



**SCHOOL OF ACCOUNTING**  
Prospectus 2022

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## NOTE

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This School Prospectus is valid for 2022 only. Regulations and curricula may be amended. General regulations and information appear in the UNAM General Information and Regulations Yearbook.

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

(a) The information is correct up to 31 October 2022

The fact that particulars of a specific course or field of study have been included in this School Prospectus does not necessarily mean that such course or field of study will be offered in 2022 or any consecutive year.

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

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## SCHOOL MISSION

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

The School consists of two departments

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

*The objectives of the School are to:*

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

The School is offering Certificates, Diploma's and Bachelor's degree programmes at undergraduate level and some programmes at post-graduate level.

Some Postgraduate programmes are offered solely by the School.

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

1. Professionalism  
A commitment to and dedication in relations with other people, and competence in the workplace. The key associated behaviours include excellence, responsiveness, effectiveness, ethics, kindness and politeness.
2. Integrity  
Refers to honesty and loyalty in our conduct with others. Integrity is associated with key behaviours such as openness, trustworthiness, reliability and dependability.
3. Equity  
Refers to fair and impartial treatment of colleagues, customers and stakeholders, regardless of differences. Fairness, patience, tolerance and embracing diversity are the key associated behaviours for equity.

4. Accountability

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

ACADEMIC CALENDAR – UNAM CORE DATES 2022

FIRST SEMESTER:

11 January	Start of Summer School (until 22 January)
10 January	University Open
24 January	Academic staff resumes office duties
14 February	Lectures commence for FIRST SEMESTER for Senior Students
28 February	Lectures commence for FIRST SEMESTER for First Year Students
11 April	First semester BREAK starts
19 April	Lectures resume after first semester break
20 May	Lectures end for FIRST SEMESTER for Senior Students
31 May	Regular Examinations commence Senior Students
07 June	Lectures end for FIRST SEMESTER for First Year Students
13 June	Regular Examinations commence First Year Students
21 June	Regular Examinations end Senior Students
24 June	Regular Examinations end First year Students
30 June	End of first semester
04 July	Start of Winter School (until 08 July)
04 July– 08 July	Mid-year Break
11-15 July	Special/Supplementary/Winter Examinations start

SECOND SEMESTER

25 July	Lectures commence for SECOND SEMESTER
22 August	Second semester BREAK starts
29 August	Lectures resume after second semester break
21 October	Lectures end for SECOND SEMESTER
27 October	Regular Examinations commence
18 November	Regular Examinations end
28 November	Special/Supplementary Examinations start until 2 December
09 December	End of second semester
16 December	End of academic year
12 January 2023	University opens (2023 academic year)
24 January 2023	Academic staff resumes office duty

DUE DATES FOR THE 2023 ACADEMIC YEAR

(i)		GENERAL
	Last day for application of retention of continuous assessment (CA) mark.....	14 Jan
	Last day for application for exemption(s) Senior Students.....	14 Jan
	Last day for Late Registration All Senior Students ( <i>Late fee payable</i> ).....	12 Feb
	Last day for application of exemption(s) First year Students.....	04 Mar
	Last day for approval of module(s) and qualification changes.....	12 Feb
	Last day for recommendation of retention of continuous assessment mark and Promotion Exams by Faculties .....	17 Jan
	Last day for approval of retention of continuous assessment mark and Promotion Exam by the Examinations Office .....	24 Jan
	Promotion Examination .....	07 Feb
	Last day for approval of exemption(s) – All Students.....	11 Mar
	Last day for students to submit Theses and Dissertations for examinations (For Spring Graduations 2022) .....	29 Apr
	Last day for Appeals (Semester 1 modules (Regular/Supplementary/Special Exams of June 2019).....	02 Aug
	Last day to submit outstanding documentation .....	31 Aug
	Last day to cancel enrolment .....	18 Sep
	Last day for students to submit Theses and Dissertations for examinations (For Autumn Graduations 2023) .....	28 Oct
(ii)	CANCELLATIONS	
	<u>Semester 1 modules</u>	
	Last day to cancel Semester 1 modules .....	13 May
	<u>Semester 2 modules</u>	
	Last day to cancel Semester 2 modules .....	07 Oct

Double modules (A double module normally extends over one academic year)

(iii) Last day to cancel Double modules ..... 07 Oct  
FINANCE

Semester 1 modules

Last day to cancel semester 1 and double modules with 100 % credit ..... 18 Mar

Last day to cancel with 50 % credit ..... **10 Aug**

## A. PERSONNEL

### A.1 OFFICE OF THE ASSOCIATE DEAN

- Associate Dean: Mr. Edwin D Beukes: BAcc, B.Compt (Hons), PG Dipl. Auditing, MBL [UNISA], CA (SA), CA (Nam)  
☎ (+264-61-2064770) (email: [ebeukes@unam.na](mailto:ebeukes@unam.na))
- Head of Department: Financial and Managerial Accounting  
Ms. Hilja I Haufiku: B.Acc (UNAM), BComm (Hons) (Stell), MSc in Acc & Finance (UNAM)  
☎ (+264-61) 2064803) (email: [hhaufiku@unam.na](mailto:hhaufiku@unam.na))
- Head of Department: Auditing and Taxation  
Mr. Alfred Makosa: BComm (Hons) (Midlands State), MSc Strategic (Manchester Metropolitan),  
ACMA-CGMA  
☎ (+264-61) 2064350) (email: [amakosa@unam.na](mailto:amakosa@unam.na))
- Faculty Officer: Ms O Nelago: BETD (WCE); NDip in HR Management and B. of HR Management (Polytechnic of  
Namibia)  
☎ (+264-61-206-3987) (email: [onelago@unam.na](mailto:onelago@unam.na))
- Assistant Faculty Officer: Mr Pinehas Amunyela: B. Public Mgt (Hons) (UNAM)  
☎ (+ 264-61-206-3454) (email: [pamunyela@unam.na](mailto:pamunyela@unam.na))
- Student Support Lecturer: Mrs C. Kaereho: Dip in Adult Ed & Comm Dev (UNAM), B Ed, MEd (UNAM) and Cert in Mid-Level Mgt  
(Cum Laude) (UNAM)  
☎ (+264 61 206 3729) (email: [ckaereho@unam.na](mailto:ckaereho@unam.na))
- Examination Officer: Ms EA Muhepa: B. Lifelong Learning and Com. Dev. (Hons) (UNAM)  
☎ (+ 264-61-206-3715) Office Location UNAM Foundation, Ground Floor,  
D-Block (email: [emuhepa@unam.na](mailto:emuhepa@unam.na))
- Examination Officer: Ms U katjangua: B Log. and Supp. Chain Mgt (NUST); B Log. and Supp. Chain Mgt (Hons) (NUST)  
(+ 264-61-206-4881) Office Location UNAM Foundation, Ground Floor,  
D-Block (email: [ukatjangua@unam.na](mailto:ukatjangua@unam.na))
- Office Administrator: Mrs M Dina Mouton :  
☎ (+ 264-61-206-3880) Office Location X - Block, 1st Floor,  
(email: [dmouton@unam.na](mailto:dmouton@unam.na))

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

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

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

## A.2 ACADEMIC PERSONNEL

### SCHOOL OF ACCOUNTING

Head: Ms Hilja I Haufiku ☎ (+264-61) 2064803 📠 (+264-61)2063914 Email: [hhaufiku@unam.na](mailto:hhaufiku@unam.na)  
Administrative Officer: Ms. Lea Johannes ☎ (+264-61) 2063880 [ljohnnes@unam.na](mailto:ljohnnes@unam.na)

### DEPARTMENT OF FINANCIAL AND MANAGEMENT ACCOUNTING

Professor: Vacant  
Senior Lecturer: Ms Charity Mhaka: B.Comm (Acc) and M.Comm (Acc) – (Midlands State)  
Lecturer: Ms. Tia Chata: BBA and MSc Admin (Andrews Uni), PGDip in Ed and MSc Finance & Acc [UNAM]  
Lecturer: Ms. Hilja I Haufiku B.Acc (UNAM), BComm (Hons) (Stell), MSc in Acc & Finance (UNAM)  
Lecturer: Mr Johannes Ndjuluwa: BAcc and PDip in Internal Auditing (UNAM) MSc Fin Mngt (Amity)  
Lecturer: Mr. Johannes Uusiku: LLB (UNAM), LLM (UCT)  
Lecturer: Mr. Felis Kapepiso: B.Acc (Hons) and MSc, Acc & Finance (UNAM)  
Lecturer: Mr. Lukas Nakweenda: B. Acc, MSc Acc & Finance [UNAM]  
Lecturer: Mr. Samuel Nakale: Certificate in Financial. Risk. Management (UNAM), BComm (Hons) and MComm (UP)  
Lecturer: Ms Sharon Tjiueza: B. Acc [UNAM], MSc Acc & Finance (UNAM)  
Lecturer: Mr Lazarus Shinkeva: BAcc (UFS), MSc Acc & Finance (UNAM)  
Tutor: Mr Kapenambili Sakeus: BAcc. (UNAM)- MSc Acc & Finance (UNAM)

### DEPARTMENT OF AUDITING AND TAX

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

### LATEST DEVELOPMENT WITHIN THE ACCOUNTING DISCIPLINE AT UNAM

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

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

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

The School of Accounting will also establish an Advisory Board as a key pillar of the School governance. The key role of the Advisory Board is to provide external input and interaction

for the development of programmes and curriculum, advice on links to employment and employability, and a sounding board for research and over time be helpful in defining impactful research.

**SOUTHERN CAMPUS**

**SCHOOL OF ACCOUNTING**

LOCATION: KEETMANSHOOP, Gordon street, Kronlein

Head of Department: Mr E Odero

☎ (+264-63) 2202033 📠 (+264-63)222211 ✉ [eohero@unam.na](mailto:eohero@unam.na) 📧 PO Box 1727, Keetmanshoop, NAMIBIA

Assistant School Officer: Mr Abel Kandjou ☎ +264-63-2202016: email: [akandjou@unam.na](mailto:akandjou@unam.na)

**PROGRAMMES OFFERED AT CAMPUS**

<b>Certificate in Accounting and Auditing</b>	<b>(12CAAU)</b>	<b>1 YEAR</b>	<b>FM</b>
<b>Diploma in Accounting</b>	<b>(12HDIA)</b>	<b>3 YEARS</b>	<b>FM</b>
Diploma in Entrepreneurship and New Venture	(12DNVM)	2 YEARS	PM
Bachelor of Business Administration (BBA) (Honours)	(12BBAD)	4 YEARS	FM

**ACADEMIC STAFF**

- Lecturer: Mr E Odero: B. Acc, Postgraduate certificate in Labour Law and MSc. Acc & Finance (UNAM)
- Lecturer: Mr J Ngozu: Mr J Ngozu: BBA Hons, (East London), LL.M International Commercial Law (Sterling)
- Lecturer: Mr B F Maseke: B.Ed -Acc and Mgt Science (UNAM) Advance Dipl in Mgt (SBS) Certificate in HR practices (UNISA) MBA (MANCOSA) and PhD (UNAM)
- Lecturer: Mr SW Denk: B Tech Hons Marketing (Polytechnic of Namibia), MIB (NUST),
- Lecturer: Ms MK Nangolo: B Econ Hons and MBA (UNAM)
- Lecturer: Vacant

**RUNDU CAMPUS**

**SCHOOL OF ACCOUNTING**

Head of Department: Dr G Kavei

☎ (+264-66) 2686035 📠 (+264-66)255564 ✉ [gkavei@unam.na](mailto:gkavei@unam.na)

Assistant School Officer: Ms Nikosia R Kamwi: ☎ (+264-66) 2686074/2686002 📠 (+264-66)255564 ✉ [nrkamwi@unam.na](mailto:nrkamwi@unam.na)

**PROGRAMMES OFFERED AT CAMPUS**

Diploma in Entrepreneurship and New Venture	(12DNVM)	2 YEARS	PM
Diploma in Accounting	(12HDIA)	3 YEARS	FM
Bachelor of Business Administration (Honours)	(12BBAD)	4 YEARS	FM

**ACADEMIC STAFF**

- Lecturer: Dr G Kavei: Dip-Manager Development (Damelin), PGDip-HR Mgt, MSc-HR Dev and PhD- Dev Policy and Mgt (Manchester).
- Lecturer:** Ms PW Msiska: B Econ (UNAM), MIB (London Metropolitan);
- Lecturer: Mr Emilio Augustinus: MSc in Acc, (De La Salle y, Manila,Phil).
- Lecturer: Mr Boniface Kerima: M.Com Acc & bus statistics (Udaipur, India, CPA) (Associate), Kenya.
- Lecturer: Mr L Chibahwile: BBA (UNAM), MBA – Finance (Bangalore, India)
- Lecturer: Ms Kretha T. Mbambo: MBA (HRM – Marketing), (Punjab Tech University)
- Lecturer: Ms Selma Mundjenge: MSc International Economics (East Ukrainian National University)

## B. QUALIFICATIONS OFFERED BY THE SCHOOL

The School 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)	1YEAR DISTANCE
Certificate in Accounting and Auditing	(12CAAU)	1YEAR DISTANCE
Diploma in Accounting	(12HDIA)	3YEARS FM/DISTANCE
Bachelor of Accounting (Honours)	(12BACC)	4 YEARS FM/DISTANCE
Bachelor of Accounting (Chartered Accountancy)	(12BCHA)	3 YEARS FM

### B.2 Postgraduate Programmes

Qualification Code	Qualification Name	Study Period
12PDIA	Postgraduate Diploma in Internal Auditing	2 YEARS
12MSAF	Master of Science in Accounting and Finance	2 YEARS

## SCHOOL OF ACCOUNTING

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

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#### C.1.1 OBJECTIVE OF THE PROGRAM

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

#### C.1.2 CRITERIA FOR ADMISSION

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

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

#### C.1.3 ARTICULATION OPTIONS

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

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

#### C.1.4 ASSESSMENT CRITERIA

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

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

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

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

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

#### C.1.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

#### C.1.8 IMPLEMENTATION STRATEGY

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

C.1.9 CLASS ATTENDANCE

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

C.1.10 MODE OF DELIVERY

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

C.1.11 DURATION OF STUDY

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

C.1.12 CURRICULUM

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

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**YEAR 1 : SEMESTER 2**

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**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.

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**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.

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**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.

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**UNAM CORE MODULES**

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

COMPUTER LITERACY	UCLC3509
CONTEMPORARY SOCIAL ISSUES	UCSI 3580
ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES	CEC1310

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## C.2.1 OBJECTIVE OF THE PROGRAM

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

## C.2.2 CRITERIA FOR ADMISSION

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

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

## C.2.3 ARTICULATION OPTIONS

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

## C.2.4 ASSESSMENT CRITERIA

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

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

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

## C.2.6 MAXIMUM NUMBER OF COURSES PER YEAR

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

## C.2.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

## C.2.8 IMPLEMENTATION STRATEGY

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

## C.2.9 CLASS ATTENDANCE

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

## C.2.10 MODE OF DELIVERY

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

## C.2.11 DURATION OF STUDY

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

## C.2.12 NEW CURRICULUM

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

UCSI3580	Contemporary Social Issues	5	4	C	None
CABS1400	Introduction to Mathematics	4	8	C	None
CEC1310	English Communication for Certificate Purposes	4	16	C	None
CAGA1412	Introduction to Government Accounting and Auditing	4	16	C	None
CAIS1412	Introduction to Computerized accounting	4	16	C	None
CAFA1412	Introduction to Financial Accounting B	4	16	C	None
Total credits Semester 2			76		
TOTAL CREDITS FOR THE PROGRAMME			144		

\*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.	

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### UNAM CORE MODULES

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

COMPUTER LITERACY	UCLC3509
CONTEMPORARY SOCIAL ISSUES	UCSI3580
ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES	CEC1310

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## C.3.1 OBJECTIVE OF THE PROGRAM

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

## C.3.2 CRITERIA FOR ADMISSION

To register for Diploma in Accounting an applicant should:

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

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

## C.3.3 ARTICULATION ROUTE

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

## C.3.4 ASSESSMENT CRITERIA

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

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

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

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

## C.3.6 MAXIMUM NUMBER OF COURSES PER YEAR

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

## C.3.7 REQUIREMENTS FOR QUALIFICATION AWARD

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

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

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

## C.3.8 IMPLEMENTATION STRATEGY For registration purposes

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

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

The programme in Windhoek is only available on distance.

## C.3.9 ADVANCEMENT AND PROGRESSION RULES

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

## C.3.10 CLASS ATTENDANCE

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

## C.3.11 MODE OF DELIVERY

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

C.3.12 DURATION OF STUDY

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

C.3.13 CURRICULUM

Kindly note that: ULEG2410 AND UCSI3580 ARE YEAR MODULES OFFERED IN BOTH SEMESTERS					
Course code	Course name	NOF 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
Total credits Semester 1			56		
<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
Total credits Semester 2			72		
TOTAL CREDITS YEAR 1			128		
<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
Total credits Semester 1			60		
<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
Total credits Semester 2			60		
TOTAL CREDITS YEAR 2			120		
<b>YEAR 3 : SEMESTER 1</b>					
CABA3691	Business Statistics A	6	12	C	CBCM3571
CAFE3691	Financial Accounting 1A	6	12	C	CAFE3581 & CAFE3582
CAAM3691	Management Accounting 1A	6	12	C	None
CAIS3659	Computerized Accounting Systems	6	16	C	UCLC3409; CAFE3581 & CAFE3582
CAPG2631	Public Sector and Government Accounting	6	16	C	CAFA2411 & CAFA2412
Total credits Semester 1			68		
<b>YEAR 3 : SEMESTER 2</b>					
CABA3692	Business Statistics B	6	12	C	CBCM 3571 Co-requisite: CABA3691
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
Total credits Semester 2			52		
TOTAL CREDITS YEAR 3			120		
TOTAL CREDITS FOR THE PROGRAMME			368		

## C.3.14 Syllabi

### YEAR 1 : SEMESTER 1

#### BASIC FINANCIAL ACCOUNTING A

CAFA2411

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

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

Pre-requisites: None

#### Module Description:

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

#### BASIC MATHEMATICS

CABM2411

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

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

Pre-requisites: None

#### Module Description:

The details contents are as follows:

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

### YEAR 1 : SEMESTER 2

#### BASIC FINANCIAL ACCOUNTING B

CAFA2412

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

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

Pre-requisites: None

#### Module Description:

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

#### PRINCIPLES OF MANAGEMENT

CMPP3572

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

Module assessment: Continuous assessment 50% (Minimum of 2 tests and 1 assignment)

Pre-requisite: None

#### Module Description:

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

#### INTRODUCTION TO TAXATION

CATA2412

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

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

Pre-requisites: None

#### Module Description:

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

### YEAR 2 : SEMESTER 1

#### BASIC MICROECONOMICS

CEMI3571

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

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

Pre-requisites: None

Module Description:

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

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

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

Pre-requisites: None

Module Description:

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

<b>BUSINESS MATHEMATICS</b>	<b>CBCM3571</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 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.

<b>FUNDAMENTALS OF ACCOUNTING A</b>	<b>CAFE3581</b>
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NQF Level:5 Credits: 12 Contact hours: 3 lecture hour &1 tutorial hour per week for 14 weeks

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

Pre-requisites: None

Module Description:

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

<b>YEAR 2 : SEMESTER 2</b>	
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<b>BASIC MACROECONOMICS</b>	<b>CEMA3572</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 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.

<b>COMMERCIAL LAW B</b>		<b>CACL3632</b>
NQF Level: 6	Credits: 16	Contact hours: 4 lecture hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:		
The detailed contents are as follows: Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huurgaatvoorkoop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment.		
<b>FUNDAMENTALS OF ACCOUNTING B</b>		<b>CAFE3582</b>
NQF Level:5	Credits: 12	Contact hours: 3 lecture hour &1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:		
The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.		
<b>YEAR 3 : SEMESTER 1</b>		
<b>BUSINESS STATISTICS A</b>		<b>CABA3691</b>
NQF Level: 6	Credits: 12	Contact hours: 3 lecture hour &1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Business Mathematics (CBCM3571)	
Module Description:		
The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).		
<b>FINANCIAL ACCOUNTING 1A</b>		<b>CAFE3691</b>
NQF Level: 6	Credits: 12	Contact hours: 3 lecture hour &1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Fundamentals of Accounting A and B (CAFE3581 & CAFE3582)	
Module Description:		
The detailed contents are as follows: Review of business entities financial reporting: financial statements of partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation. Introduction to close corporations covering – formation, operation, introduction to taxation, deregistration and liquidation, accounting records and financial statements. Branches/Sector accounting, Manufacturing companies covering - cost statements, preparing the income statement. Introduction to companies – formation, operation, introduction to taxation, share and debenture transactions, accounting records and financial statements, deregistration and liquidation. Conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.		
<b>MANAGEMENT ACCOUNTING 1A</b>		<b>CAAM3691</b>
NQF Level: 6	Credits: 12	Contact hours: 3 lecture hour &1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:		
Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs: Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques; Payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation; Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities		

and transactions as cost drivers, strengths and weaknesses of activity based cost system. Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts.

<b>COMPUTERIZED ACCOUNTING SYSTEMS</b>		<b>CAIS3659</b>
NQF Level: 6	Credits: 16	Contact hours: 2 lecture hour & 2 practical hours per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	CLC3409 and AFE3581&AFE3582	
Module Description:		
The detailed contents are as follows: Conceptual foundation of Accounting Information Systems (AIS), Control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Students will apply the AIS functions to the overall Management Information System. Set up a company from scratch, Debtors accounts, Creditors accounts, General ledger, Prepare invoices, Purchase orders, Cashbook – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes and much more. Draw - up financial statements and other financial reports. Software will be utilized to make business decisions, using of computer spread sheets and modern accounting packages as a tool in decision making.		
<b>PUBLIC SECTOR AND GOVERNMENT ACCOUNTING</b>		<b>CAPG2631</b>
NQF Level: 6	Credits: 16	Contact hours: 4 lecture hour & 1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	AFA2411 & AFA2412	
Module Description:		
The primary objective of this module is to introduce student to specific features of public sector and government accounting. The contents include International public sector accounting standards on presentation of financial statements, cash and fund accounting, the nature of government accounting, government accounting practices, government accounting distinguished from general commercial accounting, government records for accounting and control, financial statements, statement of various government funds, Accounting provisions as prescribed in the constitution and the State Finance Act. Treasury instructions, audit requirements, accounting for general capital assets and capital projects, accounting for general long-term liabilities and debt service, accounting for government's business type activities, accounting for agency and trust funds, preparation, analysis and interpretation of a comprehensive annual financial report, issues in government financial reporting and performance measurement.		
<b>YEAR 3 : SEMESTER 2</b>		
<b>BUSINESS STATISTICS B</b>		<b>CABA3692</b>
NQF Level: 6	Credits: 12	Contact hours: 3 lecture hour & 1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Business Mathematics (CBCM3571); Co-requisite: Business Statistics A (CABA3691)	
Module Description:		
The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.		
<b>FINANCIAL ACCOUNTING 1B</b>		<b>CAFE3692</b>
NQF Level: 6	Credits: 12	Contact hours: 3 lecture hour & 1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Fundamentals of Accounting A and B (CAFE3581 & CAFE3582)	
Module Description:		
The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (specific reference to auditors', directors' and other reports), Introduction to the Statement of cash flow), analysis and interpretation of financial statements.		
<b>MANAGEMENT ACCOUNTING 1B</b>		<b>CAAM3692</b>
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

SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

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 purpose of this qualification is to provide students with necessary accounting knowledge and skills that allows them to pursue a Certificate in Theory of Accounting (CTA) program required for a career in Chartered Accountancy.

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

The programme was developed in conjunction with North West University (NWU) and it enables the students to get into the CTA program at NWU without doing a bridging course. The curriculum of this program has been developed in consultation with various stakeholders including the Institute of Chartered Accountants of Namibia and South African universities

#### Implementation strategy

The revised programme will be implemented for all first and second years in 2018. Students currently in the second year of study will continue with the old programme. The old programme will run concurrently with the new programme in 2018 to cater for students who still have courses pending on the old programme. As from 2019, any student who failed a module under the old programme will have to do the new equivalent according to the table below:

#### C.4.3 ADMISSION REQUIREMENTS

- To register for the Bachelor of Accounting (Chartered Accountancy), a candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification. English is a compulsory subject and a candidate should have obtained grade C at NSSC (English as a Second Language) or grade D at NSSC (English First Language) level and at least a B in NSSC (Ordinary level) Mathematics. Preference will be given to those with accountancy at school level.
- A candidate should have a minimum of 30 points in five subjects on the UNAM Evaluation Scale.
- Entrance will be limited to availability of places and awarded on merit. Meeting minimum requirements does not guarantee admission.
- The department reserves the right to interview students before admission.
- Admission could also be considered for foreign students and those with post qualification (first degree).

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

#### C.4.4 EXAMINATION REGULATIONS

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

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

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

#### C.4.5 ACADEMIC ADVANCEMENT RULES

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

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

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

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

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

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

(c) Minimum requirements for re-admission into the School

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

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

C.4.6 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who have passed all the modules with a total number of credits of 412.

C.4.7 LECTURES AND TUTORIALS

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

C.4.8 QUALITY ASSURANCE ARRANGEMENTS

It is proposed to externally moderate all the question papers of core modules offered during first, second and third years. To keep the content updated and commensurate with market needs the curriculum will be reviewed every 5 years in consultation with relevant stakeholders.

C.4.9 STAKEHOLDERS SUPPORT OF THE PROGRAM

The department has had discussions with the industry and the Institute of Chartered Accountants of Namibia and it was apparent from those discussions that the number of Chartered Accountants in the country is very low compared to the demand. Former students have also indicated the challenges they face when they leave UNAM for South African universities and have indicated the need for UNAM to implement this programme.

Career Opportunities

The following career possibilities are available for students completing this programme:

- Students will be allowed to do a Certificate in Theory of Accounting (CTA) that is required for a career in Chartered Accountancy.
- Students can become Accountants or Internal Auditors in the private or public sector.
- Students can pursue careers as Chartered Management Accountants (CIMA) or Chartered Certified Accountants (ACCA).

C.4.10 ARTICULATION

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

- Having completed year 1 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 1 of Bachelor of Accounting (Chartered Accountancy).
- Similarly after completing year 2 of current Bachelor of Accounting (Honours) students will be eligible for admission into year 2 of Bachelor of Accounting (Chartered Accountancy). Students may be required to register for additional modules at 1<sup>st</sup> year level.
- No transfer into 3<sup>rd</sup> year of Bachelor of Accounting (Chartered Accountancy) is allowed from other programs.

Students will also be allowed to transfer from Bachelor of Accounting (Chartered Accountancy) to the current 4 year Bachelor of Accounting (Honours) program and will be exempted for the modules already passed on the same level. Students may be required to add additional modules.

C.4.11 EXEMPTION RULES

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

C.4.12 DURATION OF STUDY

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

Mode of Delivery

Full time face to face study at Windhoek Main campus.

C.4.13 PRE-REQUISITES

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

Code	Module Name	Prerequisite / Co requisite	
	Year 2	Code	Module Name
CACP3612	Company Law and Practice	CAML3611	Mercantile Laws (Co requisite)
CAFI3610	Financial Accounting 2	CAFI3591 / 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 140 credits) on the first-year level
- 11 equivalent modules (equivalent to 144 credits) on the second-year level
- 8 equivalent modules (equivalent to 128 credits) on the third-year level
- **Year 1 – 136 credits**
- **Year 2 –156 credits**
- **Year 3 – 168 credits**

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

Course code	Course name	NQF Level	Credits	Compulsory	(Co-requisite) / Pre-requisite
<i>Year 1 Semester 1</i>					
ULCE 3419	English Communication and Study Skills	4	16	C	None
UCLC3509	Computer Literacy	5	8	C	None
CAMA3591	Mathematics for Accountants	5	12	C	None
CAFI3511	Financial Accounting 1 A	5	16	C	None
UCSI3580	Contemporary Social Issues	5	4	C	None
CAML3591	Mercantile Law	5	12	C	None
<i>Total Credits Semester 1</i>					68
<i>Year 1 Semester 2</i>					
CAEC3592	Economics	5	12	C	None
ULEA3519	English for Academic Purposes	5	16	C	None
CACP3612	Company Law and Practice	6	16	C	CAML3591
CABS3592	Business Statistics	5	12	C	None
CAFI3512	Financial Accounting 1 B	5	16	C	None
UCSI3580	Contemporary Social Issues	5	4	C	None
<i>Total credits Semester 2</i>					76
<b>TOTAL CREDITS YEAR 1</b>					<b>136</b>
<i>Year 2 Semester 1</i>					
CANT3681	Taxation 1A	6	12	C	None
CAUD3690	Auditing 1	6	12	C	CAFI3511/ CAFI3512

CAFI3610	Financial Accounting 2	6	16	C	CAFI3511/ CAFI3512
CAMF3660	Managerial Finance 1	6	8	C	CAFI3511/ CAFI3512 and CAMA 3591
CAMA3660	Management Accounting 1	6	8	C	None
CASE3791	Strategy, Risk Management and Ethics	7	12	C	None
<i>Total Credits Semester 1</i>					68
<i>Year 2 Semester 2</i>					
CAIS3652	Accounting Information Systems	6	16	C	UCLC3509
CATT3692	Taxation 1B	6	12	C	CANT3681
CAUD3690	Auditing 1	6	12	C	CAFI3511/ CAFI3512
CAFI3610	Financial Accounting 2	6	16	C	CAFI3511/ CAFI3512
CAMF3660	Managerial Finance 1	6	8	C	CAFI3511/3582 & CAMA 3591
CAMA3660	Management Accounting 1	6	8	C	None
<i>Total credits Semester 2</i>					72
<b>TOTAL CREDITS YEAR 2</b>					140
<i>Year 3 Semester 1</i>					
CACT3730*	Taxation 2	7	16	C	CATT3692/CANT36 81
CAUD3710*	Auditing 2	7	16	C	CAUD3690
CAFI3710*	Financial Accounting 3	7	16	C	CAFI3610
CAMF3760	Managerial Finance 2	7	8	C	CAMF3660
CAMA3780	Management Accounting 2	7	12	C	CAMA3660
<i>Total Credits Semester 1</i>					68
<i>Year 3 Semester 2</i>					
CACT3730*	Taxation 2	7	16	C	CATT3692/ CANT3681
CAUD3710*	Auditing 2	7	16	C	CAUD3690
CAFI3710*	Financial Accounting 3	7	16	C	CAFI3610
CAMA3780	Management Accounting 2	7	12	C	CAMF3660
CAMF3760	Managerial Finance 2	7	8	C	CAMA3660
<i>Total credits Semester 2</i>					68
<b>TOTAL CREDITS YEAR 3</b>					136
<b>TOTAL CREDITS YEAR 4</b>					
<b>TOTAL CREDITS FOR THE PROGRAMME</b>					412

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

Table of equivalents

Course Equivalents			
Current course and code		Equivalent course and code	
Code	Course name	Code	Course name
Year 1 Semester 1			
CAML3611	Mercantile Law	CAML3591	Mercantile Law
CAMA3511	Mathematics for Accountants	CAMA3591	Mathematics for Accountants
Year 1 Semester 2			
CAEC3511	Economics	CAEC3592	Economics
CABS3612	Business Statistics	CABS3592	Business Statistics
CAFI3582	Financial Accounting 1B	CAFI3512	Financial Accounting 1B

Year 2	Semester 1		
CANT3691	Namibian Taxation	CANT3681	Taxation 1A
CAUD3691	Auditing 1A	CAUD3690	Auditing 1
CAMA3691	Management Accounting 1A	CAMA3660	Management Accounting 1
Year 2	Semester 2		
CAIS3652	Computerised Accounting Systems	CAIS3652	Accounting Information Systems
CAUD3692	Auditing 1B	CAUD3690	Auditing 1
CAMA3692	Management Accounting 1B	CAMA3660	Management Accounting 1
Year 3	Semester 1		
CACT3710	Comparative taxation	CACT3730	Taxation 2
CAMA3711	Management Accounting 2	CAMA3780	Management Accounting 2
Year 3	Semester 2		
CACT3710	Comparative taxation	CACT3730	Taxation 2
CAMF3712	Managerial Finance	CAMF3760	Managerial Finance 2

## YEAR 1

### ECONOMICS CAMA3592

NQF Level: 5      Credits: 12      Contact hours: *3h lectures per week for 1 semester*  
Module Assessment:      Continuous assessment (50%): two tests and one assignment  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

Pre-requisites:      None

#### Module Description:

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

### MATHEMATICS FOR ACCOUNTANTS CAMA3591

NQF Level: 5      Credits: 12      Contact hours: *3h lectures per week for 1 semester*  
Module Assessment:      Continuous assessment (50%): two tests and one assignment  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

Pre-requisites:      None

#### Module Description:

This module is designed to give students an understanding of various mathematical calculations to solve business related problems. Introduction to differential and integral calculus; number systems, rates, ratios, percentages, indices, equations and inequalities; introduction to matrix algebra; (addition, subtraction and multiplication); Time value of money and its applications in financial decisions.

### FINANCIAL ACCOUNTING 1A CAFI3511

NQF Level: 5      Credits: 16      Contact hours: *4h lectures per week for 1 semester & 1 tutorial per week*  
Module Assessment:      Continuous assessment (50%): two tests and one assignment  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

Pre-requisites:      None

#### Module Description:

The objective of the module is to provide basic knowledge of accounting information system and equip the students with capability of processing financial transactions in books of accounts and develop financial statements of sole trader, non-profit entity, partnership and close corporation. Conceptual Framework; Accounting cycle, Accounting equation, adjustments, Value-Added Tax, cash and bank, Debtors & credit losses & settlement discounts, creditors, inventory and insurance, Correction of errors, Adjustments, Closing entries, Trial Balance, Financial Statements, Manufacturing, Property, plant and equipment, Financial Assets / Investments, Financial Liabilities (loan, amortisation) and Incomplete records.

### MERCANTILE LAW CAML3591

NQF Level:5      Credits: 12      Contact hours: *3h lectures per week for 1 semester*  
Module Assessment:      Continuous assessment (50%): two tests and one assignment  
A continuous assessment mark of 40% allows a student admission to the final examination.

Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

Pre-requisites:

None

Module Description:

The module is designed to give thorough understanding of the contracts and commercial laws.

Part 1:

**The theory of law and the definition of "law".** The various sources of Namibian law & divisions of our law. The hierarchy of the Namibian courts, the general principles of natural justice the "*audi alteram partem rule*", The administration of justice in Namibia. The law of contract, definition of a contract and the requirements for the concluding a valid contract. TYPES OF CONTRACTS: Contract of Sale, The essentialia for the creation of a contract of purchase and sale; Contract of lease: Essentialia of a lease; "Huurgaatvoorkoop rule", Contract of Employment; Various forms of breach of contract and remedies for breach of contract. Termination of Contracts.

Part 2:

Introduction to Insurance Law; Introduction to Credit Agreements; Hire- purchase agreements, Introduction to Negotiable instruments; Applicability of Negotiable Instruments; Introduction to the Law of agency; Introduction to Trusts; Introduction to the Law of competition, Introduction to the Law of Franchising, Introduction to Alternative dispute resolution (ADR) and Forms of business enterprises.

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**BUSINESS STATISTICS****CABS3592**

NQF Level: 5 Credits: 12 Contact hours: *3h lectures per week for 1 semester*

Module Assessment: Continuous assessment (50%): two tests and one assignment  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

Pre-requisites:

None

Module Description:

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

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**FINANCIAL ACCOUNTING 1B****CAFI3512**

NQF Level: 5 Credits: 16 Contact hours: *4h lectures per week for one semester & 1 tutorial per week*

Module Assessment: Continuous assessment (50%): one semester test, two class tests, quizzes and a practical/presentation.  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

Pre-requisites:

None

Module Description:

This module is an introduction to companies – formation, share and debenture transactions and enables students to identify and evaluate elements of financial statements and to communicate financial information reliably, accurately and coherently when preparing a set of financial statements. Property, plant and equipment, Presentation of financial statements (IAS 1), Companies: Introduction, formation, shares, revaluation reserve, Companies: dividends, company tax, shares, reserves, statement of changes in equity, Cash flow statements, Partnerships: Legal aspects and accounting treatment, recording transactions, financials, Partnerships: Exit of partners and entry exit transactions, Partnerships: Complete dissolutions, Non-profit Organizations, special funds, membership fees and Close corporations.

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**COMPANY LAW AND PRACTICE****CACP3612**

NQF Level: 6 Credits: 16 Contact hours: *4h lectures per week for 1 semester*

Module Assessment: Continuous assessment (50%): two tests and one assignment  
A continuous assessment mark of 40% allows a student admission to the final examination.  
Examination (50%): 1 x 3 hour paper  
The examination subminimum requirement is 40%.

Pre-requisites:

Mercantile Law (CAML3591)

Module Description:

The module is designed to give the students thorough understanding of company law and practice and focuses on Namibian Companies Act, Act 28 of 2004.& Close Corporation Act, Act 26 of 1988. The module is designed to give the student's thorough understanding of company law and practice.

Acquisition of legal personality, types of companies, inception of a company & close corporation and their constitutive documents, (memorandum of association and articles of association); members and the register of the company. The share capital of a company, various classes, types of shares, voting rights attached to shares, variation of share capital. The transfer of shares, limitations in terms of the articles of shareholders agreements. Transmission of shares on death or insolvency. Offer of shares and the prospectus. General meetings and annual general meetings, convening of these meetings. Directors legal position and board of directors. Majority rule and protection of the minority interest. Reorganisation, arrangement and compromises. Judicial management and liquidation of companies and close corporation. Dissolution and de-registration of companies.

YEAR 2

**TAXATION 1A** **CANT3681**

NOF Level: 6 Credits: 12 Contact hours: 3h lectures per week for one semester & 1 tutorial per week  
 Module Assessment: Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical.  
 A continuous assessment mark of 40% allows a student admission to the final examination.  
 Examination (50%): 1 x 3 hour paper  
 The examination subminimum requirement is 40%.  
 Pre-requisites: None

Module Description:  
 The objective of this module is to equip the students with the theory and legal aspects and practice of Namibian taxation. Introduction to Namibian tax, specifically covering the following areas: Gross income: definition, source and deemed source rules. Specific inclusions, Exemptions, Specific deductions, Trading stock, Dividends tax, Non-residents, Foreign exchange, Individuals, Mining operations: Mines others than diamonds, oil and gas and also diamond mining; Partnerships, Insurance companies: life insurance and short term insurance. Companies and Close Corporations, Co-operative societies, Estates and Trusts: tax exemptions, unit trusts and tax avoidance. Farming: livestock and produce and deductions. Namibian Valued-Added-Tax: registration, output VAT, input VAT, imports, exports and zero-rating, exempt supplies and VAT returns.

**AUDITING 1** **CAUD3690**

NOF Level: 6 Credits: 24 Contact hours: 3h lectures per week for 2 semesters & 1 tutorial per week  
 Module Assessment: Continuous assessment (50%): two semester tests, four class tests, quizzes, a year test and a presentation/practical.  
 A continuous assessment mark of 40% allows a student admission to the final examination.  
 Examination (50%): 1 x 3 hour paper  
 The examination subminimum requirement is 40%.  
 The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.  
 Pre-requisites: Financial Accounting 1A, 1B (CAFI3511/CAFI3512)

Module Description:  
 This course introduces students to applied ISAs, Corporate Governance, Internal Controls & professional Ethics. Responsibilities, functions and qualities of the auditor, Code of conduct, The audit process, Introduction to audit planning and knowledge of the business, Knowledge of the accounting systems and controls and audit risk, Identification of the risk of material misstatement, Going concern and fraud, Calculation of materiality, Audit strategy and overall audit plan, Audit evidence and Audit documentation, Control tests, Substantive procedures, Substantive analytical procedures, Audit sampling, Completion of the audit. Controls – revenue & receipts cycle, acquisition & payments cycle, inventory and production cycle, payroll & personnel cycle, finance & investment cycle, audit procedures – revenue & receipt cycle, acquisition & payment cycle, inventory & production cycle, payroll & personnel cycle, finance & investment cycle.

**FINANCIAL ACCOUNTING 2** **CAFI3610**

NOF Level: 6 Credits: 32 Contact hours: 4h lectures per week for 2 semesters & 1 tutorial per week  
 Module Assessment: Continuous assessment (50%): two semester tests, four class tests, quizzes, a year test and a presentation/practical.  
 A continuous assessment mark of 40% allows a student admission to the final examination.  
 Examination (50%): 1 x 3 hour paper  
 The examination subminimum requirement is 40%.  
 The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.  
 Pre-requisites: Financial Accounting 1A, 1B (CAFI3511/CAFI3512)

Module Description:  
 The purpose of this module is to introduce the students to interpretative aspects of financial accounting and to explain recognition, measurement and disclosure of various items in the annual financial statements in accordance with IFRS (International Financial Reporting Standards). Framework and IAS1; and Standard setting process, Inventory, Borrowing Costs, PPE Basics - Cost & Revaluation model (with tax, but excl CGT), Impairment - of individual assets (including tax but excluding CGT), Investment Property, Intangibles, Leases, Employee Benefits. Deferred taxation, Statement of cash flows, Group Statements, Accounting policies, provisions and estimates, earnings per share, income recognition.

**MANAGERIAL FINANCE 1** **CAMF3660**

NOF Level: 6 Credits: 16 Contact hours: 2h lectures per week for 2 semesters & 1 tutorial per week  
 Module Assessment: Continuous assessment (50%): two tests and one assignment  
 A continuous assessment mark of 40% allows a student admission to the final examination.  
 Examination (50%): 1 x 3 hour paper  
 The examination subminimum requirement is 40%.  
 Pre-requisites: Financial Accounting 1A, 1B (CAFI3511/CAFI3512) & CAMA 3591 (Mathematics for accountants)

Module Description:  
 This course introduces the student to the role of the finance function of a firm.  
 Overview of financial management and introduction to strategic management: role and underlying concepts of Financial Management; Time value of money: role of time value of money and compounded interest in the finance; Risk management:

risk, risk management and the philosophy of risk management; Risk & return and the management of financial risks: the relationship between risk and return; Financial statement analysis and interpretation: the objectives of financial statements and ratio analysis; Working capital, credit policy and current assets: the terms working capital, working capital policy and working capital management.

Financing sources: Different types of financial markets; Capital structure: leverage (gearing) increases returns to stakeholders; Cost of capital: the principles and uses of cost of capital; Capital investment decisions: the concept and use of the weighted-average cost of capital (WACC); Dividend decisions: the various dividend payment policies.

MANAGEMENT ACCOUNTING 1		CAMA3660
NQF Level: 6	Credits: 16	Contact hours: 2h lectures per week for 2 semesters & 1 tutorial per week
Module Assessment:	Continuous assessment (50%): two semester tests, four class tests, quizzes, a year test and a presentation/practical. A continuous assessment mark of 40% allows a student admission to the final examination. Examination (50%): 1 x 3 hour paper The examination subminimum requirement is 40%. The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.	
Pre-requisites:	None	
Module Description:	This course aims to introduce students to the concepts, techniques and application of cost and management accounting with major focus on cost systems design and cost accumulation. Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs. Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits and cost estimation. Accounting for overhead costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads. Job order costing: Materials recording procedures, pricing issues of material, control accounts, accounting for labour costs and Manufacturing overheads. Costs, reporting and income statements, Schedule of costs of goods manufactured and costs of goods sold. Cost-Volume- Profit analysis for single and multiple products including single limiting factors. Relevant costing: distinguish between relevant and irrelevant costs and revenues for decision making. Restricting factors and linear programming: identify situations where it is appropriate to use linear programming, use linear programming to find optimum levels of output. Joint costing: distinguish between joints costs and by products, allocate joints costs to products. Budgeted income statement: Standard costing and basic variance analysis: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits.	

TAXATION 1B		CATT3692
NQF Level: 6	Credits: 12	Contact hours: 3h lectures per week for one semester & 1 tutorial per week
Module Assessment:	Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical. A continuous assessment mark of 40% allows a student admission to the final examination. Examination (50%): 1 x 3 hour paper The examination subminimum requirement is 40%. The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.	
Pre-requisites:	Taxation 1A (CANT3681)	
Module Description:	This module aims to equip students with a basic understanding and practical application of South African income tax. The content is based on the South African Tax legislation and its case law.  Theory principles and calculations on gross income, this will include the separate specific inclusions, residence and source bases and a comparison between capital and income in nature. Theory principles and calculations on amounts exempt from income tax. The general deduction formula, which will also include special deductions and prohibited deductions. Capital allowances and recoupments, capital gains tax, individuals' income tax principles. An introduction to South African VAT Act principles and basic VAT calculations showing the input and output VAT separately.	

STRATEGY, RISK MANAGEMENT AND ETHICS		CASE3791
NQF Level: 7	Credits: 12	Contact hours: 3h lectures per week for 1 semester
Module Assessment:	Continuous assessment (50%): two tests and one assignment A continuous assessment mark of 40% allows a student admission to the final examination. Examination (50%): 1 x 3 hour paper The examination subminimum requirement is 40%.	
Pre-requisites:	None	
Module Description:	The objective of the module is to equip the students with the knowledge and practice of designing strategy, risk management, professional ethic and corporate governance. New trends in ethical financial reporting and corporate governance and King III report, introduction to business ethics and ethical value systems for accountants, methods and case studies in ethical decision making related to accounting, tax and auditing matters, managing ethical dilemmas, introduction to virtue ethics, rule morality	

and utilitarianism, formulation, implementation, evaluation and control of the strategy and strategy planning processes, identification of stakeholders in the business environment, conduct environmental scanning for internal and external influences, introduce analytical and assessing risk models on strategies, definition of risk, approaches and principle categories of risk, risk types, identification tools and methodologies, implementation of integrated risk management system.

<b>ACCOUNTING INFORMATION SYSTEMS</b>	<b>CAIS3652</b>
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NQF Level: 6	Credits: 16	Contact hours: 4h integrated learning per week
Module Assessment:	Continuous assessment (50%): two tests on the theory aspect A continuous assessment mark of 40% allows a student admission to the final examination. Examination (which consists of a practical) (50%): 1 x 3 hour paper The examination subminimum requirement is 40%.	
Pre-requisites:	UCLC3509 Computer Literacy	

**Module Description:**

The aim of this module is to introduce students to accounting information system (AIS) functions and their applications. Conceptual foundation of Accounting Information Systems (AIS), control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Application of AIS functions to the overall Management Information System. Set up a company, Debtors accounts, Creditors Accounts, General ledger, Prepare invoices, Purchase orders, Cashbooks – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes. Draw up financial statements and other financial reports. Using software to make decisions as well as spreadsheets and modern accounting packages. Advanced Microsoft excel, Internet and research.

**YEAR 3**

<b>TAXATION 2</b>	<b>CACT3730</b>
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NQF Level: 7	Credits: 32	Contact hours: 4h lectures per week for 2 semesters & 1 tutorial per week
Module Assessment:	Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical. A continuous assessment mark of 40% allows a student admission to the final examination. Examination (50%): 1 x 3 hour paper The examination subminimum requirement is 40%. The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.	
Pre-requisites:	Taxation 1A and 1B (CANT3681/CATT3692)	

**Module Description:**

This module aims to equip students with a basic understanding and practical application of South African tax. Taxation principles for Value-Added-Taxation (VAT) -separate application of input and output VAT principles, definitions, standard rate supplies, deemed supplies, exempt supplies and zero rated supplies. Gross income - special inclusions, exempt income, general deductions, special deductions and prohibited deductions. Assessed losses & provisional tax on companies. Capital allowances on movable and immovable assets and related recoupments on asset disposals. Trading stock: opening stock, purchases of stock and closing stock, and recoupments of trading stock used for purposes other than trading. Capital gains tax (CGT) and the integration between CGT and VAT. Connected persons, foreign exchange, interest bearing instruments, Dividends tax. Taxation principles for individuals - income, specific inclusions, specific exclusions, deductions Tax administration: the administration process, Trusts, Tax avoidance, capital gains tax, farming, Turnover tax system, Customs & Excise duty and Tax risk management: analysing financial statement to identify tax risks, turnover tax, types of customs duty, types of excise duty.

<b>AUDITING 2</b>	<b>CAUD3710</b>
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NQF Level: 7	Credits: 32	Contact hours: 3h lectures per week for 2 semesters & 1 tutorial per week
Module Assessment:	Continuous assessment (50%): one semester test, two class tests, quizzes and a presentation/practical. A continuous assessment mark of 40% allows a student admission to the final examination. Examination (50%): 1 x 3 hour paper The examination subminimum requirement is 40%. The examination and Continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.	
Pre-requisites:	Auditing 1 (CAUD3690)	

**Module Description:**

This course introduces students to the audit process, Auditing Profession Act, and company law applications. Overview of audit process, Engagement activities, Understand the entity, it's environment and controls, Business risks, significant risks, audit risk and other concepts, Risk of material misstatement on financial statement level, Materiality, Audit strategy/Audit approach, Risk of material misstatement on assertion level - Income/Sales, Debtors and inventory, Audit plan/Audit approach, Tests of controls and substantive tests, controls – sales & purchases, Test of controls – sales/purchases, Substantive procedures – Debtors, Substantive procedures – Creditors, Substantive procedures – Inventory, Introduction to Information Technology (IT), Characteristics and considerations in IT environment, Different IT systems, General controls, Application controls, Influence of IT on audit, CAAT'S, Risks in IT environment, CAAT's – Debtors & inventory. Introduction & the nature of a company, transparency, accountability and integrity of companies, Capitalisation of profit companies, Governance of companies, The Secretary & Auditor & APA Act, Remedies & schedules, Going concern, Subsequent Events, Audit reports, King Code, Code of Professional Conduct.

<b>FINANCIAL ACCOUNTING 3</b>	<b>CAFI3710</b>
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NOF Level: 7                      Credits: 32                      Contact hours: 4h lectures per week for 2 semesters & 1 tutorial per week  
 Module Assessment:              Continuous assessment (50%): four class tests, two semester tests, quizzes, a year test and a presentation/practical.  
    A continuous assessment mark of 40% allows a student admission to the final examination.  
    Examination (50%): 1 x 4 hour paper  
    The examination subminimum requirement is 40%.  
    The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.  
 Pre-requisites:                      Financial Accounting 2 (CAFI 3610)

Module Description:  
 The objective of the module is to develop understanding and capability to record complex transactions in books of accounts and deals with more advanced aspects of financial accounting and issues currently confronting accounting professionals. Income tax, Financial instruments, Group statements – sundry aspects, Group statements – preference shares, Group statements – complex groups, Group statements-business combinations, Group statements – interim acquisitions, Group statements – Associates, Group statements – Joint arrangements, Group statements – changes in ownership Group statements- changes in ownership, Property, plant and equipment, Intangible assets, Investment property, Impairment of assets, Non-current assets held for sale, leases, Forex and hedging, Changes in estimates, policies and errors, Earnings per share and Revenue from contracts with customers.

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**MANAGERIAL FINANCE 2** **CAMF3760**

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NOF Level: 7                      Credits: 16                      Contact hours: 2h lectures per week for 2 semesters & 1 tutorial per week  
 Module Assessment:              Continuous assessment (50%): four class tests, two semester tests, quizzes, a year test and a presentation/practical.  
    A continuous assessment mark of 40% allows a student admission to the final examination.  
    Examination (50%): 1 x 3 hour paper, The examination subminimum requirement is 40%.  
    The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.  
 Pre-requisites:                      Managerial Finance 1 (CAMF3660)

Module Description:  
 This course integrates knowledge and critical understanding of key terms, theories and principles in Financial Management. Analysis and interpretation, Time value of money (TVM)- Repeat calculations, Clearly link TVM to the valuation of components of capital structure and other areas of application such as business valuations and capital budgeting, Valuations- Basic principles of valuation models: Free cash flow, Earnings multiples – limited to PE multiple-(CAs calculate maintainable earnings and PE ratio Stick to PE valuation), Dividend growth model, Able to adjust Ke or multiple for risk, Cost of capital- Pooling of funds principle, Valuation of components of the capital structure, Calculating WACC, More complex scenarios.  
 Capital budgeting - More complex capital investment decisions including, Taxation, Inflation, Different project lives, Also focus on other factors that need to be taken into account (strategy), Business risks, , Leasing- Clear understanding of the difference (and keeping apart) between investment and finance decisions, Simple lease vs buy decisions, Integration with investment decisions for the CA stream, Working capital- Working capital cycle, Debtors, Cash Financing.

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**Management Accounting 2** **CAMA3780**

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NOF Level:7                      Credits: 24                      Contact hours: 3h lectures per week for 2 semesters & 1 tutorial per week  
 Module Assessment:              Continuous assessment (50%): four class tests, two semester tests, quizzes, a year test and a presentation/practical.  
    A continuous assessment mark of 40% allows a student admission to the final examination.  
    Examination (50%): 1 x 3 hour paper  
    The examination subminimum requirement is 40%.  
    The examination and continuous assessment in this module will be conducted, jointly with the affiliate institution, North West University, South Africa.  
 Pre-requisites:                      Management Accounting1 (CAMA3660)

Module Description:  
 This course integrates knowledge and understanding of key terms, theories and principles in the field of Management Accounting. Equivalent units – accounting for material and conversion costs, Master budget and Cash budget – comparing the original plan with what actuals and identifying problem areas, Learning curves, Forecasting – short to medium term plans and monitoring of variances, Standard costing - mix and yield, fixed overhead detail, Performance management – measuring and evaluating performance, long term returns on investments, Divisional performance – divisional controllable profit, net profit, return on investment, cost centres, profit centres and investment centres.  
 Relevant costing – Outsourcing, make or buy decisions and special orders Risk and uncertainty – risk aversion/indifference/taker, measuring risk and financial analysis, Transfer pricing- market price, cost price (direct, full absorption cost, standard cost, full cost & profit margin, direct cost and opportunity cost, Pricing decisions, Inventory costing – process costing, ABC and costing decision making (CVP).

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

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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 School reserves the right to interview students before admission.
- Admission is also considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Information and Regulations Prospectus.

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

## C.5.3 ARTICULATION OPTIONS

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

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

## C.5.4 ASSESSMENT CRITERIA

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

## C.5.5 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE SCHOOL

For readmission into the School a student should have passed:

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

## C.5.6 ADVANCEMENT AND PROGRESSION RULES

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

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

## C.5.7 MAXIMUM NUMBER OF COURSES PER YEAR

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

#### C.5.8 REQUIREMENTS FOR QUALIFICATION AWARD

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

#### C.5.9 IMPLEMENTATION STRATEGY

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

#### C.5.10 MODE OF DELIVERY

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

#### C.5.11 DURATION OF STUDY

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

#### C.5.12 COURSE EQUIVALENTS

Course Equivalents			
Current Course and Code		Equivalent course and code	
Code	Course name	Code	Course name
Year 1	Semester 1		
CAFE3511	Fundamentals of Accounting A	CAFE3581	Fundamentals of Accounting
	Semester 2		
CAFE3512	Fundamentals of Accounting B	CAFE3582	Fundamentals of Accounting B
Year 2	Semester 1		
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
	Semester 2		
CABA3632	Business Statistics B	CABA3692	Business Statistics B
CAFE3632	Financial Accounting 1B	CAFE3692	Financial Accounting 1B
CAAM3652	Management Accounting 1B	CAAM3692	Management Accounting 1B
Year 3	Semester 1		
CAFE3751	Financial Accounting 2A	CAFE3781	Financial Accounting 2A
CAAM3751	Management Accounting 2A	CAAM3781	Management Accounting 2A
CATP3751	Taxation 1A	CATP3781	Taxation 1A
	Semester 2		
CAFE3752	Financial Accounting 2B	CAFE3782	Financial Accounting 2B
CAAM3752	Management Accounting 2B	CAAM3782	Management Accounting 2B
CATP3752	Taxation 1B	CATP3782	Taxation 1B
Year 4	Semester 1 & 2		
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	NOF Level	Credits	Compulsory (C)	Pre-requisite Co-requisite
YEAR 1 : SEMESTER 1					
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
Total credits Semester 1			68		
YEAR 1 : SEMESTER 2					
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
Total credits Semester 2		68			
TOTAL CREDITS YEAR 1		136			
YEAR 2 : SEMESTER 1					
CABA3691	Business Statistics A	6	12	C	CBCM3571
CACL3631	Commercial Law A	6	16	C	None
CAIS3659	Computerized Accounting Systems (Module is done either in Semester 1 or Semester 2)	6	16	C	UCLC3409 and CAFE3581 & CAFE3582
CAFE3691	Financial Accounting 1A	6	12	C	CAFE3581 & CAFE3582
CAAM3691	Management Accounting 1A	6	12	C	None
Total credits Semester 1		68			
YEAR 2 : SEMESTER 2					
CABA3692	Business Statistics B	6	12	C	CBCM 3571 & Co-requisite CABA3691
CACL3632	Commercial Law B	6	16	C	None
CAIS3659	Computerized Accounting Systems (Module is done either in Semester 1 or Semester 2)	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
Total Credits Semester 2		68			
TOTAL CREDITS YEAR 2: (The total adds to 120 as CAIS3659 is done either in Semester 1 or Semester 2) = 120					
YEAR 3 : SEMESTER 1					
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
Total Credits Semester 1		68			
YEAR 3 : SEMESTER 2					
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
Total Credits Semester 2		68			
TOTAL CREDITS YEAR 3		136			
YEAR 4 : SEMESTER 1					
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
Total Credits Semester 1		64			
YEAR 4 : SEMESTER 2					
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
Total Credits Semester 2		64			
TOTAL CREDITS YEAR 4		128			
TOTAL CREDITS FOR THE PROGRAM		520			

#### C.5.14 Syllabi

##### YEAR 1 : SEMESTER 1

##### BASIC MICROECONOMICS

CEMI3571

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

Module assessment: Continuous assessment 50%: two tests and one assignment

Examination 50%: 1 x 3 hour examination paper

Pre-requisites: None

##### Module Description:

Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy

efficient? Is the economy fair? The course aims to introducing students to key concepts used in microeconomics and facilitate a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve trade-offs between efficiency and equity.

<b>FUNDAMENTALS OF ACCOUNTING A</b>		<b>CAFE3581</b>	<b>EQUIVALENT: CAFE3511</b>
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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.

<b>BUSINESS MATHEMATICS</b>		<b>CBCM3571</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 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.

<b>YEAR 1 : SEMESTER 2</b>
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<b>BASIC MACROECONOMICS</b>		<b>CEMA3572</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 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.

<b>PRINCIPLES OF MANAGEMENT</b>		<b>CMPP3572</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.

<b>FUNDAMENTALS OF ACCOUNTING B</b>		<b>CAFE3582</b>	<b>EQUIVALENT: CAFE3512</b>
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NQF Level: 5	Credits: 12	Contact hours: 3 hours & 1 tutorial hour per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	

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

YEAR 2 : SEMESTER 1

**BUSINESS STATISTICS A**

CABA3691

EQUIVALENT: CABA3631

NOF 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

NOF 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: 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.

**COMPUTERIZED ACCOUNTING SYSTEMS**

CAIS3659

NOF 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

NOF 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

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

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

Pre-requisites: None

Module Description:

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

YEAR 2 : SEMESTER 2		
BUSINESS STATISTICS B	CABA3692	EQUIVALENT: CABA3632

NQF Level: 6 Credits: 12 Contact hours: 3 hours lecture per week for 14 weeks

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

Pre-requisites: Business Mathematics (CBCM3579)

Module Description:

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

COMMERCIAL LAW B		
	CACL3632	

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

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

Pre-requisites: None

Module Description:

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

FINANCIAL ACCOUNTING 1B		
	CAFE3692	EQUIVALENT: CAFE3632

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

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

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

Module Description:

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

MANAGEMENT ACCOUNTING 1B		
	CAAM3692	EQUIVALENT: CAAM3652

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

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

Pre-requisites: None

Module Description:

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

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

YEAR 3 : SEMESTER 1		
AUDITING 1A		CAUA3751

NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Financial Accounting 1A & 1B (CAFE3691/2)	

Module Description:

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

COMPANY LAW AND PRACTICE		CACP3751
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NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Commercial Law A & B (CACL3631/2)	

Module Description:

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

FINANCIAL ACCOUNTING 2A	CAFE3781	EQUIVALENT: CAFE3751
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NQF Level: 7	Credits: 12	Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Financial Accounting 1A & 1B (CAFE3691/2)	

Module Description:

The detailed contents are as follows:

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

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

MANAGEMENT ACCOUNTING 2A	CAAM3781	EQUIVALENT: CAAM3751
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NQF Level: 7	Credits: 12	Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Management Accounting 1A & 1B (CAAM3691/2)	

Module Description:

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

evaluation and review technique: Network drawing, analysis, rescheduling project completion time, Critical path method, Assumptions of PERT and CPM.

TAXATION 1A		CATP3781	EQUIVALENT: CATP3751
NQF Level: 7	Credits: 12	Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks	
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
Pre-requisites:	Financial Accounting 1A & 1B (CAFE3691/2)		
Module Description:			
The detailed contents are as follows: Fiscal policy, definition of gross income, source, deemed source, receipts and accruals of a capital nature, specific inclusions, exemptions, general deduction formula, specific deductions, trading stock, dividends, and foreign exchange.			

### YEAR 3 : SEMESTER 2

AUDITING 1B		CAUA3752
NQF Level: 7	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Financial Accounting 1A & 1B (CAFE3691/2)	
Module Description:		
The detailed contents are as follows: This course introduces students to the performance of the audit process. Topics include: The documentation of the audit process and the introduction of the audit working papers; The difference audit review including reviews of audit documentation file, review of engagements staff, engagement of quality control review, practice reviews, audit testing methodology including the understanding of the entity environment and assessing the risk of material misstatement; The concept of internal control including the understanding of the definition, activities, responsibility and limitation of internal control as well as the IT application of internal control; The concept of control evaluation and tests of control including risk assessment and response to assessed risks and fraud risks, detection risk; Concept of an audit programme including tests of control, substantive tests and analytical test procedures.		

BUSINESS RESEARCH METHODS		CABR3752
NQF Level: 8	Credits: 16	Contact hours: 4 hours lecture per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Business Statistics A & B (CABA3691/2)	
Module Description:		
The detailed contents are as follows: Introduction to research, research in business, the role and types of research; Problem identification and problem statements; literature review; Hypothesis construction; writing research proposal, Ethics in research; <b>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.</b>		

FINANCIAL ACCOUNTING 2B		CAFE3782	EQUIVALENT: CAFE3752
NQF Level: 7	Credits: 12	Contact hours: 3 hours lecture & 1 tutorial hour per week for 14 weeks	
Module assessment:	Continuous assessment (50%): two tests and/or one assignment Examination (50%): 1 x 3 hour paper		
Pre-requisites:	Financial Accounting 1A & 1B (CAFE3691/2)		
Module Description:			
The detailed contents are as follows:			
<u>Groups</u> : Introduction to basic group financial statements consolidated and separate financial statements (IAS27) – business combinations (IFRS3), Sundry aspects concerning group statements and Intra-group transactions.			
<u>International Financial Reporting Standards (IFRS)</u> : Investment property (IAS40), Non-currents assets held for sale and discontinued operations (IFRS5), Operating segments (IFRS8), Accounting policies, changes in accounting estimates, and errors (IAS8) , Related party disclosures (IAS24), Earnings per share (IAS33), Events after the reporting period (IAS10).			

MANAGEMENT ACCOUNTING 2B		CAAM3782	EQUIVALENT: CAAM3752
NQF Level: 7	Credits: 12	Contact hours: 3 hours lecture & 1 tutorial per week for 14 weeks	
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper		
Pre-requisites:	Management Accounting 1A & 1B (CAAM3691/2)		
Module Description:			
The detailed contents are as follows: Determining prices and product profitability, Cost management, target costing and quality costing, product life cycle costing, Cost information and pricing decisions: Determining prices and product profitability, Cost plus pricing methods, Profitability analysis, role of product costs in pricing and product mix decisions; short-term and long-term pricing			

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

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

#### YEAR 4 : SEMESTER 1

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

FINANCIAL ACCOUNTING 3A		CAFE3871
NQA Level: 8	Credits: 16	Contact hours: 4 hours lecture & 1 tutorial per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Financial Accounting 2A & 2B (CAFE3781/2)	
Module Description:		
The detailed contents are as follows:		
<u>Groups:</u> 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).		
<u>International Financial Reporting Standards (IFRS):</u> Income tax (IAS12), Leases (IAS17), Employee benefits (IAS19), Statements of cash flows (IAS7).		

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

#### Module Description:

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

RESEARCH PROJECT	CARP3870	EQUIVALENT: CAMT3870
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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.

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**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.

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**UNAM CORE MODULES**

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SEE CONTENT OF UNAM CORE MODULES INFORMATION ON PAGES 88 – 89

COMPUTER LITERACY

UCLC3509

CONTEMPORARY SOCIAL ISSUES

UCSI3580

ENGLISH COMMUNICATION AND STUDY SKILLS

ULCE3419

ENGLISH FOR ACADEMIC PURPOSES

ULEA3519

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## G. SYLLABI UNAM CORE COURSES

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### G.1 ENGLISH COURSES OFFERED BY THE LANGUAGE CENTRE

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#### CERTIFICATE LEVEL

ENGLISH COMMUNICATION FOR CERTIFICATE PURPOSES (OFFERED IN SEMESTER 1 AND SEMESTER 2)		CEC1310
NQF Level: 3	Credits: 32	Contact hours: 4 Lecture hours per week for 14 weeks
Module assessment:	Continuous Assessment (60%) Examination (40%): 1 x 3 hour examination paper	
Pre-requisites:	None	
Module Description:	This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and referencing skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language. The course content included the following: Referencing skills: Dictionary work; Speaking; Writing: Sentences, Paragraphs; Vocabulary; Summarizing; The essay; Referencing, i.e. plagiarism and In-text citations; Letter writing; Curriculum Vitae / resume; Reading; Listening; and Grammar.	

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#### DIPLOMA LEVEL

ENGLISH FOR GENERAL COMMUNICATION		(OFFERED IN SEMESTER 1 AND SEMESTER 2)	ULEG2410
NQF Level: 4	Credits: 32	Contact hours: 4 hours per week for 28 weeks	
Module Assessment:	Continuous Assessment (60%): 4 reading tests; 4 writing tests; 2 oral presentations; 1 literature worksheet		
	Examination (40%): 1x3 hour paper		
Pre-requisites:	None		
Module Description:	This module attempts to assist students to improve their general English proficiency. The main goal of this module is, therefore, to develop the reading, writing, listening, speaking and study skills of students in order for them to perform tasks in an academic environment. This module focuses on the skills students need to perform cognitive academic tasks in an academic environment and beyond.		

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#### DEGREE LEVEL

ENGLISH COMMUNICATION & STUDY SKILLS		ULCE3419
NQF Level: 4	Credits: 16	Contact hours: 4 hours per week for 14 weeks
Module Assessment:	Continuous assessment (60%): two tests (reading and writing), two reading assignments, One oral presentation Examination (40%): one three hour examination paper	
Pre-requisites:	None	
Module Description:	This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language, which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.	

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ENGLISH FOR ACADEMIC PURPOSES		ULEA3519
NQF Level: 5	Credits: 16	Contact hours: 4 periods per week for 14 weeks
Module assessment:	Continuous assessment (60%): 2 tests (reading and writing), 1 academic written essay, One oral presentation Examination (40%) : One three hour examination paper	
Pre-requisites:	None	
Module Description:	This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do	

oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

## G.2 UNIVERSITY CORE COURSES BY OTHER FACULTIES

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COMPUTER LITERACY		UCLC3509
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NOF Level: 5	Credits: 8	Contact hours: 1 lecture theory and 1 lecture practical per week for 14 weeks
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Module assessment:	Continuous Assessment 100%: 2 Practical Tests 50%, 2 Theory Tests 50%
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Pre-requisites:	University Entry
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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
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NOF Level: 5	Credits: 8	Contact Hours: 1 hour lecture per week for 28 weeks
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Module Assessment:	This is a 100% continuous assessment module with a variety of assessments which evaluate and test the students' individual learning and mastering of the course content (subject knowledge) through quizzes, tests, Moodle assignments, journal entries, reflections as well as service and experiential learning projects.
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Pre-requisite:	None
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Module Description:

The module, Contemporary Social Issues (CSI3580), is designed to encourage behavioural change among UNAM students and inculcate the primacy of moral reasoning in their social relations and their academic lives. In providing students with critical and analytical thinking the module enables students to grow and develop into well rounded citizens, capable of solving contemporary social challenges experienced in their communities and societies. The teaching of the module takes three dimensions: the intellectual, the professional and the personal dimensions. The intellectual dimension is fostered through engaging students with subject knowledge, independent learning and module assessment. The professional dimension, on the other hand, is fostered through exposing students to real life situations of case studies and practical exercises that draws attention to social issues that attract ongoing political, public and media attention and/or debate.

# POSTGRADUATE PROGRAMMES

## SCHOOL OF ACCOUNTING

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### POSTGRADUATE DIPLOMA IN INTERNAL AUDITING

[12PDIA]

#### OBJECTIVES AND RATIONALE OF THE PROGRAMME

- To train senior and middle level officers in current methods and practices of Internal Auditing.
- To update knowledge of senior and middle level officers on international trends in Internal Auditing.
- To empower senior and middle level officers who have B-degrees or equivalent qualifications and working experience.
- To provide practical tutorials using existing reports, financial statements and other legislative documents which staff use on a day-to-day basis.
- To expose various officers (who may have spent several years working in only one section of their workplaces without knowing the entire process of their results) to the overall structure of Accounting.
- To provide an interface between the theory and practice of Internal Auditing
- To open up avenues of further training and development to pursue careers as Professional in Internal Auditing.
- To provide an opportunity to enter master's programmes for those who do not have a level 8 honours first degree with at least a C grade average (lower second).

#### TARGET GROUP

The target group is Senior and Middle level Accountants, Auditors, Managers, Administrators and persons interested in becoming Certified Internal Auditors (CIA). Fresh graduates interested to pursue careers in accounting and auditing areas, especially internal audit functions may also apply for admission.

#### CRITERIA FOR ADMISSION

- An applicant should be a holder of Bachelor degree in Accounting or equivalent qualification in related disciplines offered by the University of Namibia or its equivalent. Preference will be given to persons employed in public service in the areas of accounting, auditing and finance, and holding a Bachelor's degree in Accounting or related disciplines.
- The students applying for admission may be interviewed and assessed by the Department of Accounting, Auditing and Income Tax before recommendation of their admissions to the School of Postgraduate Studies.

#### MODE OF DELIVERY

The mode of delivery will be a full time, face to face interaction during evening hours and may include seminars, group discussions, guest lectures etc.

#### INTAKE

The mere fulfilment of the admission requirements does not guarantee a place on the programme as the admission is limited to 20 places per intake.

The intake for the Postgraduate Diploma in Internal Auditing shall be every alternate year.

#### DURATION OF THE PROGRAMME

The duration of the Postgraduate Diploma in Internal Auditing program shall be 2 years full time spread over four semesters of fourteen (14) weeks each. The program shall follow the university calendar. The maximum duration for completing the programme shall be 4 academic years.

#### ASSESSMENT CRITERIA

The assessment of the students for this qualification will be based on existing University regulations as follows:

- Continuous assessment (Written tests and assignment) - 50%
- Final examination 50% (1 x 3 hours in each course)

A student will be eligible to write the University examination in a module only if he/she has obtained the required Continuous Assessment marks of 40% in that module. The minimum pass mark in a module (both continuous assessment and main examination combined) will be 50%.

Students must attend at least 80% of the lectures in order to be admitted to the final examination. Students shall write a 3 hour final examination in each module at the end of each semester and must pass in all the module and the project in order to qualify for Postgraduate Diploma in Internal Auditing.

#### EXAMINATION RULES

Examination regulations of the School of Economics and Management Sciences and the University of Namibia shall be applicable.

#### MAXIMUM NUMBER OF COURSES PER YEAR

First year (First and Second semester)	4 + 3 = 7	112 credits
Second Year (First and Second semester)	3 + Project	128 credits
Total	10 + Project	240 credits

#### ADVANCEMENT AND PROGRESSION RULES

A student must pass at least two third of the first year modules (with 72 credits) in the first year in order to progress to the second year. However, if a student fails the prerequisite for a specific module, then she/he cannot register for that module.

#### IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

- The new revised curriculum shall be applicable for students registering for the qualification as from the 2014 academic year.
- Students registered under the existing curriculum shall continue with the existing curriculum to qualify for the Postgraduate Diploma in Internal Auditing. Any student who fails a module in the existing curriculum will have to register for the following module:

Old Curriculum		New Curriculum	
Code	Module Title	Code	Module Title
AAP4832	Audit Planning	AAP4831	Audit Planning, Documentation and Reporting
ADA4972	Documenting Audit Information & Reporting		
ACG4971	Corporate Governance& Risk Management	ACG4931	Corporate Governance
APF4851	Public Financial Management	APF4852	Public Financial Management
AMA4812	Management Accounting	AMF4812	Managerial Accounting
ASM4852	Strategic Management	ASM4831	Strategic Management
AIS4811	Information Systems Auditing Role and Techniques	AIS4832	Information Systems Audit
AIS4851	Information Systems Development & Project Management		
AAR4931	Research Methods	ARM4832	Research Methods

A student failing the phasing out module will be given one more year to pass the modules.

#### CURRICULUM COMPILATION

Module Code	Module Title	Contact hours	NQF Credits	NQF Level	Pre-requisites
1st Year					
1st Semester					
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	
Total First Semester		224	48		
2nd Semester					
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	
Total Second Semester		224	64		
Total for First year		448	112		
2nd Year					
1st Semester					
AIA4831	Internal Auditing	56	16	8	
AFI4951	Financial Investigation and Forensic Accounting	56	24	9	AAF4811 & AAP4831
ACG4931	Corporate Governance	56	24	9	
Total first Semester		168	64		
2nd Semester					
APW4872	Project	56	64	8	ARM4832
Total 2nd Semester		56	64		
Total for Second year		224	128		

	Total for the program		240		
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#### REQUIREMENTS FOR QUALIFICATION AWARD

The Postgraduate Diploma in Internal Auditing will be awarded after successful completion of all 240 NOF credits prescribed in the curriculum.

#### Syllabi

##### YEAR 1 : SEMESTER 1

##### ACCOUNTING AND FINANCIAL SYSTEMS

CAAF4811

NOF 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

NOF 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

NOF 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

NOF 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:		
<i>Fundamentals of Internal Auditing</i> ; 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 <i>Code of Ethics</i> and explains its purpose and role, professional auditing standards, the main components of the IIA's Professional Practice Framework, including attribute and performance standards and how these relate to the work of internal audit, development and focus of Internal Audit explains the purpose and historical role of internal audit, Responsibility of an IA, Characteristics of an effective IA., changing focus of internal auditing, the shift from an internal control focus to a risk-based auditing, the nature, objectives and types of control, the range of risk-based services that internal audit can provide, including control risk self-assessment, control education seminars/workshops, system development, business process reviews and compliance reviews, the need for internal audit to promote improvement opportunities for audit clients, the need for internal audit to provide assurance on the adequacy of internal control and the methodology by which such assurance can be provided, developing an awareness of the circumstances in which the internal		

auditor can act as a consultant and how the results of such work can be used to provide assurance, the role and responsibilities of key stakeholders in internal audit, including the audit committee, senior and operational management, and the ways in which internal audit can develop and sustain relationships with such stakeholders to an organization's benefit, the importance of developing positive relationships with other audit and compliance functions, including external audit, regulatory bodies, quality, environmental and compliance functions, describes how internal audit can add value to the organization.

FINANCIAL INVESTIGATION AND FORENSIC ACCOUNTING		CAFI4951
NQF Level: 9	Credits: 24	Contact hours: 4 hours per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	Accounting and Financial Systems (AAF4811) & Audit Planning, Documentation and Reporting (AAP4831)	
Module Description:		
Money laundering and the Financial Intelligence Act 3 of 2007; Tax evasion; Economics of crime; Organized crime; Financial crimes; Accounting and audit techniques; Sources of information; Detective and investigative tools and techniques; Investigative interview analysis; Bank and Finance; Cyber-crimes; Financial Intelligence Act; Financial statement fraud.		

CORPORATE GOVERNANCE		CACG4931
NQF Level: 9	Credits: 24	Contact hours: 4 hours per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	None	
Module Description:		
Detailed content of this course is as follows:		
Historical development of the system of corporate governance, Agency theory, the King Report on Corporate Governance principles/codes, Agency framework for evaluation of alternative corporate governance system; Business Ethics, earnings management and window dressing, executive compensation; The professional and ethical duty of the accountant, Professions and the public interest Professional practice and codes of ethics, Conflicts of interest and the consequences of unethical behaviour The position, power, duties, responsibilities and ethical issues of Directors, Company Secretary, Auditor and Board Committees; Disclosure of information, and Rights of Shareholders; Case studies relating to auditing and corporate governance.		

## YEAR 2 : SEMESTER 2

PROJECT		CAPW4872
NQF Level: 8	Credits: 64	Contact hours: 4 hours per week for 14 weeks
Module assessment:	Proposal and progress of the work: 25% Project Report 50% Presentation: 25%	
Co- requisite:	Research Methods (CARM4832)	
Module Description:		
Students will be required to link theory to practice by careful selection of the project on a problem of their interest, which in case of those already in employment may be related to their work responsibilities.		
Students shall select a problem and an organization for study from the areas of accounting, auditing and finance with major focus on internal audit and internal control and develop a research proposal. This will be evaluated by the supervisor who shall award him marks, which will be Continuous Assessment marks.		
Though the project is not a thesis, candidates are expected to follow normal research procedures and write report in the format provided by the department. The report should be of approximately 80pages. The project work and report submitted should indicate candidate's independent ability to identify and investigate a problem and develop a written report using sustained argument linking theory and evidence. The students have to present the work done making a presentation in front of other members of the program, department staff and other audience. This will be main examination mark. Final marks will be arrived at by adding up the Continuous Assessment marks and Main Examination marks.		

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

**OBJECTIVE AND RATIONALE OF THE PROGRAM**

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

**CRITERIA FOR ADMISSION**

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

**INTAKE**

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

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

**MODE OF DELIVERY**

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

**DURATION OF STUDY**

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

**ASSESSMENT AND EVALUATION OF STUDENTS**

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

**MAXIMUM NUMBER OF COURSES PER YEAR**

First year (First and Second semester)	4 + 3 = 7	132 credits
Second Year (First and Second semester)	3 + Thesis	132 credits

Total 10 + Project 264 credits

#### ADVANCEMENT AND PROGRESSION RULES

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

#### IMPLEMENTATION STRATEGY FOR THE REVISED CURRICULUM

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

Old Curriculum		New Curriculum	
Code	Module Title	Code	Module Title
AAF5910	Advanced Financial Accounting	AAF 5981 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
AII5951	International Investment and Finance	AIF 5931	International Investment and Finance

#### CURRICULUM COMPILATION

Module Code	Module Title	Contact Hours	NOF Credits	NOF level	Pre-requisites
1 <sup>st</sup> Year					
1 <sup>st</sup> Semester					
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	
Total for Semester 1		224	66		
2 <sup>nd</sup> Semester					
AAF5982	Advanced Financial Accounting II	56	18	9	
AAM5932	Advanced Management Accounting	56	24	9	
AAR5952	Advanced Research Methods	56	24	9	
Total for Semester 2		168	66		
Total for Year 1		392	132		
2 <sup>nd</sup> Year					
1 <sup>st</sup> Semester					
Note: Select any three courses from the following four electives:					
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
Total for semester 1		168	72		
2 <sup>nd</sup> Semester					
ATH5972	Thesis		60	9	All first year modules
Total for semester 2			60		
Total for Year 2		168	132		
Total for the Programme		560	264		

#### EXEMPTIONS

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

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

#### REQUIREMENTS FOR QUALIFICATION AWARD

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

#### Syllabi

#### YEAR 1 : SEMESTER 1

##### ADVANCED FINANCIAL ACCOUNTING I CAAF5981

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

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

Pre-requisites: None

Module Description:

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

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

##### CORPORATE FINANCIAL ANALYSIS AND VALUATION CACF5931

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

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

Pre-requisites: None

Module Description:

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

##### CORPORATE GOVERNANCE CAAC5971

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

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

Pre-requisites: None

Module Description:

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

##### ACADEMIC WRITING FOR POST GRADUATE STUDENTS UAE5819

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

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

Pre-requisites: Must be a postgraduate student.

Module Description:

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

#### YEAR 1 : SEMESTER 2

ADVANCED FINANCIAL ACCOUNTING II	CAAF5982
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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
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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
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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
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INTERNATIONAL INVESTMENT & FINANCE	CAIF5931
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NQF Level: 9 Credits: 24 Contact hours: 4 lecture hours per week for 14 weeks

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

Pre-requisites: ACF5931 & AAM5932

Module Description:

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

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

**Module Description:**

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

<b>Contemporary Issues in Accounting and Finance</b>	<b>CACI5951</b>
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NQF Level: 9	Credits: 24	Contact hours: 4 lecture hours per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	AAF5981 and AAF5982	

**Module Description:**

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

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

<b>Financial Investigation and Forensic Accounting</b>	<b>CAFI5951</b>
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NQF Level: 9	Credits: 24	Contact hours: 4 lecture hours per week for 14 weeks
Module assessment:	Continuous assessment (50%): two tests and one assignment Examination (50%): 1 x 3 hour paper	
Pre-requisites:	AAF5981 and AAF5982	

**Module Description:**

The detailed contents are as follows:

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

<b>YEAR 2 : SEMESTER 2</b>
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<b>THESIS</b>	<b>CATH5972</b>
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NQF Level: 9	Credits: 60
Module assessment:	Thesis will be evaluated by one internal and one external examiner. The quality of the thesis will be judged on the extent to which the candidate follows UNAM's rules and regulations that govern thesis writing
Pre-requisites:	Successful completion of all taught modules of first and second semester of first year.

**Module Description:**

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

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

REVISED CURRICULUM AS FROM 2014 – 2017

C.4BACHELOR OF ACCOUNTING – (CHARTERED ACCOUNTANCY) (12BCHA)

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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 School and would be considered for admission on a case by case basis if they meet the following requirements for re admission into the School.

##### (c) Minimum requirements for re-admission into the School

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

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

#### C.4.6 REQUIREMENTS FOR QUALIFICATION AWARD

This qualification will be awarded to candidates who 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 School 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 140 credits) on the first-year level
- 11 equivalent modules (equivalent to 144 credits) on the second-year level

- 8 equivalent modules (equivalent to 128 credits) on the third-year level

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	NOF 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
	Total	252	72	
<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
	Total	238	68	
	TOTAL YEAR 1	490	140	
<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
	Total	224	64	
<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
	Total	280	80	
	TOTAL YEAR 2	504	144	
<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
	Total	224	64	
<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
	Total	224	64	
	TOTAL YEAR 3	448	128	
	TOTAL COURSE	1442	412	

\*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		CAEC3511
ECONOMICS		
NOF 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.

<b>MATHEMATICS FOR ACCOUNTANTS</b>		<b>CAMA3511</b>
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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.

<b>FINANCIAL ACCOUNTING 1A</b>		<b>CAFI3511</b>
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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.

<b>YEAR 1 : SEMESTER 2</b>		
<b>PRINCIPLES OF MANAGEMENT</b>		<b>CMPP3572</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 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.

<b>BUSINESS STATISTICS</b>		<b>CABS3612</b>
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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)

<b>FINANCIAL ACCOUNTING 1B</b>		<b>CAFI3582</b>
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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  
 None

Pre-requisites:

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: *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. 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 "Huurgraatvoorkoop 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

NQF Level: 6 Credits: 12 Contact hours: 3 hours Lecture plus 1 hour tutorial p/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 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:

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.

AUDITING 1A		CAUD3691
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 Focus:	Introduction to Audit theory and Audit Practice	
Module Description:	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: 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.	

MANAGEMENT ACCOUNTING 1A		CAMA3691
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:	None	
Module Description:	This course aims to introduce students to the concepts, techniques and application of cost and management accounting with major focus on cost systems design and cost accumulation. The detailed contents are as follows: 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.	

YEAR 2 : SEMESTER 2		
COMPUTERIZED ACCOUNTING SYSTEMS		CAIS3652
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:	Computer Literacy (UCLC3509)	
Module Description:	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: 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.	

STRATEGY, RISK MANAGEMENT AND ETHICS		CASE3792
NQF Level: 7	Credits: 12	Contact hours: 3 hours Lecture plus 1 hour tutorial p/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 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:

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.

AUDITING 1B	CAUD3692	
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 focus:	<i>Performing the Audit Process</i>	
Module Description:	This course introduces students to audit planning and audit of various financial accounting cycles. The detailed contents are as follows: 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.	

MANAGEMENT ACCOUNTING 1B	CAMA3692	
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:	None	
Module Description:	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: 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.	

COMPANY LAW AND PRACTICE	CACP3612	
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	
Co - requisite:	Mercantile Law (CAML3611)	
Module Focus:	<i>(Namibian Companies act and South African Companies Act)</i>	
Module Description:	The module is designed to give student's thorough understanding of company law and practice. The detailed contents are as follows: 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 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.

<b>YEAR 3 : SEMESTER 1</b>	
<b>COMPARATIVE TAXATION</b>	<b>CACT3710</b>

NOF 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

<b>AUDITING 2</b>	<b>CAUD3710</b>
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NOF 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.

<b>FINANCIAL ACCOUNTING 3</b>	<b>CAFI3710</b>
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NOF 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) & 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.

### 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 SCHOOL

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

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

#### C.5.6 ADVANCEMENT AND PROGRESSION RULES

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

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

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

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

#### C.5.8 REQUIREMENTS FOR QUALIFICATION AWARD

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

#### C.5.9 IMPLEMENTATION STRATEGY

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

#### C.5.10 MODE OF DELIVERY

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

#### C.5.11 DURATION OF STUDY

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

#### C.5.12 COURSE EQUIVALENTS

Course Equivalents			
Current Course and Code		Equivalent course and code	
Code	Course name	Code	Course name
Year 1		Semester 1	
CAFE3511	Fundamentals of Accounting A	CAFE3581	Fundamentals of Accounting
		Semester 2	
CAFE3512	Fundamentals of Accounting B	CAFE3582	Fundamentals of Accounting B
Year 2		Semester 1	
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
		Semester 2	
CABA3632	Business Statistics B	CABA3692	Business Statistics B
CAFE3632	Financial Accounting 1B	CAFE3692	Financial Accounting 1B
CAAM3652	Management Accounting 1B	CAAM3692	Management Accounting 1B
Year 3		Semester 1	
CAFE3751	Financial Accounting 2A	CAFE3781	Financial Accounting 2A
CAAM3751	Management Accounting 2A	CAAM3781	Management Accounting 2A
CATP3751	Taxation 1A	CATP3781	Taxation 1A
		Semester 2	
CAFE3752	Financial Accounting 2B	CAFE3782	Financial Accounting 2B
CAAM3752	Management Accounting 2B	CAAM3782	Management Accounting 2B
CATP3752	Taxation 1B	CATP3782	Taxation 1B
Year 4		Semester 1 & 2	
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	NOA level
Year 1 : Semester 1				
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
		Total	72	
Year 1 : Semester 2				
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
		Total	72	
		Total year	144	
Year 2 : Semester 1				
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
		Total	64	

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	
	Total	280	80		
	Total year	504	144		
Year 3 : Semester 1					
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	
	Total	280	80		
Year 3 : Semester 2					
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	
	Total	280	80		
	Total year	560	160		
Year 4 : Semester 1					
CAUA3871	Auditing 2	56	16	8	Pre-requisite/Co-requisite 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
	Total	224	64		
Year 4 : Semester 2					
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
	Total	224	64		
	Total year	448	128		
	Total course	2 016	576		

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## C.4. ADVANCE DIPLOMA IN ACCOUNTING AND AUDITING (12ADAA)

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### 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

School 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

Code	Course	Contact hours	Credits	NOF level
FIRST SEMESTER				
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
	Total credits for semester 1	224	64	
SECOND SEMESTER				
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
	Total credits for semester 2	224	64	
	Total for the year	448	128	

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## SCHOOL OF ACCOUNTING

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### EXEMPTION CRITERIA FOR STUDENTS WHO ARE ARTICULATING INTO OTHER PROGRAMMES

**\* ALL STUDENTS TO HAND-IN EXEMPTION FORMS TO THE FACULTY OFFICERS**

#### **Certificate in Management and Taxation /Accounting and Auditing**

##### **ARTICULATING TO Higher Diploma In Accounting And Auditing (YEAR 2)**

	<b>MODULE CODE</b>	<b>MODULE NAME</b>
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)**

	<b>MODULE CODE</b>	<b>MODULE NAME</b>
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

Please note: Any errors that might be detected, the School can amend accordingly!

# Prospectus 2022