology.

### Academic information management 121 (AIM 121)

**Module credits** 4.00

**NQF Level** 05

#### Service modules

Faculty of Engineering, Built Environment and Information Technology  
Faculty of Education  
Faculty of Economic and Management Sciences  
Faculty of Humanities  
Faculty of Law  
Faculty of Health Sciences  
Faculty of Natural and Agricultural Sciences  
Faculty of Theology and Religion  
Faculty of Veterinary Science



<b>Prerequisites</b>	No prerequisites.
<b>Contact time</b>	2 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Informatics
<b>Period of presentation</b>	Semester 2

#### Module content

Apply effective search strategies in different technological environments. Demonstrate the ethical and fair use of information resources. Integrate 21st-century communications into the management of academic information.

### Basic business mathematics 133 (BAM 133)

<b>Module credits</b>	8.00
<b>NQF Level</b>	05
<b>Prerequisites</b>	BCom students: At least 3 (40-49%) in Mathematics in the Grade 12 examination.
<b>Contact time</b>	1 practical per week, 1 tutorial per week, 3 lectures per week, Foundation Course
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Mathematics and Applied Mathematics
<b>Period of presentation</b>	Semester 1

#### Module content

The number system, decimals, fractions, exponentials and order of operations. Percentages, decimals as fractions and percentages. Equations and formulas, application of equations and formulas. Ratio and proportion. Functions, graphs, application of functions, interpreting graphs. Average rate of change, simple interest, compound interest and inflation. Present value and future value. Depreciation, annuities, sinking funds, investments, mortgages.

*This module is offered in English at the Mamelodi Campus only for the BCom – Extended programme.*

### Financial accounting 133 (FRK 133)

<b>Module credits</b>	8.00
<b>NQF Level</b>	05
<b>Service modules</b>	Faculty of Natural and Agricultural Sciences
<b>Prerequisites</b>	Only available to the BCom Four-year programme
<b>Contact time</b>	3 tutorials per week, 4 lectures per week, Foundation Course
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Accounting
<b>Period of presentation</b>	Semester 1



## Module content

The nature and function of accounting; the development of accounting; financial position; financial performance; flow of documents; the recording process; processing of accounting data; treatment of VAT; elementary statement of comprehensive income (income statement) and statement of financial position (balance sheet).

## Financial accounting 143 (FRK 143)

**Module credits** 8.00

**NQF Level** 05

**Service modules** Faculty of Natural and Agricultural Sciences

**Prerequisites** FRK 133; Only available to the BCom Four-year programme

**Contact time** 3 tutorials per week, 4 lectures per week, Foundation Course

**Language of tuition** Module is presented in English

**Department** Accounting

**Period of presentation** Semester 2

## Module content

Accounting systems; introduction to internal control and internal control measures; bank reconciliations; control accounts; adjustments; preparing the financial statements of a sole proprietorship; the accounting framework.

## Language, life and study skills 133 (LST 133)

**Module credits** 8.00

**NQF Level** 05

**Service modules** Faculty of Engineering, Built Environment and Information Technology  
Faculty of Economic and Management Sciences

**Prerequisites** Admission into BSc Four-year programme and BCom Four-year programme

**Contact time** 4 discussion classes per week, Foundation Course

**Language of tuition** Module is presented in English

**Department** Unit for Academic Literacy

**Period of presentation** Semester 1

## Module content

In this module students use different information and time management strategies, build academic vocabulary, revise basic grammar concepts and dictionary skills, examine learning styles, memory and note-taking techniques, practise academic reading skills and explore basic research and referencing techniques, learn how to use discourse markers and construct definitions, and are introduced to paragraph writing. The work is set in the context of the students' field of study.

## Language, life and study skills 143 (LST 143)

**Module credits** 8.00

**NQF Level** 05





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<b>Service modules</b>	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences
<b>Prerequisites</b>	LST 133
<b>Contact time</b>	4 discussion classes per week, Foundation Course
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Unit for Academic Literacy
<b>Period of presentation</b>	Semester 2

### Module content

In this module students learn how to interpret and use visual literacy conventions. Students write more advance paragraphs, and also learn how to structure academic writing, how to refine their use of discourse markers and referencing techniques and how to structure their own academic arguments. Students' writing is expected to be rational, clear and concise. As a final assignment all aspects of the LST 133 and LST 143 modules are combined in a research assignment. In this project, students work in writing teams to produce a chapter on a career and to present an oral presentation of aspects of the chapter. The work is set in the context of the students' field of study.

## Business management 133 (OBS 133)

<b>Module credits</b>	8.00
<b>NQF Level</b>	05
<b>Prerequisites</b>	Only available to BCom (Four-year programme) students
<b>Contact time</b>	1 discussion class per week, 3 lectures per week, Foundation Course
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Business Management
<b>Period of presentation</b>	Semester 1

### 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.

## Business management 143 (OBS 143)

<b>Module credits</b>	8.00
<b>NQF Level</b>	05
<b>Prerequisites</b>	OBS 133; Only available to BCom (Four-year programme) students
<b>Contact time</b>	1 discussion class per week, 3 lectures per week, Foundation Course
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Business Management

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**Period of presentation** Semester 2

### Module content

Introduction to and overview of general management, especially regarding the five management tasks, strategic management, contemporary developments and management issues, financial management, marketing, public relations. (Note: For marketing students, marketing is replaced by financial management, and public relations by small business management.)

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).

## Statistics 133 (STK 133)

**Module credits** 8.00

**NQF Level** 07

**Prerequisites** At least 3 (40-49%) in Mathematics in the Grade 12 examination; BCom non-numeric stream students must take WTW 133 concurrently.

**Contact time** 1 practical per week, 2 tutorials per week, 3 lectures per week, Foundation Course

**Language of tuition** Module is presented in English

**Department** Statistics

**Period of presentation** Semester 1

### Module content

Data operations and transformations: Introductory concepts, the role of statistics, various types of data and the number system. Concepts underlying hyperbolic transformations of quantitative data. The relationship between the exponential and logarithmic functions in economic and related problems. Systems of equations in equilibrium. Additional concepts relating to data processing, factorial notation and absolute values.

Descriptive statistics - Univariate: Sampling and the collection of data, frequency distributions and graphical representations. Descriptive measures of location and dispersion. Correlation and regression: Least squares line, single log, double log and inverse transformations. Report writing and presentation. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

## Statistics 143 (STK 143)

**Module credits** 16.00

**NQF Level** 05

**Prerequisites** STK 133 and WTW 133 or STK 133 and WTW 135 GS or STK 133 and WTW 133 BAM 133 or WST 133 and WTW 135 GS.

**Contact time** 1 practical per week, 2 tutorials per week, 6 lectures per week, Foundation Course

**Language of tuition** Module is presented in English

**Department** Statistics



**Period of presentation** Semester 2

### Module content

Optimisation techniques with economic applications: 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 and indefinite integrals in Economic and Probability applications. Introduction to probability theory. Probability and inference: Theoretical distributions. Sampling distributions. Estimation theory and hypothesis testing of sampling averages and proportions (one-sample and two-sample cases). Non Parametric tests. Report writing and presentation. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

### Academic orientation 120 (UPO 120)

**Module credits** 0.00

**NQF Level** 00

**Language of tuition** Module is presented in English

**Department** Humanities Deans Office

**Period of presentation** Year

### Mathematical statistics 133 (WST 133)

**Module credits** 8.00

**NQF Level** 05

**Service modules** Faculty of Natural and Agricultural Sciences

**Prerequisites** At least 4 (50-59%) in Mathematics in the Grade 12 examination; BSc and BCom numeric stream students must be take WTW 133 concurrently.

**Contact time** 1 practical per week, 2 tutorials per week, 4 lectures per week, Foundation Course

**Language of tuition** Module is presented in English

**Department** Statistics

**Period of presentation** Semester 1



## Module content

Descriptive statistics – Univariate:

The role of Statistics, various types of data. Sampling, probability and non-probability sampling techniques and the collection of data. Frequency, relative and cumulative distributions and graphical representations. Additional concepts relating to data processing: sigma notation, factorial notation. Descriptive measures of location, dispersion and symmetry. Exploratory data analysis.

Probability:

Introductory probability theory and applications. Set theory and probability laws. Introduction to random variables. Assigning probabilities, probability distributions, expected value and variance in general. Specific discrete probability distributions (Uniform, Binomial). Report writing and presentation. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

## Mathematical statistics 143 (WST 143)

**Module credits** 8.00

**NQF Level** 05

**Service modules** Faculty of Natural and Agricultural Sciences

### Prerequisites

BSc students: WST 133 and WTW 135. BCom Extended programme students who wish to transfer to BCom (Econometrics): WST 133 and WTW 135. BCom students who wish to transfer to BCom (Economics): WST 133 and WTW 133.

### Contact time

1 practical per week, 2 tutorials per week, 4 lectures per week, Foundation Course

### Language of tuition

Module is presented in English

### Department

Statistics

### Period of presentation

Semester 2

## Module content

Probability and inference:

Probability theory and theoretical distributions for continuous random variables (Uniform, Normal and t).

Sampling distributions (means and proportions). Estimation theory and hypothesis testing of sampling averages and proportions (one- and two-sample cases).

Optimisation techniques with economic applications:

Applications of differentiation in statistic and economic related problems. Integration. Applications of integration in statistic and economic related problems. Systems of equations in equilibrium. The area under a curve and applications of definite integrals in Statistics and Economics. Report writing and presentation. Identification, use, evaluation and interpretation of statistical computer packages and statistical techniques.

The information published here is subject to change and may be amended after the publication of this information. The [General Regulations \(G Regulations\)](#) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the [General Rules](#) section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.