



# FACULTY OF ECONOMIC & MANAGEMENT SCIENCES

*Prospectus 2016*



**UNAM**  
UNIVERSITY OF NAMIBIA

**FACULTY PROSPECTUS 2016**

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**FACULTY OF ECONOMIC  
AND  
MANAGEMENT SCIENCES**



► Inspiring minds & shaping the future ►

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**NOTE**

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This Faculty Prospectus is valid for 2016 only. Regulations and curricula may be amended. General regulations and information appear in the **UNAM General Information and Regulations Yearbook**.

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

**(a) The information is correct up to 30 October 2016.**

The fact that particulars of a specific course or field of study have been included in this Faculty Prospectus does not necessarily mean that such course or field of study will be offered in 2016 or any consecutive year.

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

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**ONLY FOR STUDENTS ARTICULATING INTO PROGRAMMES OFFERED BY THE FACULTY**



## **FACULTY MISSION**

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The Faculty of Economic and Management Sciences working in support of the broader mission of the University of Namibia, and in response to National development needs, is offering various academic programmes.

**The Faculty consists of four departments and one unit:**

- 1: Economics,**
- 2: Management Science,**
- 3: Accounting, Auditing and Income Tax,**
- 4: Political and Administrative Studies, and**
- 5: Namibia Business School.**

***The objectives of the Faculty are to:***

- promote excellence in teaching and research;
- inculcate a critical disposition and an ability for creative problem-solving;
- educate and train high level human resources in support of sustainable development and community service;
- produce responsible citizens with a healthy respect for human dignity.

The Faculty is offering Certificate programmes, Diploma's and Four- year bachelor's degree programmes at undergraduate level and some programmes at post-graduate level.

Some Postgraduate programmes are offered by the Faculty or in collaboration with other Universities and our Unit, the Business School.

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

1. The members of the Faculty of Economic and Management Sciences believe in a University whose purpose is the preservation, transmission, interpretation, and development of the cultural heritage of humans, and the acquisition and expansion of new knowledge and understanding.
  2. The Faculty derives its strength from a unity of purpose combined with a diversity of outlook that requires it to examine every facet of life and to uphold the higher human values implicit in the arts, the humanities, and the sciences.
  3. The Faculty will serve the needs of society but, in so doing, it will also be society's critic, encouraging independent thinking, free discussion, and the pursuit of truth.
  4. The Faculty is jealous of its freedom which it will exercise without fear or favour, promoting in its members and students the spirit of courageous and emancipatory enquiry.
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## **ACADEMIC CALENDAR – CORE DATES**

### **SEMESTER 1**

11 January	University opens
18 January - 03 February	Annual Registration
21 January	Academic staff resumes office duties
01 February	Lectures commence for <b>FIRST SEMESTER</b>
22 March	1 <sup>st</sup> Semester break starts
29 March	Lectures resume after 1 <sup>st</sup> Semester break
06 May	Lectures end for <b>FIRST SEMESTER</b>
10 May	Regular Examinations commence (Semester 1 modules)
01 June	Regular Examinations end
13 June - 17 June	Supplementary/Special Examinations
17 June	End of 1 <sup>st</sup> Semester
27 June - 01 July	Mid-year Recess

### **SEMESTER 2**

11 July	Lectures commence for <b>SECOND SEMESTER</b>
22 August	2 <sup>nd</sup> Semester break starts
29 August	Lectures resume after 2 <sup>nd</sup> Semester break
14 October	Lectures end for <b>SECOND SEMESTER</b>
18 October	Regular Examinations commence (Semester 2 & Double modules)
11 November	Regular Examinations end
21 November - 25 November	Supplementary/Special Examinations
25 November	End of 2 <sup>nd</sup> Semester
16 December	Academic Year ends & University closes (until 11 January 2017)

11 January 2017	University opens (2017 academic year)
24 January 2017	Academic staff resumes office duties

## **DUE DATES FOR THE 2016 ACADEMIC YEAR**

### **(i) GENERAL**

Last day for appeals (Sem 2 & Double modules – Reg & Supp/Spec exams of Nov 2015) .....	22 Jan
Last day for application of retention of continuous assessment (CA) mark & Promotion Exam .....	29 Jan
Last day for application for exemption(s) .....	29 Jan
Last day for Late Registration ( <i>Late fee payable</i> ) .....	05 Feb
Last day for approval of exemption(s) .....	05 Feb
Last day for approval of retention of continuous assessment mark and Promotion Exam .....	05 Feb
Last day for approval of module(s) & qualification changes .....	05 Feb
Last day for change of offering types at Regional Centres (Semester 1 modules) .....	29 Apr
Last day for Appeals (Semester 1 modules (Reg & Supp/ Spec Exams of June 2016)).....	22 Jul
Last day to submit outstanding documentation .....	19 Aug
Last day to change offering types at Regional Centres (Semester 2 modules) .....	16 Sep
Last day to cancel enrolment .....	23 Sept
Last day to submit Theses and Dissertations for examinations.....	30 Oct

### **(ii) CANCELLATIONS**

#### **Semester 1 modules**

Last day to cancel Semester 1 modules.....	06 May
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#### **Semester 2 modules**

Last day to cancel Semester 2 modules.....	23 Sept
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#### **Double modules** (A double module normally extends over one academic year)

Last day to cancel Double modules.....	23 Sept
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### **(iii) FINANCE**

#### **Semester 1 modules**

Last day to cancel with 100 % credit.....	04 March
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Last day to cancel with 50 % credit.....	15 April
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#### **Semester 2 modules**

Last day to cancel with 100 % credit.....	05 August
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Last day to cancel with 50 % credit.....	24 August
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#### **Double modules** (a double module normally extends over one academic year)

Last day to cancel with 100 % credit.....	04 March
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Last day to cancel with 50 % credit.....	03 June
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## A. PERSONNEL

### A.1 OFFICE OF THE DEAN

#### Dean:

☎ (+264-61) 2063772 📠 (+264-61)2063914

#### Deputy Dean:

☎ (+264-61) 2063772 📠 (+264-61)2063914

**Faculty Officer:** **Ms SB Alfred:** Diploma - Mrktg (Polytechnic), PGD Gender & Dev. Studies (UNAM), B.Tech-Marketing (Polytechnic), Master of Business Administration (MBA) (Maastricht School of Management - MSM, Netherlands).  
**Telephone: (+264-61-206-3987) (email: [salfred@unam.na](mailto:salfred@unam.na))**

**Assistant Faculty Officer:** **Ms L Lehmann:** Certificate in Soft Skills and Basic IT (CCESI) India; Certificate in Public Administration for Africans, Beijing, The People's Republic of China; Certificate in Report & Presentation Skills, Pretoria, South Africa  
**Telephone: (+ 264-61-206-3454) (e-mail: [lehmann@unam.na](mailto:lehmann@unam.na))**

#### Coordinator: Income Generating Programmes

**Mr MA Olivier:** Educational Specialist [Ed.S.] (Jackson State University, US); Master of Business Administration [MBA] (Maastricht School of Management, Netherlands); Master of Science in Education [M.Ed.S] (Jackson State University, US); Bachelor of Education [B.Ed.] (Post Graduate) (UNAM); Higher Education Diploma (Secondary) [HED (Sec)] (University of Namibia)  
**Telephone: (+ 264-61- 206-3794) (email: [volivier@unam.na](mailto:volivier@unam.na))**

**Examination Officers:** **Mr Sakaria Mbeeli:** B. Acc (Hons) UNAM  
**Tel no: +264-61-206-4604, (email: [smbeeli@unam.na](mailto:smbeeli@unam.na))**  
Office Location: X-BLOCK, Second Floor, Room no: X235

**Mrs A Shipanga:** Certificate in Job-Start Programme (In-Service Training) UNAM  
**Telephone: (+ 264-61-206-3715) Office Location UNAM Foundation, Ground Floor, D-Block (e-mail: [akleophas@unam.na](mailto:akleophas@unam.na))**

**Dean Secretary:** **Mrs I Gases:** Diploma in Adult Education and Community Development (UNAM), Education Certificate Primary (Senior Primary) (UNAM), Junior Primary Teachers Education Diploma (IOL).  
**Telephone: (+ 264-61-206-3772) Office Location X - Block, 1st Floor, (e-mail: [ilgaseb@unam.na](mailto:ilgaseb@unam.na))**

General enquiries regarding the Faculty of Economics and Management Sciences and the qualifications offered by the Faculty must be directed to:

**The Faculty Officer**  
**Faculty of Economic and Management Sciences**  
**University of Namibia**

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

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

## A.2 ACADEMIC PERSONNEL

### DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX

#### Head of Department:

☎ (+264-61) 2063772 ☎ (+264-61)2063914

<b>Professor:</b>	Prof Jurie Hayes: B. Com (Hons) CA(SA ), CA(Nam)
<b>Professor:</b>	[Vacant]
<b>Associate Professor:</b>	Prof Udai Paliwal: PhD, MCom (Accounting), BCom (Hons), [MLS University India], NET [UGC India]
<b>Associate Professor:</b>	[Vacant]
<b>Senior Lecturer:</b>	[Vacant]
<b>Lecturer:</b>	Mrs Tia Chata: MSc Admin [USA]; MSc Finance & Accounting [UNAM], BBA, PGDE
<b>Lecturer:</b>	Mr Ruben H Thomas: BSc [UNAM], MBA [Maastricht University]
<b>Lecturer:</b>	Mr Edwin D Beukes: B.Compt (Hons), PG Dipl. Auditing, MBL [Unisa], CA(SA), CA(Nam)
<b>Lecturer:</b>	Ms Claretta Gamses: B.Acc [UNAM], BComm (Banking) [UP], PG Dipl. Accounting [UCT], CA(SA), CA(Nam)
<b>Lecturer:</b>	Mrs Laura I Pack: Nat. Dipl. (Accounting) [SA], PG Dipl. (BA) [SA], MBA(Finance) [SA], B. Juris [Unam]
<b>Lecturer:</b>	Mrs Ester Machaya: B.Acc (Hons) [UZ], CA(Zim), CA(SA), CA(Nam)
<b>Lecturer:</b>	Mrs Elize Heyns: B.Acc [US], BCom(Hons) [UKZN], CA(Nam)
<b>Lecturer:</b>	Mrs Samantha Schwartz: BCom(Hons) [UP], CA(Nam)
<b>Lecturer:</b>	Mr Lukas Nakweenda: B. Acc., MSc Accounting & Finance [Unam]
<b>Lecturer:</b>	Adv Alfonso Hengari: Cert Int Buss Law [Howard] Bluris, LLB [UWC], LLM [University of the Witwatersrand], Advocate of the High Court of SA, Legal Practitioner of the High Court of Namibia.
<b>Lecturer:</b>	Lovelace W Kauta: B.Com/CTA (UKN), PGDA (RAU), BAcc(UNAM), CA (Nam), CA (SA)
<b>Lecturer:</b>	Johannes Sheya(UNISA) BAcc/CTA(Rhodes Uni)PGDin Accountancy(UNAM) CA(Nam)
<b>Lecturer:</b>	Felis Kapepiso: BACC (UNAM, MSc, Accounting & Finance (UNAM)
<b>Lecturer:</b>	Wanda Fourie: B.Compt (UNISA), B.Compt Hons., CTA (UNISA), PGCE (UNISA), CA (NAM)
<b>Assistant Lecturer:</b>	Mr Patrick Swartz: B.Com [UNAM], Hons BCompt [Unisa], PG Dipl. Management [Mancosa]
<b>Assistant lecturer:</b>	Mr Tango Kandjaba: B.Com ( Accounting and Business Management) [UNAM], Dipl. A+Computer Technician [Technical Private College, UWC]
<b>Staff Development Fellow/Tutor:</b>	Ms Sharon Tjiveza: B. Com [UNAM]
<b>Tutor:</b>	Ms Tulonga M Shaalukeni: B. Acc(Hons) [UNAM]
<b>Tutor:</b>	Mrs HI Haufiku B.Acc, BComm(Hons) Mgt Acc (Stell)
<b>Tutor:</b>	Kapenambili Sakeus: BAcc. (UNAM), ADTA
<b>Tutor:</b>	Lazarus Mangundu Shinkeva: BAcc (University of the Freestate)
<b>Administrative Officer:</b>	[Vacant]

### DEPARTMENT OF ECONOMICS

#### Head of Department:

☎ (+264-61) 2063772 ☎ (+264-61)2063914

<b>Professor:</b>	Prof E Ziramba: BSc Hons Economics, University of Zimbabwe, MSc Economics, (University of Zimbabwe), PhD Economics (University of Pretoria)
<b>Professor:</b>	Prof R Grynberg: B.Econ (Monash University), MA (Simon Fraser University), PhD Economics (McGill University)
<b>Associate Professor:</b>	Vacant
<b>Senior Lecturer:</b>	Dr O Kakujaha-Matundu: M.A. (Univ. of Botswana), B.A. (UNAM) PhD Development Studies (ISS, Netherlands)
<b>Senior Lecturer:</b>	Dr E Kaakunga: B.Com (University of Namibia), MPhil (Economics) University of Ghana; PhD. (Economics) University of Natal
<b>Senior Lecturer:</b>	Dr BM Chiripanhura: BSc Hons Economics (University of Zimbabwe), MSc in Economics (University of Zimbabwe), MSc in Development Finance (University of Manchester, IDPM, UK, PhD Economics (University of Sheffield UK)
<b>Lecturer:</b>	Dr JM Nyambe: ND (Neudamm), BSc Ag Econ (UFH), MSc Ag Econ (Pret), PhD (Limp)
<b>Lecturer:</b>	Dr RT Chifamba: PhD. Economics (University of Göteborg), MSc Economics (University of Zimbabwe) BSc Honour (Economics), University of Zimbabwe
<b>Lecturer:</b>	Ms J Mumangeni M.A Economics(University of Botswana), B.Econ (UNAM)
<b>Lecturer:</b>	Mr FT Kandenge: MA Economic Policy and Management (UNIDEP, SENEGAL) Bachelor of Economics (UNAM)
<b>Lecturer:</b>	Ms T Kaulihowa: MA Economic (University of Botswana), Bachelor of Economics (UNAM)
<b>Lecturer:</b>	Mr OM Samahiya: Bachelor of Economics (UNAM), MSc Economics (UNAM)
<b>Assistant Lecturer:</b>	Mr S.A. Kalumbu B Econ Honours (UNAM), MSc Econ (UNAM – collaborative programme under AERC)

**DEPARTMENT OF MANAGEMENT SCIENCE****Head of Department:**

☎ (+264-61) 2063772 📠 (+264-61)2063914

- Lecturer:** Dr WI April: BBA-UNAM, Honors BComm-HRM and Industrial Psychology, MComm-University of Stellenbosch in Collaboration with EBS-Germany, PhD-Entrepreneurship Lincoln University, New Zealand
- Lecturer:** Mr M Tjiveza: Diploma Development Administration (South Devon College, UK), B-Tech-HND Public Administration (Brighton University, UK), PGD. Human Resources Development (Curtin University,UK), MBA (Edithowan University, Australia).
- Lecturer:** Mr RP Kurtz: Bachelor of Science (Microbiology) University of Cape Town; Bachelor of Science (Med) (Hons.) SA., University of Cape Town, SA., Bachelor of Business Administration(Hons), University of Stellenbosch, SA., Masters of Business Administration, University of Stellenbosch, SA, LLB-UNISA, Admitted Legal Practitioner of the High Court of Namibia.
- Lecturer:** Mr F Dangarembizi: MBA (National University of Science and Technology – NUST - Zim), BA (Cuba), Diploma in Tourism (UK).
- Lecturer:** Mr P Erwee: B.Sc. (Mathematics and Applied Mathematics), University of Stellenbosch; MBA (University of Stellenbosch Business School).
- Lecturer:** Ms J //Haubas: HPEC, UNAM, Snr Dip in Education CACC-Zimbabwe, Pre-MBA-UNAM/MSM-Certificate, MSc. Strategic Human Resource Management University of Glamorgan (UK)
- Lecturer:** Mr JT Tjiveta: Certificate in Industrial Merchant, Eckert Berufsschule-Germany, Higher National Diploma in Business Studies, Curtin University-Australia, Master of Social Science (Development Studies)-Edith Cowan University, Australia.
- Lecturer:** Mr L Chibahwile: Master of Business Administration - Finance-Bangalore University, Bangalore, India Bachelor of Business Administration-General - University of Namibia, Windhoek, Namibia
- Lecturer:** Ms FT Kandjeo: MDP (Stellenbosch), B-Tech Marketing Management (Polytechnic of Namibia); Masters of International Business – Harold Pupkewitz Graduate School, Polytechnic of Namibia

**DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES****Head of Department:**

☎ (+264-61) 2063772 📠 (+264-61)2063914

- Professor:** Prof C Keyter: B.Admin. B.Admin(Hons). M.Admin (Public Administration) Ph.D. (Public & Development Management, (US))
- Professor:** Prof P van Rooyen: Ph.D. (US)
- Associate Professor:** Prof L Blaauw: B.A. (UNAM), B.A. Hons (Rhodes Univ.); M A (Rhodes Univ), Ph.D (Rhodes Univ.)
- Senior Lecturer:** Mr VL Tonchi: B.A. (UCLA), MPA (Montana)
- Senior Lecturer:** Dr H Riruako: B.A. Pre- Law (Marshall Univ. USA), M.P.A (Marshall Univ, USA), PGD Foreign Trade (Maastricht School of Management), PhD. (UWC, SA)
- Lecturer:** Dr SB Lwendo: B-Admin. (UNAM), M Admin (UNAM) (Ph.D (North-West University (Republic of South Africa)
- Lecturer:** Mr P Kaapama: N Dip. Pub Admin (Polytechnic of Namibia), MSc. Dev Admin (University of Bristol,
- Lecturer:** Mr M Sikanda: B. Admin. (UNAM); Masters of Public Administration (University of Botswana)
- Lecturer:** Ms EK Thomas: BA, MA (Public Policy and Admin) (ISS, The Hague and UNAM), HED (UNAM)
- Lecturer:** Mr KH Namakando: MA (Public Policy and Admin) (ISS, The Hague and UNAM)
- Lecturer:** Mr J Amupanda: B.A. (UNAM), B.A. (Honours) and M.A. (Political Science) (Stellenbosch)
- Tutor:** Mr Rui Tyitende, B.Admin (Hons) (UNAM)

## NAMIBIA BUSINESS SCHOOL – STAFF COMPLIMENT

LOCATION: E-BLOCK, E050, GROUND FLOOR

☎ (+264-61) 413500 📠 (+264-61)413512 📧 [info@nbs.edu.na](mailto:info@nbs.edu.na)

✉ Private Bag 16004, Pionieerspark, Windhoek, NAMIBIA

<b>Director:</b>	Dr MT Tjirongo: D. Phil. Economics (Oxford University, Oxford, UK); MS Economics with a minor in Statistics (New Mexico State University, Las Cruces, New Mexico); BS Agribusiness, Specializing in Economic Analysis (Iowa State University, Ames, IA); Diploma Agricultural Science (University of Botswana and Swaziland); Certificate in Project Planning, Implementation, and Evaluation (Colorado State University); Certificate in Financial Programming and Policy (IMF Institute).
<b>Executive Assistant:</b>	Ms T !Noarises: Diploma in Public Relations (UNAM); Certificate in Information Administration (Polytechnic of Namibia).
<b>Deputy Associate Dean:</b>	Dr Albert Isaacs: PhD (educational Leadership/Administration); M.A. Educational Supervision; B.Ed. Educational Management
<b>Academic Programmes Officer:</b>	Ms JN Haihambo: Bachelor of Economics (Hons) (UNAM)
<b>Examinations Officer:</b>	Mr JJ Moyyo: B. Tech: Education Management (Tshwane University of Technology, RSA)
<b>Professors/Associate Professors x6:</b>	Vacant
<b>Senior Lecturers x3:</b>	Vacant
<b>Lecturer:</b>	Mr NP Uzera: MPhil in Mathematical Finance (University of Cape Town, RSA); Post-Graduate Diploma in Business Administration (UNAM); Bachelor of Economics (UNAM)
<b>Lecturer:</b>	Mr AV Kamuinjo: MSc in Financial Services, Risk and Operations (Glasgow Caledonian University, Scotland); Bachelor of Arts in Business and Management (Glasgow Caledonian University, Scotland); Higher National Diploma – Business Administration (Motherwell College, Scotland)
<b>Lecturer:</b>	Vacant
<b>Deputy Director – Corporate Services:</b>	Ms YM Yon: MBA in Strategic Management (Maastricht School of Management, The Netherlands); Diploma in Management (Maastricht School of Management, The Netherlands); Certificate in Higher Education Administration & Workforce Development (Pennsylvania State University); Certificate in Applied Educational Leadership and Management (University of London); National Certificate in Commerce (Polytechnic of Namibia).
<b>Development Officer:</b>	Mr H Kaapama: Diploma in Industrial Relations (DMS)
<b>Executive Education Officer:</b>	Mr L Mutjavikua: Post-Graduate Diploma in Business Administration (UNAM); Advanced Diploma in Business Administration (UNAM); Diploma in Marketing (Polytechnic of Namibia)
<b>Customer Care/Student Support Officer:</b>	Ms MK Nangolo: Bachelor of Economics (Hons) (UNAM)
<b>Sales &amp; Marketing Officer:</b>	Vacant
<b>Finance &amp; Admin Officer:</b>	Mr Sem Shipefi: B.Tech (Accounting & Finance); NAT.Diploma (Accounting & Finance); Certificate of Practicing as an Accounting Officer (SAIBA)
<b>Account Assistant:</b>	Ms H Nguarambuka: Bachelor of Technology in Business Administration (Polytechnic of Namibia)
<b>Resource Centre Assistant:</b>	Ms C Handura: Certificate in Taxation & Management (UNAM)
<b>Receptionist/Secretary:</b>	Vacant
<b>General Assistant:</b>	Ms S Gotlieb
<b>General Assistant:</b>	Ms C Kaengurova

**SOUTHERN CAMPUS****DEPARTMENT OF MANAGEMENT SCIENCE****LOCATION: KEETMANSHOOP, Gordon street, Kronlein**

☎ (+264-63) 2202000 📠 (+264-63)222211 ✉ [epoulton@unam.na](mailto:epoulton@unam.na); [lgdavies@unam.na](mailto:lgdavies@unam.na)  
✉ PO Box 1727, Keetmanshoop, NAMIBIA

**PROGRAMMES OFFERED AT CAMPUS**

Diploma in Entrepreneurship and New Venture	(12DNVM)	2 YEARS	PM
Bachelor of Business Administration (BBA) ( <b>Honours</b> )	(12BBAD)	4 YEARS	FM

**Programmes Coordinator and Lecturer:**

Mr J Ngozu: LLM International Commercial Law (University of Sterling, Scotland) BBA (Hons),  
(University of East London)

**Lecturer:** Mr B F Maseke: B.Ed (Accounting and Management Science UNAM) Advance Diploma in  
Management (Southern Business School SBS) Certificate in HR practices (UNISA) MBA (Services  
Marketing Management collage of Southern Africa MANCOSA)

**Lecturer:** Mr E Odero: B.Acc (UNAM), Postgraduate in Labour Law (UNAM) MSc. Accounting and Finance  
(UNAM)

**Lecturer:** Mr SW Denk: MIB (University of Science and Technology) Honours Marketing (Polytechnic of  
Namibia)

**Student Record/Examination Officer:** Ms L Esterhuizen (+264-63-2202022)

**RUNDU CAMPUS****DEPARTMENT OF MANAGEMENT SCIENCE****DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX****LOCATION: RUNDU**

☎ (+264-66) 2686074/2686002 📠 (+264-66)255564 ✉ [nrkamwi@unam.na](mailto:nrkamwi@unam.na)

**PROGRAMMES OFFERED AT CAMPUS**

Diploma in Entrepreneurship and New Venture	(12DNVM)	2 YEARS	PM
Higher Diploma in Accounting and Auditing	(12HDIA)	3 YEARS	FM
Bachelor of Business Administration (BBA) ( <b>Honours</b> )	(12BBAD)	4 YEARS	FM

**Programmes Coordinator and Lecturer:**

Dr G. Kavei: PhD- Development Policy and Management, MSc-Human Resources Development,  
Postgraduate Diploma-Human Resources Management (University of Manchester), Diploma-  
Manager Development (Damelin).

**Lecturer:** Ms A. Mutorwa: Masters in Banking and Finance (University of Wales) Bangor, UK; Bachelor of  
Economics, UNAM

**Lecturer:** Precious Mushendame: MA (Financial Management, North Umbria University, New Cadttle, UK

**Assistant Faculty Officer:** Ms Nikosia R Kamwi:

## B. QUALIFICATIONS OFFERED BY THE FACULTY

The Faculty may award the following certificates, diploma and degrees:

### B.1 Undergraduate Programmes

<u>QUALIFICATION</u>	<u>QUALIFICATION-CODING</u>	<u>MINIMUM DURATION</u>
Certificate in Management and Taxation	(12CMAT)	1 YEAR PM
Certificate in Accounting and Auditing	(12CAAU)	1 YEAR PM
Diploma in Local Government Studies	(12DLGS)	2 YEARS FM
Diploma in Entrepreneurship and New Venture	(12DNVM)	2 YEARS PM
Diploma in Business Administration	(12DIBA)	2 YEARS PM
Higher Diploma in Accounting and Auditing	(12HDIA)	3 YEARS FM
Advance Diploma in Business Administration	(12ADBA)	1 YEAR PM
Bachelor of Accounting (B.ACC) ( <b>Honours</b> )	(12BACC)	4 YEARS FM
Bachelor of Accounting (Chartered Accountancy)	(12BCHA)	3 YEARS FM
Bachelor of Economics (B.ECON). ( <b>Honours</b> )	(12BECN)	4 YEARS FM
Bachelor of Business Administration (BBA) ( <b>Honours</b> )	(12BBAD)	4 YEARS FM
Bachelor of Public Management (BPMM) ( <b>Honours</b> )	(12BPMM)	4 YEARS FM

**FOR THE FOLLOWING PROGRAMMES, KINDLY FAMILIARIZE YOURSELF WITH THE UNAM SCHOOL OF POSTGRADUATE PROSPECTUS.**

**FACULTY OFFICER: MRS DESIREE DAVIES,**

**Telephone: 264-61-206 4615**

**E-mail: [ddavies@unam.na](mailto:ddavies@unam.na)**

### B.2 Postgraduate Programmes

<u>Qualification Code</u>	<u>Qualification Name</u>	<u>Study Period</u>
12PDIA	Postgraduate Diploma in Internal Auditing	2 YEARS
12MSAF	Master of Science in Accounting and Finance	2 YEARS
12MPST	Master of Arts in Political Studies (taught programme)	2 YEARS
12MPSR	Master of Arts in Political Studies (by Thesis only)	2 YEARS
12MPAN	Master of Public Administration (taught programme)	2 YEARS
12MPAR	Master of Public Administration (by Thesis only)	2 YEARS
12MSEC	Master of Science in Economics	2 YEARS
12DPST	Doctor of Philosophy in Political Studies	3 YEARS
12DPAN	Doctor of Philosophy in Public Administration	3 YEARS
12DMAN	Doctor of Philosophy in Management Science	3 YEARS

**PLEASE NOTE THE FOLLOWING:**

**All enquiries related to Programmes offered through the Namibia Business School must be addressed directly to the Academic Programme Officers and the Assistant Directors at the Business School.**

**Telephone& Contacts: Tel (+264 61) 413 500**

**E-mail : [busschool@edu.na](mailto:busschool@edu.na)**

**FOR THE FOLLOWING PROGRAMMES, KINDLY CONTACT THE OFFICERS IN CHARGE AT THE NAMIBIA BUSINESS SCHOOL**

**OFFICER: ACADEMIC PROGRAMMES**

**MS JENNIFER HAIHAMBO**

**Tel: +264 61 413 500; Fax: +264 61 413 512; E-mail: [info@nbs.edu.na](mailto:info@nbs.edu.na)**

Master of Business Administration – Entrepreneurship	[12MBAE]	2 YEARS PM ( <b>18 months NB</b> )
Master of Business Administration – Public Sector Management	[12MBPS]	2 YEARS PM ( <b>18 months NB</b> )
Master of Business Administration – Natural Resources Management	[12MBNR]	2 YEARS PM ( <b>18 months NB</b> )
Master of Business Administration – Finance	[12MBAF]	2 YEARS PM ( <b>18 months NB</b> )
Master of Business Administration – Management Strategy	[12MBMS]	2 YEARS PM ( <b>18 months NB</b> )
Doctor of Philosophy (PhD) Business Administration	[12DBAD]	



## C. DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX

### C.1 Certificate in Management and Taxation

(12CMAT)

#### C.1.1 OBJECTIVE OF THE PROGRAM

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

#### C.1.2 CRITERIA FOR ADMISSION

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

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

#### C.1.3 ARTICULATION OPTIONS

Successful completion of this certificate allows entry into the Higher Diploma in Accounting and Auditing.

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

#### C.1.4 ASSESSMENT CRITERIA

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

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

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

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

A student can register for all modules (128 credits) in a year

#### C.1.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

#### C.1.8 IMPLEMENTATION STRATEGY

The program is already existing and running both on evening (face to face) and distance modes.

#### C.1.9 CLASS ATTENDANCE

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

#### C.1.10 MODE OF DELIVERY

The certificate is a one year programme offered in evenings through full time face to face mode and on distance mode through centre of external studies.

#### C.1.11 DURATION OF STUDY

This is a one year programme with a maximum duration of 2 years. The Faculty has the right to amend the curriculum any time during the year.

#### C.1.12 CURRICULUM

Course code	Course	NQF Level	Credits	Compulsory (C)/ Elective (E)	(Co-requisite)/ Pre-requisite
<b>YEAR 1: SEMESTER 1</b>					
CABS1400	Introduction to Mathematics	4	4	C	None
CEC1310	English Communication for Certificate Purposes	3	16	C	None
UCSI3580	Contemporary Social Issues	4	4	C	None
CAFA1411	Introduction to Financial Accounting A	4	16	C	None
UCLC3509	Computer Literacy	5	8	C	None
CAMA1411	Management	4	16	C	None
<b>Total Credits Semester 1</b>			<b>64</b>		

YEAR 1: SEMESTER 2					
UCSI3580	Contemporary Social Issues	4	4	C	None
CABS1400	Introduction to Mathematics	4	4	C	None
CEC1310	English Communication for Certificate Purposes	3	16	C	None
CAFA1412	Introduction to Financial Accounting B	4	16	C	None
CATA1412	Introduction to Taxation	4	16	C	None
CAIS1412	Introduction to Computerized Accounting	4	16	C	None
<b>Total credits Semester 2</b>			<b>72</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>136</b>		

**\*Please note: CSI3580; ABS1400 AND CEC1310 ARE YEAR MODULES offered in both semesters**

### C.1.13 Syllabi

#### YEAR 1 : SEMESTER 1

##### INTRODUCTION TO MATHEMATICS

##### CABS1400

**NQF Level:** 4      **Credits:** 16      **Contact hours:** 2 hours lecture & 1 tutorial per week for 28 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper  
**Pre-requisites:** None  
**Module Description:**  
Set operations, simple linear functions and equations, simple differentiation, matrix algebra, number system, basic arithmetic, interest calculations.

##### INTRODUCTION TO FINANCIAL ACCOUNTING A

##### CAFA1411

**NQF Level:** 4      **Credits:** 16      **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper  
**Pre-requisites:** None  
**Module Description:**  
Introduction to accounting, Purpose and function of accounting, Scope of accounting, The Accounting equation and the elements of financial statements, The basic principles of accounting, Recording in the various journals, Posting to the General Ledger, Compiling the Trial Balance, Adjustments, Post adjustments trial balance, Preparation of financial statements.

##### MANAGEMENT

##### CAMA1411

**NQF Level:** 4      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper  
**Pre-requisites:** None  
**Module Description:**  
The detailed contents are as follows: Introduction to management and principles of management, managing change and innovation, decision making, leading, organizing, controlling and evaluating, and introduction to functional areas of management i.e. finance, marketing, operations and human resources.

#### YEAR 1 : SEMESTER 2

##### INTRODUCTION TO FINANCIAL ACCOUNTING B

##### CAFA1412

**NQF Level:** 4      **Credits:** 16      **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 2 hour paper  
**Pre-requisites:** None  
**Module Description:**  
Accounting for current and non-current assets, Accounting for current and non-current liabilities, Preparation of bank reconciliation statement, Methods and procedures for recording depreciation, Methods and procedures for valuing and recording inventory, Preparing financial statements from incomplete records and rectification of errors.

##### INTRODUCTION TO TAXATION

##### CATA1412

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

**Module Description:**

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

**INTRODUCTION TO COMPUTERIZED ACCOUNTING****CAIS1412****NQF Level:** 4**Credits:** 16**Contact hours:** 2 hours theory & 2 hours practical per week**Module assessment:**

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

Examination (50%): 1 x 2 hour paper

**Pre-requisites:**

None

**Module Description:**

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

**UNAM CORE MODULES****SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92****COMPUTER LITERACY****UCLC3509****CONTEMPORARY SOCIAL ISSUES****UCSI 3580****ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES****CEC1310**

## C.2. Certificate in Accounting and Auditing

(12CAAU)

### C.2.1 OBJECTIVE OF THE PROGRAM

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

### C.2.2 CRITERIA FOR ADMISSION

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

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

### C.2.3 ARTICULATION OPTIONS

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

### C.2.4 ASSESSMENT CRITERIA

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

### C.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

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

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

A student can register for all modules (128 credits) in a year

### C.2.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

### C.2.8 IMPLEMENTATION STRATEGY

The program is already existing and running both on evening (face to face) and distance modes.

### C.2.9 CLASS ATTENDANCE

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

### C.2.10 MODE OF DELIVERY

The certificate is a one year programme offered in evenings through full time face to face mode and on distance mode through centre of external studies.

### C.2.11 DURATION OF STUDY

This is a one year programme with a maximum duration of 2 years. The Faculty has the right to amend the curriculum any time during the year.

### C.2.12 NEW CURRICULUM

Course code	Course	NQF Level	Credits	Compulsory (C) / Elective (E)	(Co-requisite) / Pre-requisite
<b>YEAR 1 : SEMESTER 1</b>					
CABS1400	Introduction to Mathematics	4	4	C	None
UCSI3580	Contemporary Social Issues	5	4	C	None
CEC1310	English Communication for Certificate Purposes	4	16	C	None
CAFA1411	Introduction to Financial Accounting A	4	16	C	None
CAAT1411	Introduction to Audit Theory & Process	4	16	C	None
UCLC3509	Computer Literacy	5	8	C	None
<b>Total Credits Semester 1</b>			<b>64</b>		

YEAR 1: SEMESTER 2					
UCSI3580	Contemporary Social Issues	5	4	C	None
CABS1400	Introduction to Mathematics	4	4	C	None
CEC1310	English Communication for Certificate Purposes	4	16	C	None
CAGA1412	Introduction to Government Accounting and Auditing	4	16	C	None
CAIS1412	Introduction to Computerized accounting	4	16	C	None
CAFA1412	Introduction to Financial Accounting B	4	16	C	None
<b>Total credits Semester 2</b>			<b>72</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>136</b>		

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

### C.2.13 Syllabi

#### YEAR 1 : SEMESTER 1

##### INTRODUCTION TO MATHEMATICS

##### CABS1400

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

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

**Pre-requisites:** None

##### Module Description:

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

##### INTRODUCTION TO FINANCIAL ACCOUNTING A

##### CAFA1411

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

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

**Pre-requisites:** None

##### Module Description:

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

##### INTRODUCTION TO AUDIT THEORY AND PROCESS

##### CAAT1411

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

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

**Pre-requisites:** None

##### Module Description:

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

#### YEAR 1 : SEMESTER 2

##### INTRODUCTION TO GOVERNMENT ACCOUNTING AND AUDITING

##### CAGA1412

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

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

**Pre-requisites:** None

##### Module Description:

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

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

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

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

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

**UNAM CORE MODULES****SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92****COMPUTER LITERACY****UCLC3509****CONTEMPORARY SOCIAL ISSUES****UCSI3580****ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES****CEC1310**

**C.3.1 OBJECTIVE OF THE PROGRAM**

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

**C.3.2 CRITERIA FOR ADMISSION**

To register for Higher Diploma in Accounting and Auditing an applicant should:

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

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

**C.3.3 ARTICULATION ROUTE**

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

**C.3.4 ASSESSMENT CRITERIA**

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

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

For readmission into the faculty a student should have passed:

- *At least 48 credits by the end of first year; however, for readmission into the program this must include at least one module on basic financial accounting (CAFA2481 or CAFA2482)*
- *At least 120 credits by the end of second year;*
- *At least 196 credits by the end of third year;*

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

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

**C.3.7 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 360 credits. All the modules offered on this program are compulsory.

**C.3.8 IMPLEMENTATION STRATEGY**

The first intake will be in January 2013 to allow students on current diploma programs to complete studies on the old curriculum.

**C.3.9 ADVANCEMENT AND PROGRESSION RULES**

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

**C.3.10 CLASS ATTENDANCE**

The Students must attend at least 80% of all lectures and all the practical tutorials in order to be admitted for final examination.

**C.3.11 MODE OF DELIVERY**

This is a full time program offered in the evening. The program will also be offered on distance mode through CES and Rundu Campus.

**C.3.12 DURATION OF STUDY**

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

### C.3.13 CURRICULUM

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

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

### C.3.14 Syllabi

#### YEAR 1 : SEMESTER 1

##### BASIC FINANCIAL ACCOUNTING A

##### CAFA2411

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

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

**Pre-requisites:** None

##### Module Description:

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



BASIC MATHEMATICS		CABM2411
<b>NQF Level:</b> 4	<b>Credits:</b> 16	<b>Contact hours:</b> 4 lecture hour &1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	The details contents are as follows: Number systems – Roman, Decimal, Binary; Four basic operations on whole numbers, Integers and Fractions; Powers and roots, rates, ratios and percentage calculations. Measurement – Length, time, temperature, mass and capacity. Mensuration – areas and volumes.	
YEAR 1 : SEMESTER 2		
BASIC FINANCIAL ACCOUNTING B		CAFA2412
<b>NQF Level:</b> 4	<b>Credits:</b> 12	<b>Contact hours:</b> 3 lecture hour &1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	Accounting for current and non-current assets, Methods and procedures for recording depreciation, an overview of accounting for intangibles, Accounting for receivables, Accounting for current and non-current liabilities, cash management and preparation of bank reconciliation statement, Methods and procedures for valuing and recording inventory, Rectification of errors, Preparation of financial statements from incomplete records.	
PRINCIPLES OF MANAGEMENT		CMPP3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (Minimum of 2 tests and 1 assignment)	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b>	Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.	
INTRODUCTION TO TAXATION		CATA2412
<b>NQF Level:</b> 4	<b>Credits:</b> 12	<b>Contact hours:</b> 3 lecture hour &1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	Introduction to the Income Tax Act No 24 of 1981, source or residence principles on which a tax system may be based: analysis of all the income of the taxpayer in order to determine what constitutes gross income, true source and deemed source, capital and revenue nature of income, specific inclusions, calculating normal tax payable, identification of exempt income, establishing the general and special deductions to calculate taxable income, determining the taxable income of individuals, fringe benefits, tax evasion and avoidance. Overview of VAT/(value added tax).	
YEAR 2 : SEMESTER 1		
BASIC MICROECONOMICS		CEMI3571
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.	

COMMERCIAL LAW A		CACL3631
<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact hours:</b> 4 lecture hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> The detailed contents are as follows: Introduction to the theory of law, the definition of the concept of "law", the various sources of Namibian law, customs, legislation (statute), common law etc as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, the administration of justice in Namibia, the hierarchy of the Namibian courts, the general principles of natural justice the "audialterampartem rule", the law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc, various forms of breach of contract: moracreditoris , moradebitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party.		
BUSINESS MATHEMATICS		CBCM3571
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous Assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper)	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.		
FUNDAMENTALS OF ACCOUNTING A		CAFE3581
<b>NQF Level:</b> 5	<b>Credits:</b> 12	<b>Contact hours:</b> 3 lecture hour &1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.		
YEAR 2 : SEMESTER 2		
BASIC MACROECONOMICS		CEMA3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.		
COMMERCIAL LAW B		CACL3632
<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact hours:</b> 4 lecture hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> The detailed contents are as follows; Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huurgaatvoorkoop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit		

Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.

<b>FUNDAMENTALS OF ACCOUNTING B</b>	<b>CAFE3582</b>
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<b>NQF Level:</b> 5	<b>Credits:</b> 12	<b>Contact hours:</b> 3 lecture hour & 1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment	
	Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	

**Module Description:**

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

<b>YEAR 3 : SEMESTER 1 BUSINESS STATISTICS A</b>	<b>CABA3691</b>
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<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 lecture hour & 1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and/or one assignment	
	Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	Business Mathematics (CBCM3571)	

**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions (Binomial, Poisson, Exponential and Normal).

<b>FINANCIAL ACCOUNTING 1A</b>	<b>CAFE3691</b>
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<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 lecture hour & 1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and/or one assignment	
	Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	Fundamentals of Accounting A and B (CAFE3581 & CAFE3582)	

**Module Description:**

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering - cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

<b>MANAGEMENT ACCOUNTING 1A</b>	<b>CAAM3691</b>
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<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 lecture hour & 1 tutorial hour per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and/or one assignment	
	Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	

**Module Description:**

Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

<b>COMPUTERIZED ACCOUNTING SYSTEMS</b>	<b>CAIS3659</b>
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<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact hours:</b> 2 lecture hour & 2 practical hours per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment	
	Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	CLC3409 and AFE3581 & AFE3582	

**Module Description:**

The detailed contents are as follows: Conceptual foundation of Accounting Information Systems (AIS), Control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Students will apply the AIS functions to the overall Management Information System. Set up a company from scratch, Debtors accounts, Creditors accounts, General ledger, Prepare invoices, Purchase orders, Cashbook – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes and much more. Draw - up financial statements and other financial reports. Software will be utilized to make business decisions, using of computer spread sheets and modern accounting packages as a tool in decision making.

**PUBLIC SECTOR AND GOVERNMENT ACCOUNTING****CAPG2631****NQF Level:** 6 **Credits:** 16 **Contact hours:** 4 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:**

AFA2411 &amp; AFA2412

**Module Description:**

The primary objective of this module is to introduce students to specific features of public sector and government accounting. The contents include International public sector accounting standards on presentation of financial statements, cash and fund accounting, the nature of government accounting, government accounting practices, government accounting distinguished from general commercial accounting, government records for accounting and control, financial statements, statement of various government funds, Accounting provisions as prescribed in the constitution and the State Finance Act. Treasury instructions, audit requirements, accounting for general capital assets and capital projects, accounting for general long-term liabilities and debt service, accounting for government's business type activities, accounting for agency and trust funds, preparation, analysis and interpretation of a comprehensive annual financial report, issues in government financial reporting and performance measurement.

**YEAR 3 : SEMESTER 2****BUSINESS STATISTICS B****CABA3692****NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:**

Business Mathematics (CBCM3571)

**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

**FINANCIAL ACCOUNTING 1B****CAFE3692****NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:**

Fundamentals of Accounting A and B (CAFE3581 &amp; CAFE3582)

**Module Description:**

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.

**MANAGEMENT ACCOUNTING 1B****CAAM3692****NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:**

None

**Module Description:**

The detailed contents are as follows: Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and

segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance.

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**PUBLIC FINANCIAL MANAGEMENT****CAPF2632****NQF Level:** 6      **Credits:** 16      **Contact hours:** 4 lecture hour & 1 tutorial hour per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and/or one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** AFA2411 & AFA2412**Module Description:**

The detailed contents are as follows: Scope and principles of public finance, public expenditure, source of public revenue, characteristics of a good tax system, principles of taxation, taxable capacity, kinds of taxation, effects of taxation, the theory of social and public goods, shifting and incidence of taxes, fiscal policy and economic stability, development finance, theory of public debt management, deficit financing. Public financial management, financial decision making in public sector, budgets, medium term expenditure framework and investments appraisal techniques.

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**UNAM CORE MODULES**

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92

**COMPUTER LITERACY****UCLC3509****CONTEMPORARY SOCIAL ISSUES****UCSI3580****ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION****ULEG2410**

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**C.4.1 INTRODUCTION**

The Bachelor of Accounting (Chartered Accountancy) is a single major programme, which seeks to provide an academic foundation for students intending to pursue a career in accounting and related fields.

The degree provides technical and theoretical skills and knowledge, which will give the successful candidate a sound foundation for his/her chosen career. The development of transferable skills and competence is embodied in the modules within the degree structure and those successfully completing the program should possess effective communication, intellectual and interpersonal skills.

**C.4.2 PURPOSE OF THE QUALIFICATION**

The proposed 3 year Bachelor of Accounting (Chartered Accountancy) program aims to equip the students on successful completion with necessary accounting knowledge and skills that allows them to pursue a Certificate in Theory of Accounting (CTA) program required for a career in Chartered Accountancy.

**C.4.3 ADMISSION REQUIREMENTS**

To register for the Bachelor of Accounting (Chartered Accountancy), a candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification. English is a compulsory subject and a candidate should have obtained grade C at NSSC (English as a Second Language) or grade D at NSSC (English First Language) level and at least a B in NSSC (Ordinary level) Mathematics. Preference will be given to those with accountancy at school level.

- A candidate should have a minimum of 30 points in five subjects on the UNAM Evaluation Scale.
- Entrance will be limited to availability of places and awarded on merit. Meeting minimum requirements does not guarantee admission.
- The department reserves the right to interview students before admission.
- Admission could also be considered for foreign students and those with post qualification (first degree) or through mature age entry scheme upon successful completion of the relevant examinations as set out in the General Regulations.
- Mature age entry: Candidates aspiring for admission through mature age entry scheme must satisfy the following conditions:
  - a. They should be at least 25 years old on the first day of the academic year in which admission is sought.
  - b. They should have successfully completed senior secondary education
  - c. They should have proof of at least five years relevant work experience (as determined by the department).
  - d. They should pass all papers of the prescribed Mature Age Entry Test and obtain a minimum aggregate score of 60%.

***If a candidate only obtains the equivalent of a C in NSSC (Core level) Mathematics; then a B in NSSC (Ordinary level) Accountancy at school level must be obtained and a minimum of 32 points in five subjects on the UNAM Evaluation Scale.***

**C.4.4 EXAMINATION REGULATIONS**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Prospectus. A candidate will be admitted to the examination in a module if he/she has obtained the required continuous assessment mark of 50%. Examinations are administered at the end of each semester for semester modules and at the end of year for double modules.

***A candidate passes a module if a final mark of 50% is obtained. The final mark for the core modules offered by the department of accounting, auditing and income tax consists of continuous assessment and examination mark in the ratio of 50:50 respective. A sub minimum of 40% must be obtained in each component.***

**C.4.5 ACADEMIC ADVANCEMENT RULES****(a) Admission into next year of study**

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

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

A student will not be re-admitted into the program if he/she has not passed at least:

- The equivalent to **104 credits** by the end of the **First year** including at least 1 out of 2 financial accounting modules.
- The equivalent to **212 credits** at the end of the **Second year** including all first year accounting modules and at least one second year financial accounting modules.
- The equivalent to **312 credits** at the end of the **Third year**

Students who are not re-admitted into Bachelor of Accounting (Chartered Accountancy) may apply for transfer into the current Bachelor of Accounting (Honours) or other programs offered by the faculty and would be considered for admission on a case by case basis if they meet the requirements for re admission into the faculty.

**(c) Minimum requirements for re-admission into the faculty**

A student will not be re-admitted into the faculty if he/she has not passed at least:

- the equivalent to 56 credits by the end of the **First year**;
- the equivalent to 152 credits at the end of the **Second year**
- the equivalent to 224 credits at the end of the **Third year**

#### C.4.6 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 424 credits. All the modules offered on this program are compulsory.

#### C.4.7 LECTURES AND TUTORIALS

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

#### C.4.8 QUALITY ASSURANCE ARRANGEMENTS

The curriculum of this program has been developed in consultation with various stakeholders including the Institute of Chartered Accountants of Namibia and South African universities. It is proposed to externally moderate all the question papers of core modules offered during first, second and third years. To keep the content updated and commensurate with market needs the curriculum will be reviewed every 3 years in consultation with relevant stakeholders.

#### C.4.9 STAKEHOLDERS SUPPORT OF THE PROGRAM

This program has been developed in response to the needs of industry to shorten the study period for Chartered Accountancy. Currently UNAM students have to study for 4 years for first degree followed by another 2 years for CTA. The total 6 years of study is not competitive with programs offered by South African Universities as a student can do a first degree in 3 years and CTA in one year at SA Universities. Thus, accounting firms prefer to send sponsored students to South African Universities to save two years. It also results in brain drain as many students after studying in South Africa stay there for employment. This qualification will save one year for undergraduate degree and another one year on being accredited by South African Institute of Chartered Accountants (SAICA), which is the examining body for CA qualification.

#### C.4.10 ARTICULATION

Students may be considered for transfer from current Bachelor of Accounting (Honours) to Bachelor of Accounting (Chartered Accountancy), **if they have obtained an average of 70% including a minimum of 70% in accounting modules at first and second year of Bachelor of Accounting (Honours).**

- Having completed year 1 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 1 of Bachelor of Accounting (Chartered Accountancy).
- Similarly after completing year 2 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 2 of Bachelor of Accounting (Chartered Accountancy).
- **No transfer into 3<sup>rd</sup> year of Bachelor of Accounting (Chartered Accountancy) is allowed from other programs.**

Students will also be allowed to transfer from Bachelor of Accounting (Chartered Accountancy) to current 4 year Bachelor of Accounting (Honours) and will be exempted for the modules already passed on a case by case basis.

#### C.4.11 EXEMPTION RULES

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

#### C.4.12 DURATION OF STUDY

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

#### C.4.13 PRE-REQUISITES

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

Code	Module Name	Prerequisite / Co requisite	
	Year 2	Code	Module Name
CACP3612	Company Law and Practice	CAML3611	Mercantile Laws (Co requisite)
CAFI3610	Financial Accounting 2	CAFI3511/ CAFI 3582	Financial Accounting 1 A / Financial Accounting 1B /
CAUD 3691	Auditing 1A	CAFI3591 / CAFI 3592	Financial Accounting 1 A / Financial Accounting 1B /
CAUD 3692	Auditing 1B	CAFI3591 / CAFI 3592	Financial Accounting 1 A / Financial Accounting 1B /
	Year 3		
CACT3710	Comparative taxation	CANT3691	Namibian Taxation
CAUD3710	Auditing 2	CAUD3691 and CAUD 3692	Auditing 1A and Auditing 1B
CAFI3710	Financial Accounting 3	CAFI3610*	Financial Accounting 2
CAMA3711	Management Accounting 2	CAMA3691 and CAMA 3692	Management Accounting 1A and Management Accounting 1B
CAIS3652	Computerized Accounting Systems	UCLC3509	Computer Literacy
CAMF3712	Managerial Finance	CAFI3591, CAFI 3592 and CAMA 3511	Financial Accounting 1 A , Financial Accounting 1B, and Mathematics for Accountants

#### C.4.14 CURRICULUM

The curriculum for the Bachelor of Accounting (Chartered Accountancy) consists of 30 modules, which are offered as follows:

- 11 equivalent modules (equivalent to 152 credits) on the first-year level
- 11 equivalent modules (equivalent to 144 credits) on the second-year level
- 8 equivalent modules (equivalent to 128 credits) on the third-year level

A student may not exceed a maximum of twelve modules (equivalent to 192 credits) as from the second academic year onwards. Courses that are repeated are included in the allowable maximum of twelve modules.

Code	Module Name	Contact hours	Credits	NQF level
<b>YEAR 1 : SEMESTER 1</b>				
CAEC3511	Economics	56	16	5
ULCE3419	English Communication and Study Skills	56	16	4
UCLC3509	Computer Literacy	28	8	5
CAMA3511	Mathematics for Accountants	56	16	5
CAFI3511	Financial Accounting 1A	56	16	5
	<b>Total</b>	<b>252</b>	<b>80</b>	
<b>YEAR 1 : SEMESTER 2</b>				
ULEA3519	English for Academic Purposes	56	16	5
CMPP3572	Principles of Management	56	16	5
CABS3612	Business Statistics	56	16	6
CAFI3582	Financial Accounting 1B	42	12	5
UCSI3580	Contemporary Social Issues	28	8	5
	<b>Total</b>	<b>252</b>	<b>72</b>	
	<b>Total year 1</b>	<b>504</b>	<b>160</b>	
<b>YEAR 2 : SEMESTER 1</b>				
CAML3611	Mercantile Law	56	16	6
CANT3691	Namibian Taxation	42	12	6
CAUD3691	Auditing 1A	42	12	6
CAFI3610	Financial Accounting 2	42	12	6
CAMA3691	Management Accounting 1A	42	12	6
	<b>Total</b>	<b>224</b>	<b>64</b>	
<b>YEAR 2 : SEMESTER 2</b>				
CAIS3652	Computerized Accounting Systems	56	16	6
CASE3792	Strategy, Risk Management and Ethics	42	12	7
CAUD3692	Auditing 1B	42	12	6
CAFI3610	Financial Accounting 2	42	12	6
CAMA3692	Management Accounting 1B	42	12	6
CACP3612	Company Law and Practice	56	16	6
	<b>Total</b>	<b>280</b>	<b>80</b>	
	<b>Total year 2</b>	<b>504</b>	<b>144</b>	
<b>YEAR 3 : SEMESTER 1</b>				
CACT3710*	Comparative taxation	56	16	7
CAUD3710*	Auditing 2	56	16	7
CAFI3710*	Financial Accounting 3	56	16	7
CAMA3711	Management Accounting 2	56	16	7
	<b>Total</b>	<b>224</b>	<b>64</b>	
<b>YEAR 3 : SEMESTER 2</b>				
CACT3710*	Comparative taxation	56	16	7
CAUD3710*	Auditing 2	56	16	7
CAFI3710*	Financial Accounting 3	56	16	7
CAMF3712	Managerial Finance	56	16	7
	<b>Total</b>	<b>224</b>	<b>64</b>	
	<b>Total year 3</b>	<b>448</b>	<b>128</b>	
	<b>Total course</b>	<b>1456</b>	<b>432</b>	

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

#### C.4.15 Syllabi

##### YEAR 1 : SEMESTER 1 ECONOMICS

CAEC3511

NQF Level: 5

Credits: 16

Contact hours: 4 hours per week for 14 weeks

Module assessment:

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

Examination (50%): 1 x 3 hour paper

Pre-requisites:

None



**Module Description:**

This course introduces basic concepts and tools used in microeconomics and macroeconomic analysis. The detailed contents are as follows:

The theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payment accounts; stabilization policy for unemployment, inflation; demand and supply, market structures, Factor markets and introduction to international trade.

**MATHEMATICS FOR ACCOUNTANTS****CAMA3511****NQF Level:** 5**Credits:** 16**Contact hours:** 4 hours per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Prerequisites:**

None

**Module Description:**

The module is designed to give students an understanding of various mathematical calculations to solve business related problems. The detailed contents are as follows:

introduction to differential and integral calculus; number systems, rates, ratios, percentages, Indices, equations and inequalities; introduction to matrix algebra:(addition, subtraction and multiplication); Time value of money and its applications in financial decisions.

**FINANCIAL ACCOUNTING 1A****CAFI3511****NQF Level:** 5**Credits:** 16**Contact hours:** 4 hours per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.

**Pre-requisites:**

None

**Module Description:**

The objective of the module is to provide basic knowledge of accounting information system and equip the students with capability of processing financial transactions in books of accounts and develop financial statements of sole trader, non-profit entity, partnership and close corporation y. The detailed contents are as follows:

Accounting as an information system, Data processing and double-entry bookkeeping, Subsidiary journals and posting to ledger accounts, Control accounts and reconciliation, preparation of trial balance, accounting for value added tax, Inventory valuation, recording of depreciation and Property, plant and equipment (PPE), Adjustments and preparation of financial statements , accounting for non-profit entities. Financial statements of partnerships – establishment of a partnership, financial records of admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation, close corporations – formation and operation, taxation, deregistration and liquidation, accounting records and financial statements, branches, manufacturing cost statements, preparing the income statement of manufacturing enterprises, introduction to companies – formation, share and debenture transactions, conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

**YEAR 1 : SEMESTER 2****PRINCIPLES OF MANAGEMENT****CMPP3572****NQF Level:** 5**Credits:** 16**Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisite:**

None

**Module Description:**

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

**BUSINESS STATISTICS****CABS3612****NQF Level:** 6**Credits:** 16**Contact hours:** 4 hours per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the fundamental of statistics. The detailed contents are as follows:

Data and Statistics, Presentation of data (Tabular and Graphical method; Numerical Method); Measure of central tendency and variance, correlation, regression and index numbers. Introduction to Probability and Probability distributions (Binomial, Poisson, Exponential and Normal); Sampling and Sampling distributions; Statistical inference: (Confidence Interval Estimation, Hypothesis Testing (mean and proportion), Inference about population variance)

**FINANCIAL ACCOUNTING 1B****CAFI3582****NQF Level:** 5 **Credits:** 12 **Contact hours:** 3 hours Lecture plus 1 hour tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa

**Pre-requisites:** None

**Module Description:**

This module is an introduction to companies – formation, share and debenture transactions, conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa and introduction to annual financial statements of a company in accordance with the Companies Act, 2004, as amended and IFRS (International Financial Reporting Standards). The detailed contents are as follows:

The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (IAS1), standardised financial statements, with specific reference to auditors', directors' and other reports, inventories (IAS2) revenue recognition (IAS18), cash flow statements (IAS7) sources and uses of cash,, analysis and interpretation of financial statements:- ratio analyses, Du Pont Identity.

**YEAR 2 : SEMESTER 1****FINANCIAL ACCOUNTING 2 (MODULE OFFERED IN BOTH SEMESTERS)****CAFI3610****NQF Level:** 6 **Credits:** 12 **Contact hours:** 3 hours Lecture plus 1 hour tutorial per week for 14 weeks

**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa

**Pre-requisites:** Financial Accounting 1A, 1B (CAFI3511/CAFI3582)

**Module Description:****Module description: First Semester**

The purpose of this module is to introduce the students to interpretative aspects of financial accounting and to explain recognition, measurement and disclosure of various items in the annual financial statements in accordance with IFRS (International Financial Reporting Standards). The detailed contents are as follows:

Accounting policies, changes in accounting estimates, errors (IAS8), related party disclosures (IAS24), earnings per share (IAS33), property, plant and equipment (IAS16), impairment of assets (IAS36), investment property (IAS40), non-currents assets held for sale and discontinued operations (IFRS5), provisions, contingent liabilities and contingent assets (IAS37), events after the reporting period (IAS10), intangible assets (IAS38)

**Module description: Second Semester**

The objective of the module is to develop among the students the capability to conceptualise and deal with multiple effects of transactions in financial records. The detailed contents are as follows:

International Financial Reporting Standards (IFRS) –borrowing costs (IAS23), Operating segment (IFRS8), income tax (IAS12), construction contracts (IAS11), leases (IAS17), employee benefits (IAS19).

**MERCANTILE LAW****CAML3611****NQF Level:** 6 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks

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

**Pre-requisite:** None

**Module Description:**

The module is designed to give thorough understanding of the commercial laws. The detailed contents are as follows:

Introduction to the theory of law, the definition of the concept of "law", various sources of Namibian law, customs, legislation (statute), common law etc. as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, administration of justice in Namibia, hierarchy of Namibian courts, the general principles of natural justice the "audi alteram partem rule", law of contract, definitions of a contract requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, etc, various forms of breach of contract: moracreditoris, moradebitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party. Special contracts, deed of Sale, The essentially for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intention to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huurgaatvoorkoop rule" Negotiable instruments, Definition of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. Consequences of a credit agreement. Labour Law, The employment contract: definition and the parties thereto, the duties of the employer and employee after conclusion of the employment contract; termination of the contract of employment; various forms of business enterprises.

NAMIBIAN TAXATION		CANT3691
<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours Lecture plus 1 hour tutorial p/week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	<p>The objective of this module is to equip the students with the theory and legal aspects and practice of Namibian taxation. The detailed contents are as follows:</p> <p>Fiscal policy, definition of gross income, source, deemed source, receipts and accruals of a capital nature, specific inclusions, exemptions, general deduction formula, specific deductions, trading stock, dividends and foreign exchange. Individuals, partnerships, companies, close corporations, farming operations, estates and trusts, co-operative societies, insurance companies, mining operations, VAT, tax administration.</p>	
AUDITING 1A		CAUD3691
<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours Lecture plus 1 hour tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa	
<b>Pre-requisites:</b>	Financial Accounting 1A, 1B (CAFI3511/CAFI3582)	
<b>Module Focus:</b>	<i>Introduction to Audit theory and Audit Practice</i>	
<b>Module Description:</b>	<p>The aim of this module is to introduce students to the basics of auditing, the role of auditing in corporate management and history and development of audit profession. The detailed contents are as follows:</p> <p>Need of auditing; the role of Auditing in corporate management; the history and development of the audit profession, procedures to regulate the profession and to set standards; the Duties and responsibilities of the Professional Auditor in general and specifically with regards to fraud and errors; Fundamentals of Auditing, Audit Assurance; Audit Evidence, Audit Materiality and Risk; Internal Control, Quality Control for Audit work; Documentation in an Audit Assignment; An overview of different stages of Audit: Planning, Accumulation and evaluation of audit evidence and documenting audit evidence. Completing audit process and audit report.</p>	
MANAGEMENT ACCOUNTING 1A		CAMA3691
<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours Lecture plus 1 hour tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	<p>This course aims to introduce students to the concepts, techniques and application of cost and management accounting with major focus on cost systems design and cost accumulation. The detailed contents are as follows:</p> <p>Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs, Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation, Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: concept and practice of activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.</p>	
YEAR 2 : SEMESTER 2		
COMPUTERIZED ACCOUNTING SYSTEMS		CAIS3652
<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	Computer Literacy (UCLC3509)	
<b>Module Description:</b>	<p>The aim of this module is to introduce students to accounting information system (AIS) functions and applications and how to use AIS for business decisions, the detailed contents are as follows:</p> <p>Conceptual foundation of Accounting Information Systems (AIS), Control and auditing of AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Application of computerized accounting principles. Setting up AIS for a company from scratch, Debtors accounts, Creditors accounts, General ledger, Prepare invoices, Purchase orders, Cashbook – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll and quarterly payroll taxes. Draw - up financial statements and other financial reports. use of computer spread sheets and modern accounting packages.</p>	

STRATEGY, RISK MANAGEMENT AND ETHICS			CASE3792
<b>NQF Level:</b>	7	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours Lecture plus 1 hour tutorial p/week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b>	<p>The objective of the module is to equip the students with the knowledge and practice of designing strategy, risk management and ethics. The detailed contents are as follows:</p> <p>New trends in ethical financial reporting and corporate governance and King III report, Introduction to business ethics and ethical value systems for accountants, methods and case studies in ethical decision making related to accounting, tax and auditing matters, Managing ethical dilemmas, introduction to virtue ethics, rule morality and utilitarianism, formulation, implementation, evaluation and control of the strategy and strategy planning processes, identification of stakeholders in the business environment, conduct environmental scanning for internal and external influences, Introduce analytical and assessing risk models on strategies, definition of risk, approaches and principle categories of risk, risk types, identification tools and methodologies, implementation of integrated risk management system.</p>		
AUDITING 1B			CAUD3692
<b>NQF Level:</b>	6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours Lecture plus 1 hour tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa		
<b>Pre-requisites:</b>	Financial Accounting 1A, 1B (CAFI3511/CAFI3582)		
<b>Module focus:</b>	<b>Performing the Audit Process</b>		
<b>Module Description:</b>	<p>This course introduces students to audit planning and audit of various financial accounting cycles. The detailed contents are as follows:</p> <p>Audit planning, identification of elements in the audit process and Formulation of Audit Objectives; audit of income and Expense cycle; audit of the Purchase and payments cycle; audit of the Inventory Cycle and production cycle; audit of the Payroll and Personnel cycle and audit of Finance and investment cycle.</p>		
MANAGEMENT ACCOUNTING 1B			CAMA3692
<b>NQF Level:</b>	6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours Lecture plus 1 hour tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b>	<p>This course aims to introduce students to process costing system, use of standard costing and budgetary control techniques for managerial purposes and comparison between absorption and variable costing systems. The detailed contents are as follows:</p> <p>Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance. Determining prices and product profitability, cost information and pricing decisions: Cost plus pricing methods, Profitability analysis, role of product costs in pricing; short-term and long-term pricing considerations, price-takers vs. price setters; full cost pricing and its derivatives.</p>		
COMPANY LAW AND PRACTICE			CACP3612
<b>NQF Level:</b>	6	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Co - requisite:</b>	Mercantile Law (CAML3611)		
<b>Module Focus:</b>	<b>(Namibian Companies act and South African Companies Act)</b>		
<b>Module Description:</b>	<p>The module is designed to give student's thorough understanding of company law and practice. The detailed contents are as follows:</p> <p>Acquisition of legal personality, types of companies, inception of a company and its constitutive documents (memorandum and articles of association). Capacity and representation of a company (ultra vires doctrine, turquand rule etc.). Members and the</p>		

register of the company. The share capital of a company, various classes and types of shares, voting rights attached to shares, reduction of share capital. The transfer of shares, the transferability of shares, limitations in terms of articles of shareholders agreements. Transmission of shares on death or insolvency. Offer of shares and the prospectus. Offers in the primary market and secondary markets. Liability for untruths in the prospectus and sanctions to be imposed in terms of company legislation. General meeting, annual general meetings, and convening of meeting. Directors, legal position of directors and board of directors. Annual financial statements. Majority rule and protection of minority interest. Reorganization, arrangement and compromises. Judicial management and liquidation of companies. Dissolution and de-registration of companies.

### YEAR 3 : SEMESTER 1

#### COMPARATIVE TAXATION

CACT3710

**NQF Level:** 7  
**Credits:** 32  
**Contact hours:** 4 hours per week for 28 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa  
**Pre-requisites:** Namibian Tax (CANT 3691)

#### FIRST SEMESTER:

**Module Focus:** *South African income tax*

#### Module description:

- The objective of this module is to equip the students with detailed knowledge of theory, legal aspects and practice of comparative taxation with focus on South African income tax. Detailed content are as follows:
- Fundamentals of Taxable Income
- Business entities
- Normal Tax
- Gross Income, Income & Taxable Income
- Special deductions
- Inclusions in Taxable Income
- Special rules on employees
- Tax Administration, objection and appeals

#### SECOND SEMESTER:

**Module Focus:** *South African income tax*

**Module description:** The objective of this module is to equip the students with detailed knowledge of theory, legal aspects and practice of comparative taxation with focus on South African income tax. Detailed content are as follows:

- Value-added Tax
- Donations Tax
- Estate Duty
- Secondary Tax on Companies (STC)
- Taxation of capital gains
- Tax administration

#### AUDITING 2

CAUD3710

**NQF Level:** 7  
**Credits:** 32  
**Contact hours:** 4 hours per week for 28 weeks  
**Module assessment:** Continuous assessment (50%): two tests and one assignment  
 Examination (50%): 1 x 3 hour paper  
 The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa  
**Pre-requisites:** Auditing 1A and Auditing 1B (CAUD3691 and CAUD3692)

#### FIRST SEMESTER:

**Module Focus:** *Internal Control and Legal Aspects of Audit Process*

#### Module Description:

This course introduces students to the Auditing Profession Act, 2008. The detailed contents are as follows:  
 Outline, interpretation, application and administration of the Public Accountants' and Auditors Act, Registration, Practice, Offences, Powers and duties of Auditors. Company Legislations inclusive of Companies Act, Close Corporation Act. Corporate Governance, code of conduct and professional ethics, subsequent events, Going concern and factual insolvency; Reliance on other partners. Internal controls and internal audit.

#### SECOND SEMESTER:

**Module focus:** *Computer Auditing, use of Computer in Auditing, Advance Theory and Performance of Audit Process.*

#### Module Description:

This course introduces students to electronic environment of audit practice. The detailed contents are as follows:  
 Computerized data processing system and related concepts. Revision of important audit terminology; Introduction to Advance Computer controls and auditing; Going concern; the audit report and review engagements and related services engagements.

**FINANCIAL ACCOUNTING 3****CAFI3710****NQF Level: 7****Credits: 32****Contact hours:** 4 hours per week for 28 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa

**Pre-requisites:**

Financial Accounting 2A and 2B (CAFI3691 and CAFI3692)

**FIRST SEMESTER:****Module Description:**

The objective of the module is to develop understanding and capability to record complex transactions in books of accounts. The detailed contents are as follows; Introduction to group financial statements consolidated and separate financial statements (IAS27) – business combinations (IFRS3), definitions, basic consolidation at and after date of acquisition, intergroup transactions, preference shares and dividends, interim acquisition, complex groups, insolvent subsidiaries, non-consolidated subsidiaries, investments in associates (IAS28), interests in joint ventures (IAS31), change in the nature and extent of control and sundry aspects of business combinations,

**SECOND SEMESTER:**

**Module Description:** This course deals with more advanced aspects of financial accounting and issues currently confronting accounting professionals. The detailed contents are as follows:

International financial reporting standards (IFRS), Consolidated statement of cash flow, foreign operations, effects of changes in foreign exchange rates (IAS21), financial instruments – disclosure (IFRS7), presentation (IAS32), recognition, classification and measurement (IAS39 & IFRS9), capital reconstruction schemes, liquidations, mergers and acquisitions, accounting theory and practice relating to government and non-profit organizations. Share-based payments (IFRS2).IFRS for SME's.

**MANAGEMENT ACCOUNTING 2****CAMA3711****NQF Level: 7****Credits: 16****Contact hours:** 4 hours per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa

**Pre-requisites:**

Management Accounting 1A and 1B (CAMA3691 and CAMA 3692)

**Module Description:**

This course aims to equip the students with in depth knowledge of cost volume profit analysis and use it for managerial reporting and decision making, conceptualise constraint optimization techniques and use them for decision making. The detailed contents are as follows:

Cost volume profit analysis: Marginal costing and cost volume profit relationships, assumptions of CVP analyse the, components of CVP model, contribution margin and breakeven point for single and multiple products; formula and graphic methods, target profits and analysing effect of changes in sales price, quantity and mix, operating leverage, Management reporting and decision making: Introduction and steps in decision making, relevant and differential cost analysis, strategic cost analysis and opportunity costs, application of cost information in decision making including make or buy, sale or process further, accepting special orders, cost and profit indifference points, adding or deleting product lines and sales mix. Decisions under risk and uncertainty: risk and probabilities, decision criteria under risk and uncertainty, decision trees, Constraint optimization and linear programming- theory and graphic method, components of linear programming and its uses, Formulating linear programming problems, Solving linear programming problems by graphical method, simplex method, surplus and artificial variables. Transfer Pricing: transfer pricing and divisional performance, transfer pricing for multi-national corporations, dual transfer pricing, behavioural implications of transfer pricing. Performance measurement and contemporary issues in management accounting, Sensitivity analysis, Cost management, target costing and quality costing, product life cycle costing, throughput accounting and business process re-engineering. Strategic management accounting and small business: current situation analysis, performance analysis and non-financial indicators.

**YEAR 3 : SEMESTER 2****MANAGERIAL FINANCE****CAMF3712****NQF Level: 7****Credits: 16****Contact hours:** 4 hours per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Financial Accounting 1A, 1B(CAFI 3511, CAFI3582) &amp; Maths for Accountants (CAMA 3511)

**Module Description:**

This course examines the role of the finance function in firm. The detailed contents are as follows:

Introduction to financial management, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, estimating the cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories. Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index, project cash flows, incremental cash flows discounted cash flow analysis, cost cutting proposals,

replacing an asset, setting bid price, evaluating equipment with different lives, asset replacement, capital rationing, international investment and financing decisions. Valuation of bonds, shares and other financial assets, Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, Specific decisions such as lease vs. buy, Dividend theory, policy and dividend decisions, Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers, Risk management – nature and types of risk and approaches to risk management, capital market efficiency, Capital asset pricing model and portfolio theory, exchange rates differences and interest rates fluctuations, foreign currency risk and hedging.

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### **UNAM CORE MODULES**

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**SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92**

**CONTEMPORARY SOCIAL ISSUES**

**UCSI3580**

**COMPUTER LITERACY**

**UCLC3509**

**ENGLISH COMMUNICATION AND STUDY SKILLS**

**ULCE3419**

**ENGLISH FOR ACADEMIC PURPOSES**

**ULEA3519**

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**C.5.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The Bachelor of Accounting (Honours) program equips students with the necessary accounting knowledge and skills that allows them to pursue their career in accounting, auditing, finance, taxation, banking, and other related areas. The Bachelor of Accounting (Honours) is a single major programme, which seeks to provide an academic foundation for students intending to pursue a career in the accounting profession or financial service sector. This program is an academic honours and does not entitle holders of this qualification to write board exams to become a chartered accountant. Having completed this program students may decide to work or study for Masters degrees offered by University of Namibia or other institutions.

**C.5.2 CRITERIA FOR ADMISSION**

- To register for the Bachelor of Accounting (Honours), a student must hold a valid Namibia Senior Secondary Certificate (NSSC) or any equivalent qualification. English is a compulsory subject and students should obtain at least at grade C (English as Second Language) or grade D (English First Language).
- A student should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Scale to be admitted with at least a C in NSSC (Ordinary level) Mathematics. However, a minimum of 25 points in five subjects does not necessarily ensure and/or guarantee admission.
- The Department reserves the right to interview students before admission.
- Admission is also considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

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

**C.5.3 ARTICULATION OPTIONS**

Current students of the Bachelor of Accounting (Honours) may be considered for transfer to the Bachelor of Accounting (Chartered Accountancy), if they obtain an average of 70% including a minimum of 70% in accounting modules in the first and second year subject to availability of places.

- Students will be eligible for admission into year 1 of the Bachelor of Accounting (Chartered Accountancy) after completing year 1.
- Students will be eligible for admission into year 2 of the Bachelor of Accounting (Chartered Accountancy) after completing year 2.
- Transfer into year 3 of the Bachelor of Accounting (Chartered Accountancy) will not be allowed.
- Students of the Bachelor of Accounting (Chartered Accountancy) will be allowed to transfer to the Bachelor of Accounting (Honours) and will be exempted for the modules already passed on a case by case basis.
- This qualification serves as an entry point to the Master of Science in Accounting and Finance and Post Graduate Diploma in Internal Auditing offered by the department and other programs such as MBA offered by business school.
- This qualification also provides 7 exemptions for CIMA qualification. Holders of this qualification who want to become Chartered Accountants may register for CTA program offered by accredited universities and may be required to do the bridging year before qualifying for CTA programme.

**C.5.4 ASSESSMENT CRITERIA**

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

**C.5.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

For readmission into the faculty a student should have passed:

- At least 48 credits by the end of first year; however, for readmission into the program this must include both modules on fundamentals of accounting (CAFE3581 and CAFE3582)
- At least 136 credits by the end of second year;
- At least 232 credits by the end of third year;
- At least 340 credits by the end of fourth year;

**C.5.6 ADVANCEMENT AND PROGRESSION RULES**

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

- At least 88 credits from the first year must be passed before enrolling for second year modules
- At least 80 credits from the second year must be passed before enrolling for third year modules
- At least 88 credits from the third year must be passed before enrolling for fourth year modules.

**C.5.7 MAXIMUM NUMBER OF COURSES PER YEAR**

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



### C.5.8 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to students who pass all the modules (520 credits) offered on the program. All the modules offered in this program are compulsory.

### C.5.9 IMPLEMENTATION STRATEGY

The programme is in offer through both face to face and distance modes. The revised programme will phase in gradually so that students on current program can graduate on the old curriculum. In January 2012 there will be first year intake for the revised programme. If students on old curriculum fail any modules the following course equivalents will be used while repeating those modules on revised curriculum.

### C.5.10 MODE OF DELIVERY

The programme is offered full time on main campus using face to face mode. The programme is also offered on full time distance mode through centre of external studies. There will be no admissions for first year on this programme for evening (part time) batch from 2012 and it will be phased out gradually from evening offering.

### C.5.11 DURATION OF STUDY

The minimum duration of Bachelor of Accounting (Honours) is four years and the maximum duration is 6 years. Students follow the programme in effect at the time of their most recent date of admission, transfer or readmission. The Faculty has the right to amend the curriculum for academic and professional reasons at any time. On distance mode the minimum duration to complete this program is 4 years and maximum duration is 8 years.

### C.5.12 COURSE EQUIVALENTS

Course Equivalents			
Current Course and Code		Equivalent course and code	
Code	Course name	Code	Course name
<b>Year 1 Semester 1</b>			
CAFE3511	Fundamentals of Accounting A	CAFE3581	Fundamentals of Accounting
<b>Year 1 Semester 2</b>			
CAFE3512	Fundamentals of Accounting B	CAFE3582	Fundamentals of Accounting B
<b>Year 2 Semester 1</b>			
CABA3631	Business Statistics A	CABA3691	Business Statistics A
CAFE3631	Financial Accounting 1A	CAFE3691	Financial Accounting 1A
CAAM3651	Management Accounting 1A	AAM 3691	Management Accounting 1A
<b>Year 2 Semester 2</b>			
CABA3632	Business Statistics B	CABA3692	Business Statistics B
CAFE3632	Financial Accounting 1B	CAFE3692	Financial Accounting 1B
CAAM3652	Management Accounting 1B	CAAM3692	Management Accounting 1B
<b>Year 3 Semester 1</b>			
CAFE3751	Financial Accounting 2A	CAFE3781	Financial Accounting 2A
CAAM3751	Management Accounting 2A	CAAM3781	Management Accounting 2A
CATP3751	Taxation 1A	CATP3781	Taxation 1A
<b>Year 3 Semester 2</b>			
CAFE3752	Financial Accounting 2B	CAFE3782	Financial Accounting 2B
CAAM3752	Management Accounting 2B	CAAM3782	Management Accounting 2B
CATP3752	Taxation 1B	CATP3782	Taxation 1B
<b>Year 4 Semester 1 &amp; 2</b>			
CAMT3870	Mini Thesis	CARP3870	Research Project

### C.5.13 CURRICULUM

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

Course code	Course	NQF Level	Credits	Compulsory (C)	Pre-requisite Co-requisite
<b>YEAR 1 : SEMESTER 1</b>					
CEMI3571	Basic Microeconomics	5	16	C	None
UCLC3509	Computer Literacy	5	8	C	None
ULCE3419	English Communication and Study Skills	5	16	C	None
CAFE3581	Fundamentals of Accounting A	5	12	C	None
CBCM3571	Business Mathematics	5	16	C	None
<b>Total Credits Semester 1 = 68</b>					
<b>YEAR 1 : SEMESTER 2</b>					
CEMA3572	Basic Macroeconomics	5	16	C	None
CMPP3572	Principles of Management	5	16	C	None
UCSI3580	Contemporary Social Issues	5	8	C	None
ULEA3519	English for Academic Purposes	5	16	C	None
CAFE3582	Fundamentals of Accounting B	5	12	C	None
<b>Total Credits Semester 2 = 68</b>					
<b>TOTAL CREDITS YEAR 1 = 136</b>					

<b>YEAR 2 : SEMESTER 1</b>					
CABA3691	Business Statistics A	6	12	C	CBCM3571
CACL3631	Commercial Law A	6	16	C	None
CAIS3659	Computerized Accounting Systems ( <b>Module is done either in Semester 1 or Semester 2</b> )	6	16	C	UCLC3409 and CAFE3581 & CAFE3582
CAFE3691	Financial Accounting 1A	6	12	C	CAFE3581 & CAFE3582
CAAM3691	Management Accounting 1A	6	12	C	None
<b>Total credits semester 1 = 68</b>					
<b>YEAR 2 : SEMESTER 2</b>					
CABA3692	Business Statistics B	6	12	C	CBCM 3571 & <b>Co-requisite CABA3691</b>
CACL3632	Commercial Law B	6	16	C	None
CAIS3659	Computerized Accounting Systems ( <b>Module is done either in Semester 1 or Semester 2</b> )	6	16	C	UCLC3409 and CAFE 3581 and CAFE3582
CAFE3692	Financial Accounting 1B	6	12	C	CAFE3581 and CAFE3582
CAAM3692	Management Accounting 1B	6	12	C	None
<b>Total credits semester 2 = 68</b>					
<b>TOTAL CREDITS YEAR 2:</b> (The total adds to 120 as <b>CAIS3659</b> is done either in Semester 1 or Semester 2) = 120					
<b>YEAR 3 : SEMESTER 1</b>					
CAUA3751	Auditing 1A	7	16	C	CAFE3691 and CAFE3692
CACP3751	Company Law and Practice	7	16	C	CACL3631 and CACL3632
CAFE3781	Financial Accounting 2A	7	12	C	CAFE3691 and CAFE3692
CAAM3781	Management Accounting 2A	7	12	C	CAAM3691 & CAAM3692
CATP3781	Taxation 1A	7	12	C	CAFE3691 and CAFE3692
<b>Total credits semester 1 = 68</b>					
<b>YEAR 3 : SEMESTER 2</b>					
CAUA3752	Auditing 1B	7	16	C	CAFE3691 & CAFE3692
CABR3752	Business Research Methods	7	16	C	CABA3691 & CABA3692
CAFE3782	Financial Accounting 2B	7	12	C	CAFE3691 & CAFE3692
CAAM3782	Management Accounting 2B	7	12	C	CAAM3691 & CAAM3692
CATP3782	Taxation 1B	7	12	C	CAFE3691 & CAFE3692
<b>Total credits semester 2 = 68</b>					
<b>TOTAL CREDITS YEAR 3 = 136</b>					
<b>YEAR 4 : SEMESTER 1</b>					
CAUA 3871	Auditing 2	8	16	C	CAUA3751 & CAUA3752
CAFE 3871	Financial Accounting 3A	8	16	C	CAFE3781 & CAFE3782
CAMF 3871	Financial Management A	8	16	C	CAFE3691 & CAFE3692 & CAAM3691 & CAAM3692
CARP 3870	Research Project	8	16	C	CABR3752
<b>Total credits semester 1 = 64</b>					
<b>YEAR 4 : SEMESTER 2</b>					
CAFE 3872	Financial Accounting 3B	8	16	C	CAFE3781 & CAFE3782
CAMF 3872	Financial Management B	8	16	C	CAFE3691 & CAFE3692 & CAAM3691 & CAAM3692
CAFR 3872	Financial Reporting and Accounting Ethics	8	16	C	CAUA3751 & CAUA3752
CARP 3870	Research Project	8	16	C	CABR3752
<b>Total credits semester 2 = 64</b>					
<b>TOTAL CREDITS YEAR 4 = 128</b>					
<b>TOTAL CREDITS FOR THE PROGRAM = 520</b>					

#### C.5.14 Syllabi

<b>YEAR 1 : SEMESTER 1</b>	
<b>BASIC MICROECONOMICS</b>	<b>CEMI3571</b>

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

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

**Pre-requisites:** None

#### Module Description:

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

FUNDAMENTALS OF ACCOUNTING A		CAFE3581	EQUIVALENT: CAFE3511
<b>NQF Level:</b> 5	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours & 1 hour tutorial per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b> The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.			
BUSINESS MATHEMATICS		CBCM3571	
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous Assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper)		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b> Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.			
YEAR 1 : SEMESTER 2			
BASIC MACROECONOMICS		CEMA3572	
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b> This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.			
PRINCIPLES OF MANAGEMENT		CMPP3572	
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50% (Minimum of 2 tests and 1 assignment)		
<b>Pre-requisite:</b>	None		
<b>Module Description:</b> Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.			
FUNDAMENTALS OF ACCOUNTING B		CAFE3582	EQUIVALENT: CAFE3512
<b>NQF Level:</b> 5	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours & 1 tutorial hour per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b> The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.			

**YEAR 2 : SEMESTER 1****BUSINESS STATISTICS A****CABA3691****EQUIVALENT: CABA3631****NQF Level: 6**      **Credits: 12**      **Contact hours:** 3 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** Business Mathematics (CBCM3579)**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions (Binomial, Poisson, Exponential and Normal).

**COMMERCIAL LAW A****CACL3631****NQF Level: 6**      **Credits: 16**      **Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

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

**COMPUTERIZED ACCOUNTING SYSTEMS****CAIS3659****NQF Level: 6**      **Credits: 16**      **Contact hours:** 2 hours lecture & 2 practical per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** Computer Literacy (UCLC3409); Fundamentals of Accounting A & B (CAFE3581/2)**Module Description:**

The detailed contents are as follows: Conceptual foundation of Accounting Information Systems (AIS), Control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Students will apply the AIS functions to the overall Management Information System. Set up a company from scratch, Debtors accounts, Creditors accounts, General ledger, Prepare invoices, Purchase orders, Cashbook – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes and much more. Draw - up financial statements and other financial reports. Software will be utilized to make business decisions, using of computer spread sheets and modern accounting packages as a tool in decision making.

**FINANCIAL ACCOUNTING 1A****CAFE3691****EQUIVALENT: CAFE3631****NQF Level: 6**      **Credits: 12**      **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** Fundamentals of Accounting A & B (CAFE3581/2)**Module Description:**

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering - cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

**MANAGEMENT ACCOUNTING 1A****CAAM3691****EQUIVALENT: CAAM3651****NQF Level: 6**      **Credits: 12**      **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None

**Module Description:**

Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

**YEAR 2 : SEMESTER 2**  
**BUSINESS STATISTICS B**
**CABA3692****EQUIVALENT: CABA3632****NQF Level: 6****Credits: 12****Contact hours:** 3 hours lecture per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Business Mathematics (CBCM3579)

**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

**COMMERCIAL LAW B****CACL3632****NQF Level: 6****Credits: 16****Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

None

**Module Description:**

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

**FINANCIAL ACCOUNTING 1B****CAFE3692****EQUIVALENT: CAFE3632****NQF Level: 6****Credits: 12****Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Fundamentals of Accounting A &amp; B (CAFE3581/2)

**Module Description:**

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.

**MANAGEMENT ACCOUNTING 1B****CAAM3692****EQUIVALENT: CAAM3652****NQF Level: 6****Credits: 12****Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

None

**Module Description:**

The detailed contents are as follows: Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance.

**YEAR 3 : SEMESTER 1****AUDITING 1A****CAUA3751****NQF Level:** 7**Credits:** 16**Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Financial Accounting 1A &amp; 1B (CAFE3691/2)

**Module Description:**

The detailed contents are as follows: To introduce students to the basic audit theory and audit practice. This includes auditing concepts and approaches as well as general accepted auditing standards. Topics to include: The auditing environment; including the origin, history and need for auditors; The legislation controlling the auditing profession in Namibia; The structure of the auditing profession in Namibia; the development of the auditing profession and the setting of standards (including ISA 100,200 and code of professional standards); the nature and objective of assurance engagement; the regulation and professional responsibilities of the register auditors; the auditing profession and the auditor; the audit process; the audit approach and quality control; audit planning; fundamentals concepts of audit evidence including sampling and other means of testing.

**COMPANY LAW AND PRACTICE****CACP3751****NQF Level:** 7**Credits:** 16**Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Commercial Law A &amp; B (CACL3631/2)

**Module Description:**

The detailed contents are as follows: Acquisition of legal personality, types of companies, the inceptions of a company and its constitutive documents (memorandum and articles of association). Capacity and representation of a company (ultra vires doctrine, turquand rule etc). Members and the register of the company. The share capital of a company, various classes and types of shares, voting rights attached to shares, reduction of share capital. The transfer of shares, the transferability of shares, limitations in terms of articles of shareholders agreements. Transmission of shares on death or insolvency. Offer of shares and the prospectus. Offers in the primary market and secondary markets. Liability for untruths in the prospectus and sanctions to be imposed in terms of company legislation. General meetings, annual general meetings, and convening of meetings. Directors, the legal position of director and the board of directors. Annual financial statements. Majority rule and protections of minority interest. Reorganization, arrangement and compromises. Judicial management and liquidation of companies. Dissolution and de-registration of companies.

**FINANCIAL ACCOUNTING 2A****CAFE3781****EQUIVALENT: CAFE3751****NQF Level:** 7**Credits:** 12**Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:**

Continuous assessment (50%): two tests and/or one assignment

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Financial Accounting 1A &amp; 1B (CAFE3691/2)

**Module Description:**

The detailed contents are as follows:

**International Financial Reporting Standards (IFRS):** Revenue (IAS18), Inventories (IAS2), Property, plant and equipment (IAS16), Intangible assets (IAS38), Impairment of assets (IAS36).

**Groups:** Introduction to Group Statements of Financial Position, Statements of Comprehensive Income, Statements of Changes in Equity and Notes to the Financial Statements (Consolidated and Separate Financial Statements (IAS27) and Business Combinations (IFRS3)), consolidation at and after date of acquisition.

**MANAGEMENT ACCOUNTING 2A****CAAM3781****EQUIVALENT: CAAM3751****NQF Level:** 7**Credits:** 12**Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Management Accounting 1A &amp; 1B (CAAM3691/2)

**Module Description:**

The detailed contents are as follows: Cost volume profit analysis: Marginal costing and cost volume profit relationships, assumptions of CVP analysis, components of CVP model, contribution margin and breakeven point for single and multiple products; formula and graphic methods, target profits and analysing effect of changes in sales price, quantity and mix, operating leverage, Management reporting and decision making: Introduction and steps in decision making, relevant and differential cost analysis, strategic cost analysis and opportunity costs, application of cost information in decision making including make or buy, sale or process further, accepting special orders, cost and profit indifference points, adding or deleting product lines and sales mix. Decisions under risk and uncertainty: risk and probabilities, decision criteria under risk and uncertainty, decision trees, Constraint optimization and linear programming- theory and graphic method, components of linear programming and its uses, Formulating linear programming problems, Solving linear programming problems by graphical method, Linear programming – simplex method, surplus and artificial variables. Transportation: Introduction and definitions basic assumptions of the transportation models, Solution to transportation problems: North West corner method, Lowest cost entry method, Vogel's approximation method, Degeneracy and transportation technique, Network analysis: PERT and CPM: Program evaluation and review technique: Network drawing, analysis, rescheduling project completion time, Critical path method, Assumptions of PERT and CPM.



TAXATION 1A		CATP3781	EQUIVALENT: CATP3751
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours lecture & 1 tutorial per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Financial Accounting 1A & 1B (CAFE3691/2)		
<b>Module Description:</b> The detailed contents are as follows: Fiscal policy, definition of gross income, source, deemed source, receipts and accruals of a capital nature, specific inclusions, exemptions, general deduction formula, specific deductions, trading stock, dividends, and foreign exchange.			
YEAR 3 : SEMESTER 2			
AUDITING 1B		CAUA3752	
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Financial Accounting 1A & 1B (CAFE3691/2)		
<b>Module Description:</b> The detailed contents are as follows: This course introduces students to the performance of the audit process. Topics include: The documentation of the audit process and the introduction of the audit working papers; The difference audit review including reviews of audit documentation file, review of engagements staff, engagement of quality control review, practice reviews, audit testing methodology including the understanding of the entity environment and assessing the risk of material misstatement; The concept of internal control including the understanding of the definition, activities, responsibility and limitation of internal control as well as the IT application of internal control; The concept of control evaluation and tests of control including risk assessment and response to assessed risks and fraud risks, detection risk; Concept of an audit programme including tests of control, substantive tests and analytical test procedures.			
BUSINESS RESEARCH METHODS		CABR3752	
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Business Statistics A & B (CABA3691/2)		
<b>Module Description:</b> The detailed contents are as follows: Introduction to research, research in business, the role and types of research; Problem identification and problem statements; literature review; Hypothesis construction; writing research proposal, Ethics in research; Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity); Measuring Complex Variables; Research design, Data sources: primary and secondary; data collection, questionnaire construction; Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling; Factors affecting sample size, Margin of error (confidence intervals); Data analysis: Types of analysis univariate, bivariate, multivariate analysis; descriptive analysis and inferential analysis parametric and non-parametric tests; correlation and regression, Hypothesis testing, Interpretation and presentation of research findings: written and oral presentations.			
FINANCIAL ACCOUNTING 2B		CAFE3782	EQUIVALENT: CAFE3752
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours lecture & 1 tutorial hour per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Financial Accounting 1A & 1B (CAFE3691/2)		
<b>Module Description:</b> The detailed contents are as follows: <b>Groups:</b> Introduction to basic group financial statements consolidated and separate financial statements (IAS27) – business combinations (IFRS3), Sundry aspects concerning group statements and Intra-group transactions. <b>International Financial Reporting Standards (IFRS):</b> Investment property (IAS40), Non-currents assets held for sale and discontinued operations (IFRS5), Operating segments (IFRS8), Accounting policies, changes in accounting estimates, and errors (IAS8) , Related party disclosures (IAS24), Earnings per share (IAS33), Events after the reporting period (IAS10).			
MANAGEMENT ACCOUNTING 2B		CAAM3782	EQUIVALENT: CAAM3752
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours lecture & 1 tutorial per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Management Accounting 1A & 1B (CAAM3691/2)		
<b>Module Description:</b> The detailed contents are as follows: Determining prices and product profitability, Cost management, target costing and quality costing, product life cycle costing, Cost information and pricing decisions: Determining prices and product profitability, Cost plus pricing methods, Profitability analysis, role of product costs in pricing and product mix decisions; short-term and long-term pricing considerations, price-takers vs. price setters; full cost pricing and its derivatives. Cost management, target costing and quality			

costing, product life cycle costing. Transfer Pricing: transfer pricing and divisional performance, transfer pricing for multi-national corporations, dual transfer pricing, behavioural implications of transfer pricing. Performance measurement and contemporary issues in management accounting: Divisional performance management, Multi-dimensional performance management, Performance measurement to performance management, Benchmarking and non-financial performance measurement, cost tables and balance score card. Social responsibility and environment related management accounting: corporate social responsibility, identifying environmental costs and benefits, current initiatives in environment related management accounting and future opportunities. Outsourcing, sub-contracting and supply chain management: value chain analysis and decisions regarding outsourcing and sub-contracting, non-financial considerations of outsourcing. Introduction to capital budgeting. Sensitivity analysis. Strategic management accounting and small business: current situation analysis, performance analysis and non-financial indicators. Throughput accounting and business process re-engineering and quality costs.

TAXATION 1B		CATP3782	EQUIVALENT: CATP3752
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours lecture & 1 tutorial per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Financial Accounting 1A & 1B (CAFE3691/2)		
<b>Module Description:</b>			
The detailed contents are as follows: The theory and practical calculation of taxable income and taxation payables of the following tax payers Individuals, partnerships, companies, close corporations, farming operations, estates and trusts. Other topics includes: VAT tax administration.			

#### YEAR 4 : SEMESTER 1

AUDITING 2		CAUA3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	Auditing 1A & B (CAUA3751/2)	
<b>Module Description:</b>		
<p>The detailed contents are as follows: This course introduces students to the environment of an audit practice, the advanced theory of auditing and legal aspects of audit practice (covering all the International Engagement Standards (IEs)) and carrying out of the audits. Topics to include: Revision of most important Audit terminology (including Audit evidence which includes sampling procedures, Audit materiality and Audit risk), Detailed coverage of the audit process: Planning (including the overall audit plan and audit program), Analytical procedures in the planning of an audit, Related parties, Initial engagements: opening balances and Using the work of another auditor , Performing of the Audit process: Fieldwork of the cycles (Revenue/receipts cycle (including the work of internal auditors and Management representations , Purchase payments together with Monetary unit sampling, Inventory (including Estimation sampling for variables and "Using the work of an expert"), financial cycle (including "Audit of Accounting Estimates") Students should be shown how to deal with more advanced auditing problems than was covered in the third year. Completion of the audit and reporting and reporting Subsequent events, Going concern, Contingent liabilities, General review and evaluation. Reporting also reporting on other African Auditing Standards, Legislation of relevance to the auditor), The Public Accountants' and Auditors' Act 80 of 1991 (Outline,, interpretation, application and administration of the public accountants' and auditors act, Registration, Practice and Offences, Powers and duties of Auditors). Company Legislation conversions, Formation of companies, Share capital and shares, offering of shares and the prospectus, administration, Directors, Remedies of Members, Auditors, Accounting and Disclosure, Take-over, Reorganizations and regulation of securities, Winding up and Judicial Management) Close corporation Legislation (Formation, Registration, Deregistration and Conversion of CC, Membership, Internal and external Relations, Accounting, Disclosure and the Legal Requirements Applicable to the Accounting Officer, Liability of Members and Others.</p>		

FINANCIAL ACCOUNTING 3A		CAFE3871
<b>NQA Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	Financial Accounting 2A & 2B (CAFE3781/2)	
<b>Module Description:</b>		
The detailed contents are as follows;		
<b>Groups:</b> Interim acquisition, Complex groups, Insolvent subsidiaries, Preference shares, Change in the nature and extent of control, Investments in associates (IAS28), Interests in joint ventures (IAS31).		
<b>International Financial Reporting Standards (IFRS):</b> Income tax (IAS12), Leases (IAS17), Employee benefits (IAS19), Statements of cash flows (IAS7).		

FINANCIAL MANAGEMENT A		CAMF3871
<b>NQA Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture & 1 tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b> Financial Accounting 1A & 1B (CAFE3691/2); Management Accounting 1A & 1B (CAAM3691/2)		



**Module Description:**

The detailed contents are as follows; Financial statements analysis – ratio analyses, Du Pont Identity; Sources and uses of cash, standardised financial statements; Time value of money – present and future values, discounted cash flow valuation; Risk and return – basics, returns, Capital asset pricing model; expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta, security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index; Project cash flows, incremental cash flows discounted cash flow analysis, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.

RESEARCH PROJECT	CARP3870	EQUIVALENT: CAMT3870
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**NQA Level:** 8      **Credits:** 32      **Contact hours:** 6 hours supervision

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

**Pre-requisites:** Business Research Methods (CABR3752)

**Module description:**

The objective of this module is to assess students' ability to conduct research in broader areas of business including accounting, auditing and finance. Students are expected to choose a topic and following the scientific research methods conduct the research and prepare a research report. This module provides students with an opportunity to develop research skills through completion of a minor research project. The topic must be empirical in nature, and can be an area of interest to the individual student within the context of their specialization. The detailed contents are as follows:

Students have to prepare a research proposal and get it approved from the supervisor. Conduct the research and write a brief report. The report must include: A clear identification of your policy issue and its importance or relevance to the welfare of society, a clear theoretical analysis of the issues involved, presentation of some type of empirical evidence and conclusion.

**YEAR 4 : SEMESTER 2**

FINANCIAL ACCOUNTING 3B	CAFE3872
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**NQA Level:** 8      **Credits:** 16      **Contact hours:** 4 hours & 1 tutorial lecture per week for 14 weeks

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

**Pre-requisites:** Financial Accounting 2A & 2B (CAFE3781/2)

**Module Description:**

The detailed contents are as follows:

**Groups:** Foreign operations, consolidated statements of cash flows

**International financial reporting standards (IFRS),** Effects of changes in foreign exchange rates (IAS21), Financial instruments – disclosure (IFRS7), presentation (IAS32), recognition and measurement (IAS39, IFRS9), IFRS for SME's, Borrowing costs (IAS23), Provisions, contingent liabilities and contingent assets (IAS37).

FINANCIAL MANAGEMENT B	CAMF3872
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**NQA Level:** 8      **Credits:** 16      **Contact hours:** 4 hours & 1 tutorial lecture per week for 14 weeks

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

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2);  
Management Accounting 1A&1B (CAAM3691/2)

**Module Description:**

The detailed contents are as follows: Business finance – source of, and raising short-term finance, long-term finance, internal sources of finance and dividend policy, gearing and capital structure; Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, finance for small and medium-size entities; Advanced investment appraisals; discounted cash flow techniques, allowing for inflation and taxation in discounted cash flows, adjusting for risk and uncertainty in investment appraisal, specific decisions such as lease vs. buy, asset replacement, capital rationing; International investment and financing decisions; Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers; Risk management – nature and types of risk and approaches to risk management.

**FINANCIAL REPORTING AND ACCOUNTING ETHICS****CAFR3872****NQF Level:** 8**Credits:** 16**Contact hours:** 4 hours per week for 14 weeks**Module assessment:**

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

Examination (50%): 1 x 3 hour paper

**Pre-requisites:**

Auditing 1A &amp; 1B (CAUA3751/2)

**Module Description:**

The detailed contents are as follows: Financial reporting and accounting theory, Preparation and presentation of financial statements, Preparation of qualitative disclosures for annual reports including director's report, New trends in financial reporting and corporate governance, Introduction to ethics for accountants and auditors, Accounting ethics and financial reporting, Case studies in ethical decision making related to accounting, tax and auditing matters, Managing ethical dilemmas.

**UNAM CORE MODULES****SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92****COMPUTER LITERACY****UCLC3509****CONTEMPORARY SOCIAL ISSUES****UCSI3580****ENGLISH COMMUNICATION AND STUDY SKILLS****ULCE3419****ENGLISH FOR ACADEMIC PURPOSES****ULEA3519**

## **D. DEPARTMENT OF ECONOMICS**

### **D.1. BACHELOR OF ECONOMICS (Honours)**

**(12 BECN)**

#### **D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The Bachelor of Economics Degree (Honours) programme aims to produce graduates who are technically and intellectually competent in the applications of economic theories, models and techniques in day to day economic decision making processes. Specifically, the programme will:

- Provide a good understanding of economic concepts and tools that have direct applications to economic issues.
- Develop an understating of the present interpretations and potential future developments in economic issues.
- Provided students with a basic understanding of economic theory and analytical tools that can be used in decision making processes.
- Sharpen the student's analytical skills through integrating their knowledge of the economic theory with real life economic issues.
- Develop the capacity for quantitative and qualitative analysis, critique and creative thinking in the economics discipline.
- Develop the skills of written and oral presentation, argument and analysis, including other practical skills such as computer skills appropriate for economic discipline.
- Increase the number of the much needed critical mass of trained people in the area of economic research in the country.

#### **D.1.2 CRITERIA FOR ADMISSION**

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

- A candidate should be in possession of a grade 12 certificate, with a minimum of **25 points in five subjects** on the UNAM point scale including English with at least a C symbol; also a **C symbol in Mathematics** is required.
- A candidate who is in possession with a minimum of **27 points in five subjects** on the UNAM point scale including English with at least a **D symbol in Mathematics** will be considered for admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

#### **D.1.3 ARTICULATION OPTIONS**

This qualification serves as an entry point to the Master of Science degree in economics or any related postgraduate qualification.

#### **D.1.4 ASSESSMENT CRITERIA**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester. A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the continuous assessment and the examination mark. The weight ratio between continuous assessment and examination mark is 50:50 respectively.

#### **D.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

A student will not be re-admitted into the program if he/she has not passed at least 1/3 of the credits by the end of the First year.

#### **D.1.6 ADVANCEMENT AND PROGRESSION RULES**

A student advances to the following academic level of study when at least 2/3 of the credits of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that require a prerequisite.

- 94 credits out of the 140 credits prescribed for Year 1
- 80 credits out of the 128 credits prescribed for Year 2
- 80 credits out of the 128 credits prescribed for Year 3
- All credits prescribed for the curriculum for Year 4

#### **D.1.7 PASS WITH DISTINCTION**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

#### **D.1.8 PRACTICAL AND CLASS ATTENDANCE**

The attendance of lectures and practical classes is compulsory.

No exemption from class attendance shall be given to a student because of employment.

#### **D.1.9 MAXIMUM NUMBER OF COURSES PER YEAR**

A student can register for all courses (128 credits) in a year.

#### **D.1.10 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 524 credits. All the modules offered on this program are compulsory.

**D.1.11 IMPLEMENTATION STRATEGY**

The program is already existing and running during the day (face to face) mode.

**D.1.12 CAREER OPPORTUNITIES**

Economist, Economic help desk Officer, Trade Analyst, Economic Development Planner, etc.

**D.1.13 MODE OF DELIVERY**

The Bachelor of Economics degree is a four year programme offered during the day through face to face mode.

**D.1.14 DURATION OF STUDY**

The Bachelor of Economics degree (Honours) cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration.

**EXEMPTIONS:** Candidates holding a **three-year diploma** in Economics from any recognized institution may be exempted from all first year courses as determined by the Department, **except** for Business Mathematics (BCM3571) and English Communication and Study Skills if they do not offer it. The Faculty has the right to amend the curriculum for academic and professional reasons.

**D.1.15 CURRICULUM**

The curriculum for the Bachelor of Economics degree (Honours) consists of **THIRTY FOUR (34)** courses

TEN(10) courses (equivalent to 140 credits) must be offered on the first-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the second-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the third-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the fourth-year level

**COURSE CODES AND RESTRICTIONS ON COURSES**

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

Course code	Course	NQF Level	Credits	Compulsory (C) Electives (E)	(Co-requisite)/ Pre-requisite
YEAR 1 : SEMESTER 1					
ULCE3419	English Communication & Study Skills	4	16	C	None
CAFE3581	Fundamentals of Accounting A	5	16	C	None
CBCM3571	Business Mathematics	5	16	C	None
CEMI3571	Basic Microeconomics	5	16	C	None
UCLC3509	Computer Literacy	5	8	C	None
Total Credits Semester 1 = 68					
YEAR 1 : SEMESTER 2					
ULEA3519	English for Academic Purposes	5	16	C	None
CMPP3572	Principles of Management	5	16	C	None
CEEM3572	Basic Mathematical Economics	5	16	C	CBCM3571 (Co-requisite)
UCSI3580	Contemporary Social Issues	5	8	C	None
CEMA3572	Basic Macroeconomics	5	16	C	None
Total Credits Semester 2 = 72					
TOTAL CREDITS YEAR 1 = 140					
YEAR 2 : SEMESTER 1					
CEEM3671	Intermediate Mathematical Economics I	6	16	C	CBCM3571, CEEM3572 CEMI3571 & CEMA3572
CEMI3671	Intermediate Microeconomics I	6	16	C	CEMI3571, CEMA3572& CEEM3572
CEMA3671	Intermediate Macroeconomics I	6	16	C	CEMI3571, CEMA3572& CEEM3572
CEST3671	Economic Statistics I	6	16	C	CBCM3571, CEMI3571, CEMA3572& CEEM3572
Total Credits Semester 2 = 64					
YEAR 2 : SEMESTER 2					
CEEM3672	Intermediate Mathematical Economics II	6	16	C	CBCM3571, CEEM3671, CEMI3571, (Co-requisite), CEEM3572 and CEMA3572
CEMI3672	Intermediate Microeconomics II	6	16	C	CEMI3571; CEEM3671 (Co-requisite) CEMA3572 & CEEM3572
CEMA3672	Intermediate Macroeconomics II	6	16	C	CEMI3571,EMA3671(Co-requisite) EMA3572; CEEM3572
CEST3672	Economic Statistics II	6	16	C	CEMI3571, CEST3671 (Co-requisite) CEMA3572 & CEEM3572
Total Credits Semester 2 = 64					
Total Credits Year 2 = 128					

<b>YEAR 3 : SEMESTER 1</b>					
CETM3771	Econometrics I	7	16	C	CEST3671 & CEST3672
CEIT3771	International Trade	7	16	C	CEMI3671, CEMI3672, CEMA3571 & CEMA3572
CEDA3771	Dynamic Quantitative Analysis	7	16	C	CEEM3671, CEEM3672, CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CERR3771	Research Methods and Economic Reporting	7	16	C	CEST3671 & CEST3672
<b>Total Credits Semester 1 = 64</b>					
<b>YEAR 3 : SEMESTER 2</b>					
CETM3772	Econometrics II	7	16	C	CETM3771 <b>(Co-requisite)</b> , CEST3671 & CEST3672
CEIF3772	International Finance	7	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEFE3772	Financial Economics	7	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CENE3772	Namibian Economy	7	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
<b>Total Credits Semester 2 = 64</b>					
<b>Total Credits Year 3 = 128</b>					
<b>YEAR 4 : SEMESTER 1</b>					
CEPT3871	Economic Theory and Policy I	8	16	C	CEMA3671, CEMA3672 & CEEM3671 & CEEM3672 and EMI3671 & EMI3672
CEMU3871	Monetary Economics	8	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CERP3870	Research Project	8	16	C	CERR3771
<b>* Elective</b>	<b>* Elective (Choose one (1) below)</b>	8	16	E	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
<b>Total Credits Semester 1 = 64</b>					
<b>YEAR 4 : SEMESTER 2</b>					
CEPT3872	Economic Theory and Policy II	8	16	C	CEMI3671, CEMI3672, CEEM3672 & CEPT3871 and EPT3871 <b>(Co-requisite)</b> ,
CEUP3872	Public Economics	8	16	C	CEMI3671, CEMI3672, CEMA3671 & CEMA3672
CEGD3872	Economics of Growth and Development	8	16	C	CEMI3671, CEMI3672, CEMA3671, CEMA3672, CEEM3671 & CEEM3672
CERP3870	Research Project	8	16	C	CERR3771
<b>Total Credits Semester 2 = 64</b>					
<b>TOTAL CREDITS YEAR 4 = 128</b>					
<b>TOTAL CREDITS FOR THE PROGRAMME = 524</b>					

**KINDLY TAKE NOTE: ALL COURSES ARE COMPULSORY EXCEPT FOR THE ELECTIVES**

**List of Electives\***

<b>CEEA3871</b>	Agricultural economics	<b>CEPA3871</b>	Project Appraisal	<b>CEET3871</b>	Transport Economics
<b>CEEH3871</b>	Health Economics	<b>CEEE3871</b>	Energy Economics	<b>CEEU3871</b>	Urban Economics
<b>CEER3871</b>	Environmental Economics	<b>CERG3871</b>	Regional Economics	<b>CECR3871</b>	Economics of Competition and Market Regulation

**\* These electives will be offered by the department depending on the expertise available**

**D.1.16 Syllabi**

YEAR 1 : SEMESTER 1		
FUNDAMENTALS OF ACCOUNTING A	CAFE3581	EQUIVALENT: CAFE3511
NQF Level: 5	Credits: 12	Contact hours: 3 hours & 1 hour tutorial per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:		
The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-		

closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities. The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.

BUSINESS MATHEMATICS		CBCM3571
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous Assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper)	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	Number systems; operations on whole numbers, integers and fractions; powers and roots; measurements (length, mass, capacity, temperature) and mensuration (area and volume); rates and ratios; basic set theory; basic algebraic operations; linear and quadratic equations; linear inequalities; linear functions and graphs; simple and compound interest; single and regular investments; hire purchase and loans; arithmetic and geometric sequence.	

BASIC MICROECONOMICS		CEMI3571
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.	

## YEAR 1 : SEMESTER 2

PRINCIPLES OF MANAGEMENT		CMPP3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (Minimum of 2 tests and 1 assignment)	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b> Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.		

BASIC MATHEMATICAL ECONOMICS		CEEM3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Basic Mathematics (CBCM 3571) <b>(Co-requisite)</b>	
<b>Module Description:</b>	This course, which will run through the second semester of the first year, introduces the student to functions, derivatives, integration and matrix algebra. It presupposes knowledge of basic mathematics. The contents are: Functions: Remainder and factor theorem with applications i.e. drawing graphs of cubic functions. Derivatives: Definition; differentiation rules; higher order derivatives, application of derivatives (maxima and minima, stationary points, price elasticity) functions of more than one variable. Integration: Definition; integration rules; applications of integrals; numerical integration (trapezium rule). Matrices: Definition; matrix operations; inverse of matrix, Gauss reduction; applications.	

BASIC MACROECONOMICS		CEMA3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.		

**YEAR 2 : SEMESTER 1****INTERMEDIATE MATHEMATICAL ECONOMICS I****CEEM3671****EQUIVALENT: CEEM3651****NQF Level: 6****Credits: 16****Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:**

Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:**

Business Mathematics (CBCM3571), Basic Mathematical Economics (CEEM3572), Basic

Microeconomics (CEMI3571) and Basic Macroeconomics (CEMA3572)

**Module Description:**

This course, which will run through the first semester of the second year, will cover static and comparative static non-goal equilibrium analyses. It presupposes knowledge of total and partial techniques of differentiation (Differential Calculus). Static (equilibrium) analysis: A linear partial market equilibrium model; a non-linear partial market equilibrium model; general market equilibrium; a two – commodity market model; national income equilibrium model; linear models and matrix algebra. Comparative static analysis: Comparative static analysis of general function models; applications of partial differential calculus to comparative static analysis; national income model; input-output model; IS-LM analysis of a closed economy; IS-LM analysis of an open economy.

**INTERMEDIATE MICROECONOMICS I****CEMI3671****NQF Level: 6****Credits: 16****Contact hours:** 4 lectures per week for 14 weeks**Module assessment:**

Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:**

Microeconomics (CEMI3571), Basic Macroeconomics, (CEMA3572) and

Basic Mathematical Economics (CEEMI3572)

**Module Description:**

Microeconomics is a sub-field of economics concerned with the behaviour of households and firms and the interaction of buyers and sellers in various types of markets. It deals with how households and firms make decisions and how their interactions determine market prices. The prices in turn determine the allocation of scarce resources and their benefits. The course aims at providing students with a good foundation of the microeconomics analysis and to familiarize students with the key concepts of microeconomics theories. The behaviour of individuals and firms are analysed under the assumptions of maximization of consumer's utility and profit of the firms. Contents: 1: Introduction, 2: Consumer theory; 3. Theory of the firm; 4. Production; 5. Cost; 6. Perfect competition; 7. Monopoly; 8. Imperfect Competition.

**INTERMEDIATE MACROECONOMICS I****CEMA3671****NQF Level: 6****Credits: 16****Contact Hours:** 4 hours lecture for 14 weeks**Module Assessment:**

Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:**

Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572), and Basic Mathematical

Economics (CEEMI3572)

**Module Description:**

Macroeconomics will be presented in three inter-related parts. The first part will cover an analysis of the *real* sector of the economy. That is, an analysis of what happens in the market for goods and services. The course will cover the following issues in macroeconomics; Scope and methodology of macroeconomic analysis, goals of macroeconomic policy and schools of macroeconomic thought, National income accounting (Measurement of GDP, GNP, nominal growth, real growth and the rate of inflation), Analysis of changes in the level of economic activity (Injections into and withdrawals from the national income stream), Keynesian expenditure multipliers, Consumption theories, and Investment theories. This course will run through the first semester.

**ECONOMIC STATISTICS I****CEST3671****EQUIVALENT: CABA3631****NQF Level: 6****Credit: 16****Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:**

Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:**

Basic Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572),

Basic Mathematical Economics (CEEM3572) and Business Mathematics (BCM3579)

**Module Description: The detailed contents are as follows:**

The course involves some use of mathematical and computer tools. This course is designed for students majoring in economics, to many applications of descriptive and inferential statistics. The definition of statistics is that it involves organizing, presenting, analysing and summarizing the data in an informative way, while inferential statistics can be used to determine something about population characteristics on the basis of a sample. A very important part of the course involves giving students a practical know-how on to apply Microsoft Excel to work with the economic data.

**YEAR 2 : SEMESTER 2****INTERMEDIATE MATHEMATICAL ECONOMICS II****CEEM3672****EQUIVALENT: CEEM3652****NQF Level: 6****Credits: 16****Contact Hours:** 4 lectures and 1 tutorial per week for 14 weeks**Module Assessment:**

Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisites:** Business Mathematics (CBCM3571), Basic Mathematical Economics (CEEM3572), Basic Microeconomics (EMI3571) and Basic Macroeconomics (EMA3572) and Intermediate Mathematical Economics I (CEEM3671) **(Co-requisite)**

**Module Description:**

This course, which will run through the second semester of the second year, will cover optimization, which is goal-equilibrium analysis. It presupposes knowledge of total and partial differentiation techniques. Contents:

1. Optimization problems: Optimum values and extreme values; relative maximum and minimum turning points; first - and second - derivative tests; Maclaurine and Taylor series; n-th derivative test; exponential and logarithmic functions.
2. Optimization: the case of more than one explanatory variable; economic applications: problem of a multi-product firm, price discrimination, input decisions of a firm; comparative static aspects of optimization; optimization with equality constraints; constraint qualification; and economic applications.

<b>INTERMEDIATE MICROECONOMICS II</b>	<b>CEMI3672</b>
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**NQF Level:** 6      **Credits:** 16      **Contact hours:** 4 lectures per week for 14 weeks

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

**Pre-requisites:** Microeconomics (CEMI3571) Basic Macroeconomics (CEMA3572), Basic Mathematical Economics (CEEM3572) and Intermediate Microeconomics II (CEMI3672) **(Co-requisite)**

**Module Description:**

This course involves the application of demand and supply to policy issues such as taxation, and price controls. It is relevant to students who have a good grasp of basic microeconomic theory. The course will consist of both theory and case studies drawn from Namibia and other countries. Generally, there is a need for economists to understand the role of government as the policy maker and how its actions affect different economic agents in any economy. Contents: Applications of supply and demand analysis; Allocative efficiency and Market Structure; Market Failure; Labour Market and the different types of actors; Choice under uncertainty; Economics of Information.

<b>INTERMEDIATE MACROECONOMICS II</b>	<b>CEMA3672</b>
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**NQF Level:** 6      **Credits:** 16      **Contact Hours:** 4 Lecture hours per week for 14 weeks

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

**Pre-requisites:** Microeconomics (CEMI3571) Basic Macroeconomics (CEMA3572) and Basic Mathematical Economics (CEEM3572); CEMA3671 Intermediate Macroeconomics I **(Co-requisite)**,

**Module Description:**

This module will cover an analysis of the *financial sector* of the economy. That is, an analysis of what happens in the market for money and other financial assets. It will also bring together *real sector* and *financial sector* analyses, to define *general equilibrium of the economy* and use it in analyzing economic issues and problems as well as possible policy measures to deal with macroeconomic problems. It will run through the second semester. Course Contents: Supply of money; demand for money; general equilibrium of the economy: IS-LM analysis; general equilibrium of the economy: AD-AS analysis; general equilibrium of the economy: Rational Expectations; Inflation and Unemployment.

<b>ECONOMIC STATISTICS II</b>	<b>CEST3672</b>	<b>EQUIVALENT: CABA3632</b>
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**NQF Level:** 6      **Credit:** 16      **Contact Hours:** 4 lectures and 1 tutorial per week for 14 weeks

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

**Pre-requisites:** Basic Microeconomics (CEMI3571), Basic Macroeconomics (CEMA3572) and Basic Mathematical Economics (CEEM3572) and Economic Statistic I( CEST3672) **(Co-requisite)**

**Module Description:**

The course involves some use of mathematical and computer tools. This course is designed for students majoring in economics, to many applications of descriptive and inferential statistics. It covers estimation and sampling distributions, estimation of point and intervals, hypothesis testing for one and two populations, Chi-Square tests, simple linear regression and analysis of variance. A very important part of the course involves giving students a practical know-how on to apply Microsoft Excel to work with the economic data.

<b>YEAR 3 : SEMESTER 1</b>	
<b>ECONOMETRICS I</b>	<b>CETM3771</b>

**NQF Level:** 7      **Credit hours:** 16      **Contact hours:** 4 lectures per week over 14 weeks

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

**Pre-requisites:** Economic Statistics I (CEST3671) and Economic Statistics II (CEST3671)

**Module Description:**

This course aims to introduce the study of economic measurement- in which we apply the real world economic data to economic theory to examine relations among economic variables by means of regression analysis. It will start with the discussion on multicollinearity, heteroscedasticity, and autocorrelation. After that, it will introduce students to model specification, non-linear regression models and qualitative response regression models. A very important part of the course involves giving students a practical know-how on to apply econometric software package such as "Gretl, Eviews, etc." to work with the economic data.



INTERNATIONAL TRADE		CEIT3771
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact hours:</b> 4 lectures per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671 & CEMI3672), Intermediate Macroeconomics I&II (CEMA3671 & CEMA3672)	
<b>Module Description:</b> The course introduces the students to theories of International trade. This includes the early form of trade by the Mercantilism. It then goes further to look at other trade theories such as The Ricardian model: Factor Productivity and Comparative Advantage; Assumptions of a One-factor Economy; Absolute vs. Comparative Advantage; Gains from Trade; Misconceptions about Comparative Advantage, The Specific factors model: Assumptions; Specific Production Factors; Factor Movements; Income Distribution; Misconceptions about Specific Factors (model), The Heckscher-Ohlin model: Two-factor economy; Assumptions; Factor prices and goods prices; Effects of trade between two-factor economies. The course also introduces students to issues regarding Protection of domestic industries, that is tariff and NTBs protection. The course also examines trade policy and the WTO that is History, WTO and developing countries; main tasks of WTO; Regional Trade Integration.		
DYNAMIC QUANTITATIVE ANALYSIS		CEDA3771
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment will account for 50% of the final mark, obtained from 4 tests. A 1x3 hour examination at the end of the semester will account for the other 50%.	
<b>Pre-requisites:</b>	Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672), Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)	
<b>Module Description:</b> This course, which will run through the first semester of the third year, will cover dynamic analysis. It presupposes basic understanding of integral calculus. Course Content: Dynamic Analysis: Dynamics and integration; indefinite integrals; definite integrals; rules of integration; economic applications: investment and capital formation; present value of a cash flow; present value of a perpetual flow; and Domar Growth Model. Continuous time first-order differential equations: linear differential equations with constant coefficient and constant term; dynamics of market price; variable coefficient and variable term; exact differential equations; Solow Growth Model; and discrete time first-order difference equations.		
RESEARCH METHODS & ECONOMIC REPORTING		CERR3771
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture for week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Economic Statistics I & II (CEST3671 & CEST3672)	
<b>Module Description:</b> The application of learned theories and analytical tools to a concrete research question, either of an academic or a briefing nature, and to put this into the prescribed format of a written Research Paper often poses problems for students. It is also of importance that the formalities of doing a Research Paper are mastered. In their later professional life students will often have to do presentations. Doing research, putting the results into a written standard form, respecting the formalities and presenting the findings to an audience is a matter of knowledge gained through lecturing as well as a matter of ability gained by exercising. The course introduces students to applying economic theory and research methods in an academic paper and in business and policy briefings. The course aims at preparing students for the 4 <sup>th</sup> year Research Paper course as well as for economic and policy briefings to be done in a later non-academic professional career. Thus, the writing of an Exercise Research Paper, with either an academic or a briefing character, and the presentation of the Paper to a student audience is the focus of the course. The didactical methods used in this course are lecturing and exercising.		
YEAR 3 : SEMESTER 2		
ECONOMETRICS II		CETM3772
<b>NQF Level:</b> 7	<b>Credit hours:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 2.5 hour examination paper	
<b>Pre-requisites:</b>	Economic Statistics I (CEST3671), Economic Statistics II (CEST3672) and Econometrics I (CETM3771)(co-requisites)	
<b>Module Description:</b> This course aims to introduce the study of economic measurement- in which we apply the real world economic data to economic theory to examine relations among economic variables by means of regression analysis. The course covers General introduction to usage of lags in economic modelling, estimation methods: Maximum likelihood, Generalised least square, problem of Simultaneity and OLS estimators, identification problems, methods of estimating simultaneous equation models and their uses in forecasting and policy, econometric forecasting methods: single equation, simultaneous equation models, exponential smoothing methods, time series econometrics: unit root stochastic process, trend and difference stationary, detecting nonstationary and unit root tests, spurious regression, cointegration and error correction mechanism and panel data.		

INTERNATIONAL FINANCE		CEIF3772
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact hours:</b> 4 lectures per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671&CEMI3672), Intermediate Macroeconomics I&II (CEMA3671&CEMA3672)	
<b>Module Description:</b> The course starts by analyzing the statement of international transactions and highlights the main items that constitute the components of the BOP namely the current, capital and financial accounts. The second component emphasizes the role of exchange rates, as determined by market forces as well as the exchange rates that are fixed, and how policy intervention influence the relative price of foreign currencies. The third component analyses how the BOP can be adjusted through the automatic in- and out-flow of foreign exchange and through policy intervention. The course ends with a focus on the traditional and more recent approaches of exchange rate determination, the empirical testing of these models.		
FINANCIAL ECONOMICS		CEFE3772
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 2.5 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671& CEMI3672), Intermediate Macroeconomics I&II (CEMA3671& CEMA3672)	
<b>Module Description:</b> This module acquaints students with the workings of the financial institutions. The contents are: Overview of financial markets (objectives, participants and instruments), financial market institutions. Basic tools for portfolio analysis (concept of risk aversion, investor preferences), mean variance analysis- diversification, risk and return, efficiency frontiers of risky assets etc. Capital asset pricing model (CAPM) – difference between mean variance analysis and CAPM, required return of common stock using CAPM, beta analysis. Factor models and arbitrage pricing theory – concept of arbitrage, hedging portfolio etc. Markets, traders and the trading process - motivation for security trade and the process involved. Fixed income securities – main sources of debt financing, its features, yield to maturity and relation to coupon yields etc. Bond pricing and the term structure of interest rates – spot and forward rates, theories of the term structure of interest rate, pricing of default free bonds. Derivatives: pricing, options and futures, hedging and speculation. Capital structure: sources, gearing and risk, Modigliani- Miller Theorem, valuation models. Agency problem.		
NAMIBIAN ECONOMY		CENE3772
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671& CEMI3672); and Intermediate Macroeconomics I & II (CEMA3671& CEMA3672)	
<b>Module Description:</b> In Namibian Economy, Namibian issues are analysed in the context of developing countries. Main themes are the characteristics of the Namibian economy and, Namibia in the context of global capitalism. It is a comprehensive survey of the problems and challenges facing the Namibian economy. These include income distribution, population dynamics, sectoral performance, agriculture and land policy, trade policies, external debt, and macroeconomic stability. The course also examines the role of government and market incentives in the development process.		
YEAR 4 : SEMESTER 1		
ECONOMIC THEORY AND POLICY I		CEPT3871
<b>NQF Level:</b> 8	<b>Credit:</b> 16	<b>Contact Hours:</b> 4 lectures and 1 tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Macroeconomics I & II (CEMA3671& CEMA3672), Intermediate Mathematical Economics I & II (CEEM3671& CEEM3672) and Intermediate Microeconomics I and II (CEMI3671 & CEMI3672)	
<b>Module Description:</b> This course is designed to help the students to learn how various aggregate economic identities are related, and problems and policy lessons that can be learned from them. Labour market structure issues and policy choices used elsewhere to improve employment. Behavioral theories of macroeconomics, how policies can bring about behavioral changes and impact the economy. To learn about AD and AS and how to use them to study business fluctuations, about demand and supply policies that are used to influence the economy.		
MONETARY ECONOMICS		CEMU3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671&CEMI3672), Intermediate Macroeconomics I&II (CEMA3671&CEMA3672)	

**Module Description:**

This course will introduce students to a basic understanding of monetary theory and working finance institutions. It will also provide students with an elementary understanding of the relationship between money and macroeconomic variables like employment, output, and price.

**Course content:** Money- Nature, definitions, and the value of money, role of money in the modern economy; Commercial Banking; Other Financial Institutions; Central banking; International banking; The Demand and Supply of Money; The Theory of Inflation; The Theory of Interest Rate Determination; Techniques of Monetary Control; The Administration of Monetary Policy in Namibia; The Transmission Mechanism of Monetary Policy; Strategies of Monetary Policy; Relative Effectiveness of Monetary and Fiscal Policy; Impact of Monetary Policy; Money and the International Economy.

RESEARCH PROJECT		CERP3870	EQUIVALENT: CERM3870	
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks		
Module assessment:	Continuous assessment 50%: two tests and one assignment			
	Examination 50%: 1 x 3 hour examination paper			
Pre-requisites:	Research Methods and Economic Reporting (CERR3771)			

**Module Description:**

Students will be required to produce a Research Paper of between 7000 and 10 000 words. A student will be allocated a supervisor normally from the Department. The student's supervisor helps the student synthesize his/her ideas into a cohesive work of research coupled with the hypotheses that should be supported by data and its application when warranted. The first stage of the Research Paper involves the preparation of the research proposal which is presented at a seminar organized by the department for that particular purpose. The Supervisor and a Discussant (a knowledgeable person in the field – does not necessarily need to be from UNAM) form the Seminar Committee and allocate a mark which counts for 30% of the Research mark. The other 70% is allocated to the completed research papers which are examinable by a first reader (supervisor) and a second Reader (from UNAM or outside) must approve the proposal beforehand.

**YEAR 4 : SEMESTER 2**

ECONOMIC THEORY AND POLICY II		CEPT3872
<b>NQF Level:</b> 8	<b>Credit:</b> 16	<b>Contact Hours:</b> 4 lectures and 1 tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment	
	Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672); Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672) and Intermediate Microeconomics I & II (CEMI3671 & CEMI3672)	

**Module Description:**

This is an important foundation course in economics that will help develop rational approach on microeconomic events as well as on economic and business decision-making. This course will offer theoretical insights into demand, production, exchange and welfare concepts and present their applications wherever possible.

PUBLIC ECONOMICS		CEUP3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment	
	Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672) and Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672)	

**Module Description:**

This course develops a theoretical framework so that students can analyse both normative questions (what should the state do) and positive questions (what is the impact of state activity, what are the implications of alternative public choices). The draws on the rich sources of innovative developments in state expenditure, project evaluation, taxation, privatisation and accountability those are associated with sectors and tax reforms in LDCs. Specific contents: Market failure; Forms of state intervention in the economy; Economic role of government; Economic effects of government policies; Criteria for policy evaluation; Taxation; Government production; The government sector and stabilization; Government borrowing and monetary conditions.

ECONOMICS OF GROWTH AND DEVELOPMENT		CEGD3872
<b>NQF Level:</b> 8	<b>Credit:</b> 16	<b>Contact Hours:</b> 4 lectures and 1 tutorial per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment	
	Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672) and Intermediate Mathematical Economics I & II (CEEM3671 & CEEM3672)	

**Module Description:**

This course aims to examine the meaning and measurement of economic growth and development, and the review development theories, growth, intuitional and policies. Develop skills in the application of theoretical and empirical economic growth and development.

## ELECTIVES

AGRICULTURAL ECONOMICS		CEEA3871	EQUIVALENT: CEEA3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)		
<b>Module Description:</b> This course introduces students to the applications of microeconomics and business management tools to farm operations. The course contains both theory and empirical case studies of farm management, drawn from Namibian and other countries' experiences. It focuses on enterprise budgeting for crops and livestock, analyzing farm management risk issues and the concept of time value for money. Topics include the use of budgets in management decisions, such as budget worksheets, and scenario and breakeven analysis. The course also entails the preparation of financial statements and addresses the issue of how to cope with the agricultural risk environment and how to measure risk and the ability to bear risk.			
HEALTH ECONOMICS		CEEH3871	EQUIVALENT: CEEH3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)		
<b>Module Description:</b> This module demonstrates how theoretical and empirical microeconomics can be applied to health and health care to provide useful insights for health policy. Basic health care economics tools and institutions, health and medical care and spending, demand for medical services, medical care production and costs, benefit and cost analysis, health care systems and institutions, objectives of health care providers, profit maximization in perfectly competitive and imperfect markets, non-profit goals, government and health care programmes, private health insurance industry, physician and hospital and pharmaceutical industries, health care reform, proposals of health care reform, international health care watchdogs.			
ENVIRONMENTAL ECONOMICS		CEER3871	EQUIVALENT: CEER3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)		
<b>Module Description:</b> This course applies theoretical and empirical economic tools to a number of environmental issues. The broad concepts discussed are externalities, public goods, property rights, market failure, and social cost-benefit analysis. These concepts apply to a number of are including non-renewable resources, air pollution, water pollution, solid waste management, and hazardous substances. The valuation of environmental resources; Resource and Environmental and Accounting Environmental impact assessment. Special emphasis is devoted to analysing the optimal role for public policy i.e., coming up with policy to correct for market failures.			
PROJECT APPRAISAL		CEPA3871	EQUIVALENT: CEPA3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisites:</b>	Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)		
<b>Module Description:</b> This course covers project appraisal techniques is seven parts. Part 1 introduces project appraisal and evaluation: what is a project: the project cycle; project planning techniques; project quality factors and basic needs; the measurement of project performance. Part 2 covers investment appraisal techniques: cash flow analysis; private sector appraisal techniques; an introduction to spreadsheet modelling; mutually exclusive projects. Part 3 covers social cost-benefit analysis; basic steps in social cost-benefit analysis; theoretical basis of social cost-benefit analysis; the social discount rate Part 4 covers valuation techniques and applications: revealed preference methods; contingent valuation methods; cost effectiveness analysis. Part 5 covers risk & uncertainty analysis in project appraisal; techniques for risk analysis; uncertainty measures; risk and large projects; spreadsheet modeling and risk analysis. Part 6 covers distributional issues and social cost-benefit analysis: measurement of income distribution; theoretical basis for welfare or distributional weighting; multi- criteria analysis. Part 7 covers environmental and social impact assessment (ESIA): impact assessment: tools and techniques; impact assessment, reporting and decision-making.			
ENERGY ECONOMICS		CEEE3871	EQUIVALENT: CEEE3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

**Module Description:**

The course focuses on the technological and cost "fundamentals" of emerging energy technologies, including solar, wind, biomass, oceanic, geothermal, hydropower, fuel cell (hydrogen), nuclear, and other more exotic energy sources. A premise of the course is that a *sustainable* energy technology must both be technically feasible and economically viable. The course also investigates the technological promise and progress of each technology, as well as its economic opportunities and challenges. It further explores the theoretical and empirical perspectives on individual and industrial demand for energy, energy supply, energy markets, and public policies affecting energy markets. It discusses aspects of the oil, natural gas, electricity, wind solar power and nuclear power sectors and examines energy tax, price regulation, deregulation, energy efficiency and policies for controlling emission.

REGIONAL ECONOMICS	CERG3871	EQUIVALENT: CERG3872
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**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

**Module Description:**

This course contains both theory and empirical case studies of regional and municipal management drawn from the Namibian economy and other developing economies. It focuses on regional economic theory, neoclassical and neo-keynesian approaches, demand and supply in spatial modification and other theoretical concepts. Topics covered includes: regional economic structure, economic base of regions and municipalities, assessment of economic performance of territory systems; regional growth; economic aspects of localization, location theory; migration as economic factor, classical approaches to the assessment of migration, evaluation of migration by means of human capital, factors having impact on migration; regional policy; its origin and development regional policy supporting territorial convergence and regional policy promoting comparative advantage, traditional and modern approach to regional policy; issues of effectiveness on the level of municipalities, optimum size of cities; property of municipalities and regions its functions in their social and economic development provision of public goods property as an economic tool; and regional finances as a part of public finances and regional budgets.

TRANSPORT ECONOMICS	CEET3871	EQUIVALENT: CEET3872
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**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

**Module Description:**

This course applies microeconomic theory to transportation. Topics covered includes: demand and demand estimation, cost and cost estimation, pricing and investment, and regulation and deregulation. Applications cover both urban and intercity passenger transportation as well as freight transportation.

URBAN ECONOMICS	CEEU3871	EQUIVALENT: CEEU3872
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**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

**Module Description:**

The course examines the relationship between the city and the economy. It examines the relationship between urbanization and economic growth. Part one covers urban growth and decline: The rise and fall of industrial cities; The industrial city and social conflict; Planned cities.

Part two covers theoretical foundations: Theory of land rent and land use; Welfare and Ethical aspects of land rent; Theoretical analysis of Urban Structure; Urban areas and industry location; Households in an Urban spatial context; Firms and households location with decentralized employment; Part three covers service industries and metropolitan economics: The growth of the service sector; The role of the public sector; Global shift of services; The globalization and world cities; Command and control centres of the global economy; The national economy and capital cities; Part four covers the relationship between the cities and the national economy. It also covers issues on challenges from globalization.

ECONOMICS OF COMPETITION AND MARKET REGULATION	CECR3871
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**NQF Level:** 8      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Pre-requisites:** Intermediate Microeconomics I & II (CEMI3671 & CEMI3672) and Intermediate Macroeconomics I & II (CEMA3671 & CEMA3672)

**Module Description:**

In recent years competition and market regulation are re-emerging in economics as an important subject area. It is a branch of applied micro-economics specializing in questions related to imperfect competition, effect of market structure on behaviour of firms, concentration & monopoly power, cartel formation, anti-competitive practices and anti-trust issues. The revolution in the field is related to the development of non-cooperative game theory which allows economists to study strategic behaviour of firms in the market. This course focuses on strategic competition between firms, how this is related to market structure and market power and the implications for public regulation of industries as well as the consequences of such regulation.

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**UNAM CORE MODULES**

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92

CONTEMPORARY SOCIAL ISSUES  
COMPUTER LITERACY  
ENGLISH COMMUNICATION AND STUDY SKILLS  
ENGLISH FOR ACADEMIC PURPOSES

UCSI3580  
UCLC3509  
ULCE3419  
ULEA3519

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## **E. DEPARTMENT OF MANAGEMENT SCIENCE**

### **E.1 DIPLOMA IN ENTREPRENEURSHIP AND NEW VENTURE MANAGEMENT (12DNVM)**

#### **E.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The purpose of this qualification is to provide the aspiring entrepreneur the relevant knowledge on how to go about setting up a new venture. The Diploma in Entrepreneurship and New Venture Management will equip students with relevant practical and theoretical knowledge on how to successfully set up and run a new venture. Holders of this qualification will be able to understand innovation and creativity, *distinguish* between the different typologies of new ventures, analyse risk involved in setting up a new venture, understand the legal requirements of new ventures, evaluate resource requirements and design and formulate a feasible business plan.

#### **E.1.2 CRITERIA FOR ADMISSION**

To register for the Entrepreneurship and New Venture Management Diploma, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade D.

A candidate should obtain a minimum of 22 points in five subjects on the UNAM Point Scale to be admitted.

However, if the minimum of 22 points is obtained, it does not necessarily ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.

The Faculty reserves the right to interview or test students before admission.

Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose. Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.

#### **E.1.3 ASSESSMENT CRITERIA**

Continuous assessment in the form of class tests, assignments, or industry projects will contribute fifty percent (50%) to the final mark. Each course will be examined with a three hour paper at the end of each semester. The examination mark will contribute fifty (50%) to the final mark. The student must obtain at least 50% in the examination to pass, irrespective of the continuous assessment mark.

#### **E.1.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

To be readmitted to the faculty for a particular year of registration a student:

- must have passed the equivalent of the minimum number of four courses required (4 x 16 credits = 64 credits).
- must complete all first year level courses (128 credits) by the end of the second year of registration.

#### **E.1.5 ADVANCEMENT AND PROGRESSION RULES**

A student must have passed the minimum number of six courses (96 credits), of which at least three (48 credits) must be faculty courses to be admitted into the second year of study.

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

The maximum number of credits a student can enrol for is 128 credits in first year at NQF level 4. A student may enroll for a maximum of 128 credits at NQF level 5 in their second year.

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

This qualification will be awarded to candidates credited with a minimum of 128 credits in the first year at NQF level 4 and a minimum of 128 credits in the second year at NQF level 5, giving a total of 256 credits.

#### **E.1.8 ARTICULATION OPTIONS**

The student will be eligible for admission into the second year of the BBA degree after successful completion of the Diploma.

#### **E.1.9 EXEMPTIONS**

The candidates who successfully complete the programme will be exempted from selected first year degree modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme **will not** be admitted into any degree programme offered by the Faculty. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

#### **E.1.10 MODE OF DELIVERY & CAMPUSES OFFERING THE PROGRAMME**

MAIN CAMPUS (Part time), RUNDU CAMPUS AND SOUTHERN CAMPUS (Full time) and Distance mode

#### **E.1.11 DURATION OF STUDY**

The Entrepreneurship and New Venture Management Diploma cannot be obtained in less than TWO years. However, the diploma must be obtained within THREE YEARS of full-time registration. Students studying through the distance mode cannot obtain this diploma in less than two years and have a maximum of four years to obtain the diploma.

#### **E.1.12 CLASS ATTENDANCE**

A student must attend at least 80% of all the lectures and all the practical tutorials in order to be admitted for the final examination. This should be read in conjunction with the General Information and Regulations Prospectus.

### E.1.13 CURRICULUM

Course Code	Course	NQF Level	Credits	Compulsory
<b>YEAR 1 : SEMESTER 1</b>				
ULEG2410	English for General Communication	4	16	Compulsory
UCLC3509	Computer Literacy	5	8	Compulsory
CABM2411	Basic Mathematics	4	16	Compulsory
CMEM2471	Basics of Entrepreneurial Mind	4	16	Compulsory
CMEQ2471	New Venture Creation 1A	4	16	Compulsory
<b>Total Credits for Semester 1</b>			<b>72</b>	
<b>YEAR 1 : SEMESTER 2</b>				
UCSI3580	Contemporary Social Issues	5	8	Compulsory
ULEG2410	English for General Communication	4	16	Compulsory
CMEQ2472	New Venture Creation 1B	4	16	Compulsory
CMPV2432	Planning the Venture 1	4	16	Compulsory
<b>Total Credits for Semester 2</b>			<b>56</b>	
<b>Total Credits – Year 1</b>			<b>128</b>	
<b>YEAR 2 : SEMESTER 1</b>				
CEMI3571	Basic Micro Economics	5	16	Compulsory
CMPV2531	Planning the Venture 2	5	16	Compulsory
CEML2571	The Entrepreneurial Leader and Team	5	16	Compulsory
CMVM2571	New Venture Management 1A	5	16	Compulsory
<b>Total Credits for Semester 1</b>			<b>64</b>	
<b>YEAR 2 : SEMESTER 2</b>				
CMVM2572	New Venture Management 1B	5	16	Compulsory
CMPP3572	Principles of Management	5	16	Compulsory
CEMA3572	Basic Macro Economics	5	16	Compulsory
CMCE2512	Contemporary Issues in Entrepreneurship	5	16	Compulsory
<b>Total Credits for Semester 2</b>			<b>64</b>	
<b>Total Credits for Year 2</b>			<b>128</b>	
<b>TOTAL COURSE CREDITS</b>			<b>256</b>	

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

### E.1.14 Syllabi

#### YEAR 1 : SEMESTER 1 BASIC MATHEMATICS

#### CABM2411

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

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

**Pre-requisites:** None

#### Module Description:

The details contents are as follows:

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

#### BASICS OF ENTREPRENEURIAL MIND

#### CMEM2471

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

**Module Assessment:** Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment.  
Examination: 1 x 2 hours paper.

**Pre-requisites:** None

#### Module Description:

This module will cover - Entrepreneurship flattens the world – two noble prizes recognize entrepreneurship, entrepreneurship and micro- phenomenon; Entrepreneurship: fourth years as a transformational force; four entrepreneurial transformations that are changing the world; Entrepreneurship as the new management paradigm; Entrepreneurship as the new non-for-profit and philanthropy management paradigm; Entrepreneurship as the new education paradigm; the energy creation effect; Entrepreneurship- innovation, prosperity and philanthropy.

#### NEW VENTURE CREATION 1A

#### CMEQ2471

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

**Module Assessment:** Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment.  
Examination: 1 x 2 hours paper.

**Pre-requisites:** None



**Module Description:**

This module will cover – The entrepreneurial Process – the classic entrepreneurship – start- up, Entrepreneurship- beyond start – up; Entrepreneurship paradoxes; the high potential venture, clean commerce; seeing opportunity through a sustainable lens. The opportunity; grading, shaping, recognizing and seizing

**YEAR 1 : SEMESTER 2****NEW VENTURE CREATION 1B****CMEQ2472****NQF Level:** 4**Credits:** 16**Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:**

Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment.  
Examination: 1 x 2 hours paper.

**Pre-requisites:**

None

**Module Description:**

This module will cover – what is social entrepreneurship; type's social entrepreneurship, hybrid models social entrepreneurship, the Timmons Model of interpreted for social entrepreneurship; the importance of the Brain Trust in Social Entrepreneurship.

**PLANNING THE VENTURE 1****CMPV2432****NQF Level:** 4**Credits:** 16**Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:**

Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment.  
Examination: 1 x 2 hours paper.

**Pre-requisites:**

None

**Module Description:**

The students will cover aspects such as: the business plan- preparing a business plan, aspects covered in the business plan, international business plan, a pro-forma business plan; Basic financial planning – basic financial concept; accounting, financial statements, the use of financial statements; financial plan – the financial planning, setting prices and break and the break even analysis, financial capital requirements.

**YEAR 2 : SEMESTER 1****BASIC MICROECONOMICS****CEMI3571****NQF Level:** 5**Credits:** 16**Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:**

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

**Pre-requisites:**

None

**Module Description:**

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

**PLANNING THE VENTURE 2****CMPV2531****NQF Level:** 5**Credits:** 16**Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:**

Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment.  
Examination: 1 x 2 hours paper.

**Pre-requisites:**

None

**Module Description:**

This module will cover - The budgeting process- reasons for budgeting, the budgeting process, the three pro-forma statements used in the budgeting process; the marketing plan – conduct market analysis, market research, forecasting sales, the marketing strategy, the pricing strategy, sales strategy, service strategy, advertising and promotion strategies, the distribution strategies and a pro-forma marketing plan; Operational plan – conducting operational planning, the operational cycle, the location, the facilities, the employees required, administration, the strategy and plans, manufacturing, retail, and services processes, the layout, a pro-forma operational plan.

**THE ENTREPRENEURIAL LEADER AND TEAM****CMEL2571****EQUIVALENT: CMEL2572****NQF Level:** 5**Credits:** 16**Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:**

Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment.  
Examination: 1 x 2 hours paper.

**Pre-requisites:**

None

**Module Description:**

This module will cover – The Entrepreneurial leader – the importance of the team; stages of growth; managing for rapid growth: Entrepreneurial Culture – what entrepreneurial leader need to know; competencies and skills; skills in building entrepreneurial culture, helping, coaching, and conflict management, teamwork and influence. Forming and building teams, rewards and incentives.

NEW VENTURE MANAGEMENT 1A		CMVM2571
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course will introduce students to: the process of strategic management; entrepreneurial management and the formulation, implementation and evaluation of plans; human resource function of managers in new ventures; the financial function of managers in new ventures; the marketing function; the purchasing function; the manufacturing function; and the administration function.	
YEAR 2 : SEMESTER 2		
PRINCIPLES OF MANAGEMENT	CMPP3572	EQUIVALENT: CMPP3579
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (Minimum of 2 tests and 1 assignment)	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b>	Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.	
NEW VENTURE MANAGEMENT 1B		CMVM2572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course will cover: Motivation – motivation as part of leading, motivating methods, managing individual motivation; Stages of control – requirements for effective control, the control process; Leadership – the importance of leadership for the entrepreneur.	
BASIC MACROECONOMICS		CEMA3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.	
CONTEMPORARY ISSUES IN ENTREPRENEURSHIP		CMCE2512
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment (50%): 2 tests given under examination condition will constitute 80% of the CA mark and one industry-based assignment. Examination: 1 x 2 hours paper.	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course will cover: Legal aspects – Establishment of venture, registration of the venture, name of the venture, registering a trade mark, publicizing the business venture, partnerships, close corporations, companies, Revenue Services, Contracts, Personnel contracts with regards to entrepreneurship and new venture management; Reasons for business failure- internal and external reasons for failure; business ethics and social responsibility; managing growth; customer career.	
UNAM CORE MODULES		
SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92		
COMPUTER LITERACY		UCLC3509
CONTEMPORARY SOCIAL ISSUES		UCSI3580
ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION		ULEG2410

**E.2.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The aim of this qualification is to provide necessary skills, knowledge and attitudes appropriate to the pursuit of a variety of careers in industrial, commercial or public sector organisations. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

**E.2.2 ASSESSMENT CRITERIA**

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

**E.2.3 CRITERIA FOR ADMISSION**

- An applicant should be in possession of a minimum Grade 12 certificate, with a minimum of 22 points in five subjects on the UNAM point scale including English with at least a D symbol.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus. A special application is available for this purpose.

**E.2.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amounts to a total of 42 credits.

**E.2.5 ADVANCEMENT AND PROGRESSION RULES**

1. In order to advance to the following academic level of study second (2) year, a student must pass at least two-thirds (2/3) of the courses for the curriculum for first (1) year which amounts to 88 credits.
2. If a student passes only one third (1/3) (64 credits) of the full curriculum of a specific year, s/he may not register for any course on the following higher level.
3. Furthermore, pre-requisites for courses have to be passed before a student can proceed to register for courses that require pre-requisites.
4. Also a student is expected to complete the Diploma before seeking to register for any other programme in the Department.

**E.2.6 EXEMPTIONS**

The candidates who successfully complete the programme will be exempted from selected first year degree modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme **will not** be admitted into any degree programme offered by the Faculty. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

**E.2.7 MODE OF DELIVERY**

Part time programme.

**E.2.8 DURATION OF STUDY**

The minimum duration of this programme is two (2) year and the maximum duration is three (3) years.

**E.2.9 CLASS ATTENDANCE**

A student must attend at least 80% of all the lectures and all the practical tutorials in order to be admitted for the final examination. This should be read in conjunction with the General Information and Regulations Prospectus.

**E.2.10 CURRICULUM**

Course Code	Course	NQF Level	Credits	Compulsory	Pre-requisite
<b>YEAR 1 : SEMESTER 1</b>					
ULEG2410	English for General Communication Skills	4	16	YES	
CBBM2431	Principles of Business Mathematics	4	16	YES	
CBBS2431	Principles of Business Statistics	4	16	YES	
CBBN2431	Principles of Business Management	4	16	YES	
<b>Total Credits for Semester 1</b>			<b>64</b>		
<b>YEAR 1 : SEMESTER 2</b>					
ULEG2410	English for General Communication	4	16	YES	
CBBA2422	Principles of Business Accounting	4	8	YES	
CBBE2422	Principles of Business Economics	4	8	YES	
CBBT2422	Principles of Business Ethics and Law	4	8	YES	
CBBC2432	Principles of Business Computing	4	16	YES	
CBBH2422	Principles of Business Entrepreneurship	4	8	YES	
<b>Total Credits for Semester 2</b>			<b>64</b>		
<b>Total Credits for YEAR 1</b>			<b>128</b>		

YEAR 2 : SEMESTER 1					
ULCE3419	English Communication and Study Skills	5	16	YES	ULEG2410
UCLC3509	Computer Literacy	5	8	YES	
UCSI3580	Contemporary Social Issues	5	8	YES	
CBCM2531	Business Mathematics	5	16	YES	CBBM2431
CBEB2531	Elements of Banking	5	16	YES	
Total Credits for Semester 1			64		
YEAR 2 : SEMESTER 2					
ULEA3519	English for Academic Purposes	5	16	YES	ULCE 3419
CBSS2532	Business Statistics	5	16	YES	CBBS2431
CBCR2532	Principles of Credit	5	16	YES	
CBBM2532	Business Management	5	16	YES	CBBN2431
Total Credits for Semester 2			64		
Total Credits for YEAR 2			128		
TOTAL CREDITS			256		

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

## E.2.11 Syllabi

### YEAR 1 : SEMESTER 1

#### PRINCIPLES OF BUSINESS MATHEMATICS

CBBM2431

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

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

**Pre-requisites:** None

#### Module Description:

This course is designed to give students an overview of various mathematical calculations and topics to enable them to solve business related problems. The topics to be covered are logarithms, Indices, Sequences and Series, Introduction to calculus, especially differentiation and integration.

#### PRINCIPLES OF BUSINESS STATISTICS

CBBS2431

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

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

**Pre-requisites:** None

#### Module Description:

The detailed contents of the course are as follows: identify the various measures of dispersion; compute measures of skewness; identify the various measures of central location for both grouped and ungrouped data; application of probabilities rules as well as construction and interpretation of probability from a contingency table (joint probability table); and identify when to apply each of these distributions (probability distribution), and the computation thereof.

#### PRINCIPLES OF BUSINESS MANAGEMENT

CBBN2431

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

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

**Pre-requisites:** None

#### Module Description:

The course provides an introduction to organisational culture and styles of management; leadership style and teamwork building; personal time management, stress management, and management skills and competencies; boundary management and external environment.

### YEAR 1 : SEMESTER 2

#### PRINCIPLES OF BUSINESS ACCOUNTING

CBBA2422

**NQF Level:** 4 **Credits:** 8 **Contact Hours:** 2 hours lecture per week for 14 weeks

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

**Pre-requisites:** None

#### Module Description:

This course introduces the current regulations governing financial reporting, the formats of financial statements and the purpose of these statements for different users. It will deal with the completion of financial statements from records, the various categories of business income and expenditure and cash flow forecasts, and the monitoring and adjusting for effective management of

cash flow. Further, it deals with the measuring of financial performance using profit and loss accounts and balance sheets, the analysis of profitability, liquidity, and efficiency for a business through the application of ratio analysis.

#### PRINCIPLES OF BUSINESS ECONOMICS

**CBBE2422**

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

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

**Pre-requisites:** None

##### Module Description:

This course provides a definition and scope of business economics. It deals with factors influencing demand and supply of products and services, elasticity of demand and supply, price determination of products and services under different market structures, production functions, cost concepts, optimal level of output and input use, risk and uncertainty, and the macroeconomic environment and its impact on business.

#### PRINCIPLES OF BUSINESS ETHICS AND LAW

**CBBT2422**

**NQF Level:** 4 **Credits:** 8 **Contact Hours:** 2 hours lecture per week for 14 weeks

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

**Pre-requisites:** None

##### Module Description:

This course will examine the theoretical roots of Business Ethics. It will consider the different types of ethical issues in business and how the development of ethical values impact on business behaviour including the effects on stakeholders and the environment. The course will also examine how an individual's ethical position impacts upon the moral relationship between the employer and the employee against the backdrop of the contractual relationship between both parties.

This course also provides an outline of aspects of the law of contract and tort and their application in a business situation. It introduces the law of contract with particular emphasis on the formation and operation of business contracts – aspects such as offer, acceptance, intention, consideration and capacity. It considers when and how liability in contract arises, the nature of the obligations of both sides of the contract, the availability of remedies when a contract is not fulfilled in accordance with its terms. Further, the course contrasts the law of tort with the law of contract and examines issues of liability in negligence relating to business and how to avoid it.

#### PRINCIPLES OF BUSINESS COMPUTING

**CBBC2432**

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

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

**Pre-requisites:** None

##### Module Description:

This course seeks to equip students with the necessary skills to use applications software, especially MS Office in business situations.

#### PRINCIPLES OF BUSINESS ENTREPRENEURSHIP

**CBBH2422**

**NQF Level:** 4 **Credits:** 8 **Contact Hours:** 2 hours lecture per week for 14 weeks

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

**Pre-requisites:** None

##### Module Description:

This course deals with the entrepreneurial perspective: types of entrepreneurs, characteristics of entrepreneurs, examples of successful entrepreneurs. It also deals with the pursuit of entrepreneurial opportunities: business motivation, competencies and skills, innovative ideas, planning and organization, carrying out feasibility studies, writing business plans, financial projections, pursuit of finance and other needed resources, growth strategy and resource management.

#### YEAR 2 : SEMESTER 1

#### BUSINESS MATHEMATICS

**CBCM2531**

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

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

**Pre-requisites:** Principles of Business Mathematics (CBBM2431)

##### Module Description:

This course is designed to give students an overview of various mathematical calculations and topics to enable them to solve business related problems. The topics to be covered are linear programming, logarithms, Indices, Sequences and Series, calculus, especially differentiation and integration.

<b>ELEMENTS OF BANKING</b>		<b>CBEB2531</b>
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course provides a comprehensive introduction to the business of banking. It covers both practical and theoretical issues relating to banking, central banking & bank regulation, and comparative banking markets. The course also deals with the rationale for the existence of banks, the different services they offer, and the recent trends impacting on the banking industry.	

## **YEAR 2 : SEMESTER 2**

<b>BUSINESS STATISTICS</b>		<b>CBSS2532</b>
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Principles of Business Statistics (CBBS2431)	
<b>Module Description:</b>	The detailed contents of the course are as follows: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Test of goodness of fit and independence, Simple linear regression and index numbers.	

<b>PRINCIPLES OF CREDIT</b>		<b>CBCR2532</b>
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course provides an overview of all aspects, steps, and issues that are integral to credit and its risk elements. It provides an introduction to the concepts, techniques, and practical examples to the process of credit allocation and risk modelling.	

<b>BUSINESS MANAGEMENT</b>		<b>CBBM2532</b>
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	Principles of Business Management (CBBN2431)	
<b>Module Description:</b>	The course provides an introduction to management and covers areas such as change management and innovation, decision-making, leading organizations, controlling and evaluation, organizational structures and their relationship to the functional areas of business: finance, marketing, operations and human resources.	

## **UNAM CORE MODULES**

**SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92**

<b>COMPUTER LITERACY</b>	<b>UCLC3509</b>
<b>CONTEMPORARY SOCIAL ISSUES</b>	<b>UCSI3580</b>
<b>ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION</b>	<b>ULEG2410</b>

**E.3.1 INTRODUCTION**

The purpose of this qualification is to provide students with in-depth knowledge of Business Administration and its specialization. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-improvement, self-evaluation, and peer assessment".

**E.3.2 CRITERIA FOR ADMISSION**

An applicant should be a holder of the Further Diploma in Business Administration from the University of Namibia or its equivalent being a Level 6 qualification on the NQF.

**E.3.3 ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

The *Post-Graduate Diploma in Business Administration/Management Science* of the *University of Namibia* or the equivalent level 8 qualifications of the University and any other recognized university.

This qualification provides credits for the following related qualifications:

Any relevant Level 7 qualifications in *Business Administration/Management Science* of the *University of Namibia* or any other recognized University.

**E.3.4 ASSESSMENT CRITERIA**

The examination mark and the continuous assessment mark constitute 50% and 50% of the final mark respectively. Candidates are expected to:

- Obtain a minimum of 50% in both the CA mark and the examination mark.
- Demonstrate an ability to carry out processes that require a command of highly specialized technical or scholastic and basic research skills in Business Administration.
- Demonstrate the application of Business Administration concepts to complex, varied and specialized contexts.
- Demonstrate the analysis, transformation and evaluation of abstract data and concepts in crafting business solutions to specific problems.
- 

**E.3.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amounts to 42 credits.

**E.3.6 MAXIMUM NUMBER OF COURSES PER YEAR**

The student may register for 128 credits which are the maximum number of credits for the programme.

**E.3.7 REQUIREMENTS FOR QUALIFICATION AWARD**

The Advanced Diploma in Business Administration cannot be obtained in less than one (1) year of full-time study and the programme must be completed within two (2) years of registration. Graduation for the diploma requires the successful completion of 128 credits at Level 7.

**E.3.8 MODE OF DELIVERY**

Full-time to be offered in the evening and on Block-Release Basis

**E.3.9 DURATION OF STUDY**

The minimum duration of this programme is one (1) year and the maximum duration is two (2) years.

**E.3.10 CURRICULUM**

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
CBQM4771	Business Quantitative Methods	7	16	YES
CBBM4771	Marketing Management	7	16	YES
CBHR4771	Human Resource Management	7	16	YES
CBFM4771	Financial Management	7	16	YES
<b>Total Credits – semester 1</b>			<b>64</b>	
<b>SEMESTER 2</b>				
CMBE4772	Business Economics	7	16	YES
CBKM4772	Quality Management	7	16	YES
CBOB4772	Organizational Behaviour	7	16	YES
CBOM4772	Operations Management	7	16	YES
<b>Total Credits – Semester 2</b>			<b>64</b>	
<b>TOTAL CREDITS</b>			<b>128</b>	

## E.3.11 Syllabi

### YEAR 1 : SEMESTER 1

#### BUSINESS QUANTITATIVE METHODS

**CBQM4771****NQF Level:** 7 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisites:** None**Module Description:**

The course will provide the student with an understanding of the following mathematical concepts as they relate to business: Set operations, number system, basic arithmetic, simple linear functions and equations, simple differentiation, rates, interest calculations, ratios and matrix algebra.

This course also introduces students to business statistics and covers the following topics: Data and Statistics, Collection of Data, Presentation of Data, Frequency Distributions, Scatter Diagrams and Cross tabulations, Measures of Central Tendency, Measures of Dispersion/Variation, Probability theory and Probability Distributions (Binomial, Poisson, Exponential and Normal)

#### MARKETING MANAGEMENT

**CBBM4771****NQF Level :** 7 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisites:** None**Module Description:**

This course outlines the fundamental concepts and principles that underpin the marketing process and deals with all aspects such as: definition of marketing, marketing orientation, environmental analysis, segmentation, buyer behaviour and positioning, original and extended marketing mix, product life cycle, new product development, pricing strategies, distribution options, promotion mix and international marketing.

#### HUMAN RESOURCE MANAGEMENT

**CBHR4771****NQF Level:** 7 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisites:** None**Module Description:**

This course details the concepts and practices of Human Resources Management with a particular focus on the management of the recruitment process, the retention of employees, and the cessation of employment. The legal and regulatory context will be that of Namibia although reference will be made to other jurisdictions where appropriate.

#### FINANCIAL MANAGEMENT

**CBFM4771****NQF Level:** 7 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisites:** None**Module Description:**

This course provides an outline of where and how to access sources of finance for a business, the use of financial information for decision making and for the management of finance. It evaluates the different sources of finance and compares their usage. It deals with the recording of financial information and how it is used to make decision within financial management for example for planning and budgeting. It also considers decisions in relation to pricing and investment appraisal as well as techniques for evaluation of financial performance.

### YEAR 1 : SEMESTER 2

#### BUSINESS ECONOMICS

**CMBE4772****NQF Level:** 7 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisites:** None**Module Description:**

This course deals with the basic economic problem, and how the economy works; the economic nature of the firm; the economic analysis of the strategic option of firms; how consumers and producers interact on the product market; how producers make the best possible choices; the macroeconomic challenges; the impact of government policies on business as well as the relationship between the broader macro economy and business performance. It also explores the basic drivers of productivity at firm level and strategies to create sustainable economic value.



QUALITY MANAGEMENT		CBKM4772
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course outlines the concepts of quality, quality assurance, quality control, and total quality management (TQM) in the context of business and service operations. It details the different TQM approaches and their implementation in different business settings.	
ORGANIZATIONAL BEHAVIOUR		CBOB4772
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course outlines individual and group behaviour in organizations and examines current theories and their application in managing behaviour in the workplace. It deals with issues such as: the link between structure and culture of organizations and how this interact and influence the behaviour of the workforce; and the systems of shared values and beliefs which determines and shape the accepted patterns of behaviour in the workplace.	
OPERATIONS MANAGEMENT		CBOM4772
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lecture per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course deals with the role and importance of operations management in the efficient and effective production of goods and services. It details the management of transformational processes that convert inputs into outputs and the organizational frameworks necessary to do that efficiently and cost effectively within the overall strategic plan of a company.	

**E.4.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The BBA program aims at developing student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to:

- Produce up-to-date, assertive and effective executives for business and other organizations and
- Prepare students for higher studies in business at home and abroad.

**E.4.2 CRITERIA FOR ADMISSION**

In conjunction with the Academic Conditions in the General Information and Regulations Yearbook, to register for the Bachelor of Business Administration degree, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.

The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

**E.4.3 ASSESSMENT CRITERIA**

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

**E.4.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY**

*For readmission into the faculty a student should have passed:*

- At least 48 credits by the end of first year; however, for readmission into the program this must include at least the *Principles of Management- (MPP3579)* module
- At least 144 credits by the end of second year;
- At least 240 credits by the end of third year;
- At least 336 credits by the end of fourth year;

**E.4.5 REQUIREMENTS FOR QUALIFICATION AWARD**

The Bachelor of Business Administration (Honours) cannot be obtained in less than four years of full time study and the programme must be completed in five years of registration. The graduation of the programme requires 548 credits for successful completion in line with the NQA requirements for a level 8 qualification.

**E.4.6 EXAMINATION REGULATIONS**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

**E.4.7 ACADEMIC ADVANCEMENT AND PROGRESSION RULES**

A student advances to the following academic level of study when at **of a specific year, he/she may not register for any courses on the following higher level.** That means s/he must pass:

- 88 credits out of 136 credits at the end of the first year
- 88 credits out of 136 credits at the end of the second year
- 88 credits out of 136 credits at the end of the third year
- All credits prescribed for the curriculum for Year 4.

**A student will not be allowed to register for more than 12 courses per year.**

**E.4.8 ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia or other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 in Business Administration/Management Science of the University of Namibia or other recognized University.

#### **E.4.9 IMPLEMENTATION STRATEGY**

The revised programme will phase in gradually so that current students can graduate on the Old curriculum with the first year students to be implemented in 2012. Students registered before 2012, will be given an opportunity to finish Managerial Economics and Business Economics within two years after the implementation of the Bachelor of Business Administration (Honours) Degree. **The students who have not passed Managerial Economics and Business Economics by the end of 2013 will follow the new curriculum.**

**Also note that no (BBA-honours) part-time classes will be offered in 2014 for Years 1, 2, and 3, students can opt to be re-registered with our Distance Education Centre (Centre for External Studies). For Year 4, a class should not have less than 14 students registered on part-time basis, in such cases; they also will have to be shifted to the Distance Education Centre (Centre for External Studies).**

#### **E.4.10 MODE OF DELIVERY**

The programme is offered via two modes of delivery: Face – to – face / full time and distance learning. Contact learning requires that students attend classes at the Main campus of Windhoek, Rundu Campus and our Southern Campus in Keetmanshoop. Face-to-face tuition will be offered by qualified lecturers, and opportunities for engaging with fellow students are provided. Distance learning is more suited to students who live too far from the campus to attend classes, or who are unable to commit to attendance. Distance students will be supported by tutors who are available via email or, if necessary, telephone as well as vacation classes. DVDs of select lecture sessions may also be made available to distance students.

#### **E.4.11 DURATION OF STUDY**

The Bachelor Business Administration degree cannot be obtained in less than FOUR years. The degree must be obtained within SIX YEARS of full-time registration. However, candidates holding a two-year diploma in Entrepreneurship and New Venture Management or any diploma in the related field from the faculty of Management Sciences may be exempted from all first year as determined by the Department. The Faculty has the right to amend the curriculum for academic and professional reasons.

#### **E.4.12 SUMMARY OF CHANGES & NEW COURSES**

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##### **Rational for proposed changes and revisions**

##### ***Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771)***

**Management Accounting (CAAM 3651)** is proposed to replace **Business Economics (CMBE 3672)** and **Entrepreneurship (CMRE 3771)** replaces **Managerial Economics (CMMI 3771)**. The department observed that students are acquiring adequate knowledge in **Basic Micro Economics (CEMA 3571)** and **Basic Macro Economics (CEMA 3572)**, hence this change.

Students failing Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771) in the old curriculum will be given opportunity to repeat. New intakes from 2012 will adopt the new curriculum.

##### ***Banking and Finance (CMBF 3771) and Banking and Finance (CMBF 3772)***

These two modules were added to the BBA curriculum. This addition was necessary because the department observed that Banking and Finance was inadequately integrated into the curriculum compared to Marketing and Human resources Management.

##### ***Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672)***

In addition, **Financial Accounting 1A (CAFE3691)** and **Financial Accounting 1B (CAFE3692)** are proposed to replace **Business Accounting (CMBA 3671)** and **Business Accounting (CMBA 3672)**. Department observed that these two modules will help the students acquire adequate knowledge in Accounting.

The proposed modules in Accounting, for example, Fundamentals of Accounting 1A and 1B, Financial Accounting 1A and 1B, Management Accounting 1A and 1B might address the inadequacies BBA students experience in Financial Management.

Research Paper was replaced by Research Project (CMRM3870)

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

E.4.13 CURRICULUM

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

Course code	Course	NQF Level	Credits	Compulsory	Pre-requisites /Co-requisites	
YEAR 1 : SEMESTER 1						
ULCE3419	English Communication and Study Skills	4	16	C	None	
UCLC3509	Computer Literacy	5	8	C	None	
CAFE3581	Fundamentals of Accounting A	5	12	C	None	
CEMI3571	Basic Micro Economics	5	16	C	None	
CBCM3571	Business Mathematics	5	16	C	None	
Total credits Semester 1			68			
YEAR 1 : SEMESTER 2						
ULEA3519	English for Academic purpose	5	16	C	None	
CMPP3572	Principles of Management	5	16	C	None	
CAFE3582	Fundamentals of Accounting B	5	12	C	Co-requisites	CAFE3581
CEMA3572	Basic Macro Economics	5	16	C	Co-requisites	CEMI3571
UCSI3580	Contemporary Social Studies	4	8	C	None	
Total credits Semester 2			68			
TOTAL CREDITS YEAR 1			136			
YEAR 2 : SEMESTER 1						
CMBO3671	Organizational Behaviour A	6	16	C	Pre-requisites	CMPP3572
CAFE3691	Financial Accounting 1A	6	12	C	Pre-requisites	CAFE3581 & AFE3582
CACL3631	Commercial Law A	6	16	C	None	
CABA3691	Business Statistics A	6	12	C	Pre-requisites	CBCM3571
CAAM3691	Management Accounting 1A	6	12	C	None	
Total credits Semester 1			68			
YEAR 2 : SEMESTER 2						
CMBO3672	Organisational Behaviour B	6	16	C	Co-requisites	CMBO3671
CAFE3692	Financial Accounting 1B	6	12	C	Pre-requisites	CAFE3581 & AFE3582
CACL3632	Commercial Law B	6	16	C	Co-requisites	CACL3631
CABA3692	Business Statistics B	6	12	C	Pre-requisites	CBCM3571
					Co-requisite	CABA3691
CAAM3692	Management Accounting 1B	6	12	C	Co-requisites	CAAM3691
Total credits Semester 2			68			
TOTAL CREDITS YEAR 2			136			
YEAR 3 : SEMESTER 1						
CMRE3781	Entrepreneurship A	7	12	C	Pre-requisites	CMBO3671 and CMBO3672
CMSM3781	Marketing Management 1A	7	12	C	Pre-requisites	CMBO3671 and CMBO3672
CMHM3781	Human Resource Management 1A	7	12	C	Pre-requisites	CMBO3671 and CMBO3672
CMMO3781	Operations Management 1A	7	12	C	Pre-requisites	CABA3691 and ABA3692
CMBF3781	Banking and Finance 1A	7	12	C	Pre-requisites	CAFE3691, CAFE3692, CAAM3691 and CAAM3692
Total credits Semester 1			60			
YEAR 3 : SEMESTER 2						
CMSM3782	Marketing Management 1B	7	12	C	Co-requisites	CMSM3781
CMHM3782	Human Resource Management 1B	7	12	C	Co-requisites	CMHM3781
CMBF3782	Banking and Finance 1B	7	12	C	Co-requisites	CMBF3781
CMRE3782	Entrepreneurship B	7	12	C	Co-requisites	CMRE3781
CMMO3782	Operations Management 1B	7	12	C	Co-requisites	CMMO3781
CMBR3772	Business Research Methodology	7	16	C	None	
Total credits Semester 2			76			
TOTAL CREDITS YEAR 3			136			

YEAR 4 : SEMESTER 1						
SPECIALISATIONS: CHOOSE ONLY 1						
CMHM3851	Strategic Human Resources Management 2A	8	16		CMHM3781/2	
CMSM3851	Strategic Marketing 2A				CMSM3781/2	
CMBF3851	Banking & Finance 2A				CMBF3781/2	
CMST3881	Strategic Management A	8	12	C	CMHM3782; CMSM3782; CMMO3782; CMRE3782	
CAMF3871	Financial Management A	8	16	C	CAFE3691, CAFE3692, CAAM3691, & CAAM3692	
CMMI3871	Management Information System	8	16	C	None	
CMRP3870	Research Project	8	16	C	CMBR3772	
<b>Total credits Semester 1</b>		<b>72</b>				
YEAR 4 : SEMESTER 2						
SPECIALISATIONS: CHOOSE ONLY 1						
CMHM3852	Strategic Human Resources Management 2B	8	16		CMHM3871	
CMSM3852	Strategic Marketing 2B				CMSM3871	
CMBF3852	Banking & Finance 2B				CMBF3871	
CMST3882	Strategic Management B	8	12	C		CMST3881
CAMF3872	Financial Management B	8	16	C	<b>Co-requisites</b> CAMF3871 & <b>Pre-requisites</b> CAFE3691, CAFE3692, CAAM3691, & CAAM3692	
CMRP3870	Research Project	8	16	C		
<b>Total credits Semester 2</b>		<b>72</b>				
<b>TOTAL CREDITS YEAR 4</b>		<b>144</b>				
<b>COURSE TOTAL</b>		<b>548</b>				

#### E.4.14 Syllabi

##### YEAR 1 : SEMESTER 1

##### FUNDAMENTALS OF ACCOUNTING A

CAFE3581

EQUIVALENT: CAFE3511

**NQF Level:** 5

**Credits:** 12

**Contact hours:** 3 hours & 1 hour tutorial per week for 14 weeks

**Module assessment:**

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

**Pre-requisites:**

None

**Module Description:**

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

##### BASIC MICROECONOMICS

CEMI3571

**NQF Level:** 5

**Credits:** 16

**Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:**

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

**Pre-requisites:**

None

**Module Description:**

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

##### BUSINESS MATHEMATICS

CBCM3571

**NQF Level:** 5

**Credits:** 16

**Contact Hours:** 4 hours lecture per week for 14 weeks

**Module assessment:**

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

**Pre-requisites:** None

**Module Description:**

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

**YEAR 1 : SEMESTER 2**

**PRINCIPLES OF MANAGEMENT**

**CMPP3572**

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

**Module assessment:** Continuous assessment 50% (Minimum of 2 tests and 1 assignment)  
Examination (50%): 1 x 3 hour paper

**Pre-requisite:** None

**Module Description:**

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

**FUNDAMENTALS OF ACCOUNTING B**

**CAFE3582**

**EQUIVALENT: CAFE3512**

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

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

**Pre-requisites:** None

**Module Description:**

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

**BASIC MACROECONOMICS**

**CEMA3572**

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

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

**Pre-requisites:** None

**Module Description:**

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

**YEAR 2 : SEMESTER 1**

**ORGANIZATIONAL BEHAVIOUR A**

**CMBO3671**

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

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

**Pre-requisite:** Principles of Management (CMPP 3572)

**Module Description:**

The module will focus on the following topics: Introduces Organizational behavior to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

**FINANCIAL ACCOUNTING 1A**

**CAFE3691**

**EQUIVALENT: CMBF3671**

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

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

**Pre-requisites:** Fundamentals of Accounting A & B (CAFE3581/2)

**Module Description:**

The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation,

deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering - cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

<b>COMMERCIAL LAW A</b>	<b>CACL3631</b>
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**NQF Level:** 6      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:** Continuous assessment 50% (Minimum 2 tests and 1 assignment)  
Examination 50% (1 x 3 hour examination paper)

**Pre-requisite:** None

**Module Description:**

Introduction to the theory of Law, the definition of the concept of "law", the various sources of Namibian law. Customs, legislation (statute), common law etc. as sources of Namibian law. Direct and indirect sources of law, the various divisions of our law. The administration of justice in Namibia. The hierarchy of the Namibian courts .The general principles of natural justice "audi alteram partem rule". The law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality. Termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc. Various forms of breach of contract: mora creditors, moradebitoris, defective performance, prevention of performance, repudiation. Remedies for breach of contract .specific performance as a remedy for breach of contracts and other potential remedies availed to an aggrieved party.

<b>BUSINESS STATISTICS A</b>	<b>CABA3691</b>	<b>EQUIVALENT: CABA3631</b>
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**NQF Level:** 6      **Credits:** 12      **Contact hours:** 3 hours lecture per week for 14 weeks

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

**Pre-requisites:** Business Mathematics (CBCM3571)

**Module Description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).

<b>MANAGEMENT ACCOUNTING 1A</b>	<b>CAAM3691</b>	<b>EQUIVALENT: CAAM3651</b>
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**NQF Level:** 6      **Credits:** 12      **Contact hours:** 3 hours lecture & 1 tutorial per week for 14 weeks

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

**Pre-requisites:** None

**Module Description:**

Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

<b>YEAR 2 : SEMESTER 2</b>
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<b>ORGANIZATIONAL BEHAVIOUR B</b>	<b>CMBO3672</b>
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**NQF Level:** 6      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Co-requisite:** Organizational Behaviour A (CMBO 3671)

**Module Description:**

The module will focus on the following topics: Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics. Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.

FINANCIAL ACCOUNTING 1B		CAFE3692	EQUIVALENT: CAFE3632
<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours lecture & 1 tutorial per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Fundamentals of Accounting A & B (CAFE3581/2)		
<b>Module Description:</b> The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.			
COMMERCIAL LAW B		CACL3632	
<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b> The detailed contents are as follows; Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement “Huurgaatvoorkoop rule” Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.			
BUSINESS STATISTICS B		CABA3692	EQUIVALENT: CABA3632
<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Business Mathematics (CBCM3571) & Co-requisite: CABA3691		
<b>Module Description:</b> The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.			
MANAGEMENT ACCOUNTING 1B		CAAM3692	EQUIVALENT: CAAM3652
<b>NQF Level:</b> 6	<b>Credits:</b> 12	<b>Contact hours:</b> 3 hours lecture & 1 tutorial per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
<b>Pre-requisites:</b>	Management Accounting 1A (CAAM 3691)		
<b>Module Description:</b> The detailed contents are as follows: Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap. Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods. Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits. Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance.			
YEAR 3 : SEMESTER 1			
ENTREPRENEURSHIP A		CMRE3781	
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and 1 assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisite:</b>	Organisational Behaviour (CMBO 3671/2)		
<b>Module Description:</b> The module build upon the knowledge and skills students gained in semester one (1). In the first part of module two (2) student will be introduced to the typologies of entrepreneurship. This module will also enable students to explore and understand the various reasons for business success and failure. In the second phase of module two (2) students will learn more about the			



description and the importance of drawing up a business plan. They will be exposed to the various challenges entrepreneurs both in Africa and around the world. They will be exposed to the various challenges entrepreneurs are faced with and how they are exploiting opportunities in their business ventures. In this module students are expected to apply their theoretical understanding of entrepreneurship into practice and it will be expected from them to draw a business plan of a product or a service in a local, African or international context.

MARKETING MANAGEMENT 1A		CMSM3781	EQUIVALENT: CMSM3771
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisite:</b>	Organisational Behaviour (CMBO 3671/2)		
<b>Module Description:</b> The following topics will be covered: the marketing mix, the nature of goods and services; consumer needs and wants. The product mix, Social Responsibility, ethics, consumer behavior, consumer purchase decision process; psychological influence; socio-cultural influences; Organizational Buyer; Marketing Communication process and Integrated Marketing Communication.			

HUMAN RESOURCE MANAGEMENT 1A		CMHM3781	EQUIVALENT: CMHM3771
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisite:</b>	Organisational Behaviour (CMBO 3671/2)		
<b>Module Description:</b> The following topics will be covered: Understanding of Self; Components of Self: self-identity, self -concept, self -confidence , self-image and techniques of Self Awareness; Exploration through Johari Window Mapping; Human resources management's role in the evolving paradigm – fundamentals of management planning; the strategic management process; types of strategies; strategic human resource management and tools. Human resource management and the competitive advantage – the resource-based paradigm; the best practices paradigm, Human resources and leadership and managing flexible patterns of work for competitive advantage - individual models of leadership – trait -based approach, behavioral- based approach, situational – based approach; group models of leadership- cross-functional teams, self-managed teams; executive teams; introduction to flexibility – functional flexibility, work-time flexibility, numerical flexibility, financial flexibility, numerical flexibility, regulatory flexibility, mobility flexibility etc.			

OPERATIONS MANAGEMENT 1A		CMMO3781	EQUIVALENT: CMM03771
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisite:</b>	Business Statistics A & B (CABA 3691/2)		
<b>Module Description:</b> The course covers the foundations to Operations Management in both manufacturing and service industries. The course deals with both strategic and operational issues pertaining to operations management and highlights the competitive advantage that the operations function can provide to an organisation. The topics to be covered are operations strategy, design of goods and services, process management, quality management, forecasting layout and location strategies.			

BANKING & FINANCE 1A		CMBF3781
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisite:</b> Financial Accounting 1A/1B & Management Accounting 1A/1B (CMBA 3671/2 & CAAM 3691/2)		
<b>Module Description:</b> The course will cover Security and portfolio analysis – introducing students to the principles of financial investment decisions from an industry perspective. Student will be also exposed to key drivers driving investment decisions and factors driving investment decisions at a corporate level.		

## YEAR 3 : SEMESTER 2

MARKETING MANAGEMENT 1B		CMSM3782	EQUIVALENT: CMSM3772
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Co-requisite:</b>	Marketing Management 1A (CMSM 3781)		
<b>Module Description:</b> This module covers- learning how successfully integrate the elements of the marketing function into strategic, cohesive plan the student will cover the following topics: Strategic Marketing Process, The marketing environment: Examining and responding to the marketing Environment, Competitive forces, Economic forces, Political forces, Legal and Socio-cultural forces; Technological forces, marketing research, developing and managing products, Personal selling and sales promotion, Wholesaling and Retailing.			

HUMAN RESOURCE MANAGEMENT 1B		CMHM3782	EQUIVALENT: CMHM3772
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Co-requisite:</b>	Human Resource Management (CMHM 3781)		
<b>Module Description:</b> This module covers- Recruitment and Placement; Personnel planning and recruiting, need for effective recruiting, Employee testing and selection, Employment Equity Act and employee selection, basic testing concepts; interviewing candidates; basic types of interviews, design and conduct interviews and errors in conducting interviews. Development of Human Resources – The concept and generalized approaches to Training, Education and Development (process, methods: On-the job, off-the job), Models of Training, Strategic Training Management – Needs assessment, Environmental scanning etc. Evaluation of training (Kirkpatrick model) and Performance Appraisal; Performance management – introduce students to the basic concept of performance management and appraisal (concept, significance, process, methods-Graphic rating scales, essays, confidential report, 360 Degree, the balance scorecard etc., errors during appraisal, reducing errors) and human resource management measurement namely: the concept of balanced scorecards, HR scorecard and workforce scorecard. Talent management – and Human resource challenge.			
BANKING & FINANCE 1B		CMBF3782	
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Co-requisite:</b>	Banking and Finance 1A (CMBF 3781)		
<b>Module Description:</b> Students will cover- investment from a company perspective. It exposes students to single analysis before investment. Students will be expected to know the types of securities in which a single investor may draw upon his investment decisions like bonds, real estate, stocks and precious metals. Institutional Investment analysis- this course provides students with the fundamentals of the company valuation. The students should be able to unearth the various factors that may impact directly on the company's operations by going beyond the analysis of financial students in order to find out of its worth buying that particular company or not.			
ENTREPRENEURSHIP B		CMRE3782	EQUIVALENT: CMRE3772
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and 1 assignment Examination 50%: 1 x 3 hour examination paper		
<b>Co-requisite:</b>	Entrepreneurship A (CMRE 3781)		
<b>Module Description:</b> In addition the module aims to equip students with the insights, tools, concepts, and skills necessary to successfully overcome obstacles and achieve the vision pertaining to the various forms of entrepreneurship. The topics to be covered in this module are defining the various forms of entrepreneurship, explaining what each of these forms of entrepreneurship means in the Namibian and SADC context, exploring the entrepreneurship theories, traditions of entrepreneurship and looking at the various models of entrepreneurship in a Namibian, African and international context.			
OPERATIONS MANAGEMENT 1B		CMMO3782	EQUIVALENT: CMMO3772
<b>NQF Level:</b> 7	<b>Credits:</b> 12	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisite:</b>	Business Statistics A & B (CABA 3691/2 Business Mathematics; (BCM3571)		
<b>Co-requisite</b> Operations Management 1A (CMMO 3781);			
<b>Module Description:</b> This course is designed to expose the student with the functional area of operations Management. The course covers the foundations of operations Management in both manufacturing and service industries. The course deals with broadly introducing students to selection of topics in Operations Management. This course builds on the work covered in the first module in operations management.			
BUSINESS RESEARCH METHODOLOGY		CMBR3772	
<b>NQF Level:</b> 7	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper		
<b>Pre-requisite:</b>	None		
<b>Module Description:</b> The detailed contents are as follows: Introduction to research, research in business, the role and types of research, Problem identification and problem statements, literature review, Hypothesis construction, and writing research proposal, Ethics in research Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity), Measuring Complex Variables, Research design, primary and secondary data sources, data collection, questionnaire construction, Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling, Factors affecting sample size, Margin of error (confidence intervals).			

**YEAR 4 : SEMESTER 1****Specializations:****STRATEGIC HUMAN RESOURCES MANAGEMENT 2A****CMHM3851****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisite:** Human Resource Management 1A & 1B (CMHM 3781/2)**Module Description:**

Students will cover – ethical issues and challenges in human resources management - the problem of dual loyalties; HR professional codes of conduct; an integrity-oriented approach to strategic business partnership; ethical decision-making frameworks; the consequences of action: Teleological theory; the importance of duty to others: Deontological theory; Corporate Governance – Corporate social responsibility; the narrow classical economic view; socio-economic view of CSR; broad maximal view of CSR; current developments in CSR; corporate ethics programmes – operationalizing corporate ethics programmes; effectiveness of corporate ethics programmes; Corporate governance – corporate governance and its importance; theories of corporate governance; governance standards and principles; Corporate Citizenship and: Implications for the HR function; Corporate Social responsibility and HRM.

**STRATEGIC MARKETING 2A****CMSM3851****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisite:** Marketing Management 1A & 1B (CMSM 3781/2)**Module Description:**

The module will cover policy and strategy conception, formulation, elaboration, implementation, monitoring and evaluation; providing comparative theories, applications procedures and practices used in and by modern and competitive businesses. The course will also seek to integrate the various disciplines of management sciences in a coherent strategic framework.

**BANKING & FINANCE 2A****CMBF3851****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisite:** Banking and Finance 1A /1B (CMBF 3781/2)**Module Description:**

Introduction to the South African and Namibian financial markets from an institutional perspective, for example, various markets such as the Money, Bond, Equity, FOREX, and Derivative markets and the instruments traded in them.

**STRATEGIC MANAGEMENT A****CMST3881****NQF Level:** 8 **Credits:** 12 **Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:** Continuous assessment 50%: two tests and one assignment  
Examination 50%: 1 x 3 hour examination paper**Pre-requisite:** Human Resource Management 1B (CMHM3782); Marketing Management 1B (CMSM3782); Operations Management 1B (CMMO3782); Entrepreneurship B (MRE3782)**Module Description:**

The module covers - Marketing planning, strategic mission and strategic goals, Environmental Scanning, market opportunities analysis, Marketing strategy, Creating the marketing mix, Marketing Research, marketing Implementation and Control, Pricing and the process to be followed in creating the marketing plan and the students to present an analytical paper on the subject matter.

**FINANCIAL MANAGEMENT A****CAMF3871****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours lecture & 1 tutorial per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2); Management Accounting 1A & 1B (CAAM3691/2)**Module Description:**

The detailed contents are as follows; Financial statements analysis – ratio analyses, Du Pont Identity; Sources and uses of cash, standardised financial statements; Time value of money – present and future values, discounted cash flow valuation; Risk and return – basics, returns, Capital asset pricing model; expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta, security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index; Project cash flows, incremental cash flows discounted cash flow analysis, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.

MANAGEMENT INFORMATION SYSTEMS		CMMI3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b>		
<p>This is a capstone module in the field of management information systems. The module integrates the organizational, managerial, and technical aspects of management information systems. Emphasis is on the internal management of information resources and on the management of information systems. Coverage of the subject matter will be through lectures, case studies, class discussion, independent readings and research.</p> <p>Fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, management information systems for business data processing, office automation, information reporting, and decision making will be covered. Emphasis is on managerial and strategic aspects of information systems as opposed to the technology aspects.</p> <p>Because this course is an MIS course and is meant to expose contemporary managerial thought associated with a new and dynamic environment, the information technologies associated with the delivery of Internet sites, etc. will be only briefly mentioned. This course is NOT an Information Technology course.</p>		

RESEARCH PROJECT		CMRP3870
<b>NQF Level:</b> 8	<b>Credits:</b> 32	<b>Contact hours:</b> 4 hours lecture per week for 28 weeks
<b>Module assessment:</b>	100%: Mini Thesis	
<b>Pre-requisite:</b>	Business Research Methodology (CMBR3772)	
<b>Module Description:</b>		
Students have to prepare a research proposal and get it approved from a supervisor. Conduct the research and write a brief report. The report must include: A clear identification of a problem statement in the industry and its importance or relevance to the welfare of the business and industry. A clear theoretical analysis of objectives identified, presentation of some type of empirical evidence and conclusion.		

#### YEAR 4 : SEMESTER 2

STRATEGIC HUMAN RESOURCES MANAGEMENT 2B		CMHM3852
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Co-requisite:</b>	Strategic Human Resources Management 2A (CMHM3871)	
<b>Module Description:</b>		
Module covers - Human Resources Management and the Legislative environment - freedom of association and general protections, trade unions and employer's organisations, work times and rules, payment, remuneration and deductions, termination of employment, collective bargaining, strikes and lock outs, dispute resolution, unfair dismissals, health and safety at work. Interdependency between employment relations and human resource management- covers the individual contract of employment, essentials of employer-employee communication, dispute handling procedures, strike handling grievance and discipline.		

STRATEGIC MARKETING 2B		CMSM3852
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co -requisite:	Strategic Marketing 2A (CMSM 3871)	
Module Description:		
Module covers - Strategic marketing develops a structured approach to understanding and managing the marketing function. By learning how to successfully integrate the elements of the marketing function into strategic, cohesive plan. The student will cover the following topics: Strategic Marketing Process, the marketing environment: examining and responding to the marketing environment, competitive forces, economic forces, political forces, legal and socio-cultural forces; technological forces, marketing research, developing and managing products, personal selling and sales promotion, wholesaling and retailing.		

BANKING & FINANCE 2B		CMBF3852
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
Co -requisite:	Banking and Finance 2A (CMBF 3871)	
Module Description:	This module will focus on the operations and management of banking institutions by exploring the following aspects in-depth : Overview of the banking industry in Namibia regionally and internationally; the regulatory framework in Namibia with reference to the international best practice; evaluation of Bank performance; management of interest rate risk; managing the cost of funds, bank capital and liquidity, financing individuals and businesses with particular focus on SMEs; managing the investment portfolio and impact of globalization and advances in technology on banking. Bank treasury management – covers develop	

knowledge and understanding of a range of areas such as International banking, marketing banking product, banking technology related subjects; Bank balance sheet – components of assets, liabilities and their management; Market risk measurement and management – covering definition, measurement, limitations and alternative risk measures, e.g. conditional value at risk – stress testing, credit risk measurement and management of risk terminology – credit ratings – default probabilities – credit spreads – credit migration, transition matrices – counterparty risk; exposures, recovery risk, risk mitigation techniques including rating triggers, collateral clauses – risk derivatives.

<b>FINANCIAL MANAGEMENT B</b>	<b>CAMF3872</b>
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**NQA Level:** 8      **Credits:** 16      **Contact hours:** 4 hours & 5 lectures per week for 14 weeks

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

**Pre-requisites:** Financial Accounting 1A & 1B (CAFE3691/2);  
Management Accounting 1A&1B (CAAM3691/2)

**Module Description:**

The detailed contents are as follows: Business finance – source of, and raising short-term finance, long-term finance, internal sources of finance and dividend policy, gearing and capital structure; Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, finance for small and medium-size entities; Advanced investment appraisals; discounted cash flow techniques, allowing for inflation and taxation in discounted cash flows, adjusting for risk and uncertainty in investment appraisal, specific decisions such as lease vs. buy, asset replacement, capital rationing; International investment and financing decisions; Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers; Risk management – nature and types of risk and approaches to risk management.

<b>STRATEGIC MANAGEMENT B</b>	<b>CMST3882</b>
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**NQA Level:** 8      **Credits:** 12      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Co -requisite:** Strategic Management A (CMST3871)

**Module Description:**

This module will cover in-depth discussions of marketing operations in the international set-up of globalization – with the emphasis on the analysis of markets internally, e.g. world trade organisations, creation of the marketing plan for a specific product and market. Looking through the SLEPT analysis process, poverty alleviation and students to produce a marketing plan for a specific product or market.

<b>UNAM CORE MODULES</b>
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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92

<b>CONTEMPORARY SOCIAL ISSUES</b>	<b>UCSI3580</b>
<b>COMPUTER LITERACY</b>	<b>UCLC3509</b>
<b>ENGLISH COMMUNICATION AND STUDY SKILLS</b>	<b>ULCE3419</b>
<b>ENGLISH FOR ACADEMIC PURPOSES</b>	<b>ULEA3519</b>

## F. DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES

### F.1. DIPLOMA IN LOCAL GOVERNMENT STUDIES

(12DLGS)

#### F.1.1 INTRODUCTION

The Diploma in Local Government Studies is a two year programme, and aims to:

- Provide overall support to the decentralization and democratization effort – particularly at the level of the local state in Namibia.
- Support local authorities' capacity building in a focused manner by offering largely tailor-made and demand-oriented academic programmes.
- Provide students with an understanding of the legal framework that regulates local governance in Namibia.
- Enable students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development.
- Increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government Studies for those who pass the required study courses.

#### F.1.2 CRITERIA FOR ADMISSION

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The latter does not necessarily ensure and/or guarantee admission. Entrance is based on the availability of places and is awarded on merit. The University faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. **Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.**

#### F.1.3 ARTICULATION OPTIONS

The candidates who successfully complete the programme will be exempted from selected first year courses offered in the Faculty of Economics and Management Science. A student who has completed only one year of the programme **will not** be admitted into any degree programme offered by the Faculty.

This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to do any other programme in the Faculty of Economic and Management Sciences will have to conform to the entry requirements of the respective departments in the faculty.

#### F.1.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 40% and 60% each.

#### F.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the Faculty if s/he has not passed at least

- 4 courses (64 credits) of which at least 2 (16 credits) must be none-core at the end of the **first** year of study.
- 7 courses (112 credits) at the end of the **second** year of study.

#### F.1.6 ADVANCEMENT AND PROGRESSION RULES

- A student **must pass not less than 4 courses (equivalent to 64 credits)** in the first year in order to advance to the second year.
- A student **must pass not less than 7 courses (equivalent to 112 credits)** at the end of the **second** year of study.
- A student **must also pass all pre-requisites** before registering for courses that require pre-requisites.

#### F.1.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 9 courses. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of ten courses.

#### F.1.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Diploma in Local Government Studies will be awarded after the accrual of **272 CREDITS** upon completion of the programme.

#### F.1.9 CAREER OPPORTUNITIES

The Diploma in Local Government Studies offers students the opportunity to work and understand the functioning of local government institutions in Namibia. Because it is largely tailor-made for local government in Namibia, it offers the potential for further studies in Public Management in general and local government in particular. Students are enabled by the Diploma to work for both local government and non-governmental and international organizations.

**F.1.10 MODE OF DELIVERY**

The programme is offered on a full-time face-to-face mode. It is also offered at the Centre for External Studies on a distance mode.

**F.1.11 DURATION OF STUDY**

The Diploma in Local Government Studies cannot be obtained in less than two years on full-time face-to-face mode. The programme must be completed within three years of full-time registration and four years of distance registration.

**F.1.12 IMPLEMENTATION STRATEGY**

The reviewed programme will be implemented in 2012 for the new intake. For students who were enrolled before the implementation date, the following courses serve as equivalents for the old curriculum. These courses are listed below:

Module	Equivalent
Principles of Economics for Local Government (CEPG 2471)	Local Government Finance and Budgeting (CPGF 2472) Basic Micro Economics (EMI3571)/EMI2571
Human Resource Management (CPHM 2571)	Principals of Management (CMPP3579)
Legal Framework (CPLF 2571)	Politics and Administration (CPAP 2572) <b>PAP2571</b>
Local Government Strategic Management (CPSM 2572)	Project Development and Management (CPMM 2572)
Local Governance (CPLD 2472)	NO equivalent for module, Exemption will apply

**F.1.13 CURRICULUM**

The curriculum for the Diploma in Local Government Studies comprises **EIGHTEEN (18) COURSES** that facilitate accrual of **272 CREDITS** upon completion of the programme. To that end, five (5) courses must be offered in each semester of the first year and four (4) courses in each semester of the second year.

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

Course code	Course	NQF Level	Credits	Compulsory(C)/ Elective (E)	(Co-requisite) Pre-requisite
<b>YEAR 1: SEMESTER 1</b>					
ULEG2410	English for General Communication	4	16	Compulsory	None
CPLG2471	Introduction to Local Government	4	16	Compulsory	None
CPNS2471	Basic Numeracy and Statistics	4	16	Compulsory	None
UCLC3509	Computer Literacy	5	8	Compulsory	None
CEMI3571	Basic Micro Economics	5	16	Compulsory	None
<b>Total Credits Semester 1</b>			<b>72</b>		
<b>YEAR 1: SEMESTER 2</b>					
ULEG2410	English for General Communication	4	16	Compulsory	None
CPFG2472	Local Government Accounting I	4	16	Compulsory	None
CPGF2472	Local Government Finance & Budgeting	4	16	Compulsory	None
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None
CEMA3572	Basic Macro Economics	5	16	Compulsory	<b>(Co-requisite)</b> CEMI3571
<b>Total credits Semester 2</b>			<b>72</b>		
<b>TOTAL CREDITS YEAR 1</b>			<b>144</b>		
<b>YEAR 2: SEMESTER 1</b>					
CPPF2571	Local Government Policy Formulation & Evaluation	5	16	Compulsory	None
CPGA2571	Local Government Accounting II	5	16	Compulsory	CPFG 2472
CPMM2571	Project Development and Management	5	16	Compulsory	None
CPLA2571	Local Sustainable Development	5	16	Compulsory	None
<b>Total Credits Semester 1</b>			<b>64</b>		
<b>YEAR 2: SEMESTER 2</b>					
CPAP2572	Politics and Administration	5	16	Compulsory	None
CPCP2572	Urban Planning and Infrastructure Issues	5	16	Compulsory	None
CPLD2572	Local Government Auditing Theory	5	16	Compulsory	None
CMPP3572	Principles of Management	5	16	Compulsory	None
<b>Total credits Semester 2</b>			<b>64</b>		
<b>TOTAL CREDITS YEAR 2</b>			<b>128</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>272</b>		

## F.1.14 Syllabi

### YEAR 1 : SEMESTER 1

#### INTRODUCTION TO LOCAL GOVERNMENT

CPLG2471

EQUIVALENT: CPLD2472

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

**Module Assessment:** Continuous Assessment: 50 %: two tests  
Final Examination: 50 %: 1 x 2 hours written examination

**Pre-requisites:** None

#### Module Description:

The module focuses on political decentralisation and decentralized structures of government, local government roles and responsibilities, and the principles of urban governance namely: sustainability in all dimensions of local development' service provision; subsidiarity of authority and resources to the closest appropriate level consistent with efficient and cost effective delivery of services; equity of access to decision-making processes and the basic necessities of community life; efficiency in the delivery of public services and in promoting local economic development; transparency and accountability of decision-makers and all stakeholders; civic engagement and citizenship with all citizens participating in and contributing to the common good; and security of individuals and their living environment.

#### BASIC NUMERACY AND STATISTICS

CPNS2471

EQUIVALENT: CABN2471

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

**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%: 1 x 2 hours written Paper

**Pre-requisites:** None

#### Module Description:

This is a foundation course that focuses on basic mathematics and statistics. The focus includes concepts and probability theories.

#### BASIC MICROECONOMICS

CEMI3571

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

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

**Pre-requisites:** None

#### Module Description:

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

### YEAR 1 : SEMESTER 2

#### LOCAL GOVERNMENT ACCOUNTING I

CPFG2472

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

**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%: 1 x 2 hour paper

**Pre-requisites:** None

#### Module Description:

This Module offers a broad academic knowledge on the Local Government accounting administration and control. It also deals with the cost and management accounting applicable to the activities of local governments, mainly focusing on internal reporting and management decision making. It also probes the tenets of financial planning and reporting requirements of local government accounts.

#### LOCAL GOVERNMENT FINANCE AND BUDGETING

CPGF2472

EQUIVALENT: CEPG2471

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

**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%: 1 x 2 hour paper

**Pre-requisites:** None

#### Module Description:

The module introduces students to the concepts of public finance by focusing on local government finance, linking costs incurred and services delivered. It also explores aspects of budgeting, sources of revenue, and monitoring and controls systems in local government. Additionally, it discusses the role of councillors in financial management.

#### BASIC MACROECONOMICS

CEMA3572

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

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

**Pre-requisites:** None



**Module Description:**

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

**YEAR 2 : SEMESTER 1****LOCAL GOVERNMENT POLICY FORMULATION AND EVALUATION****CPPF2571****NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper**Pre-requisites:** None**Module Description:**

The course aims to impart specialized skills on policy focusing on specific areas, namely the definition of policy; content and operational scope of public policy; policy theories and typologies; the rational behind policy formulation; knowing who the policy stakeholders are and what roles they play in the policy process; and the synergy between public policy formulation and formation.

**LOCAL GOVERNMENT ACCOUNTING II****CPGA2571****NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper  
**Pre-requisites:** Local Government Accounting I (CPFG 2472)**Module Description:**

This Module deals with the standardization of local government financial statements developed over the years, the objectives attached to the statements and how the published annual financial statements of local authorities are compiled and what the contents of these statements entail. The other key areas dwelt on in this module are why certain financial statements are prepared for internal purposes only and the purpose of each.

**PROJECT DEVELOPMENT AND MANAGEMENT****CPMM2571****EQUIVALENT: CPSM2572****NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper  
**Pre-requisites:** None**Module Description:**

The course addresses the application of project management skills, such as project planning, team building, logical framework analysis, project budgeting, project implementation and monitoring and evaluation.

**LOCAL SUSTAINABLE DEVELOPMENT****CPLA2571****NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper  
**Pre-requisites:** None**Module Description:**

The course focuses on approaches to sustainable urban and rural development, strategic planning, tactical economic decision-making, evaluating economic development strategies and projects. It also concerns itself with urban and rural planning and economic development. Furthermore, it explores current issues in urban and rural development, team project presentations and reviews, analysis for economic development strategy: inter-relationships within and between local authorities, developing linkages with other local authorities. The conceptual underpinnings of development aid are explored, as well as the rationale and type of aid, and technical knowledge of handling aid is dealt with. The genesis, conceptualization, importance, types and relations that Non-Governmental Organisations (NGOs) have with government are also investigated. In addition, the legal and institutional framework in which NGOs functions is also examined. Finally, ways in which communities are mobilized empowered and how they participate in ensuring local sustainable development are dealt with.

**YEAR 2 : SEMESTER 2****POLITICS AND ADMINISTRATION****CPAP2572****EQUIVALENT: CPLF2571****NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 hours lecture per week for 14 weeks**Module Assessment:** Continuous assessment: 50%: two tests  
Final Examination: 50%:1 x 2 hour paper  
**Pre-requisites:** None**Module Description:**

The course covers introductory topics of Public Administration and Political Science such as, defining politics and describes the role of the state and civil society in transitional democratic modern societies. It discusses democracy and good governance, government institutions, decentralization, regimes and party systems. It also covers the scope of public administration, evolution, theories and ethical issues.

<b>URBAN PLANNING AND INFRASTRUCTURE ISSUES</b>	<b>CPCP2572</b>
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**NQF Level:** 5      **Credits:** 16      **Contact Hours:** 4 hours lecture per week for 14 weeks

**Module Assessment:**      **Continuous assessment:** 50%: two tests  
 Final Examination: 50% :1 x 2 hour paper

**Pre-requisites:** None

**Module Description:**

The content offers a wide range of fields of knowledge that are essential to the comprehension of city (town) and infrastructure planning. At various scales, the module familiarises students with phenomena of urban living, the formation of contemporary cities, causes and effects of urbanisation, mobility and infrastructure development, observed under different politico-economic and socio-cultural conditions. It examines a set of problem formations experienced in sector and spatial planning, emerging from paradoxes pertaining to urban development paradigms, concepts of city planning, asset management and distinct public services; claimed by and provided to polarised urban societies and their interest groups. With view to the role research plays in urban planning and infrastructure development, the module invites students to discuss scenarios related to planning, implementation and sustainability of the quality of urban live, the politico-economic future of Namibian cities and national settlement systems.

<b>LOCAL GOVERNMENT AUDITING THEORY</b>	<b>CPLD2572</b>
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**NQF Level:** 5      **Credits:** 16      **Contact Hours:** 4 hours lecture per week for 14 weeks

**Module Assessment:**      **Continuous assessment:** 50%: two tests  
 Final Examination: 50%:1 x 2 hour paper

**Pre-requisites:** None

**Module Description:**

The module seeks to provide descriptive study of auditing theory and practice at Local Government level. To that end, it focuses on auditing systems and practices. These include measurement of performance used to assess and verify value for money in local government. It also seeks to enhance students' understanding of the accountability of municipalities and counties. Additionally, the course takes cognisance of the fact that practices in auditing and accounting grew out of new management paradigms in the public sector with the object to achieve accountability, effectiveness, and efficiency.

<b>PRINCIPLES OF MANAGEMENT</b>	<b>CMPP3572</b>	<b>EQUIVALENT: CPHM2571</b>
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**NQF Level:** 5      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

**Module assessment:**      Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

**Pre-requisite:** None

**Module Description:**

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

### UNAM CORE MODULES

**SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92**

<b>COMPUTER LITERACY</b>	<b>UCLC3509</b>
<b>CONTEMPORARY SOCIAL ISSUES</b>	<b>UCSI3580</b>
<b>ENGLISH COMMUNICATION FOR GENERAL COMMUNICATION</b>	<b>ULEG2410</b>

#### **IMPORTANT NOTE TO ALL STUDENTS WHO HAVE COMPLETED THE DIPLOMA IN LOCAL GOVERNMENT STUDIES**

The 2010 Prospectus of the Faculty of Economic and Management Science states that students who successfully complete the Diploma in Local Government, will be exempted from all first year courses offered in the Faculty of Economic and Management Science, except Business Mathematics and English.

Following consultations with the various departments, it was agreed that the above provided for exemptions, did not take into consideration the difference in levels on which the courses are offered at diploma and under-graduate degree level. Moreover, the fact that the diploma was tailor-made for those interested in pursuing the degree of Bachelor of Public Management (BPAM), it is unrealistic to expect other departments within the faculty to exempt students from courses others who have met the requirements for degree courses are expected to do. Thus it was decided that students who have finished the above-mentioned Diploma and would like to pursue the degree of Bachelor of Public Management (BPAM), will receive exemptions for certain courses only. These courses are:

1. **Computer Literacy (UCLC3409);**
2. **Contemporary Social Issues (UCSI3429);**
3. **Principles of Management Science (CMPP3572);**
4. **Basic Micro Economics (CEMI3571);**
5. **Basic Macro Economics (CEMA3572); and**
6. **Government Studies (PIG3572)**

## F.2. BACHELOR OF PUBLIC MANAGEMENT (Honours)

(12BPMM)

### F.2.1 INTRODUCTION

The Bachelor of Public Management (Hons) degree (BPMM) is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organizations. Its main objective is to provide knowledge and skills of three types: conceptual, human, and technical/operational. These are pivotal for development. The purpose of this degree is to enhance the capacity of managers, planners, researchers and students to: test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making, interact with peers and leading academics and practitioners and reflect on their personal goals, values and careers.

Graduates of this degree will be able to act and work within a democratic, accountable and responsive public and private environment. Course participants will also complete an in-depth research project under the guidance of their supervisors. Public and private managers, planners, researchers and students are confronted with rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity.

### F.2.2 CRITERIA FOR ADMISSION

To register for the Bachelor of Public Management (Hons) degree (BPMM), a candidate must hold a valid NSSC Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level. A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission. Entrance is based on availability of places within the Department, and is awarded on merit. The Faculty reserves the right to interview applicants before admission. Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

### F.2.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

### F.2.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

### F.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

This submission is a proposal to amend the re-admission requirement as follows:

YEAR (S)	CURRENT	PROPOSED
1	64 credits	48 credits
2	144 credits	112 credits
3	256 credits	192 credits
4	400 credits	326 credits
5		428 credits

### F.2.6 ADVANCEMENT AND PROGRESSION RULES

This submission is a proposal to improve the existing advancement and progression rules of the Bachelor of Public Management (Honours) (12 BPMM) on page 81 of the Faculty Prospectus 2015. The current advancement and progression rules of the Bachelor of Public Management (Honours) are not experimenter at all.

YEAR (S)	CURRENT	PROPOSED	
1	48 credits	96 credits	At least 48 credits should be non-UNAM core
2	128 credits	192 credits	
3	232 credits	272 credits	

### F.2.7 MAXIMUM NUMBER OF COURSES PER YEAR

#### Current

A student will not be allowed to register for more than **10 courses or 160 credits** per year.

#### Proposed

A student will not be allowed to register for more than **12 modules or 192 credits**, provided that all pre-requisites are met.

## F.2.8 NUMBER OF MODULES/CREDITS IN THE PROGRAMME & REVISED PRE-REQUISITES

### Current

#### SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

The Bachelor of Public Management degree consists of **THIRTY FOUR (34) Modules**. These include a minimum of **four University Core Modules**, and together total **Five Hundred and Forty Four (544) Credits**.

The curriculum for the B. Public Management degree consists of **THIRTY FOUR (34) courses**:

### F.2.9 MODE OF DELIVERY

This programme will be offered on a face-to-face FULL TIME basis.

### F.2.10 DURATION OF STUDY

The Bachelor of Public Management (Hons) degree (BPMM) cannot be obtained in less than four years. However, a candidate who holds a two-year Diploma of Public Administration or in any other related field of study from a recognised *institution* may be allowed to complete the degree in three years, and may be exempted from some courses as per the prerogative of the Faculty and Department. The degree must be complete within FOUR YEARS MINIMUM AND MAXIMUM OF SIX YEARS of FULL TIME registration. The programme must be followed as stipulated in the Faculty Prospectus. The Faculty reserves the right to amend the curriculum for academic and/or professional reasons.

### F.2.11 IMPLEMENTATION STRATEGY

The revised programme will be implemented in 2016. Students, who have been registered before the 2012 Academic Year (2008 – 2011) will be given the opportunity to complete Fundamentals of Accounting A and B, and Business Mathematics within two years after the implementation of the REVISED Bachelor of Public Management Honours Degree. Those students who have not passed Fundamentals of Accounting A and B, and Business Mathematics, by the end of 2013, will have to choose **ONE module for each module failed from the underlisted electives in order to complete their degree programme successfully. These modules will only be offered in the 2015 Academic Year.**

CPMM3871	<b>Elective:</b> Municipal Management
CPAG3872	<b>Elective:</b> Public Administration and Governance
CPAP3872	<b>Elective:</b> Political Economy of Asia-Pacific

<b>Choose one(1) Elective:</b>	
CPFP3771	<b>Elective:</b> Public Finance
CPIR3771	<b>Elective:</b> International Relations

Students who have completed the Diploma in Local Government Studies and would want to pursue the degree of Bachelor of Public Management (Hons) (BPMM) will receive exemptions for the following courses only.

These courses are:

Module passed	Exemption
Computer Literacy (UCLC3409)	Computer Literacy (UCLC3409)
Contemporary Social Issues (UCSI3429)	Contemporary Social Issues( UCSI3580)
Principles of Management (CMPP2579)	Principles of Management (CMPP3579/CMPP3572)
Basic Micro Economics( CEMI2571/3571)	Basic Micro Economics( CEMI3571)
Basic Macro Economics( CEMA2572/3572)	Basic Macro Economics( CEMI3572)
Politics and Administration (CPPA2572/CPAP2571)	Government Studies ( PIG3572)

### F.2.12 NEW CURRICULUM

As indicated in the table below the credits for year two are too **high160 credits** compared to other years with112;128 &128 credits respectively, therefore this proposed to move Public Sector Accounting one and two (CPSE3571) &CPSE3572) to year one. The summary curriculum of Public Sector Accounting 1& 2 are attached, at the end of the submission.

Current (Number of modules)	Proposed (Number of modules)
Year one = EIGHT (8) modules or 112 credits	TEN (10) = 144 credits
Year two = TEN (10 modules or 160 credits	EIGHT (8) = 128 credits
Year three = EIGHT (8) modules or 128 credits	EIGHT (8) = 120 credits
Year four = EIGHT (8 ) modules or 128 credits	EIGHT (8) = 128 credits
<b>Total : Thirty four (34) modules equivalent to 544 credits</b>	<b>(34) modules = 520 credits</b>

# SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

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

Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite/ Co-requisite
<b>YEAR 1: SEMESTER 1</b>					
UCLE3419	English Communication & Study Skills	4	16	Compulsory	None
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None
UCLC3509	Computer Literacy	5	8	Compulsory	None
CEMI3571	Basic Micro Economics	5	16	Compulsory	None
CPSE3571	Public Sector Accounting 1	5	16	Compulsory	None
<b>Total Credits Semester 1</b>			<b>64</b>		
<b>YEAR 1: SEMESTER 2</b>					
ULEA3519	English for Academic Purposes	5	16	Compulsory	None
CEMA3572	Basic Macro Economics	5	16	Compulsory	<b>Co-requisite:</b> CEMI3571
CPIG3572	Government Studies	5	16	Compulsory	None
CMPP3572	Principles of Management	5	16	Compulsory	None
CPSE3572	Public Sector Accounting 2	5	16	Compulsory	<b>Co-requisite:</b> CPSE3571
<b>Total credits Semester 2</b>			<b>80</b>		
<b>TOTAL CREDITS YEAR 1</b>			<b>144</b>		
<b>YEAR 2: SEMESTER 1</b>					
CPLR3671	Regional & Local Government 1	6	16	Compulsory	None
CMBO3671	Organisational Behaviour A	6	16	Compulsory	CMPP3572
CPPW3671	Western Political Philosophy	6	16	Compulsory	None
CPNP3671	Namibian Politics	5	16	Compulsory	CPIG3572
<b>Total credits Semester 2</b>			<b>64</b>		
<b>YEAR 2: SEMESTER 2</b>					
CPLR3672	Regional & Local Government 2	6	16	Compulsory	None
CMBO3672	Organisational Behaviour B	6	16	Compulsory	<b>Co-requisite:</b> CMBO3671
CPPP3672	African Political Philosophy	6	16	Compulsory	CPIG3572
CPCP3672	Contemporary African Politics	6	16	Compulsory	CPIG3572
<b>Total credits Semester 2</b>			<b>64</b>		
<b>TOTAL CREDITS YEAR 2</b>			<b>128</b>		
<b>YEAR 3: SEMESTER 1</b>					
CMHM3781	Human Resources Management 1A	7	12	Compulsory	CMBO3671/2
CPPP3771	Public Policy	7	16	Compulsory	CPNP3671
CPSA3771	The State in Africa	7	16	Compulsory	CPCP3672
<b>Choose one(1) Elective:</b>					
CPFP3771	<b>Elective:</b> Public Finance	7	16	<b>ELECTIVE</b>	CPSE3571/2
CPIR3771	<b>Elective:</b> International Relations	7	16	<b>ELECTIVE</b>	None
<b>Total credits Semester 2</b>			<b>60</b>		
<b>YEAR 3: SEMESTER 2</b>					
CPRP3772	Research Methodology	7	16	Compulsory	None
CMHM3782	Human Resources Management 1B	7	12	Compulsory	<b>Co-requisite:</b> CMHM3781
CPPE3772	Public Enterprise Management	7	16	Compulsory	None
CPPI3772	International Political Economy	7	16	Compulsory	CEMI3571 and CEMA3572
<b>Total credits Semester 2</b>			<b>60</b>		
<b>TOTAL CREDITS YEAR 3</b>			<b>120</b>		
<b>YEAR 4: SEMESTER 1</b>					
CPRP3870	Research Project	8	16	Compulsory	CPRP3772
<b>CHOOSE ONLY ONE(1) ELECTIVE BELOW:</b>					
CPSS3871	<b>Elective:</b> Political Economy of Southern Africa	8	16	Compulsory	CPPI 3772
CPPC3871	<b>Elective:</b> Comparative Public Management				CPPE3772
CPMD3871	Development Management	8	16	Compulsory	None
<b>CHOOSE ONE(1) ELECTIVE BELOW</b>		8	16	<b>ELECTIVE</b>	
<b>Total Credits Semester 1</b>			<b>64</b>		

These electives below will be offered by the department depending on the expertise available

Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite/ Co-requisite
<b>Political Science Majors</b>					
CPAC3871	Africa in the Global Economy	8	16	Elective	CPPI3772
CPIR3871	International Relations and Organizations	8	16	Elective	CPIR3771
<b>Public Management Majors</b>					
CPMM3871	Municipal Management	8	16	Elective	CPLR3672
CPVB3871	Electoral Systems and Voting Behaviour	8	16	Elective	CPIG3572

<b>YEAR 4: SEMESTER 2</b>					
Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite/ Co-requisite
CPRP3870	Research Project	8	16	Compulsory	CPRP3772
CPCP3872	Comparative Politics	8	16	Compulsory	CPPP3771
<b>CHOOSE ONLY ONE(1) ELECTIVE BELOW:</b>					
CPDR3872	<b>Elective:</b> Conflict and Dispute Resolution	8	16	Compulsory	CPSA3771
CPMS3872	<b>Elective:</b> Strategic Public Management				CMHM3781/2
CPLA3872	Administrative Law	8	16	Compulsory	CPPP3771
<b>Total credits Semester 2</b>			<b>64</b>		
<b>TOTAL CREDITS YEAR 4</b>			<b>128</b>		
<b>TOTAL CREDITS FOR THE PROGRAMME</b>			<b>520</b>		

### F.2.13 Syllabi

#### YEAR 1 : SEMESTER 1

##### BASIC MICROECONOMICS

**CEMI3571**

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

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

**Pre-requisites:** None

##### Module Description:

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

#### PUBLIC SECTOR ACCOUNTING 1

**CPSE3571**

**NQF Level:** 5 **Credits:** 16 **Contact Hours:** 4 lectures per week for 14 weeks (56 hours)

**Module assessment:** Continuous assessment: 50%: 2 x tests & Assignment 1  
Examination: 50%: 1 x 3 hours written paper

**Pre-requisites:** None

##### Module Description:

The course will focus on imparting skills in fundamentals of public sector accounting including introduction to public sector accounting standards and basics of management accounting and its application within public sector institutions.

#### YEAR 1 : SEMESTER 2

##### BASIC MACROECONOMICS

**CEMA3572**

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

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

**Co-requisites:** Basic Microeconomics (CEMI3571)

##### Module Description:

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

GOVERNMENT STUDIES		CPIG3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	Political science and public administration introductory topics will be covered such as theories of politics and politics as public affairs. Important topics also will be regimes of the modern world and political ideologies, state and democracy, political interaction. It focuses also on the development of public administration, theories, environment and ethical guidelines in public administration.	

PRINCIPLES OF MANAGEMENT		CMPP3572	EQUIVALENT MODULE: CMPP3579
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks	
<b>Module assessment:</b>	Continuous assessment 50% (Minimum of 2 tests and 1 assignment)		
<b>Pre-requisite:</b>	None		
<b>Module Description:</b>	Students will also be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.		

PUBLIC SECTOR ACCOUNTING 2		CPSE3572
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 lectures per week for 14 weeks (56 hours)
<b>Module assessment:</b>	Continuous assessment: 50%: 2 x tests & Assignment 1 Examination: 50%: 1 x 3 hour written paper	
<b>Co-requisites:</b>	Public Sector Accounting 1 (CPSE3571)	
<b>Module Description:</b>	The course will focus on imparting skills in corporate governance, linear programming, risk management and internal auditing and control within public institutions.	

YEAR 2 : SEMESTER 1		
REGIONAL AND LOCAL GOVERNMENT 1		CPLR3671
<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	The course focuses on Regional and Local Government's constitution and other statutory provisions that include Ministerial operational mandates. Additionally, it looks at and seeks to explain inter-governmental structural relations; and the internal dynamics of local government units, urban and rural government's administrative and management Issues, and local community involvement.	

ORGANIZATIONAL BEHAVIOUR A		CMBO3671
<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours lecture per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment 50%: two tests and one assignment Examination 50%: 1 x 3 hour examination paper	
<b>Pre-requisite:</b>	Principles of Management (CMPP 3579)	
<b>Module Description:</b>	The module will focus on the following topics: Introduces Organizational behavior to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.	

WESTERN POLITICAL PHILOSOPHY		CPPW3671
<b>NQF Level:</b> 6	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	This course develops and unlocks a student's understanding, scholarly disposition and critical thinking skills on some of the most perennial questions in Western political philosophy. These include: the nature of philosophical reasoning and discourse; the State of Nature; Justifying the State; who should rule? the place of liberty; the distribution of property; individualism and justice. Political	

insights will be culled from the writing and ideas of Plato, Aristotle, Machiavelli, Locke, Hobbes, Rousseau, Marx, Mill, Hegel Kant, John Rawls, Robert Nozick and Amartya Sen.

<b>NAMIBIAN POLITICS</b>	<b>CPNP3671</b>
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**NQF Level:** 5      **Credits:** 16      **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests  
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Government Studies (CPIG3572)

**Module Description:**

This course introduces students to the political history of the country focusing on: pre-colonial, colonial, and post-colonial administrations with a preface on political and economic theories applied thereto; evaluates the role of U.N.O. in bringing about independence, and the post-colonial politics with emphasis on the democratisation and decentralization processes; and assesses the value of Namibia's membership in regional, continental and international organisations in terms of national development.

<b>YEAR 2 : SEMESTER 2</b>
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<b>REGIONAL &amp; LOCAL GOVERNMENT 2</b>	<b>CPLR3672</b>
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**NQF Level:** 6      **Credits:** 16      **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests  
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

The course provides a theoretical and conceptual framework on the study of regional and local government. Through a selection of country studies (capita selecta), the course takes an in depth analysis of the structure, the role, modes and functions of local government organizations in developed and the developing world. Additionally, it examines issues of democracy, development and decentralization.

<b>ORGANIZATIONAL BEHAVIOUR B</b>	<b>CMBO3672</b>
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**NQF Level:** 6      **Credits:** 16      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Co-requisite:** Organizational Behaviour A (CMBO 3671)

**Module Description:**

The module will focus on the following topics: Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics.

Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.

<b>AFRICAN POLITICAL PHILOSOPHY</b>	<b>CPPP3672</b>
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**NQF Level:** 6      **Credits:** 16      **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests  
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Government Studies (CPIG3572)

**Module Description:**

The different approaches to African philosophy are explored, with reference to ethno-philosophy, sage philosophy, political-ideological philosophy and professional/academic philosophy. Concepts such as ethnicity and culture, human-relatedness (ubuntu), the dignity of creation and the interrelated matrix of existence are discussed. The role that philosophical concepts such as these play in the lives of Africans and in the way they approach their everyday existence is explored. These include normative aspects such as justice, obligations, rights, gender and equality. These ideas are contextualised by relating them to political and social movements in specific countries. The contemporary discourses and trends within African thought are explored in the works of authors like Kaunda, Nyerere, Fanon, Kenyatta, Biko, Biakolo, Achebe, Akoko, Boduntin, Appiah and Soyinka.

<b>CONTEMPORARY AFRICAN POLITICS</b>	<b>CPCP3672</b>
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**NQF Level:** 6      **Credits:** 16      **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests  
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Government Studies (CPIG3572)

**Module Description:**

An overview of contemporary African politics, with a focus on the social categories relevant to the study of colonial and post-colonial politics: ethnicity, race, class, gender, culture, and sub-colonialism. Party rule, military and bureaucratic systems of rule, and the debate on the post-colonial state are also emphasised. Additionally, democratisation in Africa, the African Union, the New Partnership and their relevance to contemporary Africa are investigated.



**YEAR 3 : SEMESTER 1****HUMAN RESOURCE MANAGEMENT 1A****CMHM3781****EQUIVALENT: CMHM3771****NQF Level:** 7**Credits:** 12**Contact hours:** 4 hours lecture per week for 14 weeks**Module assessment:**

Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

**Pre-requisite:**

Organizational Behaviour A&amp;B (CMBO3671/2)

**Module Description:**

The following topics will be covered: Understanding of Self; Components of Self: self-identity, self -concept, self -confidence , self-image and techniques of Self Awareness; Exploration through Johari Window Mapping; Human resources management's role in the evolving paradigm – fundamentals of management planning; the strategic management process; types of strategies; strategic human resource management and tools. Human resource management and the competitive advantage – the resource-based paradigm; the best practices paradigm, Human resources and leadership and managing flexible patterns of work for competitive advantage – individual models of leadership – trait –based approach, behavioral- based approach, situational – based approach; group models of leadership- cross-functional teams, self-managed teams; executive teams; introduction to flexibility – functional flexibility, work-time flexibility, numerical flexibility, financial flexibility, numerical flexibility, regulatory flexibility, mobility flexibility etc.

**PUBLIC POLICY****CPPP3771****NQF Level:** 7**Credits:** 16**Contact Hours:** 4 hours lectures per week for 14 weeks**Module assessment:**

Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:**

Namibian Politics (CPNP3671)

**Module Description:**

The course seeks to inculcate in students a sense of appreciation of the need and the complexity of [public] policy process; and to provide an understanding of policy theories and conceptual framework and rationale; to facilitate academic discussions on policy functions, processes, scope, domains and arena, levels, quality of actors, and the instruments for implementation and evaluation; and the role of public policy in national development and international co-existence.

**THE STATE IN AFRICA****CPSA3771****NQF Level:** 7**Credits:** 16**Contact Hours:** 4 hours lectures per week for 14 weeks**Module assessment:**

Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:**

Contemporary African Politics (CPCP3672)

**Module Description:**

This course focuses on debates on the State in Africa from a diversity of theoretical perspectives, Western and African, such a modernization/development theory, structuralism, neo-Marxism, post-structuralism, failure of state theories and state-in-society approaches, globalization and the future of the State and post-coloniality. Capita Selecta of case studies, mostly from West and Southern Africa.

**PUBLIC FINANCE****CPFP3771****NQF Level:** 7**Credits:** 16**Contact Hours:** 4 hours lectures per week for 14 weeks**Module assessment:**

Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:**

Public Sector Accounting 1 (CPSE 3571/2)

**Module Description:**

The course covers issue such as the nature of fiscal policy, public revenue and the management of public debt. In addition, it focuses on tax, money and monetary values and tools of normative analysis. Public goods, externalities, cost-benefit analysis and expenditure programmes for the poor are also interrogated.

**INTERNATIONAL RELATIONS****CPIR3771****NQF Level:** 7**Credits:** 16**Contact Hours:** 4 hours lectures per week for 14 weeks**Module assessment:**

Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:**

None

**Module Description:**

This course introduces conceptual discourses international relations. The development of the modern international system is outlined, through the theoretical prisms of classical realism, liberalism, and Marxism. The place of concepts such as state, power and security are interrogated. Substantive issues such as foreign policy, human rights, the methodological debates and global governance are investigated. The context and relationship of Africa in the international system is also considered.

**YEAR 3 : SEMESTER 2****RESEARCH METHODOLOGY****CPRP3772****EQUIVALENT: CPRP3781****NQF Level:** 7**Credits:** 16**Contact Hours:** 4 hours lectures per week for 14 weeks**Module assessment:**

Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:**

None

**Module Description:**

The course offers students extensive content on understanding the research process, including the nature of statistical information and numerical data. In particular, the course exposes students to statistics and their role in scientific methods for collecting, organizing, summarizing, presenting and analysing data, as well as drawing scientifically-valid conclusions and making reasonable decisions on the basis of this analysis. Since statistics provide a method of systematically summarizing aspects of the complexities of political, economic and social problems, students will be introduced to both descriptive and inductive statistics. Finally, the importance of statistics for both private and public enterprises will be highlighted, and students will be taught how to conduct surveys and samples so as to produce trends and forecasts, which can provide the basis for informed decisions.

HUMAN RESOURCE MANAGEMENT 1B	CMHM3782	EQUIVALENT: CMHM3772
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**NQF Level:** 7      **Credits:** 12      **Contact hours:** 4 hours lecture per week for 14 weeks

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

**Co-requisite:** Human Resource Management 1A (CMHM3781)

**Module Description:**

This module covers- Recruitment and Placement; Personnel planning and recruiting, need for effective recruiting, Employee testing and selection, Employment Equity Act and employee selection, basic testing concepts; interviewing candidates; basic types of interviews, design and conduct interviews and errors in conducting interviews. Development of Human Resources – The concept and generalized approaches to Training, Education and Development (process, methods: On-the job, off-the job), Models of Training, Strategic Training Management – Needs assessment, Environmental scanning etc. Evaluation of training (Kirkpatrick model) and Performance Appraisal; Performance management – introduce students to the basic concept of performance management and appraisal (concept, significance, process, methods-Graphic rating scales, essays, confidential report, 360 Degree, the balance scorecard etc., errors during appraisal, reducing errors) and human resource management measurement namely: the concept of balanced scorecards, HR scorecard and workforce scorecard. Talent management – and Human resource challenge.

PUBLIC ENTERPRISE MANAGEMENT	CPPE3772
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**NQF Level:** 7      **Credits:** 16      **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests  
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** None

**Module Description:**

The course targets students who aspire to become public enterprise managers, analysts or researchers. The first part of the module starts with introductory sessions on the origins of public enterprises in Namibia, other African countries and in other countries. It exposes them to categories of public enterprises and grounds for their differentiation, various controls exercised by ministries, parliament and oversight institutions over them, management reforms being undertaken to change the way they perform and deliver services and various elements of corporate governance related to public enterprises in Namibia and globally. The second part covers causes and strategies for re-organizing public enterprises. Modalities of, obstacles and alternatives to privatization are covered in the last part of the course.

INTERNATIONAL POLITICAL ECONOMY	CPPI3772
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**NQF Level:** 7      **Credits:** 16      **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 tests  
Examination: 50%: 1 x 3 hour paper

**Pre-requisites:** Basic Microeconomics and Basic Macroeconomics (CEMI3571 and CEMA3572)

**Module Description:**

The course seeks to introduce the students to the key concepts and principles of economics, with emphasis on the impact of international political trends and political ideologies on the Markets in the Global Economy. Economic competition underlined by monopolies and oligopolies will be examined in an effort to understand the operational synergies, prompting and controlling factors, and the political and economic value of the relations involved.

<b>YEAR 4 : SEMESTER 1</b>
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**Kindly note: ALL MODULES LISTED ARE COMPULSORY, EXCEPT FOR THE ELECTIVES**

RESEARCH PROJECT	CPRP3870
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**NQF Level:** 8      **Credits:** 16      **Contact Hours:** 4 hours lectures per week for 14 weeks

**Module assessment:** Continuous assessment: 50%: 2 research essays  
Examination: 50%: Research Project

**Pre-requisites:** Research Methodology (CPRP3772)

**Module Description:**

The course seeks to impart skills to students so that they can be able to correctly determine research needs and requirements, research areas and synergies, and interpret these in ways that provide knowledge about them. It also seeks to train students how to formulate research hypothesis and to write questionnaires correctly. Ultimately, the outcome of this course is the writing of a research project which would contribute to existing knowledge on the subject matter.

POLITICAL ECONOMY OF SOUTHERN AFRICA		CPSS3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 1 test and a research essay Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	International Political Economy (CPPI 3772)	
<b>Module Description:</b> The course deals with contemporary developments in southern Africa such as regional formation (SADC, COMESA, SACU), peace and security, state consolidation, democratisation, sustainable development and examines southern Africa's position in the global political economy with reference to SAP's, foreign direct investment and the politics of foreign aid.		
COMPARATIVE PUBLIC MANAGEMENT		CPPC3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	Public Enterprise Management (CPPE3772)	
<b>Module Description:</b> This course presents the conceptual and theoretical debates on public management. It unpacks the historical evolution of public management by contrasting the traditional model of public administration and the new public administration. It looks at issues of good governance, public accountability and efficiency in the public sector. The module further encompasses various reform strategies currently applied in the public sector for purposes of increasing productivity and improved performance.		
DEVELOPMENT MANAGEMENT		CPMD3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 1 test and a research essay Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> This course investigates the relationship between administration and development, and examines internal and external constraints on developmental initiatives. It focuses on different theories on development and assesses the processes of the coordination of community participation in implementing the decentralization strategies. The role and importance of development planning and budgeting is also investigated. Other themes include the management of urban development strategies, rural development concepts and approaches, as well as lessons learned from implementation of development elsewhere. Furthermore, external aid, self-help and sustainable development initiatives are studied.		
ELECTIVES		
AFRICA IN THE GLOBAL ECONOMY		CPAC3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	International Political Economy (CPPI3772)	
<b>Module Description:</b> The course introduces students to a systematic and theoretically informed exploration of key aspects of the political economy of globalization and their implications for Africa in the 21 <sup>st</sup> century. In particular, Africa's North-South Divide; the African Union (AU), the New Partnership for Africa's Development (NEPAD) Trade Agreements (RTAs), Regional Indicative Strategic Development Plan (RISDP), and the Economic Partnership Agreements (EPAs) as it grapples with the challenge of how to structure alternative development strategies for the continent's economic development. Also, the course covers the strategic positioning of Africa in the neo-liberal global economy and the debate on African alternatives such as development regionalism, South-South cooperation and inward industrialization, as well as BRICS (Brazil, Russia, India, China and South Africa).		
INTERNATIONAL RELATIONS AND ORGANIZATIONS		CPIR3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 1 test and a research essay Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	Introduction to International Relations (CPIR3771)	
<b>Module Description:</b> This course presents students with a firmer understanding of the different theoretical approaches to the study of International Relations. The focus of this module is to expand on the major theoretical traditions in International Relations. Neo-Realism, Structural Realism, Neo-liberalism, Critical Theory, Post-colonialism and Social Constructivism are explored. The second part of this model focuses on key debates and issues about international organisations. An examination of the various theoretical explanations of the role of international organisations is offered. Finally, the module will then consider and discuss in-depth the role of international organisation in international relations and specific peace and security issue-areas, including collective security, peace-keeping, humanitarian intervention and post-conflict peace-building and reconstruction with particular reference to Africa.		

MUNICIPAL MANAGEMENT		CPMM3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	Regional & Local Government 2 (CPLR3672)	
<b>Module Description:</b> Most African countries place the establishment of strong municipalities at the center of their agenda for attaining economic development and good governance. The achievement of these twin objectives conjures the imperative to establish a functional and effective system for managing municipalities. Hence, in order to comprehend the necessities of responsive service delivery, the course will cover the issues of the habitat agenda: linking poverty and good governance in terms of service provision and capacity to pay for the services; managing waste, sanitation, water and environmental degradation; and partnership for development.		
ELECTORAL SYSTEMS AND VOTING BEHAVIOUR		CPVB3871
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	Government Studies (CPIG 3572)	
<b>Module Description:</b> This course looks at elections and the management of democratic practices. It is an analysis of the different types of electoral systems around the globe and how such systems affect voters' behaviour. The course examines the motives and political reasons for choosing particular electoral systems as well as the functions of electoral systems. The legal framework and the management of electoral process are equally presented. The course has an in depth analysis of the role of civil society organizations in the electoral process and their relationship with electoral management bodies and government. Although this course takes a global view of electoral activities it puts emphasis on case studies in the Southern African region.		
YEAR 4 : SEMESTER 2		
COMPARATIVE POLITICS		CPCP3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	Public Policy (CPPP3771)	
<b>Module Description:</b> A comparative exploration of the structures and institutions of the polity; globalization and its impacts on the State; comparative democratization and the future of the State in a post-cold war world with special emphasis on sub-Saharan Africa; civil society-state interaction; comparative party systems. Case studies mostly from Sub-Saharan Africa.		
CONFLICT AND DISPUTE RESOLUTION		CPDR3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	The State in Africa (CPSA3771)	
<b>Module Description:</b> This course surveys the political and economic hegemonic systems in a global context with the aim to identify specific causes of conflicts, leading to the debate on policy making and policy priorities, peace keeping management, functional approaches to conflict resolution and sustenance of international security. Factors to be discussed will include the dynamics of internal security for nation-states; intra-state security; imperatives of peace and economic growth; and the question of purposeful alliance, coalitions and collectivism in the face of the constant threats to the existing deterrence measures that have been put in place by nations.		
STRATEGIC PUBLIC MANAGEMENT		CPMS3872
<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact Hours:</b> 4 hours lectures per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment: 50%: 2 tests Examination: 50%: 1 x 3 hour paper	
<b>Pre-requisites:</b>	Human Resource Management 1A and 1B (CMHM3781/2)	
<b>Module Description:</b> This course addresses the term strategic management as one of the latest tools for which organizations use in order to learn and to develop, if they intend to achieve excellence, enhance performance and productivity as well as to positively respond to the rapidly changing world. The course focuses on strategic management process as it is applied in the public sector. It looks at the relationship between strategic management and planning, approaches to strategic leadership, strategic management systems, strategic implementation and the emerging interdependence of government, the private sector and non-profit organizations.		

**ADMINISTRATIVE LAW****CPLA3872****NQF Level:** 8**Credits:** 16**Contact Hours:** 4 hours lectures per week for 14 weeks**Module assessment:**

Continuous assessment: 50%: 2 tests

Examination: 50%: 1 x 3 hour paper

**Pre-requisites:**

Public Policy (CPPP3771)

**Module Description:**

The course enables students to understand what administrative law is all about and its significance towards good administration. Amongst others, the following are some of the issues to be covered: the founding principles of administrative law and administration action; the impact of the constitution on administrative law; the sources of administrative law; the legal subjects in administrative law and administrative law relationship; the concept of administration action; the classification and legal force of administration action; the general powers, duties, and functions of the administrator; the control of administration action; state liability; and remedies available to aggrieved person and orders of court.

**UNAM CORE MODULES****SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 91 – 92****CONTEMPORARY SOCIAL ISSUES****UCSI3580****COMPUTER LITERACY****UCLC3509****ENGLISH COMMUNICATION AND STUDY SKILLS****ULCE3419****ENGLISH FOR ACADEMIC PURPOSES****ULEA3519**

## G. SYLLABI UNAM CORE COURSES

### G.1 ENGLISH COURSES OFFERED BY THE LANGUAGE CENTRE

#### CERTIFICATE LEVEL

ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES (OFFERED IN SEMESTER 1 AND SEMESTER 2)			CEC1310
<b>NQF Level: 3</b>	<b>Credits: 32</b>	<b>Contact hours:</b> 4 Lecture hours per week for 14 weeks	
<b>Module assessment:</b>	Continuous Assessment (60%) Examination (40%): 1 x 3 hour examination paper		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b> This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and referencing skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language. The course content included the following: Referencing skills: Dictionary work; Speaking; Writing: Sentences, Paragraphs; Vocabulary; Summarizing; The essay; Referencing, i.e. plagiarism and In-text citations; Letter writing; Curriculum Vitae / resume; Reading; Listening; and Grammar.			

#### DIPLOMA LEVEL

ENGLISH FOR GENERAL COMMUNICATION		(OFFERED IN SEMESTER 1 AND SEMESTER 2)	ULEG2410
<b>NQF Level:</b> 4	<b>Credits:</b> 32	<b>Contact hours:</b> 4 hours per week for 28 weeks	
<b>Module Assessment:</b>	Continuous Assessment (60%):	4 reading tests; 4 writing tests; 2 oral presentations; 1 literature worksheet	
	Examination (40%):1x3 hour paper		
<b>Pre-requisites:</b>	None		
<b>Module Description:</b> This module attempts to assist students to improve their general English proficiency. The main goal of this module is, therefore, to develop the reading, writing, listening, speaking and study skills of students in order for them to perform tasks in an academic environment. This module focuses on the skills students need to perform cognitive academic tasks in an academic environment and beyond.			

#### DEGREE LEVEL

ENGLISH COMMUNICATION & STUDY SKILLS		ULCE3419
<b>NQF Level:</b> 4	<b>Credits:</b> 16	<b>Contact hours:</b> 4 hours per week for 14 weeks
<b>Module Assessment:</b>	Continuous assessment (60%): two tests (reading and writing), two reading assignments, One oral presentation Examination (40%): one three hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.		

ENGLISH FOR ACADEMIC PURPOSES		ULEA3519
<b>NQF Level:</b> 5	<b>Credits:</b> 16	<b>Contact hours:</b> 4 periods per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (60%): 2 tests (reading and writing), 1 academic written essay, One oral presentation Examination (40%) : One three hour examination paper	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b> This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.		

## G.2 UNIVERSITY CORE COURSES BY OTHER FACULTIES

### COMPUTER LITERACY

UCLC3509

**NQF Level:** 5

**Credits:** 8

**Contact hours:** 1 lecture theory and 1 lecture practical per week for 14 weeks

**Module assessment:** Continuous Assessment 100%: 2 Practical Tests 50%, 2 Theory Tests 50%

**Pre-requisites:** University Entry

**Module Description:**

The aim of this module is to equip the students through hands-on experience with the necessary skills to use application software: word processing, spreadsheets, databases, presentations and communications. The objective is to increase student's productivity in both the education and later, the work environment.

**Content:** The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

### CONTEMPORARY SOCIAL ISSUES (OFFERED IN SEMESTER 1 AND SEMESTER 2)

UCSI3580

**NQF Level:** 5

**Credits:** 8

**Contact Hours:** 1 hour lecture per week for 28 weeks

**Module Assessment:** Continuous assessment (100%): Portfolio/Stud) and quizzes/tests (10%)

**Pre-requisite:** None

**Module Description:**

This course, Contemporary Social Issues (CSI), encourages behavioural change among UNAM students. It offers on an integrative and inter-disciplinary basis the six broad themes on teaching and learning strategies; norms, rules, and contract; citizenship, democracy, and common good; ethics and responsible leadership; health and human sexuality, environment and sustainability as well as stressing the interconnectedness of such issues/themes. The course shall empower students to responsible behaviour changes and to transform high risk behaviour to the common good and responsible citizenship, including broadening the student's scope and understanding of the environment and sustainability of the ecosystem services and how humans influence these. Therefore, critical transformative theory will under gird the content of CSI. After completion students shall be empowered and prepared to enjoy productive, meaningful careers and lives that benefit a society that increasingly resembles a global community. Flexible modes of assessment may be harnessed and may be combined with in-situ visits to appropriate sites. Compulsory attendance required.

## DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX

### POSTGRADUATE DIPLOMA IN INTERNAL AUDITING

[12PDIA]

#### OBJECTIVES AND RATIONALE OF THE PROGRAMME

- To train senior and middle level officers in current methods and practices of Internal Auditing.
- To update knowledge of senior and middle level officers on international trends in Internal Auditing.
- To empower senior and middle level officers who have B-degrees or equivalent qualifications and working experience.
- To provide practical tutorials using existing reports, financial statements and other legislative documents which staff use on a day-to-day basis.
- To expose various officers (who may have spent several years working in only one section of their workplaces without knowing the entire process of their results) to the overall structure of Accounting.
- To provide an interface between the theory and practice of Internal Auditing
- To open up avenues of further training and development to pursue careers as Professional in Internal Auditing.
- To provide an opportunity to enter master's programmes for those who do not have a level 8 honours first degree with at least a C grade average (lower second).

#### TARGET GROUP

The target group is Senior and Middle level Accountants, Auditors, Managers, Administrators and persons interested in becoming Certified Internal Auditors (CIA). Fresh graduates interested to pursue careers in accounting and auditing areas, especially internal audit functions may also apply for admission.

#### CRITERIA FOR ADMISSION

- An applicant should be a holder of Bachelor degree in Accounting or equivalent qualification in related disciplines offered by the University of Namibia or its equivalent. Preference will be given to persons employed in public service in the areas of accounting, auditing and finance, and holding a Bachelor's degree in Accounting or related disciplines.
- The students applying for admission may be interviewed and assessed by the Department of Accounting, Auditing and Income Tax before recommendation of their admissions to the School of Postgraduate Studies.

#### MODE OF DELIVERY

The mode of delivery will be a full time, face to face interaction during evening hours and may include seminars, group discussions, guest lectures etc.

#### INTAKE

The mere fulfilment of the admission requirements does not guarantee a place on the programme as the admission is limited to 20 places per intake.

The intake for the Postgraduate Diploma in Internal Auditing shall be every alternate year.

#### DURATION OF THE PROGRAMME

The duration of the Postgraduate Diploma in Internal Auditing program shall be 2 years full time spread over four semesters of fourteen (14) weeks each. The program shall follow the university calendar. The maximum duration for completing the programme shall be 4 academic years.

#### ASSESSMENT CRITERIA

The assessment of the students for this qualification will be based on existing University regulations as follows:

- Continuous assessment (Written tests and assignment) - 50%
- Final examination 50% (1 x 3 hours in each course course)

A student will be eligible to write the University examination in a module only if he/she has obtained the required Continuous Assessment marks of 40% in that module. The minimum pass mark in a module (both continuous assessment and main examination combined) will be 50%.

Students must attend at least 80% of the lectures in order to be admitted to the final examination. Students shall write a 3 hour final examination in each module at the end of each semester and must pass in all the module and the project in order to qualify for Postgraduate Diploma in Internal Auditing.



## EXAMINATION RULES

Examination regulations of the Faculty of Economics and Management Sciences and the University of Namibia shall be applicable.

## MAXIMUM NUMBER OF COURSES PER YEAR

First year (First and Second semester)	4 + 3 = 7	112 credits
Second Year (First and Second semester)	3 + Project	128 credits
Total	10 + Project	240 credits

## ADVANCEMENT AND PROGRESSION RULES

A student must pass at least two third of the first year modules (with 72 credits) in the first year in order to progress to the second year. However, if a student fails the pre requisite for a specific module, then she/he cannot register for that module.

## IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

- The new revised curriculum shall be applicable for students registering for the qualification as from the 2014 academic year.
- Students registered under the existing curriculum shall continue with the existing curriculum to qualify for the Postgraduate Diploma in Internal Auditing. Any student who fails a module in the existing curriculum will have to register for the following module:

Old Curriculum		New Curriculum	
Code	Module Title	Code	Module Title
AAP4832	Audit Planning	AAP4831	Audit Planning, Documentation and Reporting
ADA4972	Documenting Audit Information & Reporting		
ACG4971	Corporate Governance & Risk Management	ACG4931	Corporate Governance
APF4851	Public Financial Management	APF4852	Public Financial Management
AMA4812	Management Accounting	AMF4812	Managerial Accounting
ASM4852	Strategic Management	ASM4831	Strategic Management
AIS4811	Information Systems Auditing Role and Techniques	AIS4832	Information Systems Audit
AIS4851	Information Systems Development & Project Management		
AAR4931	Research Methods	ARM4832	Research Methods

A student failing the phasing out module will be given one more year to pass the modules.

## CURRICULUM COMPILATION

Module Code	Module Title	Contact hours	NQF Credits	NQF Level	Pre-requisites
<b>1st Year</b>					
<b>1st Semester</b>					
AAF4811	Accounting and Financial Systems	56	16	8	
ASM4831	Strategic Management	56	16	8	
AAP4831	Audit Planning, Documentation and Reporting	56	16	8	
UAE4819	Academic Writing for Postgraduate Studies	56		8	
	<b>Total First Semester</b>	<b>224</b>	<b>48</b>		
<b>2nd Semester</b>					
AMF4812	Managerial Accounting	56	16	8	
ARM4832	Research Methods	56	16	8	
AIS4832	Information Systems Audit	56	16	8	
APF4852	Public Financial Management	56	16	8	
	<b>Total Second Semester</b>	<b>224</b>	<b>64</b>		
	<b>Total for First year</b>	<b>448</b>	<b>112</b>		
<b>2nd Year</b>					
<b>1st Semester</b>					
AIA4831	Internal Auditing	56	16	8	
AFI4951	Financial Investigation and Forensic Accounting	56	24	9	AAF4811 & AAP4831
ACG4931	Corporate Governance	56	24	9	
	<b>Total first Semester</b>	<b>168</b>	<b>64</b>		
<b>2nd Semester</b>					
APW4872	Project	56	64	8	ARM4832
	<b>Total 2nd Semester</b>	<b>56</b>	<b>64</b>		
	<b>Total for Second year</b>	<b>224</b>	<b>128</b>		
	<b>Total for the program</b>		<b>240</b>		

## REQUIREMENTS FOR QUALIFICATION AWARD

The Postgraduate Diploma in Internal Auditing will be awarded after successful completion of all 240 NQF credits prescribed in the curriculum.

### IMPORTANT NOTE:

Please consult the Faculty of Economics and Management Sciences Prospectus for detailed information regarding the module descriptors of all qualifications offered in the Faculty

## Syllabi

### YEAR 1 : SEMESTER 1

#### ACCOUNTING AND FINANCIAL SYSTEMS

CAAF4811

**NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks

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

**Pre-requisites:** None

#### Module Description:

*Concepts underlying the preparation of financial statement;* the role of accounting standards in regulating the preparation of financial statements, impact of adopting different accounting methods, choice of estimation techniques of provision for depreciation (the straight line and reducing balance methods and explanations of the benefits of each method), methods of calculating the cost of stock (the basis for valuation of stock as the lower of cost and net realisable value), accounting concepts: going concern, accruals (matching) and prepayments the accounting principles of relevance, reliability, understand ability, comparability, accounting adjustments when preparing financial statements: provision for depreciation, provision for doubtful debts,. Double entry and the presentation of ledger accounts, integrated computerised accounting system.

*Financial Reporting;* the use of the Statement of Comprehensive Income to measure profit or loss, the layout of Statement of Comprehensive Income for different types of organisations and interpretation of the information. Statement of Financial Position, showing the capital employed/funds and net assets of an organisation, the layout of a Statement of Financial Position and the classification of assets and liabilities, capital, revenue income and expenditure, purpose and main contents of a published annual report, interpreting of a cash flow statement. Analysis of financial statements.

#### STRATEGIC MANAGEMENT

CASM4831

**NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks

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

**Pre-requisites:** None

#### Module Description:

An overview of the dynamics of the organizational environment and how corporate governance and business strategies can be used to enable competitive advantage, value and sustainability.

Strategy Formulation: Development of long term and generic goals, grand and functional strategies with a view of the industry life cycle.

Strategy Implementation: Strategy implementation and change management, drivers of strategy implementation and instruments

#### AUDIT PLANNING, DOCUMENTATION AND REPORTING

CAAP4831

**NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks

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

**Pre-requisites:** None

#### Module Description:

The detailed contents are as follows:

System analysis and understanding of the accounting system and related internal control; The overall audit strategy, Planning activities; The audit plan; Direction, supervision and review; Materiality; Audit risk; Documentation; Reporting

#### ACADEMIC WRITING FOR POST GRADUATE STUDENTS

UAE4819

**NQF Level:** 9 **Credits:** 24 **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** Must be a postgraduate student

#### Module Description:

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

**YEAR 1 : SEMESTER 2****MANAGERIAL ACCOUNTING****CAMF4812****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

It includes topics such as cost behaviour and its role in decision making, the use of marginal costing for decision making, including the concept of contribution, marginal and absorption costing and Identification of future funding needs based on the forecast financial and non-financial performance indicators to monitor performance, accounting analysis, financial analysis including ratio analysis.

**RESEARCH METHODS****CARM4832****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 lecture hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Prerequisites:** None**Module Description:**

Introduction to research; research ethics; literature review; selection of an area of research, identification of a research problem; development of a research proposal; methodology of research – research design, sampling, data collection methods, measurement of outcomes; testing the validity and reliability; data analysis - basic statistics for research, regression analysis, correlation analysis, time series analysis; hypothesis testing and statistical inference using parametric and non parametric methods; writing a research report.

**INFORMATION SYSTEMS AUDIT****CAIS4832****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

Overview of information systems audit role and their objectives, the audit process, based on a general risk assessment of the organisation's information and computing use, formulation of an effective audit plan covering information systems topics and the production of audit programmes for each topic, the role of internal audit in relation to systems development, including the review of the development process and participation in systems under development, describing and evaluating the main audit uses of information systems and technology, explaining how each contributes to successfully delivering objectives: risk and control assessment, data interrogation and extraction, systems testing, audit automation. Summarising data forensics and how to secure and preserve evidence.

**PUBLIC FINANCIAL MANAGEMENT****CAPF4852****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

The contents include: Public money and government; Defining money; Monetary and fiscal policy; Service provision based on revenue sources; Role players in government finance; The relationship between accounting and finance; Source of income for government and inter government fund revenues (IGFR); National, provincial and local government income and IGRF; Contemporary reforms to public financial management; Budget reforms and managing public money through budgeting including medium term expenditure framework; Ethics and accountability in public financial management; Privatisation as a major reform in public sector management; Public procurement and supply chain management.

**YEAR 2 : SEMESTER 1****INTERNAL AUDITING****CAIA4831****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 hours per week for 14 weeks**Module assessment:** Continuous assessment (50%): two tests and one assignment  
Examination (50%): 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

*Fundamentals of Internal Auditing*; Professional practices framework and the development of internal auditing- overview of the audit process, definition of internal audit and code of ethics, the focus and purposes of internal audit as outlined in the definition of internal audit, the key terms and requirements of the Code of Ethics and explains its purpose and role, professional auditing standards, the main components of the IIA's Professional Practice Framework, including attribute and performance standards and how these relate to the work of internal audit, development and focus of Internal Audit explains the purpose and historical role of internal audit, Responsibility of an IA, Characteristics of an effective IA., changing focus of internal auditing, the shift from an internal control focus to a risk-based auditing, the nature, objectives and types of control, the range of risk-based services that internal audit can provide, including control risk self-assessment, control education seminars/workshops, system development, business process reviews and compliance reviews, the need for internal audit to promote improvement

opportunities for audit clients, the need for internal audit to provide assurance on the adequacy of internal control and the methodology by which such assurance can be provided, developing an awareness of the circumstances in which the internal auditor can act as a consultant and how the results of such work can be used to provide assurance, the role and responsibilities of key stakeholders in internal audit, including the audit committee, senior and operational management, and the ways in which internal audit can develop and sustain relationships with such stakeholders to an organization's benefit, the importance of developing positive relationships with other audit and compliance functions, including external audit, regulatory bodies, quality, environmental and compliance functions, describes how internal audit can add value to the organization.

<b>FINANCIAL INVESTIGATION AND FORENSIC ACCOUNTING</b>	<b>CAFI4951</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact hours:</b> 4 hours per week for 14 weeks
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<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper
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<b>Pre-requisites:</b>	Accounting and Financial Systems (AAF4811) & Audit Planning, Documentation and Reporting (AAP4831)
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**Module Description:**

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

<b>CORPORATE GOVERNANCE</b>	<b>CACG4931</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact hours:</b> 4 hours per week for 14 weeks
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<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper
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<b>Pre-requisites:</b>	None
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**Module Description:**

Detailed content of this course is as follows:

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

<b>YEAR 2 : SEMESTER 2</b>
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<b>PROJECT</b>	<b>CAPW4872</b>
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<b>NQF Level:</b> 8	<b>Credits:</b> 64	<b>Contact hours:</b> 4 hours per week for 14 weeks
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<b>Module assessment:</b>	Proposal and progress of the work: 25% Project Report 50% Presentation: 25%
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<b>Co- requisite:</b>	Research Methods (CARM4832)
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**Module Description:**

Students will be required to link theory to practice by careful selection of the project on a problem of their interest, which in case of those already in employment may be related to their work responsibilities.

Students shall select a problem and an organization for study from the areas of accounting, auditing and finance with major focus on internal audit and internal control and develop a research proposal. This will be evaluated by the supervisor who shall award him marks, which will be Continuous Assessment marks.

Though the project is not a thesis, candidates are expected to follow normal research procedures and write report in the format provided by the department. The report should be of approximately 80pages. The project work and report submitted should indicate candidate's independent ability to identify and investigate a problem and develop a written report using sustained argument linking theory and evidence. The students have to present the work done making a presentation in front of other members of the program, department staff and other audience. This will be main examination mark. Final marks will be arrived at by adding up the Continuous Assessment marks and Main Examination marks.

**1) NO INTAKE FOR 2016**

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

**OBJECTIVE AND RATIONALE OF THE PROGRAM**

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

**CRITERIA FOR ADMISSION**

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

**INTAKE**

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

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

**MODE OF DELIVERY**

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

**DURATION OF STUDY**

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

**ASSESSMENT AND EVALUATION OF STUDENTS**

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

**MAXIMUM NUMBER OF COURSES PER YEAR**

First year (First and Second semester)	4 + 3 = 7	132 credits
Second Year (First and Second semester)	3 + Thesis	132 credits
Total	10 + Project	264 credits

**ADVANCEMENT AND PROGRESSION RULES**

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

**IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM**

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

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

**CURRICULUM COMPILATION**

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

**EXEMPTIONS**

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

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

#### REQUIREMENTS FOR QUALIFICATION AWARD

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

#### IMPORTANT NOTE

Please consult the Faculty of Economics and Management Sciences Prospectus for detailed information regarding the module descriptors of all qualifications offered in the Faculty

#### Syllabi

##### YEAR 1 : SEMESTER 1

##### ADVANCED FINANCIAL ACCOUNTING I

CAAF5981

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

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

**Pre-requisites:** None

##### Module Description:

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

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

##### CORPORATE FINANCIAL ANALYSIS AND VALUATION

CACF5931

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

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

**Pre-requisites:** None

##### Module Description:

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

##### CORPORATE GOVERNANCE

CAAC5971

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

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

**Pre-requisites:** None

##### Module Description:

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

##### ACADEMIC WRITING FOR POST GRADUATE STUDENTS

UAE5819

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

**Module assessment:** CA: (1 x 3 hour exam paper)  
**Pre-requisites:** Must be a postgraduate student.

**Module Description:**

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

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

The detailed contents are as follows:

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

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

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

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

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

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

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



Investment Management and Financial Derivatives		CAIM5931
<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact hours:</b> 4 lecture hours per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	ACF5931	
<b>Module Description:</b> Incorporates the principles of investment in securities with varying degrees of risk and return. It includes topics on investment risk, historical risk-return relationships, valuation of various financial instruments, technical analysis, procedures of the securities industry, formula investing, private equity companies and investment companies. It covers the theory and practice of derivatives; explains pricing, hedging, markets and institutions, and the regulatory environment; studies the organized and over-the-counter derivative markets and regulations; emphasizes financial and real options, forward and futures contracts, equity and index derivatives, foreign currency, commodity, and interest rate derivatives, swaps, and the recent expansion into trading of exotic options.		
Contemporary Issues in Accounting and Finance		CACI5951
<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact hours:</b> 4 lecture hours per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	AAF5981 and AAF5982	
<b>Module Description:</b> For achieving the above objective the Department shall select before the launching of the batch of students 10 contemporary issues in Accounting and Finance, identify at least two high quality research papers that comprehensively explore each identified issue from international research journals in Accounting and Finance and get them approved by Departmental Committee. The issues identified for the first intake of revised Programme are:  <ol style="list-style-type: none"><li>1. Risks of Overstatements and Understatements in Financial Reporting</li><li>2. Market Integrity and Disclosure Quality</li><li>3. Intangible Disclosures for Market Risk</li><li>4. Voluntary Disclosures</li><li>5. Cash Flows and Business Sustainability</li><li>6. SME Financial Reporting</li><li>7. Executive Compensation and Performance</li><li>8. Excess Audit Fees and Audit Quality</li><li>9. Management Fraud Schemes</li><li>10. Accounting Research in Africa</li></ol>		
Financial Investigation and Forensic Accounting		CAFI5951
<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact hours:</b> 4 lecture hours per week for 14 weeks
<b>Module assessment:</b>	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
<b>Pre-requisites:</b>	AAF5981 and AAF5982	
<b>Module Description:</b> The detailed contents are as follows: Money laundering and the Financial Intelligence act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber crimes; Financial Intelligence Act; Financial statement fraud. .		
YEAR 2 : SEMESTER 2		
THESIS		CATH5972
<b>NQF Level:</b> 9	<b>Credits:</b> 60	
<b>Module assessment:</b>	Thesis will be evaluated by one internal and one external examiner. The quality of the thesis will be judged on the extent to which the candidate follows UNAM's rules and regulations that govern thesis writing	
<b>Pre-requisites:</b>	Successful completion of all taught modules of first and second semester of first year.	
<b>Module Description:</b> A student shall undertake research on a problem in accounting and/or finance after the approval of the proposal by UNAM Post Graduate Studies Committee (PGSC). The thesis work will be done under the supervision of a research supervisor assigned by the department. The research shall be conducted and research report shall be submitted for evaluation as per the guidelines of UNAM Post Graduate Studies Committee (PGSC). Through the guided development of research a student will learn to identify a research problem, set research objectives, formulate research questions, undertake review of literature, collect and analyze data, develop research report using sustained argument linking theory and evidence.		

## DEPARTMENT OF ECONOMICS

### MASTER OF SCIENCE IN ECONOMICS

[12MSEC]

#### INTRODUCTION

The Master of Science in Economics programme offered by the Economics Department at UNAM was upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core modules and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

#### OBJECTIVES

The collaborative Master's programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources.

The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

#### CRITERIA FOR ADMISSION

1. A student must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning at the NQF level 8 or equivalent.
2. A student must have a minimum of a C grade average (Lower Second Class degree).
3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
5. The School of Postgraduate Studies will determine eligibility of a student.

**Note:** Applicants should note that the submission of an application does not necessarily ensure admission.

#### ACADEMIC YEAR AND MODE OF DELIVERY

- The academic year of the Master of Science in Economics programme starts in **July**, while the normal academic year of UNAM starts in February.
- The programme will be offered face-to-face during the day on a full-time basis.

#### DURATION OF STUDY

The Master of Science in Economics degree cannot be obtained in less than two academic years of study, and must be completed within a maximum period of three academic years.

#### ASSESSMENT AND EVALUATION

1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
4. The end-of-semester examination papers will be moderated internally and externally.
5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the Master of Science in Economics programme (see Section B of this Prospectus).

6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a module but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it before being allowed to work on the thesis.
7. A student who fails a module but does not meet the minimum requirement for a supplementary examination has to repeat the module.
8. A module can only be repeated twice.
9. A student must pass all modules (including the thesis) to qualify for the award of the Master of Science in Economics degree.
10. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in modules offered at the JFE will form part of the student's academic record at UNAM.
11. A student must submit a research proposal by the beginning of the first semester in the second year of study. The research proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The research proposal must be approved by the Department of Economics and the Faculty Postgraduate Studies Committee. After approval by the Faculty Postgraduate Studies Committee and ratification of the research proposal summary by the UNAM Postgraduate Studies Committee, the student must obtain ethical clearance from the Research and Publications Office and a research permission letter from the School of Postgraduate Studies before the research study can be conducted.
12. Each thesis will be examined and graded by an Internal Examiner and an External Examiner.
13. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

#### **MAXIMUM NUMBER OF COURSES PER YEAR**

A student is allowed to register for modules giving a total of 144 credits within the first academic year. The student registers for modules giving a total of 54 credits within the first semester of the second academic year. The student registers for the thesis during the second semester of the second academic year.

#### **ADVANCEMENT AND PROGRESSION RULES**

The minimum number of credits needed to pass before being allowed to work on the thesis is 198.

#### **MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

- A student who fails a module but does not meet the minimum requirement for a supplementary examination has to repeat the module.
- A module can only be repeated twice.

#### **CURRICULUM COMPILATION**

Module Code	Module Title	NQF Credits	NQF Level	Compulsory (C)/ Elective (E)	Contact Hours
<b>Year 1 Semester 1 – (July-November)</b>					
EMT5981	Advanced Microeconomic Theory I	18	9	(C)	4
EMA5981	Advanced Macroeconomic Theory I	18	9	(C)	4
EME5981	Advanced Mathematical Economics	18	9	(C)	4
UAE5819	Academic Writing for Post Graduate Students*		9	(C)	4
<b>Total Credits Semester 1</b>		<b>54</b>			
<b>Year 1 Semester 2 – (February-June)</b>					
EMT5982	Advanced Microeconomic Theory II	18	9	(C)	4
EMA5982	Advanced Macroeconomic Theory II	18	9	(C)	4
EAE5982	Advanced Applied Econometrics	18	9	(C)	4
	Elective 1 (Part I) **	18	9	(E)	4
	Elective 2 (Part I) ***	18	9	(E)	4
<b>Total credits Semester 2</b>		<b>90</b>			
<b>TOTAL CREDITS YEAR 1</b>		<b>144</b>			
<b>Year 2 Semester 1</b>					
ERM5981	Research Methodology and Computer Applications	18	9	(C)	4
	Elective 1 (Part II) **	18	9	(E)	4
	Elective 2 (Part II) ***	18	9	(E)	4
<b>Total Credits Semester 1</b>		<b>54</b>			
<b>Year 2 Semester 2</b>					
EMT5952	Thesis	66	9		
<b>Total credits Semester 2</b>		<b>66</b>			
<b>TOTAL CREDITS YEAR 2</b>		<b>120</b>			
<b>TOTAL CREDITS FOR THE PROGRAMME</b>		<b>264</b>			

- \* **Compulsory but non-contributory.**
- \*\* **A student must do both Part I and Part II of elective 1.**
- \*\*\* **A student must do both Part I and Part II of elective 2.**

Some of the following electives will be offered by the Department of Economics at UNAM, depending on the expertise available in the department at a particular point in time. Those electives not offered in the Department of Economics at UNAM will be offered at the JFE.

#### List of Electives

	<b>Electives (Part I) Year1 Semester 2</b>		<b>Electives (Part II) Year 2 Semester 1</b>
EEA5982	Agricultural Economics I	EEA5981	Agricultural Economics II
ECF5982	Corporate Finance and Investment I	ECF5981	Corporate Finance and Investment II
EET5982	Econometric Theory and Practice I	EET5981	Econometric Theory and Practice II
EPA5982	Development Policy Analysis I	EPA5981	Development Policy Analysis II
EEE5982	Environmental Economics I	EEE5981	Environmental Economics II
EGE5982	Game Theory and Information Economics I	EGE5981	Game Theory and Information Economics II
EHE5982	Health Economics I	EHE5981	Health Economics II
EIN5982	Industrial Economics I	EIN5981	Industrial Economics II
EIE5982	International Economics I	EIE5981	International Economics II
ELE5982	Labour Economics I	ELE5981	Labour Economics II
EMG5982	Managerial Economics I	EMG5981	Managerial Economics II
EMO5982	Monetary Economics & Practice I	EMO5981	Monetary Economics & Practice II
EPE5982	Public Sector Economics I	EPE5981	Public Sector Economics II

#### EXEMPTIONS

A student who has completed and passed any or some of the modules and electives included in this curriculum at the master's level may qualify for exemption up to a maximum of two modules, subject to recommendation of the Head of Department and approval by the School of Postgraduate Studies.

#### REQUIREMENTS FOR QUALIFICATION AWARD

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

#### IMPORTANT NOTE

**Please consult the Faculty of Economics and Management Sciences Prospectus for detailed information regarding the module descriptors of all qualifications offered in the Faculty**

#### Syllabi

##### YEAR 1 : SEMESTER 1

##### ADVANCED MICROECONOMIC THEORY I

**CEMT5981**

**NQF Level:** 9

**Credits:** 18

**Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:**

Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:**

None

**Module Description:**

This module covers the first set of topics in Microeconomics. Part 1 covers the Theory of Consumer Behaviour: Preferences, choices, utility, demand functions and their properties, and revealed preferences; Indirect utility functions and expenditure functions; duality, household welfare measures: Aggregation and market demand; and Issues of specification and estimation of demand. Part 2 covers the Theory of the Firm: Specifications of production technology; returns to scale, homotheticity, monotonicity, convexity, elasticity of substitution; Conditional factor demands and cost functions; The profit function; Relationship between profit and cost functions and technology sets; Cost functions; the short and long runs; and Issues of

specification and estimation of production, cost, and profit functions. Part 3 covers Inter-Temporal Choice. Part 4 Uncertainty and Risk: The distinction between risk and uncertainty; Expected utility theory; Risk aversion and measurement; Prospect theory. Part 5 covers Market Structure: Perfect competition; Monopoly; and Monopolistic competition. Part 6 covers General Equilibrium and Welfare Economics: General equilibrium under pure exchange; General equilibrium with production: Walras' Law; and Welfare Theorems. Part 7 covers Market Failure: Natural monopolies, Indivisibilities and Increasing Returns, Externalities, Public Goods; Transaction Costs and Imperfect Information; The theory of the second-best; and The Analysis of Property Rights.

<b>ADVANCED MACROECONOMIC THEORY I</b>	<b>CEMA5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

This module covers the first set of topics in Macroeconomics. Part 1 gives a brief review of the evolution of macroeconomics, the types of models and data problems in the African context. Part 2 reviews the basic macroeconomics: Basic macroeconomics; National income and product accounts and system of national accounts; static and dynamic IS-LM models (product and money market equilibrium); the Neoclassical model; and Monetary and fiscal policies. Part 3 covers open economy macroeconomics: extension of the basic IS-LM model to foreign sector; Mundell-Fleming model; Balance of payments theories; elasticities, absorption, and the monetary approaches; exchange rate determination; external and internal balance; and the theory of economic policy. The part also covers the following: Two-sector dependent model; Dutch Disease; and Trade liberalization and the macroeconomy. Part 4 covers consumption and savings: Evolution of theory (absolute income hypothesis, Relative income hypothesis, Permanent income hypothesis, Life-cycle hypothesis, Hall's rational expectations hypothesis); saving and portfolio decisions; recent developments and policy issues; Ricardian equivalence theorem and applications; and relevance of consumption and saving theories to developing countries. Part 5 covers investment: business fixed investment; investment in housing; inventory investment; investment in human capital; neoclassical model; marginal efficiency of capital; accelerator principle; Tobin's q theory; adjustment costs; interrelated factor demand functions and capacity utilization; liquidity constraints; investment in fragmented markets; McKinnon complementary hypothesis; investment under uncertainty; and government policy and private investment (crowding in, crowding out). Part 6 covers Labour market and unemployment: efficiency wages in models of unemployment; search and matching models; hysteresis; and labour market issues in developing countries (informal sector, under employment, brain drain, demand pull and supply push)

<b>ADVANCED MATHEMATICAL ECONOMICS</b>	<b>CEME5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

Matrix Algebra: matrix and vector operations; concept of linear dependence; determinant and its properties; inverse matrix and its properties; solving a system of equations by matrix inversion and Cramer's rule; eigenvectors and eigenvalues. Applications: demand and supply; IS-LM model. Set Theory: concept of sets; operation laws; relations and functions. Derivatives: concepts of limit and rate of change; rules of differentiation of a function of one variable; partial differentiation. Applications: application to comparative static analysis (market/national income). Total differentials and comparative statics: rules of total differentials; total derivatives; implicit function theorem; IS-LM model. Unconstrained optimization with one choice variable: first and higher derivative tests for relative optimum; Taylor's series & "n"th derivative test; economic applications (profit maximization/cubic total cost function). Exponential & Logarithmic Functions: nature of exponential and logarithmic functions; differentiation and total differentials. Applications: interest rate; growth; elasticity; optimal timing. Unconstrained optimization with more choice variables: first and second order conditions of optimization; quadratic form; concavity & convexity in relation to second-order condition. Economic applications: optimal input decision/ price discrimination. Constrained optimization with equality constraint: first and second order conditions. Application: utility maximization; characteristics of homogeneous functions. Application: least-cost combination of inputs; various production functions; their characteristics and their elasticities of substitution. Integral Calculus: indefinite integrals and rules; definite integrals; meaning and properties; improper integrals. Some economic applications: investment and capital formation; present value of cash flow; consumer surplus. First order differential equations: homogeneous and non-homogeneous case; variable coefficient and variable term; exact differential equations; non-linear differential equations; phase diagram. Application: Solow's growth model. Higher order differential equations with constant coefficient and constant term. Application: a market model with price expectation; differential equations with a variable term. First order difference equations: iterative and general approach for constant coefficient & constant term. Application: the Cobweb model. Second order difference equations: constant coefficient and constant term case. Application: multiplier-accelerator model. Optimal control: maximum principle; optimization with discounting; infinite time horizon problems; optimization with constraints; free terminal time problems.

<b>ACADEMIC WRITING FOR POST GRADUATE STUDENTS</b>	<b>UAE5819</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	Must be a postgraduate student
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**Module Description:**

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

**YEAR 1 : SEMESTER 2****ADVANCED MICROECONOMIC THEORY II****CEMT5982****NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)**Pre-requisite:** None**Module Description:**

This module covers the second set of topics in Microeconomics. Part 1 covers Game Theory: Non-Cooperative versus Cooperative Games. The module should concentrate on Non-Cooperative games but students should know the difference between the two approaches; Information (Perfect, Imperfect, Symmetric, Asymmetric, Complete and Incomplete); Pure and Mixed Strategies; Equilibrium Concepts (Dominant Strategies, Nash and Refinements of Nash); Common Games (Coordination Games, Games of Coordination With Conflict (Chicken), Games of Free-Riding (Prisoner's Dilemma)); Dynamic Games (Backward Induction and Sub-Game Perfection); and Repeated Games. Part 2 covers Oligopoly: Cournot model; Bertrand model; and Stackelberg model. Part 3 covers Asymmetric Information: Adverse Selection, Signaling and Screening; Moral Hazard and the Principal-Agent Problem; and Applications to Sharecropping, Credit Markets, Labour Markets, and Insurance Market. Part 4 covers Alternative Theories of The Firm: Transaction Cost Models of the Firm; Behavioral Models of the Firm; and Evolutionary Models of the Firm. Part 5 covers Rent-Seeking and Corruption.

**ADVANCED MACROECONOMIC THEORY II****CEMA5982****NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)**Pre-requisite:** None**Module Description:**

This module covers the second set of topics in Macroeconomics. Part 1 covers economic growth: introduction and stylised facts about economic growth; Harrod-Domar model; neoclassical theory and growth accounting; endogenous growth; and empirical literature. Part 2 covers real business cycles: stylized facts about economic fluctuations; theories of fluctuations; and a baseline real business cycle model. Part 3 covers inflation and expectations: theories of inflation; cost, effects and remedies of inflation; the short and long run Phillips curve; expectations: static, adaptive and rational; and rational expectations in macroeconomic policy models (rules vs discretion). Part 4 covers financial markets and monetary policy: financial markets (nature, structure and functions); evolution of money demand theories and empirical studies; money supply process and interest rates determination; instruments, targets, and transmission mechanisms; and dynamic inconsistency of low inflation monetary policy. Part 5 covers budget deficit/imbalance and fiscal policy: measurement of deficits; budget financing and government budget constraint; solvency and sustainability; the budget process and political economy theories of budget deficits; and empirical application (politics and deficits in developing countries, management of budget surpluses). Part 6 covers macroeconomic management and policy analysis in the African context: overview of stabilization theory and policy; Tinbergen theory of stabilization, cost of instrument stabilization; the IMF financial programming model; the World Bank models (RMSM and variants); other macro models; the relationship between orthodox programs, heterodox programs; and countries' experience of stabilization/structural adjustment programmes. Part 7 covers optional topics: disequilibrium macroeconomics; limitations of equilibrium models; quantity constraint and rationing models; macroeconomic foundations of incomplete nominal adjustments; Lucas imperfect information model; staggered price adjustment; structuralist macroeconomics; basic assumptions of structuralist macroeconomics; income distribution, savings and aggregate output; inflation and "forced saving"; sectoral supply conditions and macroeconomic adjustments; and behavioural macroeconomics.

**ADVANCED APPLIED ECONOMETRICS****CEAE5982****NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)**Pre-requisite:** None**Module Description:**

A general introduction to regression analysis in two and multiple variable cases; method of least square estimation; CLRM and its assumptions; Gauss-Markov Theorem and other properties of least-square estimators; estimate of standard error and their importance; measure of goodness of fit; normality assumption of disturbance term; forecasting by using estimated equation; testing normality of residuals by using histogram, normal probability plot and Jarque-Bera test; hypothesis testing with t and F tests; restricted regression and use of F-test. Dummy variables: their use in a regression; hypothesis testing (including Chow test for structural breaks); and interpretation on dummy variable coefficients. Violation of assumptions: multicollinearity; heteroscedasticity; autocorrelation and misspecification problems; stochastic independent variables - their detection methods and remedial measures; various diagnostic tests on estimated single models. Distributed lag modeling: Koyck model; adaptive

expectation and partial adjustment models; autoregressive distributed lag models; method of instrumental variables. Problem of simultaneity: simultaneous equation models - identification problem; two- stage least square method; checking for endogeneity; their use in forecasting and simulation.

## YEAR 2 : SEMESTER 1

### RESEARCH METHODOLOGY AND COMPUTER APPLICATIONS

CERM5981

**NQF Level:** 9

**Credits:** 18

**Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:**

Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** Students are expected to have a prior knowledge of basic research methodology and econometrics. In order to participate effectively in the module, it is expected that students will have sufficient background in the basics of WINDOWS environment as well as in using standard word processing packages and basic econometric techniques. The introduction in the basics will only be given a very brief treatment. Students who are inadequately prepared in these areas are encouraged to upgrade their skills through private readings/exercises as early as possible and in consultation with the instructors.

#### Module Description:

Part 1 gives the introduction to Research Methods (i) What is research methodology? Why undertake research? What is Science? Progress of Science The methodology of social sciences: inductive versus deductive logic Methodology of economics: Economics as a science; Positive versus normative science; and Conventionalism versus instrumentalism and Realism of assumptions. (ii) Types of research: quantitative versus qualitative research Moral and ethical issues in research. Part 2 covers Preparation of the Research Proposal. This covers: (i) Organization of research project/paper by stages: The thinking stage; Identification of the main research theme; Narrowing the research focus; The research proposal; Primary and Secondary Data collection; Data processing and analysis; and Report/end product writing and production. (ii) Components of the research proposal: Introduction; Background to the problem; Statement of the research problem; Objectives of the study; Motivation/rationale of the study; Scope of the study; Review of relevant literature: theoretical, methodological, and empirical reviews; Scope of the study; Models and hypotheses/theoretical framework; Research methodology; Expected results; and References and Appendices. (iii) Time allocation (Gantt chart) and Budgeting; Sources of Literature and search engines in economics (JSTOR, ECONLIT, Science direct etc.). Part 3 explains Data Types and Data Management: (i) Data types: cross-sectional, time-series and panel data. (ii) Common sources of macro and micro data: IMF International Financial Statistics data base, African Development Bank data base. (iii) Penn World Tables, World Development Indicators, Central/Reserve Bank data, General household survey data. Firm level surveys etc. (iv) Survey data: sampling procedure, sampling and non-sampling errors, types of samples, sample size, designing data collection instruments (schedules and questionnaires; pilot testing); data collection (interviewing; observation; reviewing documents); and survey logistics. (v) Editing primary data: editing for consistency, editing for uniformity, editing for accuracy, editing for completeness. (vi) Data entry using spreadsheets and other database softwares. (vii) Missing data and imputation. (viii) Data presentation and analysis: Data exploration, descriptive statistics, cross tabulations, Graphs and charts. etc. (ix) Hypothesis formulation and testing: Pre-testing and Post-testing; Critical and calculated values: Z-test, t-test, F-test,  $\chi^2$  - tests, Chow test. Part 4 will give an Introduction to computers: Windows Operating System and Spreadsheet. (i) Spreadsheets (MS Excel). Getting Started: The Basic Parts of the Ms Excel Screen. Entering and editing information. Opening, Saving and Printing. Formatting worksheet and data; Working with charts; Advanced Tips; Functions for data analysis in Excel; Simple Linear Regression (ii) Microsoft Access Data base management; Querying; sorting; pivoting, filtering and exporting. Part 5 covers Word Processing and Presentation Skills: Working with Graphics, Microsoft Power Point, Basic parts of MS Power Point Screen, Creating and formatting a presentation, running the slide show; Oral Communication (one-to-one, small group/seminar discussion, formal presentation); and Written Communication (Proposals, technical reports, research papers).

## ELECTIVES

### AGRICULTURAL ECONOMICS I: THEORETICAL AND EMPIRICAL ISSUES

CEEA5982

**NQF Level:** 9

**Credits:** 18

**Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:**

Continuous assessment 50% (tests, assignments, projects)

Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:**

None

#### Module Description:

Part 1 introduces The Subject Matter of Agricultural Economics: (i) The nature of agriculture and farming systems: Characteristics and the unique feature of agricultural production, Farming systems and typology; (ii) Agriculture in Economic Development; (iii). Changing perspective in Agricultural Development (Shifting Paradigms): Modernization and Growth (the 1950s and 1960s); The Basic Needs Approach (the 1970s); Economic Liberalization (the 1980s to date); and Poverty Reduction Strategy. (iv) Contribution of Agriculture to Economic Development: Product Contribution (food and raw material); Capital Contribution (inter-sectoral flows); Labour Contribution (structural transformation of agricultural sector); Market Contribution; and Foreign Exchange Contribution; and Income Generation. (v) The way forward for SSA in the wake of liberalized environment: Part 2 covers agricultural production theory. (a) Production patterns. (i) The Profit Maximization (and its duality -cost minimization); Review of Neoclassical economic theory of farm production; and Application and empirical evidence. (ii) Efficiency in Resource Use. (iii) Theory of share tenancy. (b) Behavior under Risk and Uncertainty: Concepts of risk and uncertainty; Sources of risk and uncertainty in agriculture; Risk analysis and risk management (including aspects of insurance and other coping strategies); and empirical evidence and case studies. Part 3 covers agricultural household models: (i) Introduction to the models: Agricultural Employment and unemployment; Rural-Urban migration; Labour use structure; Paid and unpaid labour in agriculture; and Time

use in agriculture. (ii) Structure of the Models: Demand analysis; Recursive and non-recursive models; Intra-household Models and gender issues; and Risk analysis (transaction cost). (iii) Empirical Applications and case studies: Methods of estimation; and Examples of empirical application in LDCs. Part 4 covers supply response: (i) Output supply functions: Theoretical foundations of supply; Characteristics of agricultural supply and Cobweb model; Short-run versus Long-run; Individual versus aggregate; and Application and case studies. (ii) Estimation Methods and Empirical Applications: Direct methods; Time-lagged supply response models; Individual versus aggregate supply response; and Empirical applications. Part 5 covers science and technology policy in agriculture. (i) Technological Change in Agriculture: Generation and Adoption of Technology in Agriculture; Appropriateness of technology; Alternative technologies: choice and transfer; and population pressure and spontaneous agricultural intensification. (ii) Technology Transfer and intellectual Property rights: Biotechnology policy; The role of the state and private sector; TRIPs Trade Related Intellectual Property Rights; and The Role of Extension in Agricultural Development.

<b>AGRICULTURAL ECONOMICS II: AGRICULTURAL POLICY ANALYSIS</b>	<b>CEE5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

Part 1 covers agriculture and policy: (i) Rationale and objectives of Agricultural Policies; (ii) Changing roles of development actors: Public sector; Private sector; and Civil society - NGOs, CBOs, etc. (ii) Policy making process: Target variables; Policy instruments; and Policy implementation. Part 2 covers Approaches to policy analysis: (i) Partial Equilibrium Analysis; (ii) Sectoral Analysis: The Policy Analysis Matrix (PAM); Sector-wide approaches to Policy Analysis; and Input-Output Analysis. (iii) Elements of General Equilibrium Models: Social Accounting Matrix; and General Equilibrium Models. Part 3 covers Policy reforms affecting agriculture. (i) Policy Reforms in Africa (Structural Adjustment Programs, MDGs, NEPAD, Country Vision Documents); and Origin (stabilization phase and the efficiency-focused phase). (ii) Role of Agriculture in Poverty Reduction; Concepts and measurements of poverty; and Poverty reduction strategies. Part 4 covers Food policy analysis: (i) Pricing, Marketing and Trade; (ii) Food and nutrition Security. Part 5 covers Role of infrastructure and rural institutions. (i) Marketing and Rural Infrastructure: Rural infrastructure; Characteristics of rural and urban markets in Africa; Agricultural marketing institutions; and Value chain analysis. (ii) Rural Institutions and Finance: Overview of new institutional economics; Information asymmetry; Agriculture credit and microfinance (formal and informal); Legal framework; and Case studies. Part 6 covers Land Markets and Tenure: The concept of land tenure and systems; Property rights; Share tenancy; Land policies; and Case studies. Part 7 covers Agricultural commodity trade in sub-saharan africa: Types of agricultural commodities traded; Trade issues under WTO (Bilateral and multilateral); and Trade issues under regional and interregional agreements.

<b>CORPORATE FINANCE AND INVESTMENT I</b>	<b>CECF5982</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

Part 1 introduces the subject matter covering the main issues of corporate finance and investment. Part 2 covers Institutional Structure: The Role of Financial Markets; Market Participants; Structure of Domestic Money and Capital Markets; Structure of International Money and Capital Markets; and Money and Capital Markets in Africa. Part 3 covers Issuing and Trading of Financial Assets: (i) Financial Assets: Money Market Instruments; Stocks and Bonds; and Derivatives and Hedging (Forwards, Futures, Options and Swaps). (ii) Introduction to Market Microstructure: Primary and Secondary Markets (Where are securities traded? Trading on organised exchanges & OTC markets). (iii) Examples of Applications. Part 4 covers Understanding Financial Statements: Financial Statements Analysis; Ratio Analysis; and Cash Flow Analysis. Part 5 covers Valuation Methods and Techniques: Time Value of Money; Net Present Value (NPV); Valuation of Common Stocks and Fixed Income Securities; Term Structure of Interest Rates; and Economic versus Accounting Measures of Value. Part 6 covers Capital Budgeting: Investment Appraisal Techniques (NPV, IRR, Payback period method, Average rate of return, etc.); Capital budgeting and the value of the firm; Capital budgeting process; Estimating cash-flow; Choosing projects; Cost of Capital in an M&M world; Weighted average cost of capital; and Taxes and the cost of capital; and Case Studies. Part 7 covers Portfolio Theory and Asset Pricing: Risk and Return; Mean-Variance Analysis; Optimal Portfolios and Diversification; Asset Allocation Strategies; Asset Pricing Models: CAPM and APT; and Performance Measurement. Part 8 covers Short-term Financing and Development Finance: Cash, Working Capital and Credit Management; Finance and Economic Development; Sources of Financing; Financial Market Imperfections; and Corporate Financial Planning and relevant examples.

<b>CORPORATE FINANCE AND INVESTMENT II</b>	<b>CECF5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

Part 1 covers Market Efficiency. (i) Efficient markets hypothesis: Weak Form Efficiency; Semi-Strong Form Efficiency; and Strong Form Efficiency. (ii) Evidence for and against market efficiency: Return Predictability; Event Studies; Private Information; and Joint hypothesis problem. Part 2 covers Capital Structure Theories: Capital Structure Theories; (The capital-structure question, Financial leverage and firm value, M & M Propositions: Taxes & Bankruptcy); Empirical Determinants of Capital Structure; Capital Structure of Banks – a Special Case; and Riskiness of banks, Regulation, Financial distress). Part 3 covers Dividend Policy: Theories of



Dividend Policy; (Why does it matter?, Types of dividends, Litner's model, Information content of dividends (Signalling), Taxes and dividends); and Empirical Evidence. Part 4 covers Derivatives and Hedging Techniques: Swaps; Options; Forwards and Futures; and Managing Exchange Rate Risk. Part 5 covers Securitisation: Concept and History of Securitisation; Asset Backed Securities (Concept, Types and Securities); and Mortgage Backed Securities. Part 6 covers Corporate Control, Mergers and Acquisitions (M&As): Buy backs and proxy contests; Mergers and acquisitions; Block trading; and Disciplinary effect of M&A. Part 7 covers Analysis of Financial Distress: Models of Analysing Financial Distress; and Direct and Indirect Costs of Financial Distress (Bankruptcy, Liquidation, Reorganization) Part 8 covers Further Topics in Corporate Finance: Corporate Governance; Real Options; and Mutual Funds.

#### **ECONOMETRIC THEORY AND PRACTICE I: MACRO-ECONOMETRICS**

**CEET5982**

**NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

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

Part 1 is an Overview of Classical regression. Part 2 covers Model Specification, Selection and Evaluation; Model Specification; Model Selection; and Model Evaluation. Part 3 covers Non-classical Econometric Models (Estimation and Tests): The Likelihood Approach; Instrument Variable (IV) Estimation and the Generalized Method of Moments (GMM); and Nonlinear Least Squares Regression Models. Part 4 covers Time Series Analysis. (i) Concepts of Stationarity and Nonstationarity. (ii) Linear Stationary Time Series Models: Stationary Stochastic Processes; Wold Decomposition Theorem; Univariate Time Series Analysis: AR, MA and ARMA; Forecasting Univariate Time Series; Stationary VAR (Specification, Estimation; and Variance-Covariance Decomposition). (iii) Linear Non-Stationary Time Series Models; ARIMA modelling and forecasting; Integrated variables and Unit Roots testing; Structural break and unit root testing; Cointegration and Error-Correction Models; (Engle-Granger Error Correction Models, Engle and Yoo, ARDL approach to cointegration test); Dynamic OLS and Fully Modified OLS; Non-stationary multivariate linear models (VAR models with unit roots-cointegration and impulse response functions; and Testing and estimation of the cointegrating vector and the VECM). Part 5 covers Financial Econometrics and Further Topics: Models with variable conditional variances; Autoregressive Conditional Heteroscedastic (ARCH) models; and Generalized Autoregressive Conditional Heteroscedastic (GARCH) models, Threshold Autoregressive Models, Bayesian Estimation and Inference).

#### **ECONOMETRIC THEORY AND PRACTICE II: MICRO-ECONOMETRICS**

**CEET5981**

**NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

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

Part 1 covers Discrete Choice Models. (i) Binary Choice Models (LPM, Logit, and Probit). (ii) Multi-Response Models: Multinomial Logit Regression and Specification Tests; Nested Logit Regression; Multinomial Probit Regression; and Ordered Choice Models. Part 2 covers Limited Dependent Variable Models: Tobit model: Specification and Estimation; Multivariate and Simultaneous Tobit models; and Sample Selection models. Part 3 covers Panel Data Econometrics: Regression with Pooled Time Series/Cross-Section Data; Static Panel Models; Dynamic Panel Models; Nonstationarity; and Unit Root and Cointegration. Part 4 covers Duration Models; Count Data Models; Pseudo-panels; and Program Evaluation.

#### **DEVELOPMENT POLICY ANALYSIS I**

**CEPA5982**

**NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

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

Part 1 defines public policy and the processes in analyzing public policy. Part 2 covers Rationale for public policy: Market failures; Limitations of the competitive framework; and Distributional and other goals. Part 3 covers Planning and Policy Models: Types and uses of models; The two-gap model; The Agricultural Trade Policy Simulation Model (ATPSM); Social Accounting Matrices (SAM); Computable General Equilibrium models (CGE). Part 4 covers Analysis of the Policy Process: Objectives and priorities; Options analysis; Implementation and evaluation; and Policy succession and policy termination.

#### **DEVELOPMENT POLICY ANALYSIS II**

**CEPA5981**

**NQF Level:** 9 **Credits:** 18 **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

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

Part 1 covers the major development issues of the day in sub-Saharan Africa. Part 2 covers Stabilization and Structural Adjustment Policies. (i) Stabilization policies: Concepts and Issues; Objectives; Programmes; and Framework. (ii): Structural Adjustment Programme: Concepts and Issues; Programmes and Sequencing; and Sectoral reforms. (iii) Evaluation of Policy programmes: Methodologies for evaluating stabilization and adjustment programmes; Conditionality; and Post-Washington Consensus. Part 3 covers Growth and Poverty Issues: Concepts and Issues; Aid and growth; Geography and growth; Governance and growth; Poverty indicators; Measurement issues and policy; Poverty alleviation; Growth and income distribution. Part 4 covers Fiscal, Monetary and exchange rate Management: (i) Concepts and issues: Fiscal Management;

Monetary management; Exchange rate Management; Debt Management. (ii) Human and institutional capacity in economic management in Africa (iii) Policy coordination (iv) Technical assistance. Part 5 covers The Politics of Economic Management: Governance, Accountability/Corruption, Transparency.

ENVIRONMENTAL ECONOMICS I	CEE5982
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	

**Module Description:**

Part 1 introduces the basic issues in environmental economics: Part 1.1 covers the scope and nature of environmental economics: Evolution of environmental economics; and Paradigms and basic concepts related to the interaction between environmental processes and economic management; Part 1.2 covers Economic Development and the environment: Factors responsible for environmental degradation; market, policy institutional failures; Environmental Kuznets' hypothesis; Ethics, efficiency, discounting, optimality and sustainability; Sustainability and economic development (weak and strong sustainability hypotheses, growth, equity and ecological preservation.) Part 2 covers the economics of natural resource extraction and management. Part 2.1 covers taxonomy of natural resources and challenges in their management: Taxonomy and the Inter-temporal dimension of natural resources. Part 2.2 covers dynamic optimization: Basic mathematical tools for dynamic optimisation; Continuous and discrete time problems; and Finite and infinite horizons problems. Part 2.3 covers non-renewable resources: Optimal extraction of non-renewable resources with and without extraction costs; Optimal extraction programmes under competitive and monopolistic market conditions; Effects of uncertainty (exploration and discovery, recycling); and Empirical application from Africa. Part 2.4 covers renewable resources: Natural growth, regeneration and cyclical resources; Maximum sustainable yield; Population models; Principles of optimal utilization of renewable resources (steady state); Optimal harvesting under different property rights regimes; and Empirical application from Africa. Part 3 covers public goods and environmental externalities. Part 3.1 covers public goods: Pure and rival environmental public goods; Nash-Cournot equilibrium; Lindahl pricing and the Pareto-optimal provision of public goods; The free-rider problem; game theory and the provision of public goods; and Problems of managing the commons; Part 3.2 covers environmental externalities: Environmental externalities; and Derivation of policy instruments from Pareto-optimality.

ENVIRONMENTAL ECONOMICS II	CEE5981
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	

**Module Description:**

Part 1 covers Environmental Policy Instruments. (i) Taxonomy of environmental policy instruments: Market-based instruments; (Taxes, fees and charges, Tradable permits); Command and control; (Environmental standards, Extraction/harvesting quota, Equipment restrictions); and Negotiations along Coase theorem. (ii) Implementation of policy instruments: Choice of environmental policy instruments (Weitzman model); covers Evaluation of policy instruments. (iii) Waste and recycling. (iv) International environmental management: International Environmental Externalities; International Environmental Conventions; and Ethical-based versus market-based instruments. Part 2 covers Environmental Valuation And Analysis. (i) Value and welfare: The concept of total economic value; direct, indirect use and option value; Welfare economics as the basis for valuation; and (consumer and producer surplus as measures of welfare change, equivalent and compensating variation, willingness to accept/pay). (ii) Environmental valuation techniques: Hedonic Pricing; Travel Cost; Production Function-Based Techniques; Contingent Valuation; Choice Experiments; and Environmental impact assessment-an introduction. Part 3 covers Environmental Accounting. (i) Environmental accounting theory: Steps towards sustainability (the Solow-Hartwick model); Resource use in a competitive world; Consumption, income and wealth; and Measuring national income. (ii) Environmental accounting practices: Information on the environment (The elaboration of environmental information systems, the accounting frameworks [the satellite accounts, and the modified of national income accounts]); The environment in the system of national accounts; and (Non-renewable resources, Renewable resources, Environmental capital case. Part 3.3 covers Applications of green national accounts in Africa.

GAME THEORY AND INFORMATION ECONOMICS I	CEGE5982
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	

**Module Description:**

Part 1 introduces the elements of game theory: Review of choice under uncertainty; Motivation: monopoly and oligopoly; Components of a non-cooperative game (extensive form); Strategies and the strategic (normal) form; and Mixed strategies. Part 2 covers Static games with complete information: Dominant and dominated strategies; Rationalisable strategies; Nash equilibrium; Applications of the pure Nash equilibrium concept; and Mixed strategy Nash equilibrium and applications. Some more advanced topics covered are the existence of the pure and mixed strategy Nash equilibrium as well as the normal form refinements (Application of weak dominance, Trembling hand perfection, Correlated equilibrium). Part 3 covers Dynamic games with complete information: Backward Induction; Subgame perfect equilibrium; Applications of the subgame perfect equilibrium: Bargaining; Finitely repeated games; Infinitely repeated games as well as their Applications.

GAME THEORY AND INFORMATION ECONOMICS II		CEGE5981
<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b> Part 1 covers Static games with incomplete information: Bayesian Nash Equilibrium and their applications. Part 2 covers Dynamic games with incomplete information: (Weak) Perfect Bayesian equilibrium; Sequential equilibrium; Signaling Games; Reputation with complete and incomplete information; Cooperation in finite horizon games; and Pure communication (cheap talk). Part 3 covers Information Economics: Elements and types of asymmetric information; The basic principal agent model (symmetric information contracts); The moral hazard problem; The adverse selection problem; Screening and Signaling; and Applications of Information Economics. Part 4 covers Topics in Game Theory: Auction Theory; and Evolutionary Game Theory.		
HEALTH ECONOMICS I		CEHE5982
<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b> Part 1 gives a general introduction to Health Economics: The scope of health and health care; The concept of health economics; Health, public goods and health economics; The relevance of health economics; Economics of health and health care; Health care as economic commodity; and The nature of health care: need versus demand. Part 2 covers Demand and Supply of Health. (i) Demand for health and health care: Determinants of demand for health care (medicine, education, lifestyle, other behavioral aspects, the role of time insurance, nature of sickness, and quality); The Grossman Model; and Empirical measurement-RAND-Health Insurance Experiment and HIES Surveys. (ii) Supply and Cost functions for health care providers: Production functions of health and health care; and Cost studies including hospital cost analysis. Part 3 covers Markets and Market Failure in Health and Health Care: Markets; (Physicians (Supplier-induced demand); -Hospitals (Newhouse model) - Pharmaceutical industries)); Market failures and government intervention; and Asymmetric information and agency relationship. Part 4 covers Health Insurance: The demand for health insurance; The supply of health insurance; Moral hazard and adverse selection; and Managed care. Part 5 covers Basic Principles of Epidemiology: Economic epidemiology; Economic epidemiology rates; Prevention (education, nutrition and immunization); and Economics of common diseases in developing countries.		
HEALTH ECONOMICS II		CEHE5981
<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b> Part 1 covers Health and Development: Measures of health and development; Disease profiles of rich and poor countries; Health, health expenditure and growth; Linkage between poverty and health; and Social, political, religious and regional dimensions of health. Part 2 covers Health Systems and Financing: Objectives of Health Systems; Organization and Structure. As well as Public Sources of Health Finance (including social insurance); Private Sources of Health Finance (including community based health insurance, HMOs, NGOs, donor funding, etc); and National health accounts. Part 3 covers Health Policy and Reforms: Health Policy and health policy analysis; Health sector reform (HSR): Concept, objectives, implementation and impact; and Sector wide approaches (SWAp) and HSR. Part 4 covers Introduction to Economic Evaluation of Health Interventions: Methods of economic evaluation of health care interventions; (Cost analysis, Cost Effectiveness Analysis, Cost Utility Analysis, Cost Benefit Analysis); Applications to economic evaluation of health care interventions; and Impact analysis of HIV/AIDS, Malaria and TB.		
INDUSTRIAL ECONOMICS I		CEIN5982
<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	
<b>Module Description:</b> This module covers the first set of topics in Industrial Economics. Part 1 gives an overview of industrial economics: Industry and Economic Development; The Role of Industry in Economic Development; Patterns of Structural Change and Industrial Development; and Development of World Industry and Global Trends in Industrial Structure. Part 2 is an Analysis of industrial structure: Game Theory Applications to Industrial Economics; Structure, Conduct, Performance Paradigm; Critique of the Structure-Conduct-Performance Paradigm; and Elements of Structure. (i) Industrial Concentration: Measurement Economic Significance and Trends (ii) Analysis of Costs, Economies of Scale and Technology; Elements of Non-price Behavior (Static and Dynamic Welfare Implications under Various Market conditions; and Market Failures and State Intervention). Part 3 covers the Theory of the firm: Neoclassical Theory of the Firm; Existence of the Firm; (Firms as Alternatives to Markets, Transaction Costs, Objectives of Firms); and Internal Structure of Firms (Ownership Structure and Implications, Organizational structure and implications). Part 4 covers Firm Conduct: Research and Development (R&D); Mergers, Joint Ventures, Networking; Advertising;		

Product Differentiation; Barriers to Entry; and Pricing Strategies. Part 5 covers Performance dimensions of the firm: Dimensions of Performance; Profitability; Productivity and Growth; Efficiency; and Welfare.

<b>INDUSTRIAL ECONOMICS II</b>	<b>CEIN5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	

**Module Description:**

This module covers the second set of topics in Industrial Economics. Part 1 of this module covers Trade and industrial development: Firms in an International Context; International Differences in Structure of Firms; Economies of scale and International Trade; and Multinational firms, FDI and technology transfer. Part 2 covers Industrial and competition policy (basis and practice.) (i) Industrialization Options and Strategies: Import-substitution and Export-oriented Industrialization Policies; Role of Various Implementing and Facilitating Agents of Industrialization; Technological Capabilities and Strategic Trade Policies; and Trade Policies and Industrial Incentive. (ii) Competition Policies: Abusive Practices; Regulation (Antitrust, Property Rights etc); and Development Towards Competition Policy. (iii) Macro and Sectoral Policies; (iii) Market Reforms, Industrial Restructuring and Privatization; and Implications of Reform and Structural Adjustment. Part 3 covers African industry in the context of international experiences: Structure of African industry (African Firm - Size, Growth and Productivity); Trade Agreements [Bilateral and Multilateral Agreements (WTO, EPA, AGOA), Regional Trade and Industrial Development (ECOWAS, COMESA, EAC, SADC)]; and Lessons from Other Developing Regions [South East Asia – The Issues, Other Experiences (Latin America, India, China etc), Contemporary African Industrial Issues.]

<b>INTERNATIONAL ECONOMICS I: INTERNATIONAL TRADE</b>	<b>CEIE5982</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	

**Module Description:**

Part 1 covers Perfect Competition Models of Trade: Mercantilist and Classical Models of Trade; Neoclassical Models; (HOS Model of Trade, Specific Factors and Trade (1x2x3) Model, The Rybczynski Theorem, Stolper-Samuelson Theorem); and Empirical evidence & applications to Africa. Part 2 covers New Trade Theories: Imperfect Competition Models of Trade and Increasing Returns to Scale; Tastes, Per capita Income and Technological Change; (Taste Differences and International Trade, Linder Hypothesis, Intra-Industry Trade, Product Cycle, Technology Gap, Taste Similarities, Neo-factor Proportions Theory); Gravity Model (Including Geographical Models); and Empirical Evidence & Applications to Africa. Part 3 covers International Trade Policy: Instruments of Intervention, their Effects and Measurement; (Tariff and Non-Tariff Barriers); Strategic Trade Policy; Economic Integration; (Prospects of Regional Integration in Africa, Constraints, Conflicts, and Challenges of Regional Integration in Africa); Political Economy of Trade Policy; International Trade Institutions and Agreements; (GATT, WTO, UNCTAD, EPAs (Including Issues in Globalization), GATS, TRIPS SADC, COMESA, SACU); and Empirical Evidence & Applications to Africa. Part 4 covers Trade Policy and Economic Development: Structure of African Trade; (Trade with Asia (China & India), Trade with the West, Intra-Africa Trade); Trade, Growth and Poverty; Trade Strategy and Industrialization; Trade Reforms and Adjustment; and Empirical Issues of Trade in Africa.

<b>INTERNATIONAL ECONOMICS II: INTERNATIONAL TRADE</b>	<b>CEIE5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	

**Module Description:**

Part 1 covers Foreign Exchange Markets and International Parity Conditions: Different Exchange Rate Systems; Foreign Exchange Markets; The Linkage Between Domestic and Foreign Prices; (Covered Interest Rate Parity (CIP), Uncovered Interest Rate Parity (UIP), Purchasing Power Parity (PPP)); and Empirical Evidence & Applications to Africa. Part 2 covers International Payments System: Goals and Objectives; Evolution of International Payments System; (The Gold Standard, The Bretton Woods System, The Non-System/Managed Float, The Current System); and International Financial Institutions and Africa. Part 3 covers Models of Balance of Payments Adjustment: Balance of Payments Accounting; Balance of Payments Adjustments (The Specie Flow Mechanism, Elasticity Approach, The Absorption Approach, Monetary Approach); and Transmission of Disturbances, Exchange Rate Pass-through and the Open Economy Multiplier; Empirical Evidence & Applications to Africa. Part 4 covers Theories and Models of Exchange Rate Determination: The Flow Approach to Foreign Exchange Rate Determination; Purchasing Power Parity and the Real Exchange Rate; The Portfolio Balance Approach to Exchange Rate Determination; The Monetary Approach to Exchange Rate Determination; The Exchange Rate as an Asset Price - Rational Expectations; Excess Volatility in Exchange Markets, Speculation and Bubbles; and Empirical Evidence & Applications to Africa. Part 5 covers Open Economy Macroeconomics - Fiscal and Monetary Policy Under Different Exchange Rate; Regimes: Internal and External balance (The Swan Model); Extensions and Limitations of the Mundell-Fleming Model; Theory of Optimum Currency Area; Central Bank Intervention in Foreign Exchange Markets; (Intervention Under Fixed and Flexible Exchange Rates, International Macroeconomic Policy Coordination); and Empirical Evidence & Applications to Africa. Part 6 covers International Capital Movements: Private Short and Long Term Capital Flows; Bilateral and Multilateral Capital Flows; Capital Flight; The International Debt Problem; Impact

of Capital Controls and Capital Account Liberalization; Global Financial/Economic Crises; Causes, Effects and Remedies; and Empirical Evidence & Applications to Africa.

LABOUR ECONOMICS I	CELE5982
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**NQF Level:** 9      **Credits:** 18      **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:**

Part 1 introduces Labour Economics and labour market issues in Africa. The part defines labour markets and the scope of labour economics: Overview – models the labour market; Philosophical perspectives: classical (old, neo and new); Keynesian; institutionalism, dualism; and African Labour Markets in a Globalised World. Part 2 covers Labour Supply. (i) Definition of labour supply. (ii) Participation and Hours Decisions. (iii) Short-run Labour Supply Analysis: Simple Static Model; (Effects of taxes and transfers); Extensions to the Simple Static Model; (Fixed Costs, Rigid Hours, Moonlighting Activity); Household Labour Supply Models; and (Family labour model, Household Production model). (iv) Inter-temporal Labour Supply Models: Life Cycle Model; Exogenous Wage model; and Endogenous Wage model. Part 3 covers Labour Demand. (i) Demand in Competitive Labour Markets: Short run and long run analysis; Factor Substitution (Technology); and Minimum Wage Effects. (ii) Demand in Noncompetitive Labour Markets: Monopsonistic Markets; and Oligopolistic Markets. Part 4 covers Wage Determination. (i) Introduction; Wage Determination in Competitive and Non-competitive Labour Markets; Wage structures – Occupational, Inter-industry and Regional Wage Differentials. (ii) Neoclassical Models: Compensating Wage model; Human capital model. (iii) Institutional Models: Internal labour markets; Efficiency-wage model; Insider-Outsider model; and Trade Unions. (iv) Labour Contracts and Incentives: Labour Contracts; and Incentive Schemes. Part 5 covers Job Search and Information in The Labour Market: Job search and matching; and Information. Part 6 covers Economics of Labour Market Discrimination: Types of labour market discrimination; Measuring the extent of discrimination; Theories of discrimination; and Effects of labour market discrimination.

LABOUR ECONOMICS I I	CELE5981
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**NQF Level:** 9      **Credits:** 18      **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:**

Part 1 covers Unemployment and Employment Issues and Policies In Africa. (i) Unemployment: Types of Unemployment; Youth unemployment; Female labour force participation; and Underemployment. (ii) Employment Policies In Africa: Supply-side Policies; (Education and Training Policies, Population Policy); Demand-side Policies; and (Labour Absorption capacity, Informal Sector and Selfemployment, Special Employment Programmes). (iii) Child Labour. Part 2 covers Labour Mobility. (i) Types of Mobility: Spatial; Job mobility; and Across sectors; Occupational. (ii) Labour Migration: Internal Labour Migration; International Labour Migration; (Human Capital Models and Asymmetric Information Models); Brain drain and Remittances; and Other Effects of Migration. (iii) covers Labour Turnover: Job Tenure; Quits and Lay-Offs. (iv) The Performance of Immigrants: Assimilation Hypothesis; and Immigrant Selectivity Hypothesis. Part 3 covers Poverty and Distribution of Earnings: Static Distribution of Earnings; Changes in the Distribution of Earnings; Income Mobility and Lifetime Earnings Inequality; and Earnings and Poverty in Africa. Part 4 covers Labour Market Issues of Globalisation and Regional Integration: Globalisation and Regional Integration Issues, Wages and Employment; International Labour Standards; Gender Distribution of Labour and Implications; Multinationals and Small Scale Industries; and Technological change and Innovations. Part 5 covers Impact of Legislations on The Labour Market: Employment Protection Laws; Minimum Wage Legislations; and Social Protection.

MANAGERIAL ECONOMICS I	CEMG5982
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**NQF Level:** 9      **Credits:** 18      **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:**

Part 1 gives an overview of Managerial Economics. Part 2 covers Production and Cost Analysis: Incremental Cost Analysis, Contribution Analysis & Break-even Analysis; Economic, Technical and Allocative Efficiency; and Economies of Scale, Scope and Cost Complementarities. Part 3 covers Transactions Cost Analysis, Agency Theory and Incentives: Principal-Agent model/Agency theory; Stakeholder Theory of the Firm; Competence-based Theory of the firm; and Executive and Managerial Compensation and Franchising. Part 4 covers Business and Economic Forecasting: Rationale for forecasting; Forecasting techniques; and Laboratory sessions on the hands-on forecasting.

MANAGERIAL ECONOMICS II	CEMG5981
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**NQF Level:** 9      **Credits:** 18      **Contact hours:** 4 lectures per week over 14 weeks

**Module assessment:** Continuous assessment 50% (tests, assignments, projects)  
Examination 50% (1 X 3 hour examination paper)

**Pre-requisite:** None

**Module Description:**

Part 1 covers Pricing analysis under different market structures: Essence of pricing; Pricing techniques and practices; Game theory and competitive strategy; and Auctioning and competitive bidding. Part 2 covers Product quality, Product design

strategies and advertising: Product quality and information; Product design and quality improvement; and Advertising and marketing. Part 3 covers Long-term investment decisions: Capital budgeting; and Mergers and takeovers. Part 4 covers Economics of business enterprises in Africa: Access to business support services; Efficiency of micro-enterprises; and Management of small enterprises; Institutional framework for the development of small enterprises. Part 5 covers Management of public goods in Africa: Rationale for regulation; Regulation of Infrastructure; Pricing of public goods; Maintenance of public goods; and Public-private partnerships.

<b>MONETARY THEORY AND PRACTICE I</b>	<b>CEMO5982</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

Part 1 gives an introduction of issues in Monetary economics: Definition of Money; Functions and Historical Evolution; Changing Paradigms in Monetary Theory; Inside money and outside money; Role of Monetary Policy; Monetary Policy Issues in less developed economies; and Stylized Facts about the Role of Money in the Macroeconomy. Part 2 covers The Demand for Money. (i) Microfoundations of Money: The Representative Agents (Households and Firms); The Demand for Money vis-à-vis the Demand for other Commodities; Review of Classical and Keynes' Theories of the Demand for Money; Extensions of Keynes' Approach (Baumol and Tobin-Markowitz); Friedman's Restatement of the Quantity Theory of Money; Demand for Currency, Deposits and Other Financial Assets and Currency Substitution; Traditional versus McKinnon-Shaw Approach to the Demand for Money in Developing Countries; (ii) Introduction to: Shopping-Time Models, Cash-in-Advance Models (Clower Constraint), and Overlapping Generation Model. (iii) Empirical Studies of the Demand for Money with emphasis on Africa. Part 3 covers The Supply of Money: Definitions of Money Supply/Stock (including the effects of Financial Innovations on Money Supply); Endogenous Money Supply: Credit Creation Process, The Monetary Base, Flow of Funds Approach, Balance of Payments and Money Supply Process, and Fiscal Balance and the Money Supply Process; and Empirical Studies of Money Supply. Part 4 covers covers the definition of Money and Price Level: Types and Measures of Inflation; Money growth and inflation; Effects of Inflation and Dis-Inflation Policies (Employment and Growth); Seigniorage and Inflation Tax; and Inflation Targeting Empirical Studies on Inflation. Part 5 covers Central Banking and Monetary Policy: Theories of central banking; Issues in the Autonomy of the Central Bank: Rules versus Discretion; Credibility; Reputation and Dynamic Inconsistency; Monetary Policy: and Targets and Instruments (Direct and Indirect).

<b>MONETARY THEORY AND PRACTICE II</b>	<b>CEPA5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

Part 1 covers Financial Institutions and Financial Intermediation: Financial Institutions Defined; Role of Financial Intermediaries in an Economy; and Regulation & Deregulation of Financial Institutions; Informal Financial Sector. Part 2 covers Financial Development and Economic Development: Measuring Financial Development; The "Stylized Facts" of Financial development and Economic development; Supply- leading and demand following finance, financial Repression, McKinnon and Shaw Hypothesis and critique, financial liberalisation; Financial Intermediaries and the Saving and Investment Process in Developing Countries; Information asymmetry and Credit rationing; A Review of Growth Models; Money in Growth Models (closed and open economies); Money and Endogenous Growth Models; Financial Development and Economic Growth; and Empirical evidence with emphasis on developing countries. Part 3 covers Money in the Open Economy: Balance of Payments (BOP) Determination Approaches; Money, BOP and BOP Adjustment; Monetary Policy under Alternative Exchange Rate Regimes; Liberalization of Interest Rates & Exchange Rates; The Policy Mix; and Policy Coordination. Part 4 covers International Financial Institutions and Policy: The International Payments Mechanism; The Gold Standard; The Bretton Woods System; The Modified Bretton Woods System (after 1971); The IMF/World Bank and Third World Countries; and Financial Programming Models, Stabilization Policies and Structural Adjustment in Developing Countries. Part 5 covers Financial Globalisation and developments: Debt problem; Currency boards and Monetary integration; Financial globalisation; Financial instability and financial crisis; and International financial regulation and policy coordination.

<b>PUBLIC SECTOR ECONOMICS I</b>	<b>CEPE5982</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
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<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)
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<b>Pre-requisite:</b>	None
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**Module Description:**

Part 1 introduces public sector economics and covers the following: definition of the nature and scope of public sector economics; methodology of public sector economics; and structure of the public sector. Part 2 covers foundations of public sector economics: Pareto optimality and efficiency of competitive markets; efficiency conditions in a two-period intertemporal model; consumer and producer surplus; and theory of second best. Part 3 covers overview of market failure: sources of market failure: public goods; externalities; market imperfections; missing markets; increasing returns to scale; risk and uncertainty; income distribution; information asymmetry; tax distortions; and market inefficiency. Part 4 covers theory of public goods: definitions of pure public goods; merits goods; club goods; optimal provision of public goods; and alternative mechanism for provision of public goods (e.g. Lindahl mechanism, Clarke & Groves, etc). Part 5 covers externalities: definitions; types; sources;

consequences; and corrective mechanisms. Part 6 covers public choice theory: unanimous consent on public goods levels; mechanisms for aggregating individual preferences; representative democracy; the foundations of government failure. Part 7 covers public expenditure theory: size and composition of public expenditure; theories of public expenditure growth; public expenditure in africa: fiscal and social policy (poverty, social insurance, income distribution, socio-economic development in africa). This part also covers theories of public expenditure growth and public expenditure policy in africa parts 8, 9 and 10 cover public enterprise pricing and incentive regulation, evaluation of public projects/programmes and government failure, respectively.

<b>PUBLIC SECTOR ECONOMICS II</b>	<b>CEPE5981</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 18	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	None	

**Module Description:**

Part 1 introduces the following concepts in public sector economics: history; definitions; rationale for taxation; canons of a good tax system; types of taxes; distinctions among a tax and fees, royalties; fines; and penalties. Part 2 covers theory of taxation: incentive effects of taxation (on savings, investment, labour supply and risk taking); and tax incidence analysis. This part also covers: tax incidence the incentive effects of taxation. Part 3 covers theory of optimal taxation: optimal commodity taxation and optimal income taxation. Part 4 covers tax policy, design, structure, administration and reforms: objectives of tax policy; tax policy in developing countries; taxation and development; tax design; tax structure; tax administration; and tax reforms in developing countries this part also covers: tax policy; design and structure; tax administration; tax evasion; and tax reforms and the political economy of tax reform. Part 5 covers international issues in taxation. Part 6 covers inter-governmental fiscal relations. Part 7 covers public debt: fiscal deficits; domestic and external debt (causes, management, financing and sustainability); and an Overview of external debt in africa and debt relief initiatives. Part 8 covers budget and budgeting processes: definitions; multiple purposes of budgeting; types, and techniques of budgeting; budget policy, formulation and execution; planning and budgeting; and public revenue and expenditure forecasting.

<b>YEAR 2 : SEMESTER 2</b>
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<b>THESIS</b>	<b>CETM5952</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 66	<b>Contact hours:</b> 4 lectures per week over 14 weeks
<b>Module assessment:</b>	Continuous assessment 50% (tests, assignments, projects) Examination 50% (1 X 3 hour examination paper)	
<b>Pre-requisite:</b>	Successful completion of all taught modules	

**Module Description:**

Students, who successfully completed the taught modules including the electives, shall undertake research in relevant topics in economics, approved by their supervisors and the Department of Economics. A student may start to work on his/her proposal by the end of the first semester of the second year, and the proposal must be approved by the beginning of the semester of the academic year in which he/she is required to write the thesis. A student can only officially register for the thesis after acceptance of his/her research proposal by the Postgraduates Studies Committee. On approval of proposal, students can conduct the research and write a thesis according to UNAM post graduate studies committee (PGSC) requirements.

## **MASTER OF ARTS IN POLITICAL STUDIES**

**[12MPST]**

## **MASTER OF PUBLIC ADMINISTRATION**

**[12MPAN]**

### **NO INTAKE FOR 2016**

#### **INTRODUCTION**

The Political and Administrative Studies' (DPAS) postgraduate curricula reflect the contributions of a wide-range of stakeholders. If properly articulated and with robust quality control, these academic programmes will not only enhance the knowledge of those enrolled in them, but the curricula will help individuals to acquire such knowledge and research skills useful in a range of applications in both the public and the private sector. A surge in the delivery of academically robust postgraduate offerings in both Politics and Public Administration, coupled with increased calls for capacity-building to be at the heart of the global security agenda have led to the requirement for and/or new knowledge and skill-sets.

The Department offers two different types of degrees, namely, Master of Arts in Political Studies (M.A. Political Studies) and Master of Public Administration (MPA). These programmes are offered in two modes.

The first is by research which entails writing a comprehensive thesis on an approved topic. The student will be required to register and pass two modules: Research Methodology (PAR 5962), and a second course related to the student's research topic which the department should have approved before the student registered. Additionally, commencement of the programme starts at the beginning of the Second Semester in order to allow the student to register for the Research Methodology module. The module is offered in the Second Semester of the first academic year of the programme.

The second mode is by course work which requires the student to register for a minimum of eight (8) modules of which five are core.

The student will also write a thesis comprising an abstract of between 300 and 400 words, and a thesis of between 12000 and 15000 words.

#### **ADMISSION REQUIREMENTS**

Admission to these programmes is determined by the Rules and Regulations of the University.

Students applying from other institutions of higher learning may be required, over and above the official academic transcript, to submit some examples of their written work to the Department.

Prospective students could be interviewed and assessed by the Department to determine their eligibility for admission.

#### **MODE OF DELIVERY**

The Master's degree by research is done on a part time basis while the Master's degree by coursework can be done either on a full time or on a part time basis.

#### **DURATION OF STUDY**

The Master's degree by research is done on a part time basis, and should be completed within three (3) years. An extension of the registration period of up to one academic year beyond the specified three years may be granted by the University. Consent of the supervisor/s and the Faculty is a precondition for such an extension of registration.

The Master's degree by coursework can be done either on a full time or on a part time basis. When done on a full time basis the programme should be completed within two (2) years, and within three (3) if it is done on a part time basis. Both modes allow for one (1) year extension of the registration period beyond the specified two and three years respectively if granted by the University on the recommendation of the Faculty and with the consent of the supervisor/s involved.

#### **ASSESSMENT CRITERIA**

A student registered for a coursework programme shall write an examination at the end of each module. To qualify for admission to the examination a student must obtain a minimum Continuous Assessment (CA) mark of 40 %. Each module is worth twenty four (24) **Credits**, and eighty (80) for a thesis.

A student registered for a Master's degree by research only will be supervised by a duly appointed and qualified supervisor(s) subject to the Postgraduate Regulations of the University and to the Departmental guidelines. His/her thesis will be examined by two or more qualified examiners duly appointed and approved by UNAM Postgraduate Studies Committee – acting on behalf of the Senate.

The Department has the right to deregister a student if he/she does not progress satisfactorily in either the course work or in writing the thesis. A student is expected to successfully complete two-thirds of the required number of modules per academic



year if he/she wishes to continue to the following academic year. All modules need to be passed before a student proceeds to the thesis component.

### **EVALUATION OF THESIS**

Evaluation of thesis will be done under the Postgraduate Rules and Regulations of the university (see Section B of this Prospectus).

### **EXEMPTIONS**

Exemptions for postgraduate work done at another recognized university will be determined by the Department in due consideration of the following:

- A maximum of four (4) modules will be exempted.
- Applications for exemptions form (obtainable from the School of Postgraduate Studies) must be completed, accompanied by a valid course framework and academic transcript must be submitted to the School of Postgraduate Studies after recommendation by the relevant lecturer and Head of Department.
- The decision of the Department shall be recommended to the School of Postgraduate Studies for final approval.
- The Department retains the right not to grant exemption for work completed at another university.

### **DEPARTMENTAL POLICY**

Following are departmental policy provisions:

Study at Master's level is based on tutorials and seminars, rather than traditional lectures. That means the students have to participate actively in such tutorials/seminars, and that they have to do the necessary reading before each lecture or tutorial session.

When students are unavoidably prevented from attending a tutorial/seminar or completing a written assignment as scheduled, they have an obligation to inform the concerned lecturer as soon as possible.

Supervisor(s) will be assigned only after their approval by the UNAM Postgraduate Studies Committee. Each supervisor will enter into a written contract with the student concerned specifying the rights and obligations of both parties.

The Department will appoint a suitably-qualified Course Convener for each of its academic programmes.

Additionally, the Department considers academic integrity as fundamental to every facet of the scholarly process and, it is expected of every student and lecturer. It entails firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual property and efforts of both oneself and others.

### **CURRICULA COMPILATION**

#### **Master of Arts in Political Studies [12MPST]**

**In Year 1 all modules are compulsory**

**Year 1 Semester 1 –**

Course Title	Course Code	NQA Level	Contact Hours	Credits
Academic Writing for Postgraduate Students	UAE5819			
The Politics of Southern Africa	PPA5971	9	4	24
The Study of Comparative Politics	PCP5971	9	4	24
The Politics of Global Change & Governance	PGC5971	9	4	24
<b>Total Credits:</b>				<b>72</b>

**Year 1 - Semester 2**

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Methodology	PAR5962	9	2	12
State & Civil Society in Africa	PSC5972	9	4	24
International Mediation & Conflict Transformation	PMC5972	9	4	24
<b>Total Credits:</b>				<b>60</b>

**In Year 2 Semester 1 students need two modules and a Research Paper [PRP 5961].**

**The electives are:**

**Contemporary World Politics [PCW 5971]**

**Government and Private Sector Relations [PGP 5971]**

**Comparative Foreign Policy [PFP 5971]**

**Year 2 – Semester 1**

Course Title	Course Code	NQA Level	Contact Hours	Credits
Research Paper	PRP5961	9	2	12
African Politics	PAP5971	9	4	24
Elective		9	4	24
<b>Total Credits:</b>				<b>60</b>

In Year 2 Semester 2 all modules should have been passed before proceeding to the thesis component.

**Year 2 Semester 2**

Course	Code	NQA Level	Contact Hours	Credits
Thesis	PMP5992	9	Regular Consultation	80
<b>Total Credits:</b>				<b>80</b>

In all, the student must have a total of 272 credits in order to graduate.

**Syllabi****YEAR 1 : SEMESTER 1****THE POLITICS OF SOUTHERN AFRICA****CPPS5981**

**NQF Level:** 9      **Credits:** 24      **Contact Hours:** 4 hours per week  
**Module Assessment:** Continuous Assessment: 50%: 1 essay and 1 other assessment.  
**Final Examination:** 50%: 1 x 3 hours written examination.

**Module Description:**

This module introduces students to the politics of southern Africa by framing the discourse on the region around a few themes. These are: State formation in southern Africa and its legacy; the role of apartheid and post-apartheid South Africa in the region; the foreign policies of SADC member states; contrasting analytical perspectives on the politics, society, and institutions of SADC. In addition, it seeks to trace the evolution of politics in southern Africa in general, and of political parties in particular: focusing on class formation, diverse principles of governance, leadership, regime types and their legitimacy, and the institutionalization of political power and the formation of community that transcend conventional conceptions of southern Africa.

**THE STUDY OF COMPARATIVE POLITICS****CPCP5971**

**NQF Level:** 9      **Credits:** 24      **Contact Hours:** 4 Per Week for 14 weeks (56 hours)  
**Module assessment:** Continuous assessment: 50%: a minimum of 2 assignments of an applied nature.  
**Final Examination:** 50%: 1x3 hours written paper.

**Module Description:**

This module surveys the dominant approaches to the comparative study of global politics. These include: realism, neo-realism, pluralism, liberal internationalism, critical theory, International Political Economy (IPE) and post-structuralism/modernism. Case studies will be extensively mined to examine processes of governance, and state-society relations and their implications in a variety of contexts: southern Africa, the big powers, middle powers and small states.

**THE POLITICS OF GLOBAL CHANGE AND GOVERNANCE****CPGC5971**

**NQF Level:** 9      **Credits:** 24      **Contact hours:** 4 per week for 14 weeks = 42 hours  
**Module assessment:** Continuous assessment: 50%: (5 assignments)  
**Examination:** 50%: 1 x 3 hours written examination.

**Pre-requisites:** normal, as per degree course structure (see Faculty Prospectus)

**Module description:**

This module addresses the global political phenomena. It was designed to investigate the challenges of global governance, focusing on human rights, international migration, international conflict and diplomacy, regional integration and the role of the natural environment in international relations. Selected countries and specific experiences including those in Africa will be used as case studies.

**YEAR 1 : SEMESTER 2****RESEARCH METHODOLOGY****CPAR5979**

**NQF Level:** 9      **Credits:** 12      **Contact Hours:** 2 per week for 28 weeks  
**Module assessment:** Continuous Assessment: 50%: 5 assignments.  
**Final Examination:** 50%: 1x3 hours written examination.

**Module Description:**

This module addresses the fundamentals of research on social issues within the context of national development. The research process: problem formulation, literature search, research methods, data collection and analysis, report writing and referencing. It seeks to inculcate appropriate skills and knowledge thereby empowering the students to design and undertake research using expertise gained for the good of the society. Students will be exposed to both quantitative and qualitative research methods and designs, the rigors of data collection and analysis, and the use of APA referencing techniques so that they can apply the newly acquired skills when writing their research proposals and, dissertations/theses. The student is expected to produce an acceptable thesis proposal.

STATE AND CIVIL SOCIETY IN AFRICA		CPSC5972
<b>Credits:</b> 24	<b>Contact Hours:</b> 4 hours per week	
<b>Module assessment:</b>	Continuous Assessment: 50%: a minimum of 2 tests.	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination.	

**Module Description:**

The module focuses on academic discourse on civil society (Marx, Hegel, Gramsci, Bayart) with special emphasis on Africa; a critique of the concept of civil society and its application to Africa; the nature of civil society, the state and society in Africa; democratization and civil society; capita Selecta of civil society agencies and their interaction in selected African states.

INTERNATIONAL MEDIATION & CONFLICT TRANSFORMATION		CPMC5972
<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact Hours:</b> 4 hours per week
<b>Module assessment:</b>	Continuous Assessment: 50%: 2 x 2 hours tests	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination.	

**Module Description:**

The module discusses the theories and concepts on international mediation and focuses on second-track and third party level of and involvement in the process respectively, mediating conflict in the international system, and how to negotiate 'invisibles' in that process. The module will also identify appropriate case studies that can demonstrate successful and unsuccessful mediation, particularly in sub-Saharan Africa. Issues of stakeholder interests, acceptability of resolutions and agreements, and sustainability of the programme implementation will also be analysed.

YEAR 2 : SEMESTER 1		
RESEARCH PAPER		CPRP5980
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact Hours:</b> Regular Consultations
<b>Module assessment:</b>	Continuous assessment: 50%: a minimum of 2 assignments	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination.	

**Module Description:**

As a module, the Research Paper entails gathering appropriate and adequate information to be used for writing a research paper on a specific topic. The work should clearly indicate mastery of data collection techniques and demonstrate conversance with strategies to overcome or circumvent various challenges associated with gathering of data and interpreting it. The final product should provide evidence that the student gained appropriate research skills when taking the Research Methodology Module [CPAR 5970] during the previous Semester, and is able to apply the knowledge.

AFRICAN POLITICS		CPAP5971
<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact Hours:</b> 4 hours per week
<b>Module assessment:</b>	Continuous Assessment: 50%: 1 essay and 1 other assessment.	
	<b>Final Examination:</b> 50%: 1x3 hours written paper.	

**Module Description:**

This module traces the political developments in Africa focusing on three major themes, namely pre-colonial political formations and regimes; colonial governments—their origins, administrative strategies, goals, and the liberation struggles; and the challenges of the post-colonial Africa: the compulsions for democracy and good governance, challenges of economic and political globalization, continental and regional political formations, and the role of 'isms' in the overall evolution from colonial to independence. Selected political theories will be discussed as contributive factors to the phenomena's past, present, and prospective future.

## ELECTIVES

CONTEMPORARY WORLD POLITICS		CPWP5971
<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact hours:</b> 4 hours per week
<b>Module assessment:</b>	Continuous assessment: 50%: a minimum of 2 assessments.	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination.	

**Module Description:**

This module offers a study of contemporary world Politics from a diversity of theoretical perspectives such as realism, neo-realism, new-institutionalism, critical theory, feminism and post-structuralism; New Regionalism and its links to globalization; Ethics and International Relations; contested discourses on globalization; 'The Washington Consensus'; The G-8 and Africa; the global development/security nexus.

GOVERNMENT AND PRIVATE SECTOR RELATIONS		CPGP5971
<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact Hours:</b> 4 hours per week
<b>Module assessment:</b>	Continuous Assessment: 50%: a minimum of 2 tests.	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination	

**Module Description:**

This module covers various strategies that governments have used or can use to develop and nurture a vibrant and sustainable private sector by focusing on the dynamics of the synergy between the public and the private sector. Other areas of focus include the technologies used, sub-contracting/marketing strategies, government's legislative obligations, and the impact of the local and international economic forces on both public and private policy formulation.

In terms of improving government and private sector relations, the module will cover local, regional and international markets, regulatory frameworks, promotion and facilitation of an entrepreneurial culture. Various challenges that characterise the phenomena will also be discussed.

#### COMPARATIVE FOREIGN POLICY

CPFP5971

**NQF Level:** 9      **Credits:** 24      **Contact Hours:** 4 hours per week  
**Module assessment:** Continuous Assessment: 50%: 2 x 2 hours tests  
**Final Examination:** 50%: 1 x 3 hours written examination

#### Module Description:

This module surveys the dominant approaches to the comparative study of foreign policy. These include: realism, neo-realism, pluralism, liberal internationalism, critical theory and post-structuralism/modernism. Case studies will be extensively mined to examine processes of foreign policy making and the implications of such policies in a variety of contexts; southern Africa, the big powers, middle powers and small states.

#### YEAR 2 : SEMESTER 2

#### THESIS WRITING

CPMP5972

**NQF Level:** 9      **Credits:** 80      **Contact Hours:** Regular Consultations with the Supervisor  
**Module Assessment:** Continuous Assessment: The candidate must ensure that he/she writes the thesis following UNAM's rules and regulations that govern thesis writing and that the supervisor(s) must be satisfied with the work.  
**Final Examination:** The final copy of the thesis must be examined by not less than two professional academics who should be satisfied that the thesis meets UNAM's standards as prescribed by the Institution's rules and regulations before the candidate can be considered as having satisfactorily met all the requirements of the programme, thereafter awarding him/her with a degree.

#### Module Description:

Thesis writing entails striving to produce an academic document that is original and authentic in terms of data collection, analysis, and interpretation. The thesis should uphold the international standards in as far as the format, layout, writing style and referencing. It is expected to be a new addition to the body of knowledge on the subject that the student researched on.

#### ACADEMIC WRITING FOR POST GRADUATE STUDENTS

UAE5819

**NQF Level:** 9      **Credits:** 16      **Contact hours:** 4 hours periods p/w & 1 practical session for 14 weeks  
**Module assessment:** CA: (1 x 3 hour exam paper)  
**Pre-requisites:** Must be a postgraduate student

#### Module Description:

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

## Master of Public Administration [12MPAN]

In Year 1 all modules are compulsory

### Year 1, Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Academic Writing for Post Graduate Students	UAE5819			
Human Resources Management	PRM5971	9	4	24
Economic of Public finance	PEP5971	9	4	24
Public Management Administration	PAM5971	9	4	24
<b>Total Credits:</b>				<b>72</b>

### Year 1, Semester 2

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Methodology	PAR 5962	9	2	12
Regional and Local Government Management	PRL 5972	9	4	24
Public Policy Process and Analysis	PPA 5972	9	4	24
<b>Total Credits:</b>				<b>60</b>

In Year 2 Semester 1 students should register for two Electives and a Research Paper [PRP 5961].

The electives are:

Government and Private Sector Relations [PGP 5971]

Organisation Behaviour and Management [POB 5971]

Project Development Planning and Management [PPM 5971]

### Year 2, Semester 1

Course Title	Course Code	NQF level	Contact Hours	Credits
Research Paper	PRP 5961	9	2	12
Elective		9	4	24
Elective		9	4	24
<b>Total Credits:</b>				<b>60</b>

In Year 2, Semester 2: All modules should have been passed before proceeding to the thesis component.

### Year 2, Semester 2:

Course Title	Course Code	NQF level	Contact Hours	Credits
Thesis	PMT 5972	9	Regular Consultation	80
<b>Total Credits:</b>				<b>80</b>

In all, the student must have a total of 272 credits in to graduate.

## Syllabi

### YEAR 1: SEMESTER 1

#### HUMAN RESOURCES MANAGEMENT

CPRM5971

**NQF Level:** 9

**Credits:** 24

**Contact Hours:** 4 hours per week

**Module assessment:**

Continuous Assessment: 50%: 2 tests and a 20 pages research assignment.

**Final Examination:** 50%: 1 x 3 hours written examination.

#### Module Description:

The module was designed to offer professional skills in human resource planning; performance management in the public sector; career development and staff empowerment; and decision - making. It also seeks to inculcate good grounding in best practices in human resources management (HRM) policies in Namibia and elsewhere, analyse the personnel function, and relate the new and old personnel management trends to administrative reform and challenges of industrial relations. Theories and concepts that include managing diversity and change, strategic approach to HRM, equal employment opportunity, downsizing, contracting out, and organization reform add to the broad scope of the module.

#### ECONOMICS AND PUBLIC FINANCE

CPEP5971

**NQF Level:** 9

**Credits:** 24

**Contact Hours:** 4 hours per week

**Module assessment:**

Continuous Assessment: 50%: 2x3 hours tests and a class presentation.

**Final Examination:** 50%: 1x3 hours final examination paper.

#### Module Description:

This module is designed to offer professional skills in economics and public finance in public sector organizations. It further seeks to analyze and articulate issues in economics and development within the context of policies and practices in the Namibian

economy. Furthermore, this module analyses the roles of the public and private sector in managing resources, and also outlines the significance of fiscal and monetary policies within the economy. Theories and practices of public finance, international finance, debt, balance of payments and the study of public finance in the Namibian economy add to the body content of this module.

<b>PUBLIC MANAGEMENT AND ADMINISTRATIVE REFORM</b>	<b>CPAM5971</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact Hours:</b> 4 hours per week
<b>Module assessment:</b>	Continuous assessment: 50%: a minimum of 2 tests and a research paper.	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination.	

**Module Description:**

The module focuses on the use of public management approaches applied in both public and private sector. Major aspects of the course content include capita Selecta of case studies of administrative reform in Africa, ethical issues in management, models of leadership and decision making, different theories used in the profession and the challenges of public management in general.

<b>YEAR 1 : SEMESTER 2</b>	
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<b>RESEARCH METHODOLOGY</b>	<b>CPAR5970</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact Hours:</b> 2 per week for 14 weeks
<b>Module assessment:</b>	Continuous Assessment: 50%: 5 assignments designed to produce an acceptable research proposal.	
	<b>Final Examination:</b> 50%: Examination of the proposal	

**Module Description:**

This module addresses the fundamentals of research on social issues within the context of national development. It seeks to inculcate appropriate skills and knowledge thereby empowering the students to design and produce a proposal acceptable to the Postgraduate Committee. Students will be exposed to both quantitative and qualitative research methods and designs, the rigors of data collection and analysis, and the use of APA referencing techniques used when writing research proposals, dissertations/theses, and professional articles and books after graduating from the University of Namibia. The student is expected to produce an acceptable thesis proposal.

<b>REGIONAL AND LOCAL GOVERNMENT MANAGEMENT</b>	<b>CPRL5972</b>
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<b>Credits:</b> 24	<b>Contact Hours:</b> 4 hours per week
<b>Module assessment:</b>	Continuous Assessment: 50%: 2 tests and a research paper.
	<b>Final Examination:</b> 50%: 1 x 3hours written examination.

**Module Description:**

The module was designed to inculcate knowledge and skills to critically analyze the regional and the local state within the evolution of the system of local government in Africa, and in Namibia in particular. It focuses on intra-governmental relations at local level; staffing local government; the challenges of human resources management at local government level; local government finance; developmental planning at local government level; citizen engagement at local and regional levels; the interaction between local and regional governments and the Non-Governmental sector. To that end, appropriate parliamentary Acts and various government policies will be analysed in detail in order to provide the students with a good grounding on the subject.

<b>PUBLIC POLICY PROCESS AND ANALYSIS</b>	<b>CPPA5972</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 24	<b>Contact Hours:</b> 4 hours per week
<b>Module assessment:</b>	Continuous Assessment: 50%: 2 x 3 hours tests.	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination.	

**Module Description:**

The module seeks to impart skills and to inculcate knowledge on policy modelling and structuring with particular emphasis on the generic policy process model; agenda setting; policy focusing, analysis, implementation, monitoring and evaluation along with analysis and comparison of different policy typologies. A critical review of selected Namibian policies will constitute a significant component of the module.

<b>YEAR 2 : SEMESTER 1</b>	
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<b>RESEARCH PAPER</b>	<b>CPRP6971</b>
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<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact Hours:</b> Regular Consultations
<b>Module assessment:</b>	Continuous assessment: 50%: a minimum of 2 assignments	
	<b>Final Examination:</b> 50%: 1 x 3 hours written examination.	

**Module Description:**

As a module, the Research Paper entails gathering appropriate and adequate information needed for writing a research paper on a specific topic. The work should clearly indicate mastery of data collection techniques and demonstrate conversance with strategies to overcome or circumvent various challenges associated with data gathering and its interpretation. The final product should provide evidence that the student gained appropriate research skills from the Research Methodology Module [CPAR 5970] during the previous Semester, and is able to apply that knowledge.

## **Electives**

### **GOVERNMENT AND PRIVATE SECTOR RELATIONS**

**CPGP5971**

**NQF Level:** 9      **Credits:** 24      **Contact Hours:** 4 hours per week  
**Module assessment:** Continuous Assessment: 50%: a minimum of 2 tests  
**Final Examination:** 50%: 1 x 3 hours written examination.

#### **Module Description:**

This module covers various strategies that governments have used or can use to develop and nurture a vibrant and sustainable private sector by focusing on the dynamics of the synergy between the public and the private sector. Other areas of focus shall include the technologies used, sub-contracting/marketing strategies, government's legislative obligations, and the impact of the local and international economic forces on both public and private policy formulation. In terms of improving government and private sector relations, the module will cover local, regional and international markets, regulatory frameworks, entrepreneurial culture, and technological capabilities. Various challenges that characterise these elements will also be discussed.

### **ORGANIZATION BEHAVIOUR & MANAGEMENT**

**CPOB5971**

**NQF Level:** 9      **Credits:** 24      **Contact Hours:** 4 hours per week  
**Module assessment:** Continuous Assessment: 50%: 2 tests and an assignment for class presentation.  
**Final Examination:** 50%: 1 x 3 hours written examination.

#### **Module Description:**

The module probes the uniqueness, peculiarities, commonalities, and operational complexities of organizations and organisation behavior. Organisation theories and designs, leadership challenges, and the organisational dynamics of public and private sector institutions that influence organisation behavior constitute a major part of the module. To that end, the module also focuses on bureaucracies that characterise public, private, macro and micro organisational requirements – specific enabling environments; decision making and communication skills; power and influence; career dynamics; as well as the challenges of politics, economics, and technology at an international level.

### **PROJECT DEVELOPMENT, PLANNING AND MANAGEMENT**

**CPPM5971**

**NQF Level:** 9      **Credits:** 24      **Contact Hours:** 4 hours per week  
**Module assessment:** Continuous Assessment: 50%: a minimum of 2 tests.  
**Final Examination:** 50%: 1 x 3 hours written examination.

#### **Module Description:**

The module focuses on the project cycle: project identification, formulation, funding, appraisal and leadership qualities; Organizational and Administrative feasibility of project implementation, monitoring; and community and citizen engagement in project planning and implementation. It also seeks to identify synergies between project design and national development, and to discuss the challenges that characterize the whole process.

## **YEAR 2 : SEMESTER 2**

***All modules need to be passed before proceeding to the thesis component.***

### **THESIS WRITING**

**CPMT5992**

**NQF Level:** 9      **Credits:** 80      **Contact Hours:** Regular Consultations with the Supervisor  
**Module assessment:** Continuous Assessment: The candidate must ensure that he/she writes the thesis following UNAM's rules and regulations that govern thesis writing, and that the supervisor(s) must be satisfied with the work.  
**Final Examination:** The final copy of the thesis must be examined by not less than two professional academics who should be satisfied that the thesis meets UNAM's standards as prescribed by the Institution's rules and regulations before the candidate can be considered as having satisfactorily met all the requirements of the programme, thereafter awarding him/her with a degree.

#### **Module Description:**

Thesis writing entails striving to produce an academic document that is original and authentic in terms of data collection, analysis, and interpretation. The thesis should uphold the international standards in as far as the format, layout, writing style and referencing. It is expected to be a new addition to the body of knowledge on the subject that the student researched on.

### **ACADEMIC WRITING FOR POST GRADUATE STUDENTS**

**UAE5819**

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

**Module assessment:** CA: (1 x 3 hour exam paper)  
**Pre-requisites:** Must be a postgraduate student

#### **Module Description:**

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

**MASTER OF PUBLIC ADMINISTRATION (BY THESIS ONLY ) [12MPAR]**

**MASTER OF ARTS IN POLITICAL STUDIES (BY THESIS ONLY ) [12MPSR]**

**NO INTAKE FOR 2016**

The Master of Public Administration by Thesis only and the Master of Arts in Political Studies by Thesis only will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University of Namibia as contained in this Prospectus. Refer to **Regulations for Postgraduate Studies** in the **Section B of this Prospectus**.

**DOCTOR OF PHILOSOPHY**

**NO INTAKE FOR 2016**

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Studies** in the **Section B of this Prospectus**.

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## DOCTOR OF PHILOSOPHY

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Studies** in the **Section I of this Prospectus**.

### Thesis/Research PhD and MA Degrees

If a student only wishes to register for the Thesis, s/he should register for:

<b>MASTERS THESIS ONLY</b>	
<b>MINI THESIS (M.ADMIN)</b>	<b>MMP 5100</b>
<b>MINI THESIS (M. POL)</b>	<b>MMP 5100</b>
<b>PHD DISSERTATION</b>	<b>MDP 6100</b>

- (1) Candidates who successfully complete the coursework phase, or those who are registered for postgraduate study by thesis research alone, shall undertake research in an approved topic, and in the end write a thesis (MA.) or Dissertation (PHD). A candidate must submit a research proposal by the end of February during the year he/she is required to write the thesis/dissertation.  
Masters level candidates **"by research"** may be required to register and pass up to two course related to their thesis at the discretion of the Faculty Executive and are required to register and pass **ADVANCED RESEARCH METHODOLOGY (PAR6179)**. Doctoral candidates by research are expected to hold a valid MA degree from an acceptable university with a 70% average. Some exceptions might be made in concurrence of the Faculty Executive, but only in exceptional circumstances and some relevant coursework may be required. PHD candidates are also required to register and pass **ADVANCED RESEARCH METHODOLOGY (PAR6179)**.
- (2) The candidates shall be assigned supervisors to guide them in their research programmes, and shall write their thesis/dissertation in accordance with the guidelines provided by the Postgraduate Studies Committee as approved by Senate.
- (3) As a standard practice, every thesis/dissertation shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other university.
- (4) The thesis/dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards format and literacy presentation.
- (5) Every Master's thesis/ PHD Dissertation submitted shall be examined by at least two specialists approved by Senate on recommendation by the Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. The supervisors could be one of the examiners.
- (6) The examiners shall be required to submit a detailed assessment of the thesis/ dissertation, and also write a definite recommendation on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/revisions, or whether the thesis/dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/ dissertation should be rejected outright.
- (7) In instances where the examiners of the thesis/dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/dissertation.
- (8) Postgraduate candidates, who disagree with the results of the examination as approved by Senate, may present an appeal, giving reasons and evidence to support the appeal. Senate will then have the thesis/dissertation examined by an Appeals Committee.
- (9) Candidates who are registered by thesis/dissertation alone will normally appear for VIVA VOCE examinations. This will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee.

### Ph.D. Doctor of Philosophy (Public Administration) (12DPAN)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Courses of Study** in the **General Information and Regulations Prospectus**.

### Ph.D. Doctor of Philosophy (Political Studies) (12DPST)

The degree of Doctor of Philosophy (PhD) in approved disciplines will be offered in compliance with the general regulations and guidelines for postgraduate studies at the University. Refer to **Regulations for Postgraduate Courses of Study** in the **General Information and Regulations Prospectus**.

**CRITERIA FOR ADMISSION**

Possession of a *Master of Business Administration* of the *University of Namibia* or any other relevant Level 9 qualification recognized by the School.

**ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

Post-Doctoral research fellowships at the *University of Namibia* and other academic and related institutions, nationally and internationally.

**MODE OF DELIVERY**

Block-Release basis augmented through e-learning.

**ASSESSMENT CRITERIA**

The assessment for this programme will be in accordance with Regulation 9.9 of the University and the key criteria will be whether or not the candidate has made an original contribution to the body of knowledge in the field of Business Administration.

**REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates credited with a minimum of 240 credits for their dissertation and 120 credits in the taught component, and who have successfully defended their dissertation in a *Viva Voce Examination* in terms of Regulation 9.9.3 of the University. Furthermore, the Doctorate degree is awarded after registration at the *University of Namibia* for a minimum of three (3) years for full-time students and five (5) years for part-time students.

**CURRICULUM**

Module	Module code	NQF Level	Credits	Compulsory
<b>YEAR 1 : SEMESTER 1</b>				
Advanced Business Ethics	CBBI 6001	10	8	YES
Advanced Academic Writing for Post-Graduate Students	UAE 6819	8	16	YES
Research Methods A	CBRM 6011	10	16	YES
Quantitative Methods A	CBQM 6011	10	16	YES
<b>YEAR 1 : SEMESTER 2</b>				
Research Methods B	CBRM 6012	10	16	YES
Quantitative Methods B	CBQM 6012	10	16	YES
Research Seminars	CBRS 6010	10	48	YES
<b>YEARS 2 AND 3</b>				
Dissertation	CBBR 6000	10	240	YES
<b>TOTAL CREDITS</b>		<b>360</b>		

**Syllabi****YEAR 1 : SEMESTER 1****ADVANCED BUSINESS ETHICS****CBBI6001****NQF Level:** 10**Credits:** 8**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

The module will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The module will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership. The module will also deal with issues of integrity within the research process – its execution, reporting and presentation.

**ADVANCED ACADEMIC WRITING FOR POST-GRADUATE STUDENTS****UAE6819****NQF Level:** 10**Credits:** 8**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up

as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment

To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

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

<b>RESEARCH METHODS A</b>	<b>CBRM6011</b>
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<b>NQF Level:</b> 10	<b>Credits:</b> 16	
<b>Module assessment:</b>		A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

This module discusses the issues of research strategy, design and methods in general. It places a special emphasis on the qualitative paradigm type of research and compare and contrasts it with the quantitative paradigm type of research, which is the focus of module - Research Methods B and the Quantitative Methods modules.

<b>QUANTITATIVE METHODS A</b>	<b>CBQM6011</b>
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<b>NQF Level:</b> 10	<b>Credits:</b> 16	
<b>Module assessment:</b>		A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

The objective of the module is to give students a practical introduction to quantitative methods (primarily statistical), including such analysis tools as SPSS, AMOS, LISREL, R, EVIEWS, online testing sites, Excel Solver (optimization), etc., and to develop their creative analysis and problem solving skills.

<b>YEAR 1 : SEMESTER 2</b>
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<b>RESEARCH METHODS B</b>	<b>CBRM6012</b>
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<b>NQF Level:</b> 10	<b>Credits:</b> 16	
<b>Module assessment:</b>		A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

This module advances the module objectives outlined in Research Methods A by focusing on the quantitative/ "scientific" paradigm type of research. It explores the philosophy of various quantitative techniques as well as their applications in social science and business research.

<b>QUANTITATIVE METHODS B</b>	<b>CBQM6012</b>
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<b>NQF Level:</b> 10	<b>Credits:</b> 16	
<b>Module assessment:</b>		A two hour examination soon after completion of the block which constitutes 60% of the final module mark. A continuous assessment mark which constitutes 40% of the final module mark and is divided up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work 10% from an individual assignment To pass a module, the student must obtain a subminimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

The objective of the module is to deepen students' knowledge about quantitative techniques beyond material covered in QM1 using computer software like Excel, SPSS (especially), EVIEWS, AMOS, online testing sites and so forth. Based on experience in their first research methods module, students will make an informal presentation to the class of a topic that interests them, and as a group, they will discuss appropriate statistical analysis procedures for each.

**RESEARCH SEMINARS****CBRS6010****NQF Level:** 10**Credits:** 48**Module assessment:**

The evaluation will simply be on a pass or fail basis as per University Regulations and is on a 100% Continuous Assessment Basis.

**Module Description:**

The first objective of module is to prepare the candidate conceptually and practically, so that he or she is able to structure and design as well as conduct a research study in Business Administration. In this context, a number of philosophical issues related to the essence of new knowledge as well as scientific evidence in social sciences, including management, will be discussed.

The second objective is to survey various approaches and methods of research in the area of business administration through lectures and presentation by various experts in the different areas of specialisation of business administration. It will also involve the discussion and analysis of problem based case studies in different business context.

The third and final objective is to tackle the issues of research findings, including oral and written presentation, as well as publication for different audiences including doctoral dissertation writing and defence. In this context, the critical analysis of published works will also be discussed.

The Research Seminars are interactive and afford students an opportunity to present their on-going research work for critical discussion by their peers and academic staff.

**YEAR 2 AND 3****DISSERTATION****CBBR6000****NQF Level:** 10**Credits:** 240**Module assessment:**

The evaluation will simply be on pass or fail basis as per University Regulations.

**Module Description:**

Apart from consultations with the supervisor and interaction with fellow students on the e-learning platform of the School a student is expected to attend a Research Seminars where he/she might have to present their work. There is no set module work.

## NAMIBIA BUSINESS SCHOOL

### Post Graduate Diploma in Business Administration

(12PDBA)

#### INTRODUCTION AND OBJECTIVES

The purpose of this qualification is to provide students with an extended and deepened level of knowledge and skill in the field of Business Administration and also provides instruction in relevant research methodologies. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

#### CRITERIA FOR ADMISSION

An applicant should be a holder of a good Level 7 degree from the University of Namibia or an equivalent Level 7 qualification on the NQF. Also an applicant holding any Level 8 qualification (which is not relevant to Business Administration/Management Science) and who wish to enter the MBA degree at the School will be admitted to the Post-Graduate Diploma as preparation for MBA studies.

#### ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 qualifications in Business Administration/Management Science of the University of Namibia or other recognized University.

#### MODE OF DELIVERY

Full-time on Block-Release Basis augmented through e-learning.

#### DURATION OF STUDY

The minimum duration of this programme is one (1) year and the maximum duration is two (2) years.

#### ASSESSMENT CRITERIA

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

- Obtain a minimum of 50% in both the CA mark and the examination mark.
- Demonstrate deepened expertise of the theoretical subject matter in the field of Business Administration.
- Demonstrate efficient and effective information retrieval and processing skill, involving critical analysis of the information.
- Evaluate, independently, both quantitative and qualitative data.
- Engage with current research and scholarly as well as professional literature in the field of Business Administration.

#### MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 47 credits.

#### ADVANCEMENT AND PROGRESSION RULES

Not applicable.

#### MAXIMUM NUMBER OF COURSES PER YEAR

The student may register for 142 credits which are the maximum number of credits for the programme.

#### REQUIREMENTS FOR QUALIFICATION AWARD

The Post-Graduate Diploma in Business Administration cannot be obtained in less than one (1) year of full-time study and the programme must be completed within two years of registration. Graduation for the diploma requires the successful completion of 142 credits at Level 8, including the research-based Business Project which will be worth 30 credits.

#### CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
Strategic Marketing Management	CBMM4829	8	8	YES
Strategic Human Resources Management	CBHR4829	8	8	YES
Strategic Operations Management	CBOM4829	8	8	YES
Business Accounting	CBBA4829	8	8	YES
Strategic Project Management	CBPM4829	8	8	YES
Advanced Business Law & Ethics	CBBL4829	8	8	YES
Academic Writing for Post-Graduate Studies	UAE4819	8	16	YES

SEMESTER 2				
Business Economics – A Micro-Level Perspective	CBBE4829	8	8	C
Managing Information Technologies	CBMI4829	8	8	YES
Strategic Decision Making and Research Methods	CBDM4829	8	8	YES
Strategic Management	CBSM4829	8	8	YES
Strategic Financial Management	CBFM4829	8	8	YES
Business Economics – A Macro-Level Perspective	CBPP4829	8	8	YES
Business Project	CBBP4810	8	32	YES
		<b>TOTAL CREDITS</b>	<b>144</b>	

## Syllabi

### FIRST SEMESTER

#### STRATEGIC MARKETING MANAGEMENT

**CBMM4829**

**NQF Level:** 8

**Credits:** 8

**Contact Hours:** 1 x 4 hours per week for 14 weeks

**Module Assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course views marketing from a value-driven perspective and considers how the assets of the organisation can be used to create and deliver value to customers and shareholders. It will discuss the role of strategic marketing and how high level strategy can be implemented in practice by marketing planning. It will also explore the nature of markets as the basis for the creation and delivery of value to customers and shareholders. It will develop a managerial overview of how marketing interacts with the other functional areas of the business.

#### STRATEGIC HUMAN RESOURCE MANAGEMENT

**CBHR4829**

**NQF Level:** 8

**Credits:** 8

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

Effective people management starts with the crucial role of line managers who organise and motivate the organisation's key resource. This course will help students understand how effective people management can support broader goals of developing and sustaining organisations. Focusing on the relationship between people management and organisational performance, students will gain insights into the complexities of managing people in a changing environment.

#### STRATEGIC OPERATIONS MANAGEMENT

**CBOM4829**

**NQF Level:** 8

**Credits:** 8

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course recognises the development of supply chain management as an integral element of the study of operations. To manage operations effectively, managers must look beyond the internal view of how companies produce goods and services. This course will help students understand how to develop operating capabilities within the firm and will examine how a supply chain perspective may further enhance competitive advantage. It will explore the idea that companies no longer compete, but that real competition is supply chain to supply chain.

#### BUSINESS ACCOUNTING

**CBBA4829**

**NQF Level:** 8

**Credits:** 8

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:** None

**Module Description:**

All managers need a broad understanding of accounting to appreciate the financial implications of key business decisions. This model looks at both financial (external) and management (internal) accounting, covering areas such as measuring profit loss, valuing tangible and intangible assets, contribution accounting, break-even analysis, variance analysis and evaluation of the performance of both business units and their managers.

**STRATEGIC PROJECT MANAGEMENT**

**CBPM4829**

**NQF Level:** 8 **Credits:** 8 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:** None

**Module Description:**

The ability to integrate diverse skills and knowledge gained prior to and during one's studies is crucial to the value added by project managers and project teams. This course will help develop a broad understanding of the fundamental principles of project management, applied in the contemporary environment of enterprise projects. A competitive team-based project simulation will give hands-on experience of applying the techniques and managing the planning/execution/control cycle.

**ADVANCED BUSINESS LAW & ETHICS**

**CBBL4829**

**NQF Level:** 8 **Credits:** 8 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:** None

**Module Description:**

This course takes an applied view of the various legal instruments governing businesses, with particular reference to business operations. It will consider the different laws and rules from both legal and socio-economic perspectives and their impact on the growth of the industry in different contexts.

The course will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership.

**ACADEMIC WRITING FOR POST-GRADUATE STUDIES**

**UAE4819**

**NQF Level:** 8 **Credits:** 8 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:** None

**Module Description:**

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

**SECOND SEMESTER**

**BUSINESS ECONOMICS – A MICRO-LEVEL PERSPECTIVE C**

**BBE4829**

**NQF Level:** 8 **Credits:** 8 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:** None

**Module Description:**

For senior managers, it is important to successfully formulate and implement strategy as well as coordinate and motivate those they manage. This requires an economic way of thinking, with a clear understanding of efficiency and the working of markets. This course will develop the student's knowledge of competing economic theories and help them understand the strategic behaviour and nature of economic organisations.

**MANAGING INFORMATION TECHNOLOGIES****CBMI4829****NQF Level:** 8**Credits:** 8**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment.

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

IT has had a considerable impact on business and the way we work. This course will help students to develop managerial effectiveness in harnessing the potential benefits available from information technology, by using cutting edge research and empirical evidence from major organisations. It will focus on how technology capabilities enable improvements in business performance and how this technology should be managed in order to deliver real business benefits.

**STRATEGIC DECISION MAKING AND RESEARCH METHODS****CBDM4829****NQF Level:** 8**Credits:** 8**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The field of decision science provides a framework and set of tools for applying systematic problem solving techniques to help managers make better decisions and carry-out robust research. This course will give a student an understanding of the ways in which decision science turns information into knowledge and helps a student cope with uncertainty and risk. We will examine the roots of quantitative decision making and provide a student with a toolkit for solving and researching a variety of practical business problems.

**STRATEGIC MANAGEMENT****CBSM4829****NQF Level:** 8**Credits:** 8**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

Strategic management is concerned with the direction and scope of the organisation; determining its purpose, establishing objectives and formulating strategies to achieve them. Managers must understand and react to changes in the organisation's environment to achieve and sustain advantage. This course deals with issues at the strategic business unit and the corporate level. It addresses how strategies can be implemented and how they can fail, and shows how companies use international development as a means to achieving sustainable competitive advantage.

**STRATEGIC FINANCIAL MANAGEMENT****CBFM4829****NQF Level:** 8**Credits:** 8**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course emphasises the relationship between financial management and other aspects of general management; especially strategy, marketing and operations management. Students will build both broad financial knowledge and specific understanding of corporate finance. Case studies will address both large and small organisations, including unincorporated businesses and international companies.



**BUSINESS ECONOMICS – A MACRO-LEVEL PERSPECTIVE****CBPP4829****NQF Level:** 8**Credits:** 8**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A two hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The assessment of the external economic environment is one of the most important influences on senior managers. This course emphasises how global and national macroeconomic developments dominate policies. It uses theoretical foundations combined with real world applications to provoke your interest in the subject matter whilst demonstrating the relevance for management decisions.

**BUSINESS PROJECT****CBBP4810****NQF Level:** 8**Credits:** 8**Module assessment:**

The evaluation will simply be on a pass or fail basis as per University Regulations.

**Co-requisites:**

Academic Writing for Post-Graduate Studies (UAE 4819) and Strategic Decision-making and Research Methods (CBDM 4812)

**Module Description:**

This course has no set course work and will, through individual research work, enable the student to harness his/her business research and presentation skills. It will also enable the student to integrate and apply the subject matter of the other courses in the process of producing the Business Project in any area of Business Administration.

**INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

**CRITERIA FOR ADMISSION**

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Post-Graduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Post-Graduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student maybe interviewed and assessed by the Business School before recommending his/her application to the relevant UNAM structures.

**ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

*Doctorate in Business Administration* of the *University of Namibia* and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

**MODE OF DELIVERY**

Full-time on Block-Release basis augmented through e-learning.

**DURATION OF STUDY**

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

**ASSESSMENT CRITERIA**

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

**MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

**ADVANCEMENT AND PROGRESSION RULES**

In order to be registered for the last semester in the programme students should have passed 100 credits including Advanced Academic Writing for Post-Graduate Students and Business Research Methods.

**MAXIMUM NUMBER OF COURSES PER YEAR**

Not applicable.

**REQUIREMENTS FOR QUALIFICATION AWARD**

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
Advanced Business Ethics	CBBI 5999	9	12	YES
Entrepreneurship	CBEE 5999	9	12	YES
New Venture Creation & Development	CBVC 5999	9	12	YES
New Venture Financing, VC & PE	CBVF5999	9	12	YES
MAAs and Business Growth Strategies for Entrepreneurs	CBBG5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE 5819	8	16	YES
Business Research Methods	CBRM5980	9	24	YES
<b>SEMESTER 2</b>				
Franchising & Licensing	CBFL5999	9	12	YES
Supply Chain Management for Entrepreneurs	CBSC 5999	9	12	YES
Brand Management for Entrepreneurs	CBMB5999	9	12	YES
Negotiation & Bargaining for Entrepreneurs	CBNB5999	9	12	YES
African Business Seminar	CBBA 5999	9	12	YES
Global Business Seminar	CBGB 5999	9	12	YES
<b>SEMESTER 3</b>				
Business Project in Entrepreneurship	CBPE5909	9	84	YES
<b>TOTAL CREDITS</b>			<b>240</b>	

## Syllabi

<b>ENTREPRENEURSHIP</b>		<b>CBEE5999</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	A three (3) hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	The course will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The course will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership	
<b>NEW VENTURE CREATION &amp; DEVELOPMENT</b>		<b>CBVC5999</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	Moving from a general description of Entrepreneurship, the course explores the importance of Entrepreneurship to societies. It also compares the relative performance of different societies in the field of Entrepreneurship. It then, in a comparative manner, details the policy and institutional approaches that countries deploy in seeking to advance Entrepreneurship. It further explore different types of entrepreneurship such as intrapreneurship, Social and BOP entrepreneurship and technology entrepreneurship.	
<b>ACADEMIC WRITING FOR POST-GRADUATE STUDIES</b>		<b>UAE5819</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.	

**Module Description:**

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

**BUSINESS PROJECT IN ENTREPRENEURSHIP****CBBE5909****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:** The evaluation will simply be on a pass or fail basis as per University regulations**Pre-requisites:** None**Module Description:**

The project contributes to the achievement of the aims of the Masters degree namely:- to promote a deeper and critical understanding of selected areas in Entrepreneurship; to develop originality of thought and skills of research, analysis, argumentation and expression; to build upon, develop and integrate the knowledge and skills acquired in the taught courses.

The project may be structured as a consultancy report, case-study report, business plan or business case as basis for the pursuit of a real-world opportunity and challenge in the area of Entrepreneurship.

**NEW VENTURE FINANCING, VC & PE****CBVF5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

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

This course explores venture capital (VC) and private equity (PE) investing. It explores the deals, and deal structuring, valuing high-risk, long-term equity investments, creating and realizing value, and the VC firm and PE fund as businesses in their own right. The course also focuses on raising seed and growth capital, business angels, banks, and the financial problems unique to SMMEs and start-ups. It also examines financial management for Entrepreneurs over the life of a business project

**MAAs and BUSINESS GROWTH STRATEGIES FOR ENTREPRENEURS****CBBG5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

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

Mergers, Acquisitions, and Alliances (MAAs) are central to the growth and performance of companies in today's competitive global economy. This course will therefore explore the key factors that determine successful MAAs and Business Growth Strategies, especially for Entrepreneurs: companies' formal strategic choices, their internal organizational environment, their growth processes, as well as historical accidents in addition to the background and personalities of key managers.

**FRANCHISING & LICENSING****CBFL5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

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

This course explores Franchising and Licensing as "easy" and legitimate entry points to Entrepreneurs and also explores their respective structure and formats. The course will also explore and detail some of the common pitfalls within Franchising & Licensing.

As an aside the course will also examine distributorships and agencies as related business forms – the possibilities they hold and the problems involved.

<b>SUPPLY CHAIN MANAGEMENT FOR ENTREPRENEURS</b>		<b>CBSC5999</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	<p>A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment</p> <p>To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.</p>	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	<p>The course introduces the Supply Management as a cross-cutting strategic issue that integrates all the company's functional department and is critical to competitive advantage in today's global environment. The course will impart the skills necessary for students to develop and manage efficient and effective supply chains.</p>	
<b>BRAND MANAGEMENT FOR ENTREPRENEURS</b>		<b>CBMB5999</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	<p>A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment</p> <p>To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.</p>	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	<p>While the course will explore the theory of Branding by way of a background, its main focus is the practice of Branding in its entire dimension – defining brands, brand building strategies, brand architecture, brand extension, brand repositioning, and even ditching a brand.</p>	
<b>NEGOTIATION &amp; BARGAINING FOR ENTREPRENEURS</b>		<b>CBNB5999</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	<p>A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment.</p> <p>To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.</p>	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	<p>This course provides an outline of the central concepts in the practice of negotiation and bargaining – preparation, analysis of process, and evaluation of outcome. The course will put a strong emphasis on the development of practical set of skills by students.</p>	
<b>AFRICAN BUSINESS SEMINAR</b>		<b>CBBA5999</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	<p>A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment</p> <p>To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.</p>	
<b>Pre-requisites:</b>	None	
<b>Module Description:</b>	<p>The course considers the Socio-Political-Economic environment in Africa and its impact on the conduct of business within Africa. It explores the constraints, challenges, and opportunities that Africa as a unique business environment offers.</p>	
<b>GLOBAL BUSINESS SEMINAR</b>		<b>CBGB5999</b>
<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b>	<p>A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment</p> <p>To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.</p>	
<b>Pre-requisites:</b>	None	

**Module Description:**

The course considers the global Socio-Political-Economic environment and its impact on the conduct of international business, especially for SME and entrepreneurs from Africa. It explores the constraints, challenges, and opportunities that Africa entrepreneurs face within the global market place. It also explores threats and opportunities that recent global dynamics offer especially the rise of China and India.

**BUSINESS RESEARCH METHODS****CBRM5980****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

Introduction to the procedures, techniques, standards, and resources for conducting research in Business Administration; basic statistics for research; formulating a research topic, research problem; literature review, validity and reliability, and research design, conceptualization of research questions and hypothesis, research designs, sampling; data collection methods and measurement of outcomes; data analysis and interpretation of results hypothesis testing and statistical inference, regression analysis, correlation analysis, time series analysis, advanced topics on business modelling, multi co-linearity, and nonparametric analysis.

**INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

**CRITERIA FOR ADMISSION**

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Post-Graduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Post-Graduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student maybe interviewed and assessed by the Business School before recommending his/her application to the relevant UNAM structures.

**ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

*Doctorate in Business Administration* of the *University of Namibia* and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the *University of Namibia* and other recognized Universities.

**MODE OF DELIVERY**

Full-time on Block-Release basis augmented through e-learning.

**DURATION OF STUDY**

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

**ASSESSMENT CRITERIA**

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

**MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

**ADVANCEMENT AND PROGRESSION RULES**

In order to be registered for the last semester in the programme students should have passed 100 credits including Advanced Academic Writing for Post-Graduate Students and Business Research Methods.

**REQUIREMENTS FOR QUALIFICATION AWARD**

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
Advanced Business Ethics	CBB15999	9	12	YES
Public Sector Management & Leadership	CBPS5999	9	12	YES
Managing Public Finances	CBPF5999	9	12	YES
Managing Public Projects & Programmes	CBMP5999	9	12	YES
Managing Human Resources in the Public Sector	CBHR5999	9	12	YES
Strategic Performance Management	CBSP5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE5819	8	16	YES
Business Research Methods	CBRM5980	9	24	YES
<b>SEMESTER 2</b>				
Strategic Issues in Parastatal Management	CBIM 5999	9	12	YES
Strategic Issues at the Politics-Bureaucracy Interface	CBHM5999	9	12	YES
Knowledge Management in the Public Sector	CBKM5999	9	12	YES
Economics of the Public Sector	CBNL5999	9	12	YES
Strategic Issues in Sectoral Management	CBSL5999	9	12	YES
<b>SEMESTER 3</b>				
Business Project in Public Sector Management	CBPP 5909	9	84	YES
<b>TOTAL CREDITS</b>			<b>240</b>	

## Syllabi

### ADVANCED BUSINESS ETHICS

**CBB15999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The course will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership with a public sector perspective.

### PUBLIC SECTOR MANAGEMENT & LEADERSHIP

**CBPS5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course will explore the institutional frameworks of the Public Sector with particular reference to Namibia and in reference to and in comparison with other regional and international contexts. The peculiar developmental challenges that affect the practice of management and leadership within the Public Sector will be considered. A central question of the course will be "whether leadership, as opposed to management, is possible within the public sector given the peculiarity of institution itself – independent and impartial but yet subordinate to the Politics of the day.

### MANAGING PUBLIC FINANCES

**CBBF5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None



**Module Description:**

This course develops an understanding of the theory and practice of public financial management focusing on current practice and laws and regulations. Public finances are at different levels of government are managed within set rules and regulations. The course will explore the questions of personal responsibility, competence and judgment with the framework of those set rules and regulations. It will further interrogate the efficacy of Namibia's public financial management practice against international best practice. A private sector perspective of financial management will also be dealt in order to elucidate the contrast and commonalities.

**MANAGING PUBLIC PROJECTS AND PROGRAMMES****CBPM5999****NQF Level:** 9 **Credits:** 12 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course deals with projects and programmes as implementation tools of development. It details: the project cycle, project identification, situation analysis, problem tree analysis, project formulation, stakeholder engagement, project implementation, project review (technical, institutional, etc), Project environmental factors (social, political, cultural, gender, demographics, etc), Project design techniques (log frames, etc), Project management structure and resources, Project monitoring and evaluation, Project reporting to all stakeholders, etc.

**MANAGING HUMAN RESOURCES IN THE PUBLIC SECTOR C****BHR5999****NQF Level:** 9 **Credits:** 12 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course aims to develop an understanding of the theory and practice of human resources management within the public sector drawing heavily on organizational behavioural theories. It also examines the current practices and the impact of recent legislation and changes in the labour market. It deals with the legislative frameworks that determine the nature and scope of human resources policies and practices within the public sector with particular reference to Namibia on a comparative basis with other jurisdiction. It also considers the impact of issues such as HIV/AIDS on the Public Sector. It will also consider global trends in the management of human resources within the public sector and how these inform Namibian and SADC practices.

**STRATEGIC PERFORMANCE MANAGEMENT****CBSM5999****NQF Level:** 9 **Credits:** 12 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course aims at providing an insight into the importance of strategic performance management for the public sector. It also aims at providing the methods and techniques to implement strategic performance management and to make it work. It will also critically analyse the attempt at performance within Namibia's public and parastatal sectors. Behavioural issues and their impact on performance will also be considered within the course.

**ACADEMIC WRITING FOR POST-GRADUATE STUDIES****UAE5819****NQF Level:** 8 **Credits:** 16 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

This course is a post-graduate course designed to empower students with skills and knowledge to access and critique academic sources and to synthesize information from these sources to assist them in the substantiation and development of their own claims when writing an academic paper in their respective fields of specialization.

Additionally, this course will empower students with the capacity to undertake the challenges of academic writing by exposing them to the different rhetorical and stylistic elements typical of academic texts. Finally, students will be introduced to the American Psychological Association (APA) writing style and will be equipped with the necessary skills to format academic paper in APA style.

**BUSINESS PROJECT IN PUBLIC SECTOR MANAGEMENT****CBPP5909****NQF Level:** 9**Credits:** 84**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

Academic Writing for Post-Graduate Studies (UAE 5819) and Business Research Methods (CBRM5900)

**Module Description:**

The project contributes to the achievement of the aims of the Master degree namely:- to promote a deeper and critical understanding of selected areas in Public Sector Management; to develop originality of thought and skills of research, analysis, argumentation and expression; to build upon, develop and integrate the knowledge and skills acquired in the taught courses. The project may be structured as a consultancy report or case-study report providing solutions to real-world problems and challenges in the area of Public Sector Management.

**STRATEGIC ISSUES IN PARASTATAL MANAGEMENT****CBIM5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

Through case studies, this course will explore and elucidate strategic issues that are peculiar to the management of parastatals: Compliance with a myriad of governing laws – the Companies Act, the SOE Act, the constitutive act for the specific parastatal; Stakeholder management and the inevitable political interference; alignment with the national developmental agenda and its potential constraint on the pursuit of profit; debates on privatization; debates on remuneration and all other topical issues.

**STRATEGIC ISSUES AT THE POLITICS – BUREAUCRACY INTERFACE****CBHM5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course deals with strategic management issues at the interface between politics and bureaucracy. Managers at both the national and sub-national level have to deal with their political superiors. This is a relationship fraught with tension and danger for the individuals concerned and the institution at large. This course explores that interaction in terms of alignment and/or non-alignment of interests, information asymmetry, different time horizons – politicians are said to be notoriously short-term in perspective while bureaucrats are “permanent” and supposedly long-term in perspective. The course will interrogate measures such as fixed contracts for senior bureaucrats in terms of their efficacy and institutional benefit. It will also deal with other issues such as conflict of interests, the contested area of corruption, and other topical issues.

**KNOWLEDGE MANAGEMENT IN THE PUBLIC SECTOR****CBEM5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course starts from the premise that the Public Sector in any country is biggest repository of knowledge and information and both are central to national development in the context of a knowledge-based global economy. How the public Sector manage and share that knowledge and information at its disposal is therefore very important to the national economy, individuals and firms and well as other organizations.

This course will explore the interaction between communication, knowledge and information within the public sector. It further explore how IT systems can be used as a management tool for collecting, storing, disseminating and providing access to public sector knowledge and information. It will also deal with the concept of e-government and draw on international best practice.

**ECONOMICS OF THE PUBLIC SECTOR****CBNL5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the economic policy issues as they relate to the public sector. It will in particular apply economic analytical methods to a number of key public policy issues such as: Education, Health, Social Protection, Privatization, Income Inequality, Regulation and competition, etc.

**STRATEGIC ISSUES IN SECTORAL MANAGEMENT****CBSL5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will allow the students in the cohort to select a sector of focus for the year, e.g. Health or Education or Safety Security, etc and this course will then by way of case studies explore and elucidate the particular strategic and management challenges and opportunities of that sector.

**BUSINESS RESEARCH METHODS****CBRM5980****NQF Level:** 9**Credits:** 24**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

The successful completion of a Business Project Proposal as evaluated by a School Committee which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows:

10% from a test taken under Examination conditions; 10% from group/syndicate work; 20% from an individual assignment.

To pass a course, the student must obtain a minimum of 50% in both the examination mark (the Business Project Proposal) and the continuous assessment mark.

**Pre-requisites:**

Academic Writing for Post-Graduate Studies (UAE 5819) and Business Research Methods (CBRM5900)

**Module Description:**

Introduction to the procedures, techniques, standards, and resources for conducting research in Business Administration; basic statistics for research; formulating a research topic, research problem; literature review, validity and reliability, and research design, conceptualization of research questions and hypothesis, research designs, sampling; data collection methods and measurement of outcomes; data analysis and interpretation of results hypothesis testing and statistical inference, regression analysis, correlation analysis, time series analysis, advanced topics on business modeling, multi co-linearity, and nonparametric analysis.

## **Master in Business Administration (12MBNR)**

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### **(Natural Resources Management)**

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#### **INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

#### **CRITERIA FOR ADMISSION**

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Post-Graduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Post-Graduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student maybe interviewed and assessed by the Business School before recommending his/her application to the relevant UNAM structures.

#### **ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

*Doctorate in Business Administration* of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia and other recognized Universities.

#### **MODE OF DELIVERY**

Full-time on Block-Release basis augmented through e-learning.

#### **DURATION OF STUDY**

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

#### **ASSESSMENT CRITERIA**

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

#### **MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

#### **ADVANCEMENT AND PROGRESSION RULES**

In order to be registered for the last semester in the programme students should have passed 100 credits including Advanced Academic Writing for Post-Graduate Students and Business Research Methods.

#### **REQUIREMENTS FOR QUALIFICATION AWARD**

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
Advanced Business Ethics	CBBI 5999	9	12	YES
Comparative Natural Resources Policies & Laws	CBRP 5999	9	12	YES
Natural Resources Economics & Finance	CBRE 5999	9	12	YES
Business Research Methods	CBRM5980	9	24	YES
Comparative Environmental Management Practices	CBEP 5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE5819	8	16	YES
<b>SEMESTER 2</b>				
Sustainable Agriculture: Markets, Models & Strategies	CBAM 5999	9	12	YES
Sustainable Energy: Markets, Models & Strategies	CBEM 5999	9	12	YES
Sustainable Mining: Markets, Models & Strategies	CBMT 5999	9	12	YES
Sustainable Tourism: Markets, Models & Strategies	CBTM 5999	9	12	YES
Sustainable Water: Markets, Models & Strategies	CBWM 5999	9	12	YES
Sustainable Forestry: Markets, Models & Strategies	CBFT 5999	9	12	YES
Sustainable Fisheries: Markets, Models & Strategies	CBFI 5999	9	12	YES
<b>SEMESTER 3</b>				
Business Project in Natural Resources Management	CBPN 5909	9	84	YES
<b>TOTAL CREDITS</b>			<b>240</b>	

## Syllabi

### ADVANCED BUSINESS ETHICS

**CBBI5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The course will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership.

### COMPARATIVE NATURAL RESOURCES POLICIES & LAWS

**CBRP5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course introduces the student to national and international policies and laws governing the Natural Resources Industry. It compares these policies and laws in terms of their efficacy in achieving their stated objectives and the institutional frameworks within which they are implemented. It also explores the impact of those policies and laws on business strategies of companies within the Natural Resources Industry and the strategic responses of companies themselves.

### NATURAL RESOURCES ECONOMICS & FINANCE

**CBRE5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The objective of this course is to provide an introduction and background to those essential concepts that allow an understanding of the issues faced by the natural resources sector from the an economic and financial perspective. Another objective of the course is to provide a detailed consideration of the theory of finance as it applies to the natural resources

industries and to consider how the theory is applied in practice. The two key focus areas will be investment decision making with uncertainty and how the investment demands are financed.

#### ACADEMIC WRITING FOR POST-GRADUATE STUDIES

UAE5819

**NQF Level:** 8

**Credits:** 16

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Module Description:**

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

#### BUSINESS PROJECT IN NATURAL RESOURCES MANAGEMENT

CBBN5909

**NQF Level:** 9

**Credits:** 84

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

Academic Writing for Post-Graduate Studies (UAE 5819) and Business Research Methods (CBRM5900)

**Module Description:**

The project contributes to the achievement of the aims of the Master degree namely:- to promote a deeper and critical understanding of selected areas in Natural Resources Management; to develop originality of thought and skills of research, analysis, argumentation and expression; to build upon, develop and integrate the knowledge and skills acquired in the taught courses. The project may be structured as a consultancy report, case-study report or business case providing solutions to real-world problems and challenges in the area of Natural Resources Management.

#### COMPARATIVE ENVIRONMENTAL MANAGEMENT PRACTICES

CBEP5999

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course introduces the student to environmental management practices of participants within the Natural Resources Industry. It contrasts these practices in terms of their compliance to various national and international standards. It also explores environmental practices from a perspective of being an integral component of business strategy for Natural Resources companies.

#### SUSTAINABLE AGRICULTURE: MARKETS, MODELS & STRATEGIES

CBAM5999

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the economics of the Agriculture Industry, its structure and the strategic challenges the industry participants are facing. It deals with issues of sustainability, investment choice, location peculiarities as well as technology choice and innovation. It further outlines the competitive forces within the Agriculture Industry and the consequent pricing models. Case Studies will be used extensively in order to bring to the fore real world strategic issues and how they are being dealt with in the industry.

**SUSTAINABLE ENERGY: MARKETS, MODELS & STRATEGIES****CBEM5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the economics of the Energy Industry, its structure and the strategic challenges the industry participants are facing. It deals with issues of sustainability, investment choice, location peculiarities as well as technology choice and innovation. It further outlines the competitive forces within the Energy Industry and the consequent pricing models. Case Studies will be used extensively in order to bring to the fore real world strategic issues and how they are being dealt with in the industry.

**SUSTAINABLE MINING: MARKETS, MODELS & STRATEGIES****CBMT5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the economics of the Mining Industry, its structure and the strategic challenges the industry participants are facing. It deals with issues of sustainability, investment choice, location peculiarities as well as technology choice and innovation. It further outlines the competitive forces within the Mining Industry and the consequent pricing models. Case Studies will be used extensively in order to bring to the fore real world strategic issues and how they are being dealt with in the industry.

**SUSTAINABLE TOURISM: MARKETS, MODELS & STRATEGIES****CBTM5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the economics of the Tourism Industry, its structure and the strategic challenges the industry participants are facing. It deals with issues of sustainability, investment choice, location peculiarities as well as technology choice and innovation. It further outlines the competitive forces within the Tourism Industry and the consequent pricing models. Case Studies will be used extensively in order to bring to the fore real world strategic issues and how they are being dealt with in the industry.

**SUSTAINABLE WATER: MARKETS, MODELS & STRATEGIES****CBWM5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the economics of the Water Industry, its structure and the strategic challenges the industry participants are facing. It deals with issues of sustainability, investment choice, location peculiarities as well as technology choice and innovation. It further outlines the competitive forces within the Water Industry and the consequent pricing models. Case Studies will be used extensively in order to bring to the fore real world strategic issues and how they are being dealt with in the industry.

**SUSTAINABLE FORESTRY: MARKETS, MODELS & STRATEGIES****CBFT5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions  
10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the economics of the Forestry Industry, its structure and the strategic challenges the industry participants are facing. It deals with issues of sustainability, investment choice, location peculiarities as well as technology choice and innovation. It further outlines the competitive forces within the Forestry Industry and the consequent pricing models. Case Studies will be used extensively in order to bring to the fore real world strategic issues and how they are being dealt with in the industry.

**SUSTAINABLE FISHERIES: MARKETS, MODELS & STRATEGIES****CBFI5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course introduces the students to the economics of the Fishing Industry, its structure and the strategic challenges the industry participants are facing. It deals with issues of sustainability, investment choice, location peculiarities as well as technology choice and innovation. It further outlines the competitive forces within the Fishing Industry and the consequent pricing models. Case Studies will be used extensively in order to bring to the fore real world strategic issues and how they are being dealt with in the industry.

**BUSINESS RESEARCH METHODS****CBRM5980****NQF Level:** 9**Credits:** 24**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

Introduction to the procedures, techniques, standards, and resources for conducting research in Business Administration; basic statistics for research; formulating a research topic, research problem; literature review, validity and reliability, and research design, conceptualization of research questions and hypothesis, research designs, sampling; data collection methods and measurement of outcomes; data analysis and interpretation of results hypothesis testing and statistical inference, regression analysis, correlation analysis, time series analysis, advanced topics on business modeling, multi co-linearity, and nonparametric analysis.



## **Master in Business Administration (12MBAF) (Finance)**

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### **INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

### **CRITERIA FOR ADMISSION**

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Post-Graduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Post-Graduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student maybe interviewed and assessed by the Business School before recommending his/her application to the relevant UNAM structures.

### **ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

*Doctorate in Business Administration* of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia and other recognized Universities.

### **MODE OF DELIVERY**

Full-time on Block-Release basis augmented through e-learning.

### **DURATION OF STUDY**

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

### **ASSESSMENT CRITERIA**

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

### **MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

### **ADVANCEMENT AND PROGRESSION RULES**

In order to be registered for the last semester in the programme students should have passed 100 credits including Advanced Academic Writing for Post-Graduate Students and Business Research Methods.

### **REQUIREMENTS FOR QUALIFICATION AWARD**

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
Advanced Business Ethics	CBBI 5999	9	12	YES
African Financial Markets in the Global Economy	CBAF 5999	9	12	YES
Advanced Business Quantitative Methods	CBBQ 5999	9	12	YES
Economics: Global & Firm Level Perspectives	CBBE 5999	9	12	YES
Financial Reporting and Analysis	CBFR 5999	9	12	YES
Corporate Finance	CBCF 5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE 5819	8	16	YES
Business Research Methods	CBRM5980	9	24	YES
<b>SEMESTER 2</b>				
Equity Investments	CBEI 5999	9	12	YES
Fixed Income	CBXI 5999	9	12	YES
Derivatives	CBDE 5999	9	12	YES
Alternative Investments	CBAI 5999	9	12	YES
Portfolio Management & Wealth Planning	CBPW 5999	9	12	YES
Business Project in Finance	CBPF 5909	9	84	YES
<b>TOTAL CREDITS</b>			<b>240</b>	

## Syllabi

### ADVANCED BUSINESS ETHICS

**CBBI5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The course will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership.

### AFRICAN FINANCIAL MARKETS IN THE GLOBAL ECONOMY

**CBAF5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course will explore the institutional frameworks of African Financial Markets and their respective policy contexts in a comparative manner. Comparison will also be made with other international financial markets. The peculiar developmental challenges that the different market institutions face will also be considered.

### ADVANCED BUSINESS QUANTITATIVE METHODS

**CBBQ5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- Time Value of Money
- Probability
- Probability Distributions and Descriptive Statistics

- D. Sampling and Estimation
- E. Hypothesis Testing
- F. Correlation Analysis and Regression
- G. Time Series Analysis
- H. Simulation Analysis
- I. Technical Analysis

ACADEMIC WRITING FOR POST-GRADUATE STUDIES	UAE5819
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<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.		

**Module Description:**

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

BUSINESS PROJECT IN FINANCE	CBPF5909
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<b>NQF Level:</b> 9	<b>Credits:</b> 84	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.		
<b>Pre-requisites:</b> Academic Writing for Post-Graduate Studies (UAE 5819) & Business Research Methods (CBRM5900)		

**Module Description:**

The project contributes to the achievement of the aims of the Masters degree namely:- to promote a deeper and critical understanding of selected areas in Finance; to develop originality of thought and skills of research, analysis, argumentation and expression; to build upon, develop and integrate the knowledge and skills acquired in the taught courses. The project may be structured as a consultancy report or case-study report providing solutions to real-world problems and challenges in the area of Finance.

ECONOMICS: GLOBAL AND FIRM LEVEL PERSPECTIVES	CBBE5999
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<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.		
<b>Pre-requisites:</b> None		

**Module Description:**

This course will deal with the following topics in detail:

- A. Market Forces of Supply and Demand
- B. The Firm and Industry Organization
- C. Measuring National Income and Growth
- D. Business Cycles
- E. The Monetary System
- F. Inflation
- G. International Trade and Capital Flows
- H. Currency Exchange Rates
- I. Monetary and Fiscal Policy
- J. Economic Growth and Development
- K. Effects of Government Regulation
- L. Impact of Economic Factors on Investment Markets

FINANCIAL REPORTING AND ANALYSIS	CBFR5999
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<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as		

follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- A. Financial Reporting System (IFRS and GAAP)
- B. Principal Financial Statements
- C. Financial Reporting Quality
- D. Analysis of Inventories
- E. Analysis of Long-Lived Assets
- F. Analysis of Taxes
- G. Analysis of Debt
- H. Analysis of Off-Balance-Sheet Assets and Liabilities
- I. Analysis of Pensions, Stock Compensation, and Other Employee Benefits
- J. Analysis of Inter-Corporate Investments
- K. Analysis of Business Combinations
- L. Analysis of Global Operations
- M. Ratio and Financial Analysis

## CORPORATE FINANCE

**CBCF5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- A. Corporate Governance
- B. Dividend Policy
- C. Capital Investment Decisions
- D. Business and Financial Risk
- E. Long-Term Financial Policy
- F. Short-Term Financial Policy
- G. Mergers and Acquisitions and Corporate Restructuring

## EQUITY INVESTMENTS

**CBEI5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- A. Types of Equity Securities and Their Characteristics
- B. Equity Markets: Characteristics, Institutions, and Benchmarks
- C. Fundamental Analysis (Sector, Industry, Company) and the Valuation of Individual Equity Securities
- D. Equity Market Valuation and Return Analysis
- E. Special Applications of Fundamental Analysis (Residual Earnings)
- F. Equity of Hybrid Investment Vehicles

## FIXED INCOME

**CBXI5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- A. Types of Fixed-Income Securities and Their Characteristics
- B. Fixed-Income Markets: Characteristics, Institutions, and Benchmarks
- C. Fixed-Income Valuation (Sector, Industry, Company) and Return Analysis
- D. Term Structure Determination and Yield Spreads
- E. Analysis of Interest Rate Risk
- F. Analysis of Credit Risk
- G. Valuing Bonds with Embedded Options
- H. Structured Products

**DERIVATIVES****CBDE5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- A. Types of Derivative Instruments and Their Characteristics
- B. Forward Markets and Instruments
- C. Futures Markets and Instruments
- D. Options Markets and Instruments
- E. Swaps Markets and Instruments
- F. Credit Derivatives Markets and Instruments

**ALTERNATIVE INVESTMENTS****CBAI5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- A. Types of Alternative Investments and Their Characteristics
- B. Real Estate
- C. Private Equity/Venture Capital
- D. Hedge Funds
- E. Closely Held Companies and Inactively Traded Securities
- F. Distressed Securities/Bankruptcies
- G. Commodities
- H. Tangible Assets with Low Liquidity

**PORTFOLIO MANAGEMENT AND WEALTH PLANNING****CBPW5999****NQF Level:** 9**Credits:** 12**Contact hours:** 4 lecture periods / week for 14 weeks**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- A. Portfolio Concepts
- B. Management of Individual/Family Investor Portfolios
- C. Management of Institutional Investor Portfolios
- D. Pension Plans and Employee Benefit Funds
- E. Investment Manager Selection
- F. Other Institutional Investors
- G. Mutual Funds, Pooled Funds, and ETFs

- H. Economic Analysis and Setting Capital Market Expectations
- I. Tax Efficiency
- J. Asset Allocation (including Currency Overlay)
- K. Portfolio Construction and Revision
- L. Equity Portfolio Management Strategies
- M. Fixed-Income Portfolio Management Strategies
- N. Alternative Investments Management Strategies
- O. Risk Management
- P. Execution of Portfolio Decisions (Trading)
- Q. Performance Evaluation
- R. Presentation of Performance Results

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**BUSINESS RESEARCH METHODS**
**CBRM5980**
**NQF Level:** 9

**Credits:** 24

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions. 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

Introduction to the procedures, techniques, standards, and resources for conducting research in Business Administration; basic statistics for research; formulating a research topic, research problem; literature review, validity and reliability, and research design, conceptualization of research questions and hypothesis, research designs, sampling; data collection methods and measurement of outcomes; data analysis and interpretation of results hypothesis testing and statistical inference, regression analysis, correlation analysis, time series analysis, advanced topics on business modeling, multi co-linearity, and nonparametric analysis.

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## **Master in Business Administration (12MBMS) (Management Strategy)**

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### **INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The purpose of this qualification is to provide students with a capacity to work independently and competently as managers, entrepreneurs and leaders in a variety of settings that are critical to national and global socio-economic development. This is in line with the strategic objective of the University to "cultivate standards of excellence in teaching, research, and all the prescribed functions of UNAM, through encouraging constructive criticism, constant self-improvement, self-evaluation, and peer assessment".

### **CRITERIA FOR ADMISSION**

1. A candidate must have a good relevant Level 8 Bachelor's degree from the University of Namibia, or any other recognized University.
2. Alternatively a candidate may present a relevant *Post-Graduate Diploma* OR an *Honours degree* from a recognized institution of higher learning.
3. A candidate with a degree which is however not a good relevant Level 8 qualification will be admitted to the School's Post-Graduate Diploma in Business Administration as preparation for the MBA.
4. The level and nature of working experience will be criteria for selection, especially in the face of scarcity of places and in terms of creating a conducive learning environment drawing on real work cases.
5. A prospective student maybe interviewed and assessed by the Business School before recommending his/her application to the relevant UNAM structures.

### **ARTICULATION OPTIONS**

This qualification serves as an entry point to the following related qualifications:

*Doctorate in Business Administration* of the University of Namibia and other recognized Universities.

This qualification provides credits for the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia and other recognized Universities.

### **MODE OF DELIVERY**

Full-time on Block-Release basis augmented through e-learning.

### **DURATION OF STUDY**

The minimum duration of this programme is eighteen (18) months and the maximum duration is three (3) years.

### **ASSESSMENT CRITERIA**

The examination mark and the continuous assessment mark constitute 60% and 40% of the final mark respectively.

Candidates are expected to:

1. Obtain a minimum of 50% in both the CA mark and the examination mark.
2. Demonstrate a mastery of theoretically sophisticated subject matter in the field of Business Administration.
3. Evaluate critically the findings and discussions in the Business Administration literature.
4. Research, analyse, and argue from evidence within the field of Business Administration.
5. Apply Business Administration knowledge to new situations.
6. Engage in rigorous intellectual analysis, criticism and problem-solving.

### **MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

In order to be re-admitted into the Faculty a student must obtain 1/3 of the credits of the programme in the preceding year which amount to a total of 80 credits.

### **ADVANCEMENT AND PROGRESSION RULES**

In order to be registered for the last semester in the programme students should have passed 100 credits including Advanced Academic Writing for Post-Graduate Students and Business Research Methods.

### **REQUIREMENTS FOR QUALIFICATION AWARD**

The Masters in Business Administration cannot be obtained in less than eighteen months of full-time study and the degree programme must be completed within three years of registration. Graduation for the MBA degree requires the successful completion of 240 credits at Level 9, including the research-based Business Project which will be worth 84 credits.

## CURRICULUM

Course	Course code	NQF Level	Credits	Compulsory
<b>SEMESTER 1</b>				
Advanced Business Ethics	CBB15999	9	12	YES
Project Management	CBPM5999	9	12	YES
Advanced Quantitative Methods	CBBQ5999	9	12	YES
Economics: Global and Firm Level Perspectives	CBBE5999	9	12	YES
Academic Writing for Post-Graduate Studies	UAE5819	8	16	YES
E-Business Strategy	CBEB5999	9	12	YES
Business Research Methods	CBRM5980	9	24	YES
<b>SEMESTER 2</b>				
Financial Management Strategy	CBFM5999	9	12	YES
Human Resources Strategy	CBRH5999	9	12	YES
Operations Strategy	CBOM5999	9	12	YES
Marketing Strategy	CBMM5999	9	12	YES
Strategic Management	CBSM5999	9	12	YES
Human Resources Strategy	CBHR5999	9	12	YES
Business Project in Management Strategy	CBRS5909	9	84	YES
<b>TOTAL CREDITS</b>			<b>240</b>	

## Syllabi

### ADVANCED BUSINESS ETHICS

**CBB15999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

The course will provide a detailed exposition of the Professional Standards of Practice and Ethical Practices expected of Finance professionals especially as espoused by the CFA Institute. The course will also deal with questions of Business Ethics in a broader framework including but not limited to issues of sustainability, corporate social responsibility and responsible leadership.

### PROJECT MANAGEMENT

**CBPM5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course is highly practical and will develop critical skills in the application of project management methodologies. A competitive team-based project simulation will give hands-on experience of applying the tools needed to handle the planning, execution and control of any project.

### ADVANCED BUSINESS QUANTITATIVE METHODS

**CBBQ5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

**Pre-requisites:**

None

**Module Description:**

This course will deal with the following topics in detail:

- Time Value of Money
- Probability
- Probability Distributions and Descriptive Statistics



- D. Sampling and Estimation
- E. Hypothesis Testing
- F. Correlation Analysis and Regression
- G. Time Series Analysis
- H. Simulation Analysis
- I. Technical Analysis

ACADEMIC WRITING FOR POST-GRADUATE STUDIES	UAE5819
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<b>NQF Level:</b> 8	<b>Credits:</b> 16	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.		

**Module Description:**

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

ECONOMICS: GLOBAL AND FIRM LEVEL PERSPECTIVES	CBBE5909
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<b>NQF Level:</b> 9	<b>Credits:</b> 84	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.		

**Pre-requisites:** Academic Writing for Post-Graduate Studies (UAE 5819) & Business Research Methods (CBRM5900)

**Module Description:**

This course will deal with the following topics in detail:

- A. Market Forces of Supply and Demand
- B. The Firm and Industry Organization
- C. Measuring National Income and Growth
- D. Business Cycles
- E. The Monetary System
- F. Inflation
- G. International Trade and Capital Flows
- H. Currency Exchange Rates
- I. Monetary and Fiscal Policy
- J. Economic Growth and Development
- K. Effects of Government Regulation
- L. Impact of Economic Factors on Investment Markets

BUSINESS PROJECT IN MANAGEMENT STRATEGY	CBSR5909
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<b>NQF Level:</b> 9	<b>Credits:</b> 84	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.		

**Pre-requisites:** Academic Writing for Post-Graduate Studies (UAE 5819) & Business Research Methods (CBRM5900)

**Module Description:**

The project contributes to the achievement of the aims of the Masters degree namely:- to promote a deeper and critical understanding of selected areas in Finance; to develop originality of thought and skills of research, analysis, argumentation and expression; to build upon, develop and integrate the knowledge and skills acquired in the taught courses. The project may be structured as a consultancy report or case-study report providing solutions to real-world problems and challenges in the area of Management Strategy.

E-BUSINESS STRATEGY	CBEB5999
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<b>NQF Level:</b> 9	<b>Credits:</b> 12	<b>Contact hours:</b> 4 lecture periods / week for 14 weeks
<b>Module assessment:</b> A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as		

follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

None

**Pre-requisites:**

**Module Description:**

This course will introduce the strategic frameworks and methodological tool set and case studies to elucidate the link between e-business and the broader corporate strategy. It will explore the development and implementation of various e-commerce and m-commerce strategies by companies. It will further explore the strategic challenges and opportunities of e-business.

**CORPORATE GOVERNANCE**

**CBCG5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

None

**Pre-requisites:**

**Module Description:**

The aim of this course is to provide knowledge and understanding of corporate governance as mandated by the law on companies as well as global trends beyond the legal requirements as encapsulated codes of practice. The course will deal with: different types of companies, company formation, the required documentation, capital, creation of shares, rights of shareholders, the directors and the powers, responsibilities and duties, winding up of companies, codes of practice, especially the latest King III, the "triple bottom line and such other issues relating to sustainability.

**BUSINESS PROJECT IN MANAGEMENT STRATEGY**

**CBRS5909**

**NQF Level:** 9

**Credits:** 84

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

None

**Pre-requisites:**

**Module Description:**

The project contributes to the achievement of the aims of the Masters degree namely: - to promote a deeper and critical understanding of selected areas in Management; to develop originality of thought and skills of research, analysis, argumentation and expression; to build upon, develop and integrate the knowledge and skills acquired in the taught courses. The project may be structured as a consultancy report or a case-study report providing solutions to real-world problems and challenges in the area of Management Strategy.

**HUMAN RESOURCE STRATEGY**

**CBRH5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

None

**Pre-requisites:**

**Module Description:**

This course will help students understand the centrality of human resources to the strategic and competitive position of the firm. The course links human resources to strategic organizational performance and provides insights into the complexities of managing human resources in a changing strategic environment.

**FINANCIAL MANAGEMENT STRATEGY**

**CBFM5999**

**NQF Level:** 9

**Credits:** 12

**Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:**

A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions; 10% from group/syndicate work; 10% from an individual assignment

To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

None

**Pre-requisites:**

**Module Description:**

This course draws the relationship between financial management and other aspects of corporate strategy. Students will build both broad financial knowledge and specific understandings of corporate finance especially as it relates to the implementation of strategy. Key issues of sources, finance, levels of gearing, dividend approaches, etc. will be considered.

**OPERATIONS STRATEGY****CBOM5999****NQF Level:** 9 **Credits:** 12 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

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

This course provides a broad overview of Operations Strategies and then deals in-depth with specific operational strategies: competing on quality, productivity, innovation through new products and processes etc. the course also deals with the development of supply chain management as an integral aspect of operations and a key determinant of strategic advantage especially at a global level where networks rather than companies compete.

**MARKETING STRATEGY****CBMM5999****NQF Level:** 9 **Credits:** 12 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

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

This course views marketing from a business strategy [perspective and considers how the assets of the organization can be used to create and deliver value to customers and shareholders. It will discuss the role of marketing in the conception and implementation of high level strategy. It will also explore the nature of international markets as the basis for the creation and delivery of value to customers and shareholders and the strategies a firm has to pursue in order to succeed in them. It will develop a strategic overview of how marketing interacts with other functional areas of the business.

**STRATEGIC MANAGEMENT****CBSM5999****NQF Level:** 9 **Credits:** 12 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions: 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

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

Strategic Management is concerned with the direction and scope of the organisation; determining its purpose, establishing objectives and formulating strategies to achieve them. Managers must understand and react to changes in the organisation's environment to achieve and sustain advantage.

This course deals with issues at the strategic business unit and the corporate level. It addresses how strategies can be implemented and how they can fail, and shows how companies use international development as a means to achieving sustainable competitive advantage.

**BUSINESS RESEARCH METHODS****CBRM5980****NQF Level:** 9 **Credits:** 24 **Contact hours:** 4 lecture periods / week for 14 weeks

**Module assessment:** A three hour examination soon after completion of the block which constitutes 60% of the final course mark. A continuous assessment mark which constitutes 40% of the final course mark and is made up as follows: 20% from a test taken under Examination conditions. 10% from group/syndicate work; 10% from an individual assignment  
To pass a course, the student must obtain a minimum of 50% in both the examination mark and the continuous assessment mark.

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

Introduction to the procedures, techniques, standards, and resources for conducting research in Business Administration; basic statistics for research; formulating a research topic, research problem; literature review, validity and reliability, and research design, conceptualization of research questions and hypothesis, research designs, sampling; data collection methods and measurement of outcomes; data analysis and interpretation of results hypothesis testing and statistical inference, regression analysis, correlation analysis, time series analysis, advanced topics on business modeling, multi co-linearity, and nonparametric analysis.

## OLD CURRICULUM PROGRAMMES STRUCTURES AS FROM 2011 – 2014

### C.1 CERTIFICATE IN MANAGEMENT AND TAXATION (12CMAT)

#### C.1.1 OBJECTIVE OF THE PROGRAM

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

#### C.1.2 CRITERIA FOR ADMISSION

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

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

#### C.1.3 ARTICULATION OPTIONS

Successful completion of this certificate allows entry into the Higher Diploma in Accounting and Auditing.

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

#### C.1.4 ASSESSMENT CRITERIA

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

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

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

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

A student can register for all modules (128 credits) in a year

#### C.1.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

#### C.1.8 IMPLEMENTATION STRATEGY

The program is already existing and running both on evening (face to face) and distance modes.

#### C.1.9 CLASS ATTENDANCE

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

#### C.1.10 MODE OF DELIVERY

The certificate is a one year programme offered in evenings through full time face to face mode and on distance mode through centre of external studies.

#### C.1.11 DURATION OF STUDY

This is a one year programme with a maximum duration of 2 years. The Faculty has the right to amend the curriculum any time during the year.

#### C.1.12 CURRICULUM

Code	Module	Contact hours	Credits	NQF Level
<b>First semester</b>				
CABS1300	Basic Business Mathematics	28	8	3
LCEC1311	English Communication for Certificate Purposes	56	16	3
CAFA1311	Introduction to Financial Accounting A	56	16	3
CMMA1310	Management	56	16	3
CATA1310	Introduction to Taxation	56	16	3
		<b>252</b>	<b>72</b>	
<b>Second semester</b>				
UCLC3409	Computer Literacy	28	8	4
UCSI3429	Contemporary Social Issues	28	8	4
CABS1300	Basic Business Mathematics	28	8	3
CAFA1312	Introduction to Financial Accounting B	56	16	3
CMMA1310	Management	56	16	3
CATA1310	Introduction to Taxation	56	16	3
		<b>252</b>	<b>72</b>	
	<b>Total for the year</b>	<b>504</b>	<b>144</b>	

## C.2 CERTIFICATE IN ACCOUNTING AND AUDITING (12CAAU)

### C.2.1 OBJECTIVE OF THE PROGRAM

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

### C.2.2 CRITERIA FOR ADMISSION

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

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

### C.2.3 ARTICULATION OPTIONS

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

### C.2.4 ASSESSMENT CRITERIA

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

### C.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

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

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

A student can register for all modules (128 credits) in a year

### C.2.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

### C.2.8 IMPLEMENTATION STRATEGY

The program is already existing and running both on evening (face to face) and distance modes.

### C.2.9 CLASS ATTENDANCE

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

### C.2.10 MODE OF DELIVERY

The certificate is a one year programme offered in evenings through full time face to face mode and on distance mode through centre of external studies.

### C.2.11 DURATION OF STUDY

This is a one year programme with a maximum duration of 2 years. The Faculty has the right to amend the curriculum any time during the year.

### C.2.12 NEW CURRICULUM

Code	Module	Contact hours	Credits	NQF Level
<b>First semester</b>				
CABS1300	Basic Business Mathematics	28	8	3
LCEC1311	English Communication for Certificate Purposes	56	16	3
CAGE1311	Government Accounting A	56	16	3
CAGA1311	Government Auditing A	56	16	3
CAFA1311	Introduction to Financial Accounting A	56	16	3
	<b>Total</b>	<b>252</b>	<b>72</b>	
<b>Second semester</b>				
CABS1300	Basic Business Mathematics	28	8	3
UCSI3429	Contemporary Social Issues	28	8	4
UCLC3409	Computer Literacy	28	8	4
CAGE1312	Government Accounting B	56	16	3
CAGA1312	Government Auditing B	56	16	3
CAFA1312	Introduction to Financial Accounting B	56	16	3
	<b>Total</b>	<b>252</b>	<b>72</b>	
		<b>504</b>	<b>144</b>	

## **C.4 BACHELOR OF ACCOUNTING – (CHARTERED ACCOUNTANCY) (12BCHA)**

### **C.4.1 INTRODUCTION**

The Bachelor of Accounting (Chartered Accountancy) is a single major programme, which seeks to provide an academic foundation for students intending to pursue a career in accounting and related fields.

The degree provides technical and theoretical skills and knowledge, which will give the successful candidate a sound foundation for his/her chosen career. The development of transferable skills and competence is embodied in the modules within the degree structure and those successfully completing the program should possess effective communication, intellectual and interpersonal skills.

### **C.4.2 PURPOSE OF THE QUALIFICATION**

The proposed 3 year Bachelor of Accounting (Chartered Accountancy) program aims to equip the students on successful completion with necessary accounting knowledge and skills that allows them to pursue a Certificate in Theory of Accounting (CTA) program required for a career in Chartered Accountancy.

### **C.4.3 ADMISSION REQUIREMENTS**

To register for the Bachelor of Accounting (Chartered Accountancy), a candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification. English is a compulsory subject and a candidate should have obtained grade C at NSSC (English as a Second Language) or grade D at NSSC (English First Language) level and at least a B in NSSC (Ordinary level) Mathematics. Preference will be given to those with accountancy at school level.

- A candidate should have a minimum of 30 points in five subjects on the UNAM Evaluation Scale.
- Entrance will be limited to availability of places and awarded on merit. Meeting minimum requirements does not guarantee admission.
- The department reserves the right to interview students before admission.
- Admission could also be considered for foreign students and those with post qualification (first degree) or through mature age entry scheme upon successful completion of the relevant examinations as set out in the General Regulations.
- Mature age entry: Candidates aspiring for admission through mature age entry scheme must satisfy the following conditions:
  - e. They should be at least 25 years old on the first day of the academic year in which admission is sought.
  - f. They should have successfully completed senior secondary education
  - g. They should have proof of at least five years relevant work experience (as determined by the department).
  - h. They should pass all papers of the prescribed Mature Age Entry Test and obtain a minimum aggregate score of 60%.

***If a candidate only obtains the equivalent of a C in NSSC (Core level) Mathematics; then a B in NSSC (Ordinary level) Accountancy at school level must be obtained and a minimum of 32 points in five subjects on the UNAM Evaluation Scale.***

### **C.4.4 EXAMINATION REGULATIONS**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Prospectus. A candidate will be admitted to the examination in a module if he/she has obtained the required continuous assessment mark of 50%. Examinations are administered at the end of each semester for semester modules and at the end of year for double modules.

***A candidate passes a module if a final mark of 50% is obtained. The final mark for the core modules offered by the department of accounting, auditing and income tax consists of continuous assessment and examination mark in the ratio of 50:50 respective.***

***A sub minimum of 40% must be obtained in each component.***

### **C.4.5 ACADEMIC ADVANCEMENT RULES**

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

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

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

A student will not be re-admitted into the program if he/she has not passed at least:

- The equivalent to **104 credits** by the end of the **First year** including at least 2 out of 3 financial accounting modules.
- The equivalent to **212 credits** at the end of the **Second year** including all first year accounting modules and at least one second year financial accounting modules.
- The equivalent to **312 credits** at the end of the **Third year**

Students who are not re-admitted into Bachelor of Accounting (Chartered Accountancy) may apply for transfer into the current Bachelor of Accounting (Honours) or other programs offered by the faculty and would be considered for admission on a case by case basis if they meet the following requirements for re admission into the faculty.

#### **(c) Minimum requirements for re-admission into the faculty**

A student will not be re-admitted into the faculty if he/she has not passed at least:

- the equivalent to 56 credits by the end of the **First year**;
- the equivalent to 152 credits at the end of the **Second year**
- the equivalent to 224 credits at the end of the **Third year**

### **C.4.6 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 424 credits. All the modules offered on this program are compulsory.

### **C.4.7 LECTURES AND TUTORIALS**

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

#### C.4.8 QUALITY ASSURANCE ARRANGEMENTS

The curriculum of this program has been developed in consultation with various stakeholders including the Institute of Chartered Accountants of Namibia and South African universities. It is proposed to externally moderate all the question papers of core modules offered during first, second and third years. To keep the content updated and commensurate with market needs the curriculum will be reviewed every 3 years in consultation with relevant stakeholders.

#### C.4.9 STAKEHOLDERS SUPPORT OF THE PROGRAM

This program has been developed in response to the needs of industry to shorten the study period for Chartered Accountancy. Currently UNAM students have to study for 4 years for first degree followed by another 2 years for CTA. The total 6 years of study is not competitive with programs offered by South African Universities as a student can do a first degree in 3 years and CTA in one year at SA Universities. Thus, accounting firms prefer to send sponsored students to South African Universities to save two years. It also results in brain drain as many students after studying in South Africa stay there for employment. This qualification will save one year for undergraduate degree and another one year on being accredited by South African Institute of Chartered Accountants (SAICA), which is the examining body for CA qualification.

#### C.4.10 ARTICULATION

Students may be considered for transfer from current Bachelor of Accounting (Honours) to Bachelor of Accounting (Chartered Accountancy), **if they have obtained an average of 70% including a minimum of 70% in accounting modules at first and second year of Bachelor of Accounting (Honours).**

- Having completed year 1 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 1 of Bachelor of Accounting (Chartered Accountancy).
- Similarly after completing year 2 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 2 of Bachelor of Accounting (Chartered Accountancy).
- **No transfer into 3<sup>rd</sup> year of Bachelor of Accounting (Chartered Accountancy) is allowed from other programs.**

Students will also be allowed to transfer from Bachelor of Accounting (Chartered Accountancy) to current 4 year Bachelor of Accounting (Honours) and will be exempted for the modules already passed on a case by case basis.

#### C.4.11 EXEMPTION RULES

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

#### C.4.12 DURATION OF STUDY

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

#### C.4.13 PRE-REQUISITES

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

Code	Module Name	Prerequisite / Co requisite	
	Year 2	Code	Module Name
CACP3612	Company Law and Practice	CAML3611	Mercantile Laws (Co requisite)
CAFI3610	Financial Accounting 2	CAFI3591 / CAFI 3592	Financial Accounting 1 A / Financial Accounting 1B /
CAUD 3691	Auditing 1A	CAFI3591 / CAFI 3592	Financial Accounting 1 A / Financial Accounting 1B /
CAUD 3692	Auditing 1B	CAFI3591 / CAFI 3592	Financial Accounting 1 A / Financial Accounting 1B /
	Year 3		
CACT3710	Comparative taxation	CANT3691	Namibian Taxation
CAUD3710	Auditing 2	CAUD3691 and CAUD 3692	Auditing 1A and Auditing 1B
CAFI3710	Financial Accounting 3	CAFI3610*	Financial Accounting 2
CAMA3711	Management Accounting 2	CAMA3691 and CAMA 3692	Management Accounting 1A and Management Accounting 1B
CAIS3652	Computerized Accounting Systems	UCLC3509	Computer Literacy
CAMF3712	Managerial Finance	CAFI3591, CAFI 3592 and CAMA 3511	Financial Accounting 1 A , Financial Accounting 1B, and Mathematics for Accountants

#### C.4.14 CURRICULUM

The curriculum for the Bachelor of Accounting (Chartered Accountancy) consists of 30 modules, which are offered as follows:

- 11 equivalent modules (equivalent to 152 credits) on the first-year level
- 11 equivalent modules (equivalent to 144 credits) on the second-year level
- 8 equivalent modules (equivalent to 128 credits) on the third-year level

A student may not exceed a maximum of twelve modules (equivalent to 192 credits) as from the second academic year onwards. Courses that are repeated are included in the allowable maximum of twelve modules.

Code	Module Name	Contact hours	Credits	NQF level
<b>YEAR 1 : SEMESTER 1</b>				
CAEC3511	Economics	56	16	5
ULCE3419	English Communication and Study Skills	56	16	4
UCLC3509	Computer Literacy	28	8	5
CAMA3511	Mathematics for Accountants	56	16	5
CAFI3511	Financial Accounting 1A	56	16	5
	<b>Total</b>	<b>252</b>	<b>80</b>	
<b>YEAR 1 : SEMESTER 2</b>				
ULEA3519	English for Academic Purposes	56	16	5
CMPP3572	Principles of Management	56	16	5
CABS3612	Business Statistics	56	16	6
CAFI3582	Financial Accounting 1B	42	12	5
UCSI3580	Contemporary Social Issues	28	8	5
	<b>Total</b>	<b>252</b>	<b>72</b>	
	<b>Total year 1</b>	<b>504</b>	<b>160</b>	
<b>YEAR 2 : SEMESTER 1</b>				
CAML3611	Mercantile Law	56	16	6
CANT3691	Namibian Taxation	42	12	6
CAUD3691	Auditing 1A	42	12	6
CAFI3610	Financial Accounting 2	42	12	6
CAMA3691	Management Accounting 1A	42	12	6
	<b>Total</b>	<b>224</b>	<b>64</b>	
<b>YEAR 2 : SEMESTER 2</b>				
CAIS3652	Computerized Accounting Systems	56	16	6
CASE3792	Strategy, Risk Management and Ethics	42	12	7
CAUD3692	Auditing 1B	42	12	6
CAFI3610	Financial Accounting 2	42	12	6
CAMA3692	Management Accounting 1B	42	12	6
CACP3612	Company Law and Practice	56	16	6
	<b>Total</b>	<b>280</b>	<b>80</b>	
	<b>Total year 2</b>	<b>504</b>	<b>144</b>	
<b>YEAR 3 : SEMESTER 1</b>				
CACT3710*	Comparative taxation	56	16	7
CAUD3710*	Auditing 2	56	16	7
CAFI3710*	Financial Accounting 3	56	16	7
CAMA3711	Management Accounting 2	56	16	7
	<b>Total</b>	<b>224</b>	<b>64</b>	
<b>YEAR 3 : SEMESTER 2</b>				
CACT3710*	Comparative taxation	56	16	7
CAUD3710*	Auditing 2	56	16	7
CAFI3710*	Financial Accounting 3	56	16	7
CAMF3712	Managerial Finance	56	16	7
	<b>Total</b>	<b>224</b>	<b>64</b>	
	<b>Total year 3</b>	<b>448</b>	<b>128</b>	
	<b>Total course</b>	<b>1456</b>	<b>432</b>	

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



## **C.5 BACHELOR OF ACCOUNTING (Honours) (12BACC)**

### **C.5.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The Bachelor of Accounting (Honours) program equips students with the necessary accounting knowledge and skills that allows them to pursue their career in accounting, auditing, finance, taxation, banking, and other related areas. The Bachelor of Accounting (Honours) is a single major programme, which seeks to provide an academic foundation for students intending to pursue a career in the accounting profession or financial service sector. This program is an academic honours and does not entitle holders of this qualification to write board exams to become a chartered accountant. Having completed this program students may decide to work or study for Masters degrees offered by University of Namibia or other institutions.

### **C.5.2 CRITERIA FOR ADMISSION**

- To register for the Bachelor of Accounting (Honours), a student must hold a valid Namibia Senior Secondary Certificate (NSSC) or any equivalent qualification. English is a compulsory subject and students should obtain at least at grade C (English as Second Language) or grade D (English First Language).
- A student should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Scale to be admitted with at least a C in NSSC (Ordinary level) Mathematics. However, a minimum of 25 points in five subjects does not necessarily ensure and/or guarantee admission.
- The Department reserves the right to interview students before admission.
- Admission is also considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

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

### **C.5.3 ARTICULATION OPTIONS**

Current students of the Bachelor of Accounting (Honours) may be considered for transfer to the Bachelor of Accounting (Chartered Accountancy), if they obtain an average of 70% including a minimum of 70% in accounting modules in the first and second year subject to availability of places.

- Students will be eligible for admission into year 1 of the Bachelor of Accounting (Chartered Accountancy) after completing year 1.
- Students will be eligible for admission into year 2 of the Bachelor of Accounting (Chartered Accountancy) after completing year 2.
- Transfer into year 3 of the Bachelor of Accounting (Chartered Accountancy) will not be allowed.
- Students of the Bachelor of Accounting (Chartered Accountancy) will be allowed to transfer to the Bachelor of Accounting (Honours) and will be exempted for the modules already passed on a case by case basis.
- This qualification serves as an entry point to the Master of Science in Accounting and Finance and Post Graduate Diploma in Internal Auditing offered by the department and other programs such as MBA offered by business school.
- This qualification also provides 7 exemptions for CIMA qualification. Holders of this qualification who want to become Chartered Accountants may register for CTA program offered by accredited universities and may be required to do the bridging year before qualifying for CTA programme.

### **C.5.4 ASSESSMENT CRITERIA**

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

### **C.5.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

*For readmission into the faculty a student should have passed:*

- *At least 48 credits by the end of first year; however, for readmission into the program this must include both modules on fundamentals of accounting (CAFE3581 and CAFE3582)*
- *At least 136 credits by the end of second year;*
- *At least 232 credits by the end of third year;*
- *At least 340 credits by the end of fourth year;*

### **C.5.6 ADVANCEMENT AND PROGRESSION RULES**

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

- At least 88 credits from the first year must be passed before enrolling for second year modules
- At least 80 credits from the second year must be passed before enrolling for third year modules
- At least 88 credits from the third year must be passed before enrolling for fourth year modules.

### **C.5.7 MAXIMUM NUMBER OF COURSES PER YEAR**

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

### **C.5.8 REQUIREMENTS FOR QUALIFICATION AWARD**

This qualification will be awarded to students who pass all the modules (520 credits) offered on the program. All the modules offered in this program are compulsory.

### **C.5.9 IMPLEMENTATION STRATEGY**

The programme is in offer through both face to face and distance modes. The revised programme will phase in gradually so that students on current program can graduate on the old curriculum. In January 2012 there will be first year intake for the revised

programme. If students on old curriculum fail any modules the following course equivalents will be used while repeating those modules on revised curriculum.

#### C.5.10 MODE OF DELIVERY

The programme is offered full time on main campus using face to face mode. The programme is also offered on full time distance mode through centre of external studies. There will be no admissions for first year on this programme for evening (part time) batch from 2012 and it will be phased out gradually from evening offering.

#### C.5.11 DURATION OF STUDY

The minimum duration of Bachelor of Accounting (Honours) is four years and the maximum duration is 6 years. Students follow the programme in effect at the time of their most recent date of admission, transfer or readmission. The Faculty has the right to amend the curriculum for academic and professional reasons at any time. On distance mode the minimum duration to complete this program is 4 years and maximum duration is 8 years.

#### C.5.12 COURSE EQUIVALENTS

Course Equivalents			
Current Course and Code		Equivalent course and code	
Code	Course name	Code	Course name
<b>Year 1 Semester 1</b>			
CAFE3511	Fundamentals of Accounting A	CAFE3581	Fundamentals of Accounting
<b>Semester 2</b>			
CAFE3512	Fundamentals of Accounting B	CAFE3582	Fundamentals of Accounting B
<b>Year 2 Semester 1</b>			
CABA3631	Business Statistics A	CABA3691	Business Statistics A
CAFE3631	Financial Accounting 1A	CAFE3691	Financial Accounting 1A
CAAM3651	Management Accounting 1A	AAM 3691	Management Accounting 1A
<b>Semester 2</b>			
CABA3632	Business Statistics B	CABA3692	Business Statistics B
CAFE3632	Financial Accounting 1B	CAFE3692	Financial Accounting 1B
CAAM3652	Management Accounting 1B	CAAM3692	Management Accounting 1B
<b>Year 3 Semester 1</b>			
CAFE3751	Financial Accounting 2A	CAFE3781	Financial Accounting 2A
CAAM3751	Management Accounting 2A	CAAM3781	Management Accounting 2A
CATP3751	Taxation 1A	CATP3781	Taxation 1A
<b>Semester 2</b>			
CAFE3752	Financial Accounting 2B	CAFE3782	Financial Accounting 2B
CAAM3752	Management Accounting 2B	CAAM3782	Management Accounting 2B
CATP3752	Taxation 1B	CATP3782	Taxation 1B
<b>Year 4 Semester 1 &amp; 2</b>			
CAMT3870	Mini Thesis	CARP3870	Research Project

#### C.5.13 CURRICULUM

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

Code	Module	Contact hours	Credits	NQA level
<b>Year 1 : Semester 1</b>				
CEMI3571	Basic Microeconomics	56	16	5
UCLC3409	Computer Literacy	28	8	4
ULCE3419	English Communication and Study Skills	56	16	4
CAFE3511	Fundamentals of Accounting A	56	16	5
CMPP3579	Principles of Management	56	16	5
	<b>Total</b>	<b>252</b>	<b>72</b>	
<b>Year 1 : Semester 2</b>				
CEMA3572	Basic Macroeconomics	56	16	5
CBCM3579	Business Mathematics	56	16	5
UCSI3509	Contemporary Social Issues	28	8	4
ULEA3419	English for Academic Purposes	56	16	4
CAFE3512	Fundamentals of Accounting B	56	16	5
	<b>Total</b>	<b>252</b>	<b>72</b>	
	<b>Total year</b>	<b>504</b>	<b>144</b>	
<b>Year 2 : Semester 1</b>				
CABA3631	Business Statistics A	56	16	6
CACL3631	Commercial Law A	56	16	6
CAFE3631	Financial Accounting 1A	56	16	6
CAAM3651	Management Accounting 1A	56	16	6
	<b>Total</b>	<b>224</b>	<b>64</b>	

<b>Year 2 : Semester 2</b>					
CABA3632	Business Statistics B	56	16	6	
CACL3632	Commercial Law B	56	16	6	
CAIS3652	Computerized Accounting Systems	56	16	6	
CAFÉ3632	Financial Accounting 1B	56	16	6	
CAAM3652	Management Accounting 1B	56	16	6	
	<b>Total</b>	<b>280</b>	<b>80</b>		
	<b>Total year</b>	<b>504</b>	<b>144</b>		
<b>Year 3 : Semester 1</b>					
CAUA3751	Auditing 1A	56	16	7	
CACP3751	Company Law and Practice A	56	16	7	
CAFÉ3751	Financial Accounting 2A	56	16	7	
CAAM3751	Management Accounting 2A	56	16	7	
CATP3751	Taxation 1A	56	16	7	
	<b>Total</b>	<b>280</b>	<b>80</b>		
<b>Year 3 : Semester 2</b>					
CAUA3752	Auditing 1B	56	16	7	
CABR3752	Business Research Methods	56	16	7	
CAFÉ3752	Financial Accounting 2B	56	16	7	
CAAM3752	Management Accounting 2B	56	16	7	
CATP3752	Taxation 1B	56	16	7	
	<b>Total</b>	<b>280</b>	<b>80</b>		
	<b>Total year</b>	<b>560</b>	<b>160</b>		
<b>Year 4 : Semester 1</b>					<b>Pre-requisite/Co-requisite</b>
CAUA3871	Auditing 2	56	16	8	CAUA3751 & CAUA3752
CAFE3871	Financial Accounting 3A	56	16	8	CAFE3781 & CAFE3782
CAMF3871	Financial Management A	56	16	8	CAFE3691 & CAFE3692 & CAAM3691 & CAAM3692
CAMT3870	Mini Thesis	56	16	8	CABR3752
	<b>Total</b>	<b>224</b>	<b>64</b>		
<b>Year 4 : Semester 2</b>					
CAFE3872	Financial Accounting 3B	56	16	8	CAFE3781 & CAFE3782
CAMF3872	Financial Management B	56	16	8	CAFE3691 & CAFE3692 & CAAM3691 & CAAM3692
CAFR3872	Financial Reporting and Accounting Ethics	56	16	8	CAUA3751 & CAUA3752
CAMT3870	Mini Thesis	56	16	8	CABR3752
	<b>Total</b>	<b>224</b>	<b>64</b>		
	<b>Total year</b>	<b>448</b>	<b>128</b>		
	<b>Total course</b>	<b>2 016</b>	<b>576</b>		

## **D.1. BACHELOR OF ECONOMICS (Honours) (12 BECN)**

### **D.1.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The Bachelor of Economics Degree (Honours) programme aims to produce graduates who are technically and intellectually competent in the applications of economic theories, models and techniques in day to day economic decision making processes. Specifically, the programme will:

- Provide a good understanding of economic concepts and tools that have direct applications to economic issues.
- Develop an understating of the present interpretations and potential future developments in economic issues.
- Provided students with a basic understanding of economic theory and analytical tools that can be used in decision making processes.
- Sharpen the student's analytical skills through integrating their knowledge of the economic theory with real life economic issues.
- Develop the capacity for quantitative and qualitative analysis, critique and creative thinking in the economics discipline.
- Develop the skills of written and oral presentation, argument and analysis, including other practical skills such as computer skills appropriate for economic discipline.
- Increase the number of the much needed critical mass of trained people in the area of economic research in the country.

### **D.1.2 CRITERIA FOR ADMISSION**

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

- A candidate should be in possession of a grade 12 certificate, with a minimum of **25 points in five subjects** on the UNAM point scale including English with at least a C symbol; also a **C symbol in Mathematics** is required.
- A candidate who is in possession with a minimum of **27 points in five subjects** on the UNAM point scale including English with at least a **D symbol in Mathematics** will be considered for admission.
- Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

### **D.1.3 ARTICULATION OPTIONS**

This qualification serves as an entry point to the Master of Science degree in economics or any related postgraduate qualification.

### **D.1.4 ASSESSMENT CRITERIA**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester. A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the continuous assessment and the examination mark. The weight ratio between continuous assessment and examination mark is 50:50 respectively.

### **D.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

A student will not be re-admitted into the program if he/she has not passed at least 1/3 of the credits by the end of the First year.

### **D.1.6 ADVANCEMENT AND PROGRESSION RULES**

A student advances to the following academic level of study when at least 2/3 of the credits of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that require a prerequisite.

- 96 credits out of the 144 credits prescribed for Year 1
- 80 credits out of the 128 credits prescribed for Year 2
- 80 credits out of the 128 credits prescribed for Year 3
- All credits prescribed for the curriculum for Year 4

### **D.1.7 PASS WITH DISTINCTION**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

### **D.1.8 PRACTICAL AND CLASS ATTENDANCE**

The attendance of lectures and practical classes is compulsory.

No exemption from class attendance shall be given to a student because of employment.

### **D.1.9 MAXIMUM NUMBER OF COURSES PER YEAR**

A student can register for all courses (128 credits) in a year.

### **D.1.10 REQUIREMENTS FOR QUALIFICATION AWARD**

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

### **D.1.11 IMPLEMENTATION STRATEGY**

The program is already existing and running during the day (face to face) mode.

### **D.1.12 CAREER OPPORTUNITIES**

Economist, Economic help desk Officer, Trade Analyst, Economic Development Planner, etc.

### **D.1.13 MODE OF DELIVERY**

The Bachelor of Economics degree is a four year programme offered during the day through face to face mode.

### **D.1.14 DURATION OF STUDY**

The Bachelor of Economics degree (Honours) cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration.

**EXEMPTIONS:** Candidates holding a **three-year diploma** in Economics from any recognized institution may be exempted from all first year courses as determined by the Department, **except** for Business Mathematics (BCM3579) and English Communication and Study Skills if they do not offer it. The Faculty has the right to amend the curriculum for academic and professional reasons.

### D.1.15 CURRICULUM

The curriculum for the Bachelor of Economics degree (Honours) consists of **THIRTY FOUR (34)** courses

TEN (10) courses (equivalent to 144 credits) must be offered on the first-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the second-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the third-year level

EIGHT (8) courses (equivalent to 128 credits) must be offered on the fourth-year level

#### COURSE CODES AND RESTRICTIONS ON COURSES

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

BECN The curriculum for the B.ECON. degree consists of **THIRTY THREE (36)** courses

#### COURSE CODES AND RESTRICTIONS ON COURSES

##### YEAR 1 : SEMESTER 1

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
ULCE3419	English Communication & Study Skills		4	4	16
CMPP3579	Principles of Management		5	4	16
CAFE3511	Fundamentals Of Accounting		5	4	16
UCLC3409	Computer Literacy		4	4	8
CBCM3579	Business Mathematics		5	4	16
CEMI3571	Basic Microeconomics		5	4	16
Total				336 hrs	88

##### YEAR 1 : SEMESTER 2

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
ULEA3419	English for academic purposes		4	4	16
CAFE3512	Fundamentals Of Accounting		5	4	16
CEEM3572	Basic Mathematical Economics	CBCM3579	5	4	16
UCSI3429	Contemporary Social Issues		4	4	8
CEMA3572	Basic Macroeconomics		5	4	16
Total				280 hrs	72

##### YEAR 2 : SEMESTER 1

Code	Module	Pre-requisites	NQF Level	Hours/week	Credits
CEEM3651	Intermediate Mathematical Economics I	CBCM3579 & CEEM3572	6	4	16
CEMI3671	Intermediate Microeconomics I	CEMI3571	6	4	16
CEMA3671	Intermediate Macroeconomics I	CEMA3572	6	4	16
CABA3631	Business Statistics	CBCM3579	6	4	16
CEVU3671	Advanced Computer Literacy	UCLC3409	6	4	16
Total				280 hrs	80

##### YEAR 2 : SEMESTER 2

CEEM3652	Intermediate Mathematical Economics II	CBCM3579 & CEEM3572	6	4	16
CEMI3672	Intermediate Microeconomics II	CEMI3571 & CEMA3572	6	4	16
CEMA3672	Intermediate Macroeconomics II	CEMI3571 & CEMA3572	6	4	16
CABA3632	Business Statistics	CBCM3579	6	4	16
Total				224 hrs	64

##### YEAR 3 : SEMESTER 1

CETM3771	Econometrics I	CABA3631 / CABA3632	7	4	16
CEIT3771	International Trade	CEMI3571/2; CEMA3571/2	7	4	16
CEMU 3771	Monetary Economics	CEMI3571/2; CEMA3571/2	7	4	16
CEDA3771	Dynamic Quantitative Analysis	CEEM3671/2	7	4	16
CERR3771	Research Methods & Economic Reporting	CABA3631/2; CEEM3652	7	4	16
Total				280 hrs	80

##### YEAR 3 : SEMESTER 2

CETM3772	Econometrics II	CABA3631/2	7	4	16
CEIF3772	International Finance	CEMI3571/2; CEMA3571/2	7	4	16
CEFE3772	Financial Economics	CEMI3571/2; CEMA3571/2	7	4	16
CENE3772	Namibian Economy	CEMI3672; CEMA3672	7	4	16
Total				224	64

##### YEAR 4 : SEMESTER 1

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3871	Economic Theory & Policy I	CEMI3571/2; CEMA3571/2 CEEM3671/2	8	4	16
CEUP3871	Public Economics	CEMI3571/2; CEMA3571/2	8	4	16
CEAE3871	Applied Econometrics	CETM3771/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
Total				224	64

**YEAR 4 : SEMESTER 2**

Code	Module	Prerequisites	NQF Level	Hours/week	Credits
CEPT3872	Economic Theory & Policy II	CEMI3571/2;CEMA3571/2 CEEM3671/2	8	4	16
CEDE3872	Development Economics	CEMI3571/2;CEMA3571/2	8	4	16
Elective		CEMI3571/2;CEMA3571/2	8	4	16
CERM3870	Research Paper	CERR3771	8	4	16
<b>Total</b>				<b>224</b>	<b>64</b>

**List of Electives\***

<b>CEEA3872</b>	Agricultural economics	<b>CEPA3872</b>	Project Appraisal	<b>CEET3872</b>	Transport Economics
<b>CEEH3872</b>	Health Economics	<b>CEEE3872</b>	Energy Economics	<b>CEEU3872</b>	Urban Economics
<b>CEER3872</b>	Environmental Economics	<b>CERG3872</b>	Regional Economics		

\* **These electives will be offered by the department depending on the expertise available**

## **E.4 BACHELOR OF BUSINESS ADMINISTRATION (Honours) (12BBAD)**

### **E.4.1 INTRODUCTION AND OBJECTIVES OF THE PROGRAMME**

The BBA program aims at developing student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to:

- Produce up-to-date, assertive and effective executives for business and other organizations and
- Prepare students for higher studies in business at home and abroad.

### **E.4.2 CRITERIA FOR ADMISSION**

In conjunction with the Academic Conditions in the General Information and Regulations Yearbook, to register for the Bachelor of Business Administration degree, a candidate must hold a valid NSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second Language) grade C or better, or a grade D or Better at NSSC (English First Language) level.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessary ensure and or guarantee admission. Entrance is based on availability of places within the department and awarded on the basis of merit.

The Faculty reserves the right to interview students before admission. Admission could also be considered per persons who qualify through Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

### **E.4.3 ASSESSMENT CRITERIA**

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after the combination of the continuous assessment mark and the examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

### **E.4.4 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY**

For readmission into the faculty a student should have passed:

- At least 48 credits by the end of first year; however, for readmission into the program this must include at least the Principles of Management- (MPP3579) module
- At least 144 credits by the end of second year;
- At least 1240 credits by the end of third year;
- At least 336 credits by the end of fourth year;

### **E.4.5 REQUIREMENTS FOR QUALIFICATION AWARD**

The Bachelor of Business Administration (Honours) cannot be obtained in less than four years of full time study and the programme must be completed in five years of registration. The graduation of the programme requires 548 credits for successful completion in line with the NQA requirements for a level 8 qualification.

### **E.4.6 EXAMINATION REGULATIONS**

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

### **E.4.7 ACADEMIC ADVANCEMENT AND PROGRESSION RULES**

A student advances to the following academic level of study when at **of a specific year, he/she may not register for any courses on the following higher level**. That means s/he must pass:

- 88 credits out of 136 credits at the end of the first year
- 88 credits out of 136 credits at the end of the second year
- 88 credits out of 136 credits at the end of the third year
- All credits prescribed for the curriculum for Year 4.

**A student will not be allowed to register for more than 12 courses per year.**

#### E.4.8 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualifications:

Masters programmes in Business Administration/Management Sciences of the University of Namibia or other recognized Universities.

This qualification provides credits for the following related qualifications:

Any relevant Level 8 in Business Administration/Management Science of the University of Namibia or other recognized University.

#### E.4.9 IMPLEMENTATION STRATEGY

The revised programme will phase in gradually so that current students can graduate on the Old curriculum with the first year students to be implemented in 2012. Students registered before 2012, will be given an opportunity to finish Managerial Economics and Business Economics within two years after the implementation of the Bachelor of Business Administration (Honours) Degree. **The students who have not passed Managerial Economics and Business Economics by the end of 2013 will follow the new curriculum.**

**Also note that no (BBA-honours) part-time classes will be offered in 2014 for Years 1, 2, and 3, students can opt to be re-registered with our Distance Education Centre (Centre for External Studies). For Year 4, a class should not have less than 14 students registered on part-time basis, in such cases; they also will have to be shifted to the Distance Education Centre (Centre for External Studies).**

#### E.4.10 MODE OF DELIVERY

The programme is offered via two modes of delivery: Face – to – face / full time and distance learning.

Contact learning requires that students attend classes at the Main campus of Windhoek, Rundu Campus and our Southern Campus in Keetmanshoop. Face-to-face tuition will be offered by qualified lecturers, and opportunities for engaging with fellow students are provided. Distance learning is more suited to students who live too far from the campus to attend classes, or who are unable to commit to attendance. Distance students will be supported by tutors who are available via email or, if necessary, telephone as well as vacation classes. DVDs of select lecture sessions may also be made available to distance students.

#### E.4.11 DURATION OF STUDY

The Bachelor Business Administration degree cannot be obtained in less than FOUR years. The degree must be obtained within SIX YEARS of full-time registration. However, candidates holding a two-year diploma in Entrepreneurship and New Venture Management or any diploma in the related field from the faculty of Management Sciences may be exempted from all first year as determined by the Department. The Faculty has the right to amend the curriculum for academic and professional reasons.

#### E.4.12 SUMMARY OF CHANGES & NEW COURSES

##### Rational for proposes changes and revisions

##### **Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771)**

**Management Accounting (CAAM 3651)** is proposed to replace **Business Economics (CMBE 3672)** and **Entrepreneurship (CMRE 3771)** replaces **Managerial Economics (CMMI 3771)**. The department observed that students are acquiring adequate knowledge in **Basic Micro Economics (CEMA 3571)** and **Basic Macro Economics (CEMA 3572)**, hence this change.

Students failing Business Economics (CMBE 3672) and Managerial Economics (CMMI 3771) in the old curriculum will be given opportunity to repeat. New intakes from 2012 will adopt the new curriculum.

##### **Banking and Finance (CMBF 3771) and Banking and Finance (CMBF 3772)**

These two modules were added to the BBA curriculum. This addition was necessary because the department observed that Banking and Finance was inadequately integrated into the curriculum compared to Marketing and Human resources Management.

##### **Business Accounting (CMBA 3671) and Business Accounting (CMBA 3672)**

In addition, **Financial Accounting 1A (CAFE3691)** and **Financial Accounting 1B (CAFE3692)** are proposed to replace **Business Accounting (CMBA 3671)** and **Business Accounting (CMBA 3672)**. Department observed that this two modules will help the students acquire adequate knowledge in Accounting.

The proposed modules in Accounting, for example, Fundamentals of Accounting 1A and 1B, Financial Accounting 1A and 1B, Management Accounting 1A and 1B might address the inadequacies BBA students experience in Financial Management.

Research Paper was replaced by Research Project (CMRM3870)

#### E.4.13 CURRICULUM

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

**The curriculum for the B.B.A. degree consists of THIRTY FIVE (35) modules.**

##### **YEAR 1: SEMESTER 1**

Module	Code	NQF level	Contact hours	Credits
English Communication and Study Skills	ULCE3419	4	4 hours	16
Principles of Management	CMPP3579	5	4 hours	16
Computer Literacy	UCLC3409	5	4 hours	8
Fundamentals of Accounting 1A	CAFE3511	5	4 hours	16
Basic Micro Economics	CEMI3571	5	4 hours	16

**YEAR 1 : SEMESTER 2**

Module	Code	NQF level	Contact hours	Credits
English for Academic Purpose	ULEA3419	4	4 hours	16
Business Mathematics	CBCM3579	5	4 hours	16
Fundamental of Accounting IB	CAFÉ3512	5	4 hours	16
Basic Macro Economics	CEMA3572	5	4 hours	16
Contemporary Social Studies	UCSI3429	4	4 hours	8

**YEAR 2 : SEMESTER 1**

Module	Code	NQF level	Contact hours	Credits
Organizational Behaviour 1	CMBO3671	6	4 hours	16
Business Accounting 1	CMBA3671	6	4 hours	16
Commercial Law A	CACL3631	6	4 hours	16
Business Statistics A	CABA3631	6	4 hours	16

**YEAR 2 : SEMESTER 2**

Module	Code	NQF level	Contact hours	Credits
Organizational Behaviour 2	CMBO3672	6	4 hours	16
Business Accounting 2	CMBA3672	6	4 hours	16
Commercial Law B	CACL3632	6	4 hours	16
Business Statistics B	CABA3632	6	4 hours	16
Business Economics	CMBE3672	6	4 hours	16

**YEAR 3 : SEMESTER 1**

Module	Code	NQF level	Contact hours	Credits
Managerial Economics	CMMI3771	7	4 hours	16
Marketing Management	CMSM3771	7	4 hours	16
Human Resource Management	CMHM3771	7	4 hours	16
Operations Management 1	CMMO3771	7	4 hours	16

**YEAR 3 : SEMESTER 2**

Module	Code	NQF level	Contact hours	Credits
Marketing Management	CMSM3772	7	4 hours	16
Human Resource Management	CMHM3772	7	4 hours	16
Entrepreneurship	CMRE3772	7	4 hours	16
Operations Management	CMMO3772	7	4 hours	16
Business Research Methodology	CMBR3772	8	4 hours	16

**YEAR 4 : SEMESTER 1**

Module	Code	NQF level	Contact hours	Credits	Pre-requisites	Co-requisites
<b>Specializations: CHOOSE ONE (1)</b>						
<b>Strategic Human Resource Management A</b>	<b>CMHM3871</b>	8	4 hours	16	CMHM3771; CMHM3772	
<b>A Strategic Marketing A</b>	<b>CMSM3871</b>				CMSM3771; CMSM3772	
<b>Banking &amp; Finance A</b>	<b>CMBF3871</b>					
Strategic Management A	CMST3871	8	4 hours	16		
Financial Management A	CAMF3871	8	4 hours	16		
Management Information System	CMMI3871	8	2 hours	16	NONE	
Research Project	CMRP3870	8	4 hours	16	CMBR3772	

**YEAR 4 : SEMESTER 2**

Module	Code	NQF level	Contact hours	Credits		
<b>Specializations: CHOOSE ONE (1)</b>						
<b>Human Resource management B</b>	<b>CMHM3872</b>	8	4 hours	16		
<b>Strategic Marketing B</b>	<b>CMSM3872</b>					
<b>Banking &amp; Finance B</b>	<b>CMBF3872</b>					
Financial Management B	CAMF3872	8	4 hours	16		CMST3871
Strategic Management B	CMST3872	8	4 hours	16		CAMF3871
Research Project	CMRP3870	8	4hours	16	CMBR3772	



## F.1. DIPLOMA IN LOCAL GOVERNMENT STUDIES (12DLGS)

### F.1.1 INTRODUCTION

The Diploma in Local Government Studies is a two year programme, and aims to:

- Provide overall support to the decentralization and democratization effort – particularly at the level of the local state in Namibia.
- Support local authorities' capacity building in a focused manner by offering largely tailor-made and demand-oriented academic programmes.
- Provide students with an understanding of the legal framework that regulates local governance in Namibia.
- Enable students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development.
- Increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government Studies for those who pass the required study courses.

### F.1.2 CRITERIA FOR ADMISSION

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The latter does not necessarily ensure and/or guarantee admission. Entrance is based on the availability of places and is awarded on merit. The University faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. **Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.**

### F.1.3 ARTICULATION OPTIONS

The candidates who successfully complete the programme will be exempted from selected first year courses offered in the Faculty of Economics and Management Science. A student who has completed only one year of the programme **will not** be admitted into any degree programme offered by the Faculty.

This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to do any other programme in the Faculty of Economic and Management Sciences will have to conform to the entry requirements of the respective departments in the faculty.

### F.1.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 40% and 60% each.

### F.1.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student will not be re-admitted into the Faculty if s/he has not passed at least

- 4 courses (64 credits) of which at least 2 (16 credits) must be none-core at the end of the **first** year of study.
- 7 courses (112 credits) at the end of the **second** year of study.

### F.1.6 ADVANCEMENT AND PROGRESSION RULES

- A student **must pass not less than 4 courses (equivalent to 64 credits)** in the first year in order to advance to the second year.
- A student **must pass not less than 7 courses (equivalent to 112 credits)** at the end of the **second** year of study.
- A student **must also pass all pre-requisites** before registering for courses that require pre-requisites.

### F.1.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 9 courses. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of ten courses.

### F.1.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Diploma in Local Government Studies will be awarded after the accrual of **272 CREDITS** upon completion of the programme.

### F.1.9 CAREER OPPORTUNITIES

The Diploma in Local Government Studies offers students the opportunity to work and understand the functioning of local government institutions in Namibia. Because it is largely tailor-made for local government in Namibia, it offers the potential for further studies in Public Management in general and local government in particular. Students are enabled by the Diploma to work for both local government and non-governmental and international organizations.

### F.1.10 MODE OF DELIVERY

The programme is offered on a full-time face-to-face mode. It is also offered at the Centre for External Studies on a distance mode.

### F.1.11 DURATION OF STUDY

The Diploma in Local Government Studies cannot be obtained in less than two years on full-time face-to-face mode. The programme must be completed within three years of full-time registration and four years of distance registration.

### F.1.12 IMPLEMENTATION STRATEGY

The reviewed programme will be implemented in 2012 for the new intake. For students who were enrolled before the implementation date, the following courses serve as equivalents for the old curriculum. These courses are listed below:

Module	Equivalent
Principles of Economics for Local Government (CEPG 2471)	Local Government Finance and Budgeting (CPGF 2472) Basic Micro Economics (EMI3571)/EMI2571
Human Resource Management (CPHM 2571)	Principals of Management (CMPP3579)
Legal Framework (CPLF 2571)	Politics and Administration (CPAP 2572) <b>PAP2571</b>
Local Government Strategic Management (CPSM 2572)	Project Development and Management (CPMM 2572)
Local Governance (CPLD 2472)	NO equivalent for module, Exemption will apply

### F.1.13 CURRICULUM

The curriculum for the Diploma in Local Government Studies comprises **EIGHTEEN (18) COURSES** that facilitate accrual of **272 CREDITS** upon completion of the programme. To that end, five (5) courses must be offered in each semester of the first year and four (4) courses in each semester of the second year.

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

#### YEAR 1 : SEMESTER 1

Module	Code	NQF Level	Contact Hours	Credits
English for General Communication	ULEG2410	4	4	16
Introduction to Local Government	CPLG2471	4	4	16
Principles of Economics for Local Government	CEPG2471	4	4	16
Basic Numeracy and Statistics	CABN2471	4	4	16
Computer Literacy	UCLC3409	4	2	8
Total			18	72

#### YEAR 1 : SEMESTER 2

Module	Code	NQF Level	Contact Hours	Credits	Pre-requisite
English for General Communication	ULEG2410	4	4	16	
Local Government Accounting I	CPFG2472	4	4	16	CABN2471
Local Government Finance & Budgeting	CPGF2472	4	4	16	
Contemporary Social Issues	UCSI3429	5	2	8	
Local Governance	CPLD2472	4	4	16	
Total			18(36)	72(144)	

#### YEAR 2 : SEMESTER 1

Legal Framework	CPLF2571	5	4	16	
Local Government Policy Formulation & Evaluation	CPPF2571	5	4	16	
Local Government Accounting II	CPGA2571	5	4	16	CPFG2472
Human Resources Management	CPHM2571	5	4	16	
Local Sustainable Development	CPLA2571	5	4	16	
Total			20(56)	80(224)	

#### YEAR 2 : SEMESTER 2

Local Government Strategic Management	CPSM2572	5	4	16	
Project development and Management	CPMM2572	5	4	16	
Local Government Auditing Theory	CPLD2572	5	4	16	
Urban Planning and Infrastructure Issues	CPCP2572	5	4	16	
Total			20(76)	72(288)	

## F.2. BACHELOR OF PUBLIC MANAGEMENT (Honours) (12BPMM)

### F.2.1 INTRODUCTION

The Bachelor of Public Management (Hons) degree (BPMM) is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organizations. Its main objective is to provide knowledge and skills of three types: conceptual, human, and technical/operational. These are pivotal for development. The purpose of this degree is to enhance the capacity of managers, planners, researchers and students to: test and explore new ideas, sharpen their analytical capacities, broaden awareness and deepen understanding of complex issues that influence decision-making, interact with peers and leading academics and practitioners and reflect on their personal goals, values and careers.

Graduates of this degree will be able to act and work within a democratic, accountable and responsive public and private environment. Course participants will also complete an in-depth research project under the guidance of their supervisors. Public and private managers, planners, researchers and students are confronted with rapidly changing political, economic, technological and social challenges that test their knowledge, competencies, decision-making and governance capacity.

### F.2.2 CRITERIA FOR ADMISSION

To register for the Bachelor of Public Management (Hons) degree (BPMM), a candidate must hold a valid NSSC Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at National Senior School Certificate (NSSC) grade C or better, or Grade D or better at NSSC (English as a First Language) level. A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Point Scale to be admitted. However, obtaining 25 points on UNAM Evaluation Point Scale does not necessarily guarantee admission. Entrance is based on availability of places within the Department, and is awarded on merit. The Faculty reserves the right to interview applicants before admission. Admission could also be considered for persons who qualify on Mature Age Entry Scheme upon successful completion of the relevant entry examination as set out in the General Regulations. A special application form is available for that purpose.

### F.2.3 ARTICULATION OPTIONS

This qualification serves as an entry point to the following related qualification:

- Master of Public Management
- Master of Political Studies
- Master of Security and Strategic Studies

### F.2.4 ASSESSMENT CRITERIA

A candidate will qualify to sit for final examination upon obtaining 40% mark of continuous assessment. A candidate will also pass the course if s/he obtains 50% of the overall mark (after combining the continuous and the final examination marks) provided the continuous assessment mark was not less than 40%. The continuous assessment and final examination marks have a weight ratio of 50% each.

### F.2.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

A student shall not be re-admitted into the Faculty unless s/he passes

- 4 courses (64 credits) at the end of the First Year
- 9 courses (144 credits) at the end of the Second Year
- 16 courses (256 credits) at the end of the Third Year
- 25 courses (400 credits) at the end of the Fourth Year

### F.2.6 ADVANCEMENT AND PROGRESSION RULES

A student **must pass 2/3 of all the courses** offered in each year in order to proceed to next level.

That means s/he must pass:

- four (4) courses at the end of first year;
- nine (9) courses at the end of the second year;
- sixteen (16) courses at the end of the third year; and
- twenty-five (25) courses at the end of the fourth year.

### F.2.7 MAXIMUM NUMBER OF COURSES PER YEAR

A student will not be allowed to register for more than 10 courses per year.

### F.2.8 REQUIREMENTS FOR QUALIFICATION AWARD

The Bachelor of Public Management (Hons) degree consists of **Five Hundred and Forty Four (544) Credits**. This qualification will be awarded to students who pass all the required courses.

### F.2.9 MODE OF DELIVERY

This programme will be offered on a face-to-face FULL TIME basis.

### F.2.10 DURATION OF STUDY

The Bachelor of Public Management (Hons) degree (BPMM) cannot be obtained in less than four years. However, a candidate who holds a two-year Diploma of Public Administration or in any other related field of study from a recognised *institution* may be allowed to complete the degree in three years, and may be exempted from some courses as per the prerogative of the Faculty and Department. The degree must be complete within **FOUR YEARS MINIMUM AND MAXIMUM OF SIX YEARS** of FULL TIME registration. The programme must be followed as stipulated in the Faculty Prospectus. The Faculty reserves the right to amend the curriculum for academic and/or professional reasons.

### F.2.11 IMPLEMENTATION STRATEGY

The revised programme will be implemented in 2012. Students, who have been registered before the 2012 Academic Year (2008 – 2011) will be given the opportunity to complete Fundamentals of Accounting A and B, and Business Mathematics within two years after the implementation of the REVISED Bachelor of Public Management Honours Degree. Those students who have not passed Fundamentals of Accounting A and B, and Business Mathematics, by the end of 2013, will have to choose **ONE module for each module failed from the underlisted electives in order to complete their degree programme successfully. These modules will only be offered in the 2015 Academic Year.**

# SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

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

CPMM3871	<b>Elective:</b> Municipal Management
CPAG3872	<b>Elective:</b> Public Administration and Governance
CPAP3872	<b>Elective:</b> Political Economy of Asia-Pacific

<b>Choose one(1) Elective:</b>	
CPFP3771	<b>Elective:</b> Public Finance
CPIR3771	<b>Elective:</b> International Relations

Students who have completed the Diploma in Local Government Studies and would want to pursue the degree of Bachelor of Public Management (Hons) (BPMM) will receive exemptions for the following courses only.

These courses are:

Module passed	Exemption
Computer Literacy (UCLC3409)	Computer Literacy (UCLC3409)
Contemporary Social Issues (UCSI3429)	Contemporary Social Issues( UCSI3580)
Principles of Management (CMPP2579)	Principles of Management (CMPP3579/CMPP3572)
Basic Micro Economics( CEMI2571/3571)	Basic Micro Economics( CEMI3571)
Basic Macro Economics( CEMI2572/3572)	Basic Macro Economics( CEMI3572)
Politics and Administration (CPPA2572/CPAP2571)	Government Studies ( PIG3572)

## F.2.12 CURRICULUM

The Bachelor of Public Management degree consists of **THIRTY FOUR (34) COURSES**. These include a minimum of **four University Core Modules**, and together total **Five Hundred and forty four (544) Credits**.

The curriculum for the **B. Public Management degree consists of THIRTY FOUR (34) courses**:

**EIGHT (8)** courses must be offered on the first-year level

**TEN (10)** courses must be offered on the second-year level

**EIGHT (8)** courses must be offered on the third-year level

**EIGHT (8)** courses must be offered on the fourth-year level

# SUMMARY TABLE FOR ALL COURSES IN THE PROGRAMME

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

Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite	Co-requisite
<b>YEAR 1: SEMESTER 1</b>						
UCLE3419	English Communication & Study Skills	4	16	Compulsory	None	
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None	
UCLC3509	Computer Literacy	5	8	Compulsory	None	
CEMI3571	Basic Micro Economics	5	16	Compulsory	None	
<b>Total Credits Semester 1</b>			<b>48</b>			
<b>YEAR 1: SEMESTER 2</b>						
ULEA3519	English for Academic Purposes	5	16	Compulsory	None	
CEMA3572	Basic Macro Economics	5	16	Compulsory		CEMI3571
UCSI3580	Contemporary Social Issues	5	8	Compulsory	None	
CPIG3572	Government Studies	5	16	Compulsory	None	
CMPP3572	Principles of Management	5	16	Compulsory	None	
<b>Total credits Semester 2</b>			<b>64</b>			
<b>TOTAL CREDITS YEAR 1</b>			<b>112</b>			
<b>YEAR 2: SEMESTER 1</b>						
Course code	Course	NQF Level	Credits	Compulsory (C) Elective (E)	Pre-requisite	Co-requisite
CPSE3671	Public Sector Accounting 1	6	16	Compulsory		
CPLR3671	Regional & Local Government 1	6	16	Compulsory	None	
CMBO3671	Organisational Behaviour A	6	16	Compulsory	None	
CPPW3671	Western Political Philosophy	6	16	Compulsory	None	
CPNP3671	Namibian Politics	5	16	Compulsory	CPIG3572	
<b>Total credits Semester 2</b>			<b>80</b>			
<b>YEAR 2: SEMESTER 2</b>						
CPSE3672	Public Sector Accounting 2	6	16	Compulsory		<b>Co-requisite:</b> CPSE3671
CPLR3672	Regional & Local Government 2	6	16	Compulsory	None	
CMBO3672	Organisational Behaviour B	6	16	Compulsory		<b>Co-requisite:</b> CMBO3671
CPPP3672	African Political Philosophy	6	16	Compulsory	CPIG3572	
CPCP3672	Contemporary African Politics	6	16	Compulsory	CPIG3572	
<b>Total credits Semester 2</b>			<b>80</b>			
<b>TOTAL CREDITS YEAR 2</b>			<b>160</b>			

<b>YEAR 3 : SEMESTER 1</b>					
CMHM3781	Human Resources Management 1A	7	12	C	None
CPPP3771	Public Policy	7	16	C	None
CPSA3771	The State in Africa	7	16	C	CPCP3672
<b>Choose one(1) Elective:</b>					
CPEP3771	<b>Elective:</b> Public Finance	7	16	E	CPSE3671
CPIR3771	<b>Elective:</b> International Relations	7	16	E	None
<b>Total credits Semester 2</b>		<b>64</b>			
<b>YEAR 3: SEMESTER 2</b>					
CPRP3772	Research Methodology	7	16	C	None
CMHM3782	Human Resources Management 1B	7	12	C	None
CPPE3772	Public Enterprise Management	7	16	C	None
CPPI3772	International Political Economy	7	16	C	CEMI3571 and CEMA3572
<b>Total credits Semester 2</b>		<b>64</b>			
<b>TOTAL CREDITS YEAR 3</b>		<b>128</b>			
<b>YEAR 4: SEMESTER 1</b>					
CPRP3870	Research Project	8	16	C	CPRP3772
CPSS3871	Political Economy of Southern Africa	8	16	C	CPPI 3772
CPMD3871	Development Management	8	16	C	None
CPVB3871	Electoral Systems and Voting Behaviour	8	16	C	CPIG3572
CPPC3871	Comparative Public Management	8	16	C	CMHM3781
<b>Students majoring in Political Studies should choose one(1) Elective: CPAC3871 or CPIR3871</b>					
CPMM3871	<b>Elective:</b> Municipal Management	8	16	Elective	CPLR3672
CPAC3871	<b>Elective:</b> Africa in the Global Economy	8	16	Elective	CPPI3772
CPIR3871	<b>Elective:</b> International Relations and Organizations	8	16	Elective	CPIR3771
<b>Total Credits Semester 1</b>		<b>64</b>			
<b>YEAR 4: SEMESTER 2</b>					
CPRP3870	Research Project	8	16	C	CPRP3772
CPMS3872	Strategic Public Management	8	16	C	CMHM3782
CPCP3872	Comparative Politics	8	16	C	CPPP3771
CPDR3872	Conflict and Dispute Resolution	8	16	C	CPSA3771
<b>Choose only one(1) Elective:</b>					
CPLA3872	<b>Elective:</b> Administrative Law	8	16	Elective	None
CPAG3872	<b>Elective:</b> Public Administration and Governance	8	16	Elective	CPPE3772
CPAP3872	<b>Students majoring in Political Studies should only choose: Elective:</b> Political Economy of Asia-Pacific	8	16	Elective	CPPI3772
<b>Total credits Semester 2</b>		<b>64</b>			
<b>TOTAL CREDITS YEAR 4</b>		<b>128</b>			
<b>TOTAL CREDITS FOR THE PROGRAMME</b>		<b>544</b>			

## **C.4. ADVANCE DIPLOMA IN ACCOUNTING AND AUDITING (12ADAA)**

### **C.4.1 OBJECTIVE OF THE PROGRAMME**

This programme is designed for those who want to pursue their career in accounting, auditing and related fields or are already in employment having job responsibilities including accounting, auditing or other related areas. The main aim of the program is to offer a 3 year qualification in accounting and auditing as required by public service commission and employers both in public and private sector. The advance diploma is a continuation of diploma and provides 1 year qualification to fulfil 3 year qualification requirement for employment purpose.

### **C.4.2 ADMISSION REQUIREMENTS**

An applicant should be a holder of the Diploma in Accounting & Auditing from the University of Namibia or its equivalent.

### **C.4.3 ARTICULATION ROUTE**

Successful completion of the Advanced Diploma allows entry into the Bachelors of Accounting Degree. After successful completion of the Advanced Diploma, students may be exempted from certain first, second and third year Bachelor of Accounting modules on a case by case basis.

### **C.4.4 CLASS ATTENDANCE**

A student must attend at least 80% of all the lectures and all the practical tutorials in order to be admitted for the final examination.

### **C.4.5 EXAMINATION RULES**

Faculty examination rules will apply.

### **C.4.6 DURATION OF THE COURSE**

This is a 1 year program offered in the evening mainly for employees. The course is broken into two semesters of fourteen (14) weeks each and follows the university semesters. The maximum duration of the programme is 2 years.

### **C.4.7 CURRICULUM**

<b>Code</b>	<b>Course</b>	<b>Contact hours</b>	<b>Credits</b>	<b>NQF level</b>
<b>FIRST SEMESTER</b>				
CAPG2631	Public Sector and Government Accounting Standards A	56	16	6
CAUA2651	Auditing A	56	16	6
CAFE2611	Financial Accounting 1A	56	16	6
CAPF2631	Public Sector Financial Management A	56	16	6
	<b>Total credits for semester 1</b>	<b>224</b>	<b>64</b>	
<b>SECOND SEMESTER</b>				
CAPG2632	Public Sector and Government Accounting Standards B	56	16	6
CAFE2612	Financial Accounting 1B	56	16	6
CAUA2652	Auditing B	56	16	6
CAPF2632	Public Sector Financial Management B	56	16	6
	<b>Total credits for semester 2</b>	<b>224</b>	<b>64</b>	
	<b>Total for the year</b>	<b>448</b>	<b>128</b>	

## OLD CURRICULUM

### Master of Science Economics (M.SC.ECON) (12MSEC)

#### INTRODUCTION

The Master of Science (M.Sc) in Economics programme offered by the Economics Department at UNAM is to be upgraded to a collaborative Masters programme in Economics, under the coordination of the African Economic Research Consortium (AERC), based in Nairobi, Kenya. The programme consists of three phases: the first phase is coursework, which covers the core courses and selected electives offered at UNAM; the second phase is the set of electives offered through a Joint Facility for Electives (JFE) in a country chosen by the AERC's Academic Board; and the final phase involves theses to be conducted after completion of coursework, including the electives offered at the JFE.

The first intake of the collaborative Masters programme in Economics at UNAM will commence in July/August 2009 and continue on a full-time basis until May/June 2011. The programme for the subsequent years will follow the same cycle.

During the end-of-academic year break (May/June to August/September), the students will be required to attend the Joint Facility for Electives in the country chosen by the AERC's Academic Board.

#### OBJECTIVES

The collaborative Masters programme aims to assist participating universities in training economists in advanced theory and methods, mainly for policy analysis and economic management within government, but also for employment in the private sector. It aims also to provide the foundation for students to pursue more advanced studies at the doctoral level, mainly for employment in universities and research institutions. To these ends, the collaborative programme aims to help develop Masters programmes in Economics in African universities that meet international standards, which are relevant to the unique circumstances of African economies, and which can eventually be sustained with local resources.

The programme is designed for graduates with a strong interest in economics, with the aim of strengthening skills in quantitative methods and econometric techniques needed for advanced studies in economics, research and the academic profession. The programme is also suited for professionals in the private and public sectors since these sectors need economic tools to analyse risks from different perspectives. The main objective of the program is to build capacity, particularly for the Economics Department at UNAM, as well as for the Namibian economy, since there are limited qualified professionals in the field of economics in the country.

#### ADMISSION REQUIREMENTS

1. A candidate must have a Bachelor of Economics or an equivalent degree from UNAM or any other recognized institution of higher learning.
2. A candidate must have a minimum of a C grade average (Lower Second Class degree).
3. All applications will be reviewed and shortlisted by a committee of the Department of Economics at UNAM.
4. Prospective students may be interviewed by the Departmental Committee if deemed necessary.
5. Applicants should note that submission of application does not necessarily ensure admission.

#### DURATION

The Master of Science degree in Economics cannot be obtained in less than two years of study, and must be completed within a period of three academic years. There will be no possibility of re-admission after a student has been discontinued from the programme.

#### ASSESSMENT AND EVALUATION

1. For each taught course, there will be at least two pieces of work to account for the continuous assessment (CA) mark, and these will involve tests, assignments, projects and term papers, as deemed necessary by the Lecturer.
2. There will be a three-hour examination in each taught course at the end of the semester in which it is offered.
3. A student must obtain a continuous assessment mark of at least 40% for admission to examination. The final mark will consist of 50% of the CA mark and 50% of the end-of-semester examination mark.
4. The end-of-semester examination papers will be moderated internally and externally.
5. The University of Namibia's regulations for postgraduate studies, class attendance, examinations, academic integrity and other rules will apply to the M.Sc programme in Economics.
6. A student must pass all taught courses before being allowed to work on the thesis. A student who fails a course but meets the minimum requirement for a supplementary examination must take the supplementary examination and pass it, to avoid being discontinued from the programme.
7. A student must pass all courses (including the thesis) to qualify for the award of the M.Sc degree in Economics.
8. The assessment and evaluation of students in the electives offered at the JFE will be determined by the AERC's Academic Board. The marks obtained in courses offered at the JFE will form part of the student's academic record at UNAM.
9. A student must submit a research proposal by the beginning of the first semester in the second year of study. The proposal must be presented to a Departmental Seminar consisting of his/her colleagues and staff members, including the thesis supervisor. The proposal must be approved by the Department of Economics and the Postgraduate Studies Committee before the research study can be conducted.
10. Each thesis will be examined and graded by an Internal Examiner and an External Moderator.
11. Successful candidates will be conferred the Degree of Master of Science in Economics upon completion of their studies.

12. Rules and regulations of the Postgraduate Studies Committee of UNAM will apply.

### TEACHING METHODS

Teaching of courses will include lectures, group discussions, seminar presentations, public lectures, and guest speakers.

### MODE OF DELIVERY

The programme will be offered face to face during the day on a full-time basis.

### EXEMPTIONS

A student who has completed and passed any or some of the courses and electives included in this curriculum at the masters' level may qualify for exemption up to a maximum of two courses, subject to recommendation of the Head of Department and approval by the Registrar's Office.

### CURRICULUM

Code	Course Title	Contact/Hours Per week	Credits	NQF Level
<b>Year One - First Semester</b>				
UAE5819	Academic Writing for Postgraduate Students	4	24	9
EMT6951	Advanced Microeconomic Theory I	4	24	9
EMA6951	Advanced Macroeconomic Theory I	4	24	9
EME6951	Advanced Mathematical Economics	4	24	9
	<b>Total</b>	<b>224</b>	<b>96</b>	
<b>Year One - Second Semester</b>				
EMT6952	Advanced Microeconomic Theory II	4	24	9
EMA6952	Advanced Macroeconomic Theory II	4	24	9
EAE6952	Advanced Applied Econometrics	4	24	9
	Elective	4	24	9
	<b>Total</b>	<b>224</b>	<b>96</b>	
<b>Year Two - First Semester</b>				
ERM6951	Research Methodology and Econometrics	4	24	9
*First Semester – Students take any two of the *Electives listed below, see note below				
	Elective	4	24	9
<b>Year Two - Second Semester</b>				
ETM6952	Thesis		72	9

\* The electives will be offered at the JFE if the Department of Economics starts to offer the CMAP, otherwise those electives would be offered locally at UNAM.

### ELECTIVES

EIE6951	International Trade	EIF6951	International Finance
EMO6951	Monetary Economics	EPE6951	Public Sector Economics
EEA6951	Agricultural Economics	ERE6951	Resource Economics
EFE6951	Financial Economics	EPA6951	Policy Analysis
ECF6951	Corporate Finance and Investment	EIN6951	Industrial Economics
EET6951	Econometric Theory and Practice	EHE6951	Health Economics
ELE6951	Labour Economics	EGE6951	Game Theory and Information Economics
EMG6951	Managerial Economics		



## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

### EXEMPTION CRITERIA FOR STUDENTS WHO ARE ARTICULATING INTO OTHER PROGRAMMES

#### Certificate In Taxation & Management/Accounting and Auditing

#### ARTICULATING TO Higher Diploma In Accounting And Auditing (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CAFA2411	Basic Financial Accounting A
4.	CAFA2412	Basic Financial Accounting B
5.	CATA2412	Introduction to Taxation

#### Higher Diploma in Accounting and Auditing –

#### ARTICULATING TO Bachelor of Accounting (YEAR 3)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CLCE3419	English Communication and Study Skills
4.	ULEA3519	English for Academic Purposes
5.	CEMI3571	Basic Microeconomics
6.	CEMA3572	Basic Macroeconomics
7.	CMPP3572	Principles of Management
8.	CBCM3571	Business Mathematics
9.	CAFE3581	Fundamentals of Accounting A
10.	CAFE3582	Fundamentals of Accounting B
11.	CABA3691	Business Statistics A
12.	CABA3692	Business Statistics B
13.	CACL3631	Commercial Law A
14.	CACL3632	Commercial Law B
15.	CAFE3691	Financial Accounting 1A
16.	CAFE3692	Financial Accounting 1B
17.	CAAM3691	Management Accounting 1A
18.	CAAM3692	Management Accounting 1B
19.	CAIS3659	Computerized Accounting Systems

#### Diploma in Local Government Studies

#### ARTICULATING TO Bachelor of Public Management (YEAR 2)

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	CPIG3572	Government Studies
7.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )

**Diploma in Local Government Studies****ARTICULATING TO Bachelor of Business Administration (YEAR 2)**

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**Diploma in Local Government Studies****ARTICULATING TO Bachelor of Economics (YEAR 2)**

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**Diploma in Entrepreneurship & New Venture -****ARTICULATING TO Bachelor of Public Management Year 2**

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
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6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )

**Diploma in Entrepreneurship & New Venture****ARTICULATING TO Bachelor of Business Administration (YEAR 2)**

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics
5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )
7.	CMPP3572	Principles of Management

**Diploma in Entrepreneurship & New Venture -****ARTICULATING TO Bachelor of Economics (YEAR 2)**

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2.	UCSI3580	Contemporary Social Issues
3.	CEMI3571	Basic Microeconomics
4.	CEMA3572	Basic Macroeconomics

5.	CMPP3572	Principles of Management
6.	ULCE3419	English Communication Skills ( <i>if completed ULEG2410</i> )
7.	CMPP3572	Principles of Management

**Diploma in Business Administration –  
ARTICULATING TO Bachelor of Public Management (YEAR 2)**

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532

**Diploma in Business Administration –  
ARTICULATING TO Bachelor of Business Administration (YEAR 2)**

	MODULE CODE	MODULE NAME
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532
6.	BCM3571	Business Mathematics after completing BCM2531

**Diploma in Business Administration –  
ARTICULATING TO Bachelor of Economics (YEAR 2)**

	MODULE NAME	MODULE CODE
1.	UCLC3509	Computer Literacy
2.	UCSI3580	Contemporary Social Issues
3.	ULCE3419	English Communication Skills
4.	ULEA3519	English for Academic Purposes
5.	CMPP3572	Principles of Management after completing Business Management BBM2532
6.	BCM3571	Business Mathematics after completing BCM2531

**Please note: Any errors that might be detected, the Faculty can amend accordingly!**