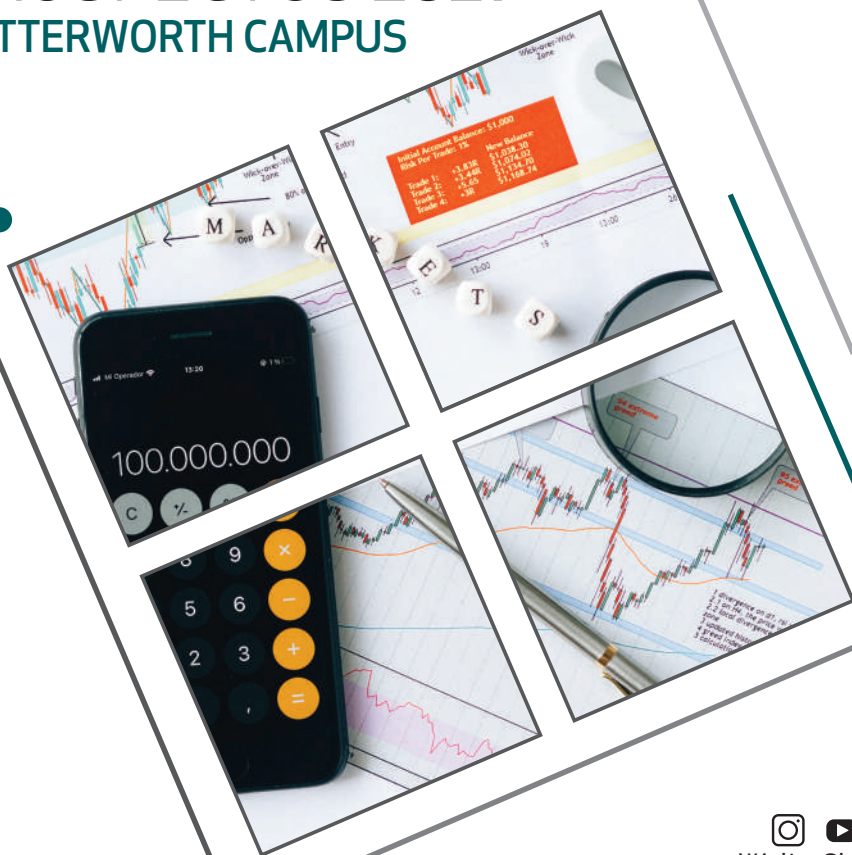# WALTER SISULU UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES
PROSPECTUS **2021**
BUTTERWORTH CAMPUS

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WALTER SISULU UNIVERSITY

BUTTERWORTH CAMPUS

PROSPECTUS 2021

FACULTY OF MANAGEMENT SCIENCES

Walter Sisulu University - Make your dreams come true

1. STAFF

Dean	Mrs B Nguza-Mduba, MBL (UNISA), M Ed (UOFS), B Com (HONS), B Ed (UNISA), B Com (ED), STD (UNITRA)

Department of Accounting

HoD:	Mr MS Panicker, MBL (UNISA), ACMA, CGMA (CIMA, UK)
Email:	mpanicker@wsu.ac.za
Tel No:	047 401 6248
Fax No:	047 401 6284

Department of Management

HoD (Acting):	Mrs S Majova, Masters in Human Resource Management (NMU)
Email:	smajova@wsu.ac.za
Tel No:	047 401 6209
Fax No:	047 401 6284

Department of Public Management & Administration

HoD (Acting):	Ms N Mefi ND: OMT, B Tech OMT(DUT)
Email:	nmefi@wsu.ac.za
Tel:	047 401 6004
Fax:	047 401 6284

Department of Tourism & Hospitality Management

HoD**:**	Mr Z Cengimbo, M-Tech, B-Admin (TSA)
Email:	zcengimbo@wsu.ac.za
Tel:	047 401 6143
Fax:	047 401 6151

Department of Accounting

HoD & Senior Lecturer	Mr. MS Panicker, MBL (UNISA), ACMA; CGMA (CIMA, UK)
Professor	Prof. F Ganda, D Com (University of Limpopo), M Com (University of Limpopo)
Senior Lecturers	Mr LM Joykutty CA (SA), PGDA (UKZN), B Com Accounting (UKZN)
	Vacant
Lecturers	Mr C Atoliyah, MBA, PGD (Computer Audit) Wits Mr G Adjah, MSc Accounting (University of London), ACCA (Affiliate), B.A. Hons (Uni. Ghana) Mr R O Enowkenwa, MBA Finance (NWU), B Com (Hons) Tax

(Fort Hare), B Com (UNW)
Mr A Mbulawa, ACMA, CGMA (CIMA), B Com Accounting (Rhodes)
Mrs B Rayamajhi, MBA (Nepal)
Mrs N Buka, MBA (Mancosa), B Tech IT (WSU)
Mr S Phika, M Ed(HE) (UKZN) PG Dip (HE) (UKZN), B Tech IT (WSU)
Ms K Mzimkhulu, CA (SA), P G Dip Accounting Sciences (UNISA), B Com Accounting (UFH)
Mr M Pumlomo, B Ed (Hons) (WSU), PGCE (WSU), B Tech IT (WSU)
Ms N Mbatiwe, B Ed (Hons) (WSU), PGCE (WSU), B Tech IA (WSU)
Mr A Maliwa, BSc Statistics (Hons) (WSU), BSc Maths (WSU)
Ms S Tola, B Tech: IA (ECT)
Ms Z K Mangisa, B Tech CMA (WSU), ND: CMA (WSU)
Mr Zwakala, B Com (Unitra)

Lab Technician	Ms M. Mpengesi, MBA (Mancosa) PGCE, B-Tech: Business Admin. (WSU)
Academic Secretary	Ms Y Mpuqa Ms Y Mpuqa, B Tech (PM), PGCE (WSU), ND: OMT (WSU)

Department of Management

HoD (Acting):	Mrs S Majova, Masters in Human Resource Management Advanced Diploma in Labour Law (Cum Laude) (NMU)

Senior Lecturer   Vacant

Lecturers   Mr M Tini, B A (Hons) in Labour Law (NMMU), B-Tech: HRM (BT), Dip Labour Law

Ms PP Moshesh, B-Tech: HRM (Unisa)
Mr TL Masakala, BA Hons (English) (Unitra)
Ms N Madikwa-Mavitane, MBA (MANCOSA) B Tech: HRM, ND: HRM, PGCE (WSU)
Mr L Mbikahlobo, B Tech: PRM, ND: PRM (WSU)
Ms R Morrison, M ED (UFH),
Ms C McGowan-Berry, BA (Hons) (NMMU), B Tech: HRM, ND: HRM, (WSU)
Dr R Garidzirai, B Com (UL), B Com Honours, M Com, PhD (UNW)

Lab Technician   Ms N Mpulwana, B-Tech: IT (WSU)

Department of Public Management and Administration

HoD (Acting)	Ms N Mefi ND: OMT, B Tech OMT(DUT)
Senior Lecturer	Dr CJ Posthumus, PhD (LSU) USA

Lecturers	Mrs N Zondani–Nkonki, MPA (NMMU)
	Mr L Matshikwe (M Tech Pub. Mgt. (NMMU)
	Mr AA Jobodwana, B-Tech: PSE (Wits Tech)
	Mr R Mcunukelwa, B-Tech: PSE (ECT)
	Ms X Gqweta, NHD: Education (ECT)
	Ms B Tyopo, LLB (UFH);
	Ms T Saleni, LLB (UFH)
Lab Technician	Mr M. Nongadlela, B-Tech: IT (WSU)

Department of Tourism & Hospitality Management

HoD	Mr. Z Cengimbo, M-Tech: B-Admin (TSA)
Professor	Associate Professor T Ramukumba, M Tech: Tourism and Hospitality Management (TUT); MA: Development Studies (NMU); D Phil: Development Studies (NMU)
Senior Lecturer	Vacant
Lecturers	Mr. V Mlanjana, Masters. B-Tech: Hosp. Mngt. (TUT)
	Mrs T Majiki-Mabandla, Masters in Public Health (WSU); PGDHE (Rhodes); B-Tech: F & B Mgt. (CPUT);
	Ms. K Poponi, Masters (UKZN) PGDHE (Rhodes); B-Tech: Tourism Mgt. (BT)
	Mrs N Mtayisi, B-Tech: Accounting (ECT)
	Mr S Stofile, Masters Developmental studies (NMMU)
	Mr M Mboyi, B-Tech: Tourism Mgt (DUT)
	Dr T Setokoe, Masters (NMU), B-Tech: Tourism Mngt (TUT)
	Mr P Fadana, B-Tech: Tourism Mgt. (CPUT)
	Mr L Setemela, Masters: Tourism and Hospitality (DUT)
Lab Technicians	Mr C Holtby, HD: B Admin (DAMELIN)
	Miss N Gumpe, B-Tech Hosp. Mgt. (TUT)

Faculty Administration

Faculty Administrator	Ms L Richardson, ND: OMT, PGCE, B Ed (Hons)
Email:	lrichardson@wsu.ac.za
Tel No:	047 401 6236
Fax No:	047 401 6284

Departmental Secretaries

Dean's office

Vacant

Email:
Tel No:

Fax No:

Department of Accounting

Ms Y Mpuqa, B Tech (PM), PGCE (WSU), ND: OMT (WSU)

Email: ympuqa@wsu.ac.za
Tel No: 047 401 6344
Fax No: 047 401 6284

Department of Management

Vacant
Email:
Tel No:
Fax No:

Department of Tourism & Hospitality

Mr N Sigumede, PGCE; B-Tech: Mngt. (WSU)

Email: nsigumede@wsu.ac.za
Tel No: 047 401 6152
Fax No: 047 401 6151

Department of Public Management & Administration

Vacant
Email:
Tel No:
Fax No:

2 CAMPUS CONTACTS

Rectorate	047-401 6205/6333
Switchboard	047 401 6000
Reception	047 401 6254
Office of the Deputy Registrar	047 401 6206
Admissions and Registration	047 401 6396
Examinations	047 401 6103/4
Finance	047 401 6313
Student Debtors	047 401 6141
Financial Aid	047 401 6203
Office of Deputy Director Human Resources	047 401 6199/6384
Office of the Deputy Director SDSS	047 401 6260
Faculty of Education	047 401 6114
Faculty of Management Sciences	047 401 6236
Faculty of Engineering and Technology	047 401 6335
Office of the Deputy Director Operations & ICT	47 401 6226

3. CAMPUS RECTOR'S MESSAGE

Rector's Message of Welcome to All 2021 First Year students

It gives me pleasure to welcome you all to the 2021 academic year at the Butterworth Campus. A special word of welcome is extended to all our first-time entering students. Your choice to be part of this community is the best as you will find out as the year progresses. As the Management of the Butterworth Campus we have a duty to ensure you are well taken care of as you pursue your study goals.

At this campus we fully subscribe to the vision of WSU, that of excelling in teaching and learning, engaging in research and being a community engaged comprehensive University, especially in light of our rural context of Gcuwa and surrounding areas. The Butterworth Campus in its rural context, is however full of vibrancy in teaching and learning, academic support, student affairs, sporting activities and a wide range of student activities. These activities will make your stay in the Butterworth campus to be a fruitful and rewarding experience.

We are committed to pursuing academic excellence in the core functions of teaching and learning, research, community engagements and other operational functions of the campus. Kindly make use, and take good care, of all facilities that this campus has built for you so as to enhance your individual learning experience. Such facilities are your labs, library and the e-learning centre, commonly known as the Walk-In-Walk-Out (WIWO) laboratory. Increase your technology knowledge that you will be offered in this campus through e-learning or WiSeUp (as commonly known at WSU) so that by the time you graduate you will be able to compete in the global world of technology.

Our three Faculties of Education, Management Sciences and Engineering and Technology have staff that will provide you with the knowledge, skills and other attributes so that when you leave this institution you become a valuable member of society. The high-level engagement with the faculty academics will usher your minds to a new world of high order critical thinking and problem solving attributes.

In Butterworth we are not just a campus that prepares students to be awarded certificates and diplomas or to be conferred with degrees, but we are a community that seeks to prepare you to be well-rounded, balanced young adults of integrity that will be champions of change for a better South Africa. Such ideals would be realized if you were to devote your time and efforts only to activities that nurture and develop you holistically.

During the Orientation days you will be introduced to your campus and its brand in totality. Most things that you need to know for you to be able to navigate in this environment will be unpacked to you, so do pay close attention to every speech and activity.

Above all I wish you all a prosperous university life. If you encounter any hurdles along the way let the staff members close to you know the challenges that you are going through. Never leave this campus without communicating your challenges to us. We care for you.

Professor VSB Mtetwa
Rector: Butterworth Campus

4.   INTRODUCTION

4.1   Delivery site: Ibika

5.   CAMPUS VISION AND MISSION

VISION

WSU Butterworth Campus aspires to be an academic leader recognized for innovation and quality in teaching, learning and research and commitment to outreach and service to Gcuwa, in the Eastern Cape and beyond.

MISSION

The mission of WSU Butterworth Campus is to develop well-grounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society.

Located in Gcuwa, in the Eastern Cape, the campus is a teaching, research and service institution that provides access to higher education to a largely rural community. Butterworth Campus offers an array of programmes in an academically challenging, learner-centred and caring environment where all employees contribute to student access.

5.1   WSU Vision

Walter Sisulu University will be a values-driven, technology infused African university providing a gateway for local talent to be globally competitive and to make a sustainable impact.

5.2   WSU Mission

Through quality teaching and learning, research, innovation and community engagement, Walter Sisulu University responds to societal needs and delivers future-ready graduates who are responsible citizens, able to address complex societal challenges in critical, ethical, scholarly, sustainable and entrepreneurial ways.

5.3   Campus research niche areas

- Mathematics and Technology
- Enterprise Development

6   FACULTIES, DEPARTMENTS AND PROGRAMMES

6.1   FACULTY OF MANAGEMENT SCIENCES

VISION

We excel in the empowerment of world–class professionals and entrepreneurs from rural and developing communities.

MISSION

We will achieve our vision by developing, implementing and continuously evaluating research initiatives, learning and teaching programmes as well as community engagement endeavours that are innovative, while working in partnership with our respective communities or stakeholders, with a view to achieving practical development and growth.

VALUES

In all our learning and teaching, research and community engagement endeavours, we demonstrate and uphold the highest standards of:

- ➢ Professionalism
- ➢ Integrity
- ➢ Ethics
- ➢ Accountability
- ➢ Excellence

RESEARCH NICHE

AREAS

Concerning research, we are conscious of the inextricable link between our teaching role as academics as well as our research role and how the two should influence each other in an upward spiral or virtuous cycle. Our mantra is to teach what we research and to research what we teach. Our research niche areas below are proposed against this backdrop.

Generically the following are the broad areas of research focus for the faculty. The departments will have their own, more detailed and nuanced niche areas in their departmental strategies.

Entrepreneurship development with a focus on SMEs in Greenfield operations, within the context of the Provincial Growth and Development Plan (EC-PGDP). Among others, these include agro-processing, downstream manufacturing, tourism and so forth. The enquiry also includes different forms of entrepreneurship, such as co-operatives and the search for effective models that include and empower communities.

Accounting for service delivery in the Eastern Cape Province in general and in local authorities in particular. This includes research into financial skills, management controls and practices, ethical issues in management, compliance with King II and III Codes of Governance, etc. general financial skills and literacy research and solutions are included.

Alternative forms of dispute resolution as well as alternative governance and leadership models (e.g. traditional leadership, traditional courts), within a human rights framework.

Economic growth and development models for rural and peri-urban areas, with a focus on the Eastern Cape, but with lessons and implications for the SADC region. This includes new models of black economic empowerment, environmental impact assessment, the Global Financial Crisis and its impact on developing economies, particularly poor and rural communities.

Human Capital Development and contemporary challenges such as HIV/AIDS at work, human resources management challenges in Africa, productivity enhancement models in the developmental context, new and relevant management and leadership paradigms, etc.

GENERAL INFORMATION

The following Diplomas and Advanced Diplomas are offered by the faculty.

Programme	Offering Type	Year of offering
New Programmes		
Diploma programmes		
Diploma in Accountancy	FT	2020 onwards
Diploma in Financial Information Systems	FT	2021 onwards
Diploma in Hospitality Management	FT	2020 onwards
Diploma in Human Resources Management	FT	2020 onwards
Diploma in Internal Auditing	FT	2020 onwards
Diploma in Management	FT	2020 onwards
Diploma in Office Management & Technology	FT	2020 onwards
Diploma in Public Management	FT	2020 onwards
Diploma in Tourism Management	FT	2020 onwards
Extended Programmes		
Diploma in Human Resources Management (ECP)	FT	2020 onwards
Diploma in Internal Auditing (ECP)	FT	2020 onwards
Diploma in Management (ECP)	FT	2020 onwards
Diploma in Office Management & Technology (ECP)	FT	2020 onwards
Advanced Diploma programmes		
Adv. Dip: Cost & Management Accounting	FT	2020 onwards
Adv. Dip: Human Resources Management	FT	2020 onwards
Adv. Dip: Internal Auditing	FT	2020 onwards
Adv. Dip: Management	FT	2020 onwards
Adv. Dip: Public Management	FT	2020 onwards
Adv. Dip: Tourism Management	FT	2020 onwards
Programmes that are phasing out		
The programmes which are phasing out will not have any new intake in 2020 onwards.		
Certificates		
NHC: Accountancy	FT	Phasing out
NHC: Accountancy: Extended	FT	Phasing out

NHC: Financial Information Systems	FT		Phasing out
ND: HRM: Extended Programme	FT		Phasing out
National Diplomas			
ND: Accounting	FT		Phasing out
ND: Cost & Management Accounting	FT		Phasing out
ND: Financial Information Systems	FT		Phasing out
ND: Hospitality Management	FT		Phasing out
ND: Human Resources Management	FT/PT		Phasing out
ND: Internal Auditing	FT		Phasing out
ND: Management	FT/PT		Phasing out
ND: Office Management & Technology	FT		Phasing out
ND: Public Management	FT/PT		Phasing out
ND: Tourism Management	FT		Phasing out
B Tech degrees			
B-Tech: Cost & Management Accounting	FT		Phasing out
B-Tech: Human Resources Management	FT		Phasing out
B-Tech: Internal Auditing	FT		Phasing out
B-Tech: Management	FT/PT		Phasing out
B-Tech: Public Management	PT		Phasing out

Legend:

FT	:	Full-Time
NHC	:	National Higher Certificate
ND	:	National Diploma
PT	:	Part-Time
B-Tech	:	Baccalaureas Technology Degree
Dip	:	Diploma
Adv. Dip	:	Advanced Diploma

DEPARTMENTS UNDER THE FACULTY OF MANAGEMENT SCIENCES
FACULTY CODE: 600

Department of Accounting

New Programmes

Diploma in Accountancy
Diploma in Financial Information Systems
Diploma in Internal Auditing
Diploma in Internal Auditing- Extended
Advanced Diploma in Cost & Management Accounting
Advanced Diploma in Internal Auditing

Phasing out programmes (No new intake in 2020)

NHC: Accountancy
NHC: Accountancy - Extended
NHC: Financial Information Systems
ND: Accounting
ND: Cost & Management Accounting
ND: Financial Information Systems
ND: Internal Auditing
B-Tech: Cost & Management Accounting
B-Tech: Internal Auditing

Department of Management

New Programmes

Diploma: Human Resources Management
Diploma: Management
Dip: Human Resources Management (ECP)
Dip: Management (ECP)
Adv. Dip: Human Resources Management
Adv. Dip: Management

Old Programmes (phasing out)

ND: Human Resources Management
ND: Human Resources Management (ECP)
ND: Management
B-Tech: Human Resources Management
B-Tech: Management

Department of Public Management and Administration

New Programmes

Dip: Public Management
Dip: Office Management and Technology
Dip: Office Management and Technology (ECP)
Adv. Dip: Public Management

Old Programmes (phasing out)

ND: Office Management & Technology
ND: Public Management

Department of Tourism and Hospitality

New Programmes

Dip: Tourism Management
Dip: Hospitality Management
Adv. Dip: Tourism Management

Old Programmes (phasing out)

ND: Hospitality Management
ND: Tourism Management

1. DEPARTMENTS AND PROGRAMMES

1.1. DEPARTMENT OF ACCOUNTING. CODE: 601

1.1.1 Information about the Department

The Department of Accounting is one of the four departments under the Faculty of Management Sciences, located at Ibika, Butterworth Campus.

The Department strives to improve the quality of life of the population of the Eastern Cape Province in particular and the country in general by providing career-oriented diploma and advanced diploma programmes.

The programmes offered by the Department are in line with the requirements of Chartered Institute of Management Accountants (CIMA), Institute of Internal Auditors (IIA), South African Qualifications Authority (SAQA), Council for Higher Education (CHE) and the Higher Education Quality Committee (HEQC).

The Department consists of 18 academic staff, 1 lab technician and 1 academic secretary.

No	Surname & Initials	Rank	Qualifications
1.	PANICKER MS	SENIOR LECTURER & HoD	MBL, ACMA,CGMA, B Ed, B Com.
2.	GANDA F	PROFESSOR	D Com, M Com, B Com Hons CIMA Adv.
3.	JOYKUTTY LM	SENIOR LECTURER	CA(SA), PGDA, B ACC
4.	VACANT	SENIOR LECTURER	
5.	ATOLIYAH C	LECTURER	MBA, CGAP, H Dip (Computer Audit), PGDAS
6.	MBULAWA A	LECTURER	ACMA,CGMA, B Com.
7.	RAYAMAJHI B	LECTURER	MBA
8.	ZWAKALA M H	LECTURER	HDE, B Com
9.	MBATIWE N	LECTURER	B. Ed (Hons); PGCE; B Tech: IA;
10.	TOLA S	LECTURER	B-Tech: Internal Auditing,
11.	PUMLOMO M	LECTURER	B. Ed (Hons); PGCE; B Tech: IT;
12.	PHIKA S T	LECTURER	Masters: HE, PGDHE, B-Tech IT
13.	MZIMKHULU K	LECTURER	PGDAS, B Com Accounting
14.	BUKA	LECTURER	MBA, B-Tech IT
15.	ENOWKENWA R O	LECTURER	MBA, B Com (Hons), B Com
16.	MANGISA Z	LECTURER	B-Tech : CMA
17.	MALIWA A	LECTURER	BSc (Hons) Statistics, BSC Mathematics
18.	ADJAH G	LECTURER	MSc Accounting, ACCA (Affiliate), BA (Hon)
19.	MPUQA Y	SECRETARY	PGCE, ND OMT
20.	MPENGESI M	LAB TECHNICIAN	MBA, PGCE, B Tech

The following programmes will be offered by the Department of Accounting from the academic year 2021:

Department	Programmes offered	Duration	Delivery Sites
Accounting	Diploma in Accountancy	3 Years	Butterworth
	Diploma in Internal Auditing	3 Years	Butterworth
	Diploma in Internal Auditing Extended	4 Years	Butterworth
	Advanced Diploma in Cost and Management Accounting	1 Year	Butterworth
	Advanced Diploma in Internal Auditing	1 Year	Butterworth

The following programmes are currently offered by the Department of Accounting. No new prospective students will be enrolled to these programmes. Students who are currently enrolled in these programmes will follow a teach-out plan which is set out in the Appendix:

Department	Programmes offered	Duration
Accounting	NHC Accountancy	2 Years
	NHC Accountancy Extended	3 Years
	NHC Financial Information Systems	2 Years
	ND Accounting	1 Year
	ND Cost and Management Accounting	1 Year
	ND Financial Information Systems	1 Year
	ND Internal Auditing	1 Year
	B Tech Cost and Management Accounting	1 Year
	B Tech Internal Auditing	1 Year

1.1.2.   Accreditation Status of programme

Diploma and Advanced Diploma programmes are accredited by the Chartered Institute of Management Accountants (CIMA).

1.1.2.1 Delivery Sites

Diploma programmes and the Advanced Diploma programmes are offered at Butterworth Campus during the day.

1.1.3 Vision of the Department

In line with the Walter Sisulu University vision the Department of Accounting will contribute by focusing on innovative educational, research and community engagement programmes that are responsive to local, regional, national and international needs.

1.1.4   Mission of the Department

To excel in service delivery to the community we serve through:
- Innovative teaching and learning

- Quality research and publication
- Developing community partnership programmes and
- International linkages.

1.1.5 Goals of the Department

- Teaching and Learning
  - Develop innovative and creative curricula that meet the needs of the community.
  - Provide quality and competent learner-centred education.
  - Provide adequate support to sustain throughput rates.

- Research Output
  - Organise research workshops for staff and students
  - Create a conducive environment for research output.
  - Combine teaching and research – research what you teach.

- Community engagement
  - Develop training programmes for the local communities, i.e. local authorities, SMMEs etc.
  - Create a culture of research and community engagement amongst students.
  - Develop experiential and entrepreneurial projects in the community.

1.1.6 Student Societies in Department

Accounting & Entrepreneurial Student's Society (ACCESS) is a student society and is managed by students for the academic well-being of the students. The society strives to:
- Bring together accounting students and promote various academic activities.
- Interact with other student societies.
- Organise academic outings, seminars and presentations by professionals.
- Recognise academic excellence by students through awards.

1.1.6.1 Aims and objectives of the student Societies in Department

- Integrate all accounting student activities.
- Promote a spirit of unity with the other accounting departments.
- Take up the needs and concerns of the accounting students in conjunction with the Student Representative Council.
- Strive for the development and growth of the Accounting Department.
- Be a voice for all accounting students.
- Be a political and non-discriminatory in the conduct of society affairs.

1.2   DIPLOMA IN ACCOUNTANCY

1.2.1   Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.2.2   Career Opportunities

1.2.2.1   What can a graduate do in this career?

Generally, graduates of the Diploma: Accountancy can work as junior accountants, junior management accountants, bookkeepers, and other entry level accounting related positions.

1.2.2.2   Who will employ a graduate?

Private enterprises, especially in the manufacturing and industrial field, and the public sector (e.g. local and provincial government departments, SARS, etc.).

1.2.3   Purpose of the Qualification

The purpose of this qualification is for the graduate to be able to perform (manual and computerised) financial and management accounting functions as part of a finance team or independently. It also serves as a foundation for further studies in accounting fields such as the Accounting Technician qualification, Chartered Management Accountant etc.

1.2.4   Exit Level Outcomes of the Programme

Upon completion of the Diploma: Accountancy, the qualifying learners will be able to:
1. Demonstrate a solid knowledge base across the core disciplines of accountancy, namely, financial accounting, management accounting, taxation and auditing.
2. Acquire knowledge of and demonstrate competence in all areas of Financial Accounting.
3. Demonstrate knowledge and competence in all areas of Cost and Management Accounting.
4. Acquire an understanding of Information Systems in business.
5. Demonstrate a sound understanding of the nature of law and an appreciation of the role of law within which an accountant operates.
6. Demonstrate knowledge and understanding of Management Accounting Control systems.
7. Demonstrate knowledge and understanding of corporate strategy.
8. Integrate all the skills and qualities embedded in the core disciplines so as to add value in the space within which they operate.

1.2.5 Critical Cross-Field Outcomes

The qualification is designed, and should be presented and assessed, in such a way that the following skills of the learner are promoted and developed:

The ability to:

- Take decisions and accept responsibility.
- Identify and solve basic problems... Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Demonstrate an understanding of the world to identify entrepreneurial opportunities.

1.2.6 Programme Characteristics

1.2.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: Diploma in Accountancy

1.2.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis. It serves as a foundation for further study in the Advanced Diploma: Accounting /Cost & Management Accounting.

1.2.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the students learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.2.7 Programme Information

1.2.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	A National Senior Certificate and pass at least 4 subjects (English and 3 other relevant subjects one of which must be Mathematics (*not* Mathematics Literacy) with an achievement rating of level 3 (40% - 49%) and above. Alternatively, a Higher or Advanced Certificate in the cognate field.		Minimum statutory NSC requirements for diploma entry must be met. Applicants are required to participate in National Benchmarking and SATAPS Tests
Grade 12/Matric			
Senior Certificate Requirement:			

A D-symbol for English (2nd language) on the Higher Grade. In addition, an E-symbol on the Higher Grade or a D-symbol on the Standard Grade for Mathematics and in 2 other relevant subjects.

National Certificate (Vocational) – NC (V)

40% and above pass in three (3) fundamental subjects (English, Mathematics & Life Orientation) / 50% or more for Mathematics Literacy.
OR
40% and above pass in three (3) compulsory vocational subjects (Applied Accounting, Economic Environment & Financial Management).

In addition to the above, the minimum Admission Point Score (APS) for admission is 21 for seven subjects.

Recognition of prior learning (RPL)

- RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level.
- The provision that the qualification may be obtained through the recognition of prior learning facilitates access to education, training and a career path in accounting and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities.
- Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof.
- Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs).
- The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage accounting qualification.
- Learners who already work in the accounting field who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.

International Students

Applications from international students are considered in terms of:
- HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications"
- Institutional equivalence reference document
- (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQ.

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

1.2.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. All new first year students who have been accepted in this programme will be placed into the following programmes based on an internal categorisation process:

- The extended programme, done over four years, or
- The mainstream programme done over three years.

1.2.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.2.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition, the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria:

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50% of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. In this diploma the exit level courses are Cost & Management Accounting III (both modules) and Financial Accounting III (both modules).

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.2.7.5 Progression Rules

1.2.7.5.1 Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.2.7.6 Exit Rules

1.2.7.6.1 Completion Rules

The Diploma in Internal Auditing will be awarded to those students who have completed the programme and obtained a minimum of 360 credits, and a total of 30 instructional offerings.

1.2.7.6.2 Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students for the Diploma in Accountancy must enrol for all the required courses for the diploma.

1.2.7.7   Programmes offering

Diploma in Accountancy

1.2.7.8   Curriculum Structure

Level	Semester I	Semester II	Credits	Compulsory/Optional	NQF level
Level I (Year I)					
Financial Accounting I	X	X	24	Compulsory	5
Business Calculations	X		12	Compulsory	5
Business Communication	X	X	24	Compulsory	5
Economics	X	X	24	Compulsory	5
Business Management I	X		12	Compulsory	5
Cost & Management Accounting I		X	12	Compulsory	5
Statistics		X	12	Compulsory	5
			120		
Level II (Year II)					
Financial Accounting II	X	X	24	Compulsory	5
Cost & Management Accounting II	X		12	Compulsory	5
Financial Management I		X	12	Compulsory	5
Taxation I	X	X	24	Compulsory	5
Auditing II		X	12	Compulsory	5
Business Information Systems	X		12	Compulsory	5
Entrepreneurial Skills		X	12	Compulsory	5
Commercial Law	X		12	Compulsory	5
			120		
Level III (Year III)					
Financial Accounting III	X	X	24	Compulsory	6
Cost & Management Accounting III	X	X	24	Compulsory	6
Auditing III	X	X	24	Compulsory	6
Taxation II	X	X	24	Compulsory	6
Financial Management II		X	12	Compulsory	6
Commercial Law II	X		12	Compulsory	6
			120		
Total credits			**360**		

1.2.7.10   Available Electives

There are no electives available for this programme.

1.2.7.11   Award of Qualification

See section on Completion Rules above.

1.2.7.12   Programme Tuition Fees

Students are referred to the Walter Sisulu University Institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.2.7.13   Articulation

Vertical
Advanced Diploma: Accounting OR Cost & Management Accounting
Within WSU
Advanced Diplomas are currently offered in WSU.
Other Universities:
According to their respective articulation requirements.

1.3   DIPLOMA: INTERNAL AUDITING

1.3.1   Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.3.2   Career Opportunities

1.3.2.1   What can a graduate do in this career?

Generally, graduates of the Diploma: Internal Auditing can work as junior internal auditors, bookkeepers, junior accountants and other entry level accounting related positions.

1.3.2.2   Who will employ a graduate?

Private enterprises, especially in the manufacturing and industrial field, and the public sector (e.g. local and provincial government departments, SARS, etc.).

1.3.3 Purpose of the Qualification

The purpose of this qualification is for the graduate to be able to perform (manual and computerised) financial and operational audit functions as part of an audit team or independently. It also serves as a foundation for further studies in accounting, and in particular in the internal auditing fields such as the Internal Audit Technician qualification.

1.3.4 Exit Level Outcomes of the Programme

The qualifying learner should be able to:

- Audit manual and computerised business cycles.
- Prepare and interpret financial statements of companies and groups of companies in accordance with GAAP, including the valuation of interests represented by these statements.
- Record the accounting implications of changes within a company structure and investments.
- Determine the tax liability of individuals, assist with the tax liability of other legal entities and prepare submissions to the South African Revenue Services.
- Identify the economic environment within which South African commercial organisations apply their trade.
- Develop an administration system together with the business plan for a small retail business.

1.3.5 Critical Cross-Field Outcomes

The qualification is designed, and should be presented and assessed, in such a way that the following skills of the learner are promoted and developed:

The ability to:

- Take decisions and accept responsibility.
- Identify and solve basic problems... Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Demonstrate an understanding of the world to identify entrepreneurial opportunities.

1.3.6 Programme Characteristics

1.3.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: Diploma: Internal Auditing.

1.3.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis. It serves as a foundation for further study in the Advanced Diploma: Internal Auditing. (Approved by DHET but yet to be accredited by CHE and SAQA).

1.3.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the students learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.3.7 Programme Information

1.3.7.1 Minimum Admission Requirements

National Senior Certificate (NSC)			
	A National Senior Certificate and pass at least 4 subjects (English and 3 other relevant subjects one of which must be Mathematics (*not* Mathematics Literacy) with an achievement rating of level 3 (40% - 49%) and above. Alternatively, a Higher or Advanced Certificate in the cognate field.		Minimum statutory NSC requirements for diploma entry must be met. Applicants are required to participate in National Benchmarking and SATAPS Tests

Grade 12/Matric
Senior Certificate Requirement: A D-symbol for English (2nd language) on the Higher Grade. In addition, an E-symbol on the Higher Grade or a D-symbol on the Standard Grade for Mathematics and in 2 other relevant subjects.

National Certificate (Vocational) – NC (V)
40% and above pass in three (3) fundamental subjects (English, Mathematics & Life Orientation) / 50% or more for Mathematics Literacy. OR 40% and above pass in three (3) compulsory vocational subjects (Applied Accounting, Economic Environment & Financial Management). In addition to the above, the minimum Admission Point Score (APS) for admission is 21 for seven subjects.

Recognition of prior learning (RPL)
• RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level. • The provision that the qualification may be obtained through the recognition of prior learning facilitates access to education, training and a career path in accounting and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities. • Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof. • Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs).

- The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage accounting qualification.
- Learners who already work in the accounting field who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.

International Students

Applications from international students are considered in terms of:
- HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications"
- Institutional equivalence reference document
- (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQ.

Mature Age Endorsement

Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

1.3.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. All new first year students who have been accepted in this programme will be placed into the following programmes based on an internal categorisation process:

- The extended programme, done over four years, or
- The mainstream programme done over three years.

1.3.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.3.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition, the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria:

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50% of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. In this diploma the exit level courses are Internal Auditing III (both modules) and Financial Accounting III (both modules).

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.3.7.5   Progression Rules

1.3.7.5.1   Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.3.7.6   Exit Rules

1.3.7.6.1   Completion Rules

The Diploma in Internal Auditing will be awarded to those students who have completed the programme and obtained a minimum of 360 credits, and a total of 30 instructional offerings.

1.3.7.6.2   Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students for the Diploma in Internal Auditing must enrol for all the required courses for the diploma.

1.3.7.7   Programmes offering

Diploma in Internal Auditing

1.3.7.8   Curriculum Structure

Title of all modules	Semester 1	Semester 2	Credits	Compulsory (C) / Elective (E)	NQF level
Financial Accounting 1 Module 1	X		12	C	5
Financial Accounting 1 Module 2		X	12	C	5
Economics 1 Module 1	X		12	C	5
Economics 1 Module 2		X	12	C	5
Business Information Systems 1 Module 1	X		12	C	5
Business Information Systems 1 Module 2		X	12	C	5
Business Calculations	X		12	C	5

Communication Skills		X	12	C	5
Commercial Law for Accountants 1	X		12	C	5
Cost Accounting 1 Module 1		X	12	C	5
Year level 1 Total			**120**		
Auditing 2 Module 1	X		12	C	6
Auditing 2 Module 2		X	12	C	6
Cost Accounting 2 Module 1	X		12	C	6
Cost Accounting 2 Module 2		X	12	C	6
Commercial Law for Accountants 2 Module 1	X		12	C	6
Commercial Law for Accountants 2 Module 2		X	12	C	6
Financial Accounting 2 Module 1	X		12	C	6
Financial Accounting 2 Module 2		X	12	C	6
Entrepreneurial Skills	X		12	C	5
Taxation 1		X	12	C	5
Year level 2 Total			**120**		
Business Information Systems 2 Module 1	X		12	C	6
Business Information Systems 2 Module 2		X	12	C	6
Financial Accounting 3 Module 1	X		12	C	6
Financial Accounting 3 Module 2		X	12	C	6
Internal Auditing 3 Module 1	X		12	C	6
Internal Auditing 3 Module 2		X	12	C	6
Taxation 2 Module 1	X		12	C	6
Taxation 2 Module 2		X	12	C	6
Corporate Procedures 2	X		12	C	6
Statistics 2		X	12	C	6
Year level 3 Total			**120**		
Total			**360**		

1.3.7.10   Available Electives

There are no electives available for this programme.

1.3.7.11   Award of Qualification

See section on Completion Rules above.

Students are referred to the Walter Sisulu University Institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.3.7.13   **Articulation**

Vertical
Advanced Diploma: Internal Auditing
Other Universities:
According to their respective articulation requirements.

1.3   DIPLOMA: INTERNAL AUDITING EXTENDED

All other information is same as of Dip Internal Auditing

1.3.1   **Curriculum Structure**

Title of all modules	Semester 1	Semester 2	Credits	Compulsory (C) / Elective (E)	NQF level
Year 1					
Financial Accounting 1 Module 1	X	X	12	C	5
Economics 1 Module 1	X	X	12	C	5
Business Information Systems 1 Module 1	X	X	12	C	5
Business Calculations	X	X	12	C	5
Communication Skills	X	X	12	C	5
Year 2					
Financial Accounting 1 Module 2	X	X	12	C	5
Economics 1 Module 2	X	X	12	C	5
Business Information Systems 1 Module 2	X	X	12	C	5
Commercial Law for Accountants 1	X	X	12	C	5
Cost Accounting 1 Module 1	X	X	12	C	5
Year level 1 and 2 Total			**120**		
Auditing 2 Module 1	X		12	C	6
Auditing 2 Module 2		X	12	C	6
Cost Accounting 2 Module 1	X		12	C	6
Cost Accounting 2 Module 2		X	12	C	6

Commercial Law for Accountants 2 Module 1	X		12	C	6	
Commercial Law for Accountants 2 Module 2		X	12	C	6	
Financial Accounting 2 Module 1	X		12	C	6	
Financial Accounting 2 Module 2		X	12	C	6	
Entrepreneurial Skills	X		12	C	5	
Taxation 1		X	12	C	5	
Year level 2 Total			**120**			
Business Information Systems 2 Module 1	X		12	C	6	
Business Information Systems 2 Module 2		X	12	C	6	
Financial Accounting 3 Module 1	X		12	C	6	
Financial Accounting 3 Module 2		X	12	C	6	
Internal Auditing 3 Module 1	X		12	C	6	
Internal Auditing 3 Module 2		X	12	C	6	
Taxation 2 Module 1	X		12	C	6	
Taxation 2 Module 2		X	12	C	6	
Corporate Procedures 2	X		12	C	6	
Statistics 2		X	12	C	6	
Year level 3 Total			**120**			
Total			**360**			

1.4 DIPLOMA IN FINANCIAL IFORMATION SYSTEMS

1.4.1   Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.4.2   Career Opportunities

1.4.2.1   What can a graduate do in this career?

Generally, graduates of the Diploma: FIS can work as junior accountants, junior management accountants, bookkeepers, and other entry level accounting related positions.

1.4.2.2   Who will employ a graduate?

Private enterprises, especially in the manufacturing and industrial field, and the public sector (e.g. local and provincial government departments, SARS, etc.).

1.4.3 Purpose of the Qualification

The purpose of this qualification is for the graduate to be able to perform (manual and computerised) financial and management accounting functions as part of a finance team or independently. It also serves as a foundation for further studies in accounting fields such as the Accounting Technician qualification, Chartered Management Accountant etc.

1.4.4 Exit Level Outcomes of the Programme

Upon completion of the Diploma: FIS, the qualifying learners will be able to:

1. Prepare, analyse and interpret complex Financial Statements for companies, applying GAAP (including certain accounting standards).
2. Manage the financial aspects of business up to corporate level.
3. Determine and apply various techniques whereby timeous and accurate information could be made available for decision making and control.
4. Acquire an understanding of Information Systems in business.
5. Audit manual and computerised business cycles, including networks.
6. Effectively apply communication principles to a variety of communication activities, contexts for resolving communication problems.
7. Plan, organise, lead and control business activities.

1.4.5 Critical Cross-Field Outcomes

The qualification is designed, and should be presented and assessed, in such a way that the following skills of the learner are promoted and developed:

The ability to:

- Take decisions and accept responsibility.
- Identify and solve basic problems... Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Demonstrate an understanding of the world to identify entrepreneurial opportunities.

1.4.6 Programme Characteristics

1.4.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification: Diploma in Financial Information Systems

1.4.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis. It serves as a foundation for further study in the Advanced Diploma: Cost & Management Accounting / FIS / Internal Auditing.

1.4.6.3   Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the students learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.4.7   Programme Information

1.4.7.1   Minimum Admission Requirements

National Senior Certificate (NSC)			
	A National Senior Certificate and pass at least 4 subjects (English and 3 other relevant subjects one of which must be Mathematics (_not_ Mathematics Literacy) with an achievement rating of level 3 (40% - 49%) and above. Alternatively, a Higher or Advanced Certificate in the cognate field.		Minimum statutory NSC requirements for diploma entry must be met. Applicants are required to participate in National Benchmarking and SATAPS Tests

Grade 12/Matric
Senior Certificate Requirement: A D-symbol for English (2nd language) on the Higher Grade. In addition, an E-symbol on the Higher Grade or a D-symbol on the Standard Grade for Mathematics and in 2 other relevant subjects.

National Certificate (Vocational) – NC (V)
40% and above pass in three (3) fundamental subjects (English, Mathematics & Life Orientation) / 50% or more for Mathematics Literacy. OR 40% and above pass in three (3) compulsory vocational subjects (Applied Accounting, Economic Environment & Financial Management). In addition to the above, the minimum Admission Point Score (APS) for admission is 21 for seven subjects.

Recognition of prior learning (RPL)
• RPL may be used to demonstrate competence for admission to this programme. This qualification may be achieved in part through recognition of prior learning processes. Credits achieved by RPL must not exceed 50% of the total credits and must not include credits at the exit level. • The provision that the qualification may be obtained through the recognition of prior learning facilitates access to education, training and a career path in accounting and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities. • Evidence of prior learning must be assessed through formal RPL processes through recognised methods. Any other evidence of prior learning should be assessed through formal RPL processes to recognise achievement thereof. • Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment and will be required to submit a Portfolio of Evidence (PoE) in the prescribed format to be assessed for formal recognition. While this is primarily a workplace-based qualification, evidence from other areas of learning may be introduced if pertinent to any of the Exit Level Outcomes (ELOs).

• The structure of this non-unit standard based qualification makes RPL possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this first stage accounting qualification. • Learners who already work in the accounting field who believe they possess competencies to enable them to meet some or all of the ELOs listed in the qualification will be able to present themselves for assessment against those of their choice.

International Students
Applications from international students are considered in terms of: • HESA/Institutional guideline document, "Exemption Requirements: Foreign School Qualifications" • Institutional equivalence reference document • (Where required) submission of international qualification to SAQA for benchmarking in terms of HEQ.

Mature Age Endorsement
Refer to requirements as per WSU's General Rules & Regulations – Section 1.6

1.4.7.2 Selection criteria for new students

The initial selection of new students is based on an applicant's NSC or Matric results. All new first year students who have been accepted in this programme will be placed into the following programmes based on an internal categorisation process:

• The extended programme, done over four years, or
• The mainstream programme done over three years.

1.4.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15)

1.4.7.4 Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition, the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria:

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50% of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU. In this diploma the exit level courses are Financial Information Systems III (both modules), Cost & Management Accounting III (both modules)/ Internal Auditing III (both modules) and Financial Accounting III (both modules).

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.4.7.5   Progression Rules

1.4.7.5.1   Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.4.7.6   Exit Rules

1.4.7.6.1   Completion Rules

The Diploma in Internal Auditing will be awarded to those students who have completed the programme and obtained a minimum of 360 credits, and a total of 30 instructional offerings.

1.4.7.6.2   Exclusion Rules

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students for the Diploma in Financial Information Systems must enrol for all the required courses for the diploma.

1.4.7.7   Programmes offering

Diploma in Financial Information Systems

1.4.7.8   Curriculum Structure

Level	Semester I	Semester II	Credits	Compulsory /Optional	NQF level
Level I (Year I)					
Financial Accounting I	X	X	24	Compulsory	5
Business Calculations	X		12	Compulsory	5
Business Communication Skills I	X		12	Compulsory	5
Financial Information Systems I	X	X	24	Compulsory	5
Commercial Law for Accountants I	X		12	Compulsory	5

Cost & Management Accounting I		X	12	Compulsory	5
Entrepreneurial Skills I		X	12	Compulsory	5
Software Skills I		X	12	Compulsory	5
			120		
Level II (Year II)					
Financial Accounting II	X	X	24	Compulsory	6
Cost & Management Accounting II	X	X	24	Compulsory	6
Financial Information Systems II	X	X	24	Compulsory	6
Auditing II	X	X	24	Compulsory	6
Software Skills II	X	X	24	Compulsory	6
			120		
Level III (Year III)					
Financial Accounting III	X	X	24	Compulsory	6
Financial Information Systems III	X	X	24	Compulsory	6
Software Skills III	X	X	24	Compulsory	6
Taxation I	X	X	24	Compulsory	6
Cost & Management Accounting III	X	X	24	Elective	6
OR					6
Internal Auditing III	X	X	24	Elective	
			120		
Total credits			**360**		

1.4.7.10 Available Electives

There are no electives available for this programme.

1.4.7.11 Award of Qualification

See section on Completion Rules above.

1.4.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University Institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.4.7.13   Articulation

Vertical
Advanced Diploma: Accounting/Cost & Management Accounting/FIS/Internal Auditing
Within WSU
Advanced Diplomas are currently offered in WSU.
Other Universities:
According to their respective articulation requirements.

1.5.   ADVANCED DIPLOMA: COST AND MANAGEMENT ACCOUNTING

1.5.1   Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.5.2   Career Opportunities

1.5.2.1   What can a graduate do in this career?

The Advanced Diploma: Cost and Management Accounting degree graduate is able to enrol for a professional qualification (i.e. CIMA – Chartered Institute of Management Accountants) or to do an honours degree in Management Accounting. Alternatively, a graduate can seek employment in the management accounting field in the private and public sectors.

1.5.2.2   Who will employ a graduate?

Businesses in the private sector and the public sector (e.g. local and provincial government departments, SARS, etc.).

1.5.3   Purpose of the Qualification

For the graduate to have a thorough knowledge of accounting and costing in order to manage an accounting department and to provide accounting services to commerce and industry.

1.5.4   Exit Level Outcomes of the Programme

- Prepare, analyse and interpret complex financial statements for companies applying GAAP (including certain accounting standards).
- Manage the financial aspects of business up to corporate level.
- Determine and apply various advanced techniques whereby relevant information is reported to management in regard to control, planning, reporting of performance and the monitoring of efficiency and the optimal usage of resources.
- Develop and apply documentation techniques and system development; implement an operation and management system.

- Formulate the long-term objectives for the enterprise and identify the goals to supplement these objectives.
- Compile a research project.
- Strategically approach the acquisition, motivation, development and management of the organisation's human resources.
- Effectively apply communication principles to a variety of communication activities, contexts, and to resolve communication problems.
- Plan, organise, lead and control business activities.

1.5.5 Critical Cross-Field Outcomes

On completion of this qualification graduates should be able to:

- Take decisions and accept responsibility.
- Identify and solve basic problems.
- Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Organise and manage oneself and other people.

1.5.6 Programme Characteristics

1.5.6.1 Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification (SAQA).

1.5.6.2 Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

1.5.6.3 Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.5.7 Programme Information

1.5.7.1 Minimum Admission Requirements

An accounting related diploma with Financial Accounting 3 and Cost and Management Accounting 3 with a minimum of a 60% and an average mark of 60% for the diploma.

1.5.7.2 Selection criteria for new students

On a first-come first-serve basis until the class size quota is reached.

1.5.7.3 Programme Rules

As for Student rules in the General Prospectus (see section 15).

1.5.7.4   Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition, the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.5.7.5   Progression Rules

1.5.7.5.1   Re-Admission of Existing Students

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.5.7.6   Exit Rules

1.5.7.6.1   Completion Rules

The Advanced Diploma: Cost and Management Accounting qualification shall be awarded on successful completion of the ten modules of 12 credits each.

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students must enrol for all the required courses at that level.

If a student fails courses spanning multiple levels, then the student must first enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

1.5.7.7 Programmes offering

1.5.7.8 Curriculum Structure

Course	Code	Credits	NQF
Financial Reporting IV – Module 1	FIR47B1	12	7
Financial Reporting IV – Module 2	FIR47B2	12	7
Financial Management IV – Module 1	FNM47B1	12	7
Financial Management IV – Module 2	FNM47B2	12	7
Management Accounting IV- Module 1	MAC47B1	12	7
Management Accounting IV-Module 2	MAC47B2	12	7
Systems and Project Management IV – Module 1	SPM47B1	12	7
Systems and Project Management iv – Module 2	SPM47B2	12	7
Business Strategy II	BST27B2	12	7
Research Methodology – Module 1	REM17B1	12	7
Total credits		**120**	

1.5.7.9 Pre-Requisite Courses

Course	Pre-requisite
Level 2 of any subject	Level 1 of those subjects
Level 3 of any subject	Level 2 of those subjects
Level 4 of any subject	Level 3 of those subjects

1.5.7.10 Available Electives

There are no electives available for this programme.

1.5.7.11 Award of Qualification

See section on Completion Rules above.

1.5.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University Institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.5.7.13 Articulation

Vertical

Honours/ PG Dip : Cost and Management Accounting
Within WSU
No programmes currently offered
Other Universities:
According to their respective articulation requirements.

1.5.8 Core Syllabi of Courses Offered

FINANCIAL REPORTING 4 (MODULE 1)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
FAC40B1	(see above)	7	12	Semester
Lectures per week	**Pracs. per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content/ Syllabus	- Financial Regulatory Requirements. - Corporate Governance Statements including King Reports. - Companies Act. - Presentation of financial statements – IAS1. - Property plant and equipment and Investment property - Impairment of assets - Foreign currency transactions and hedging (FECs) - Financial instruments			
Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

FINANCIAL REPORTING 4 (MODULE 2)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
FIR40B2	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content/ Syllabus	- Presentation of financial statements – IAS1. - Accounting policies, changes in accounting estimates and errors - Provisions, contingencies and Events after reporting period - Leases – substance vs legal forms of transactions - Employee benefits - Statement of Cash Flows- IAS 7 - Financial statements and interim reports			
Assessment: : Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).				

FINANCIAL MANAGEMENT 4 (MODULE 1)

Course Code	Course Name	NQF Level	Credits	Duration
FIM40B1	(see above)	7	12	Semester

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 x 45 min	None	None	15	120

Content/ Syllabus	• Overview of Financial Management. • Analysis and interpretation of financial statements. • Cash budgeting. • Time value of money. • Risk and return. • Dividend policy. • Valuation of the firm.

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

FINANCIAL MANAGEMENT 4 (MODULE 2)

Course Code	Course Name	NQF Level	Credits	Duration
FIM40B2	(see above)	7	12	Semester

Lectures per week	Pracs. per week	Tutorials per week	Number of weeks	Notional hours
6 x 45 mins.	None	None	13	120

Content/ Syllabus	• Investment appraisal. • Risk and inflation in capital budgeting. • Cost of capital. • Leverage and capital structure. • Management of working capital. • Mergers and take-overs. • International managerial finance

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

MANAGEMENT ACCOUNTING 4 (MODULE 1)

Course Code	Course Name	NQF Level	Credits	Duration
MAC40B1	(see above)	7	12	Semester

Lectures per week	Pracs per week	Tutorials per week	Number of weeks	Notional hours
6 x 45 min	None	None	13	120

Content/ Syllabus	• Financial Accounting vs. Management Accounting

			•	Preparation of quality reports.
			•	Relevant cost for decision making
			•	Pricing decisions and profitability analysis
			•	Variable and Absorption costing
			•	Activity based costing

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

MANAGEMENT ACCOUNTING 4 (MODULE 2)

Course Code	Course Name	NQF Level	Credits	Duration
MAC40B2	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120

Content/ Syllabus	• Current developments in Managerial Accounting.
	• Decision-making case studies.
	• Divisional financial performance measurements
	• Transfer pricing
	• Cost management

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

SYSTEMS AND PROJECT MANAGEMENT (MODULE 1)

Course Code	Course Name	NQF Level	Credits	Duration
SPM40B1	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120

Content/ Syllabus	• Basic computer concepts.
	• The nature and structure of the system development process.
	• The nature and structure of related transaction cycles and business processes.
	• The nature and structure of required controls in related transaction cycles and business processes.

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

SYSTEMS AND PROJECT MANAGEMENT (MODULE 2)

Course Code	Course Name	NQF Level	Credits	Duration

SPM40B2	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45	None	None	13	120
Content/ Syllabus	• Costing and accounting systems. • Linear programming. • Risk and uncertainty. • Preparation of quality reports. • Theory of constraints. • Transfer pricing.			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

RESEARCH METHODOLOGY (MODULE 1)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
REM17B1	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content / Syllabus	• The components of a research proposal. • Data analysis. • Data collection methods. • Questionnaire construction. • Fieldwork. • Sampling. • Editing, coding and tabulation. • Graphical representation. • Presenting researched results in the form of a PowerPoint presentation, as well as a submitted document of own research done.			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

BUSINESS STRATEGY 2				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
BST20B1	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content / Syllabus	• Vision and mission formulation. • Conducting an external assessment. • Conducting an internal assessment. • Goal formulation. • Strategy selection models.			

	• Strategy implementation: Structural and management issues.

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

1.6 ADVANCED DIPLOMA: INTERNAL AUDITING

1.6.1   Entrepreneurship & Professional Development of Students

It is part of the Department of Accounting's mission to instil entrepreneurial skills in our graduates to support their academic talents. Therefore, ongoing entrepreneurial exposure will be presented via successful local business people and other entrepreneurial experts. Students are encouraged to visit the websites of professional bodies such as CIMA, IIA and SAICA for more information.

1.6.2   Career Opportunities

1.6.2.1   What can a graduate do in this career?

The Advanced Diploma: Internal Auditing degree graduate can enrol for a professional qualification IIA or to do an honours degree in Internal Auditing. Alternatively, a graduate can seek employment in the Internal Auditing field in the private and public sectors.

1.6.2.2   Who will employ a graduate?

Businesses in the private sector and the public sector (e.g. local and provincial government departments, SARS, etc.).

1.6.3   Purpose of the Qualification

For the graduate to have a thorough knowledge of accounting and auditing in order to manage an accounting department and to provide accounting services to commerce and industry.

1.6.4   Exit Level Outcomes of the Programme

The qualifying learner should be able to:
1. Audit manual and computerised business cycles, including networks.
2. Prepare, analyse and interpret complex Financial Statements for companies, applying GAAP (including certain accounting standards).
3. Manage the financial aspects of business up to corporate level.
4. Determine and apply various techniques whereby timeous and accurate information could be made available for decision making and control.
5. Effectively apply communication principles to a variety of communication activities, contexts for resolving communication problems.
6. Plan, organise, lead and control business activities.
7. Compile a research proposal.

1.6.5   Critical Cross-Field Outcomes

On completion of this qualification graduates should be able to:

- Take decisions and accept responsibility.
- Identify and solve basic problems.
- Communicate effectively by way of mathematical and written presentations.
- Work with others as a member of a team.
- Collect, analyse and evaluate information.
- Organise and manage oneself and other people.

1.6.6   Programme Characteristics

1.6.6.1   Basis of Programme Academic Structure

The programme is offered in terms of the South African Qualifications Authority Registered Qualification (SAQA).

1.6.6.2   Career Orientated Academic Study

The programme is career orientated as the courses in this programme are developed co-operatively using inputs from both academic and industrial sources on a continuous basis.

1.6.6.3   Teaching & Learning Methodology

Teaching and learning activities are structured in a way that focuses the student's learning experiences and creates opportunities for development via feedback. Students must be prepared to work independently using their own initiative in order to develop the ability to reason methodically and think creatively.

1.6.7   Programme Information

1.6.7.1   Minimum Admission Requirements

An accounting related diploma with Financial Accounting 3 and Internal Auditing 3 with a minimum of a 60% and an average mark of 60% for the diploma.

1.6.7.2   Selection criteria for new students

On a first-come first-serve basis until the class size quota is reached.

1.6.7.3   Programme Rules

As for Student rules in the General Prospectus (see section 15).

1.6.7.4   Admission Rules & Applications for Recognition of Credits

For Admission Rules see the section on Admission Requirements above. In addition, the Department will consider courses done at other Tertiary Institutions for exemption, in accordance with the Rules and Regulations of the University subject to the following criteria.

If a student wishes to graduate from WSU but decides to enrol for one or more programme courses at another university, then the student must lodge a written application (through the HOD) before registration at the other Institution. Students must take note of the institutional rules which state that:

Not more than 50 % of the courses in the qualification will be exempted in this way.

All exit level courses must be done at WSU.

Only in exceptional circumstances will recognition of one (1) exit level subject from another university be considered but such consideration is subject to a recommendation from the Department and approval thereof by Senate.

Any provisional approval by school/faculty is subject to final approval by Senate [also see WSU's General Rules & Regulations].

Where the applicant cannot meet the criteria as is stipulated in this section, the applicant will be advised that the qualification cannot be awarded by WSU and that he/she should apply to graduate at the other Institution.

1.6.7.5   **Progression Rules**

1.6.7.5.1   **Re-Admission of Existing Students**

Students should take note of the institutional rules G7-G11 on re-admission of students to undergraduate programmes.

1.6.7.6   **Exit Rules**

1.6.7.6.1   **Completion Rules**

The Advanced Diploma Internal Auditing qualification shall be awarded on successful completion of the ten modules of 12 credits each.

Students should take specific note of the WSU's General Rules & Regulations (specifically rules G7-G11) on re-admission and exclusion of students to undergraduate programmes.

Registration requirements that must be met

First time entering students must enrol for all the required courses at that level.

If a student fails courses spanning multiple levels, then the student must first enrol for the courses at the lower level. Consideration for enrolment of courses at the higher level will only be considered if the pre-requisite criteria for these courses are met AND if there are no timetable clashes.

1.6.7.7   **Programmes offering**

1.6.7.8   **Curriculum Structure**

Course	Code	Credits	NQF
Financial Accounting IV – Module 1	FAC47B1	12	7
Financial Accounting IV – Module 2	FAC47B2	12	7

Financial Management IV – Module 1	FIM47B1	12	7
Management Accounting III- Module 1	MAC36B1	12	6
Management Accounting III-Module 2	MAC36B2	12	6
Internal Auditing IV Module 1	INA47B1	12	7
Internal Auditing IV Module 2	INA47B2	12	7
Information Systems Auditing	ISA47B2	12	7
Advanced Management Communication Skills	AMC27B2	12	7
Research Methodology – Module 1	REM17B1	12	7
Total credits		**120**	

1.6.7.9 Pre-Requisite Courses

Course	Pre-requisite
Level 2 of any subject	Level 1 of those subjects
Level 3 of any subject	Level 2 of those subjects
Level 4 of any subject	Level 3 of those subjects

1.6.7.10 Available Electives

There are no electives available for this programme.

1.6.7.11 Award of Qualification

See section on Completion Rules above.

1.6.7.12 Programme Tuition Fees

Students are referred to the Walter Sisulu University Institutional Fee Booklet for costs of tuition fees, application fees, registration fees, late registration-fees and other student fees.

1.6.7.13 Articulation

Vertical
Honours/ PG Dip : Internal Auditing
Within WSU
No programmes currently offered
Other Universities:
According to their respective articulation requirements.

1.6.8 Core Syllabi of Courses Offered

FINANCIAL ACCOUNTING 4 (MODULE 1)

Course Code	Course Name	NQF Level	Credits	Duration
FAC47B1	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120

Content/ Syllabus	- Financial Regulatory Requirements. - Corporate Governance Statements including King Reports. - Companies Act. - Presentation of financial statements – IAS1. - Property plant and equipment and Investment property - Impairment of assets - Foreign currency transactions and hedging (FECs) - Financial instruments

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

FINANCIAL ACCOUNTING 4 (MODULE 2)

Course Code	Course Name	NQF Level	Credits	Duration
FAC40B2	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120

Content/ Syllabus	- Presentation of financial statements – IAS1. - Accounting policies, changes in accounting estimates and errors - Provisions, contingencies and Events after reporting period - Leases – substance vs legal forms of transactions - Employee benefits - Statement of Cash Flows- IAS 7 - Financial statements and interim reports

Assessment: : Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

FINANCIAL MANAGEMENT 4 (MODULE 1)

Course Code	Course Name	NQF Level	Credits	Duration
FIM47B1	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	15	120

Content/ Syllabus	• Overview of Financial Management. • Analysis and interpretation of financial statements. • Cash budgeting. • Time value of money. • Risk and return. • Dividend policy. • Valuation of the firm.

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

MANAGEMENT ACCOUNTING 3 (MODULE 1)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
MAC36B1	(see above)	6	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content/ Syllabus	• Theory of Budgeting • Cash Budgets • Standard Costing • Decision Making Under Risk & Uncertainty			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

MANAGEMENT ACCOUNTING 3 (MODULE 2)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
MAC36B2	(see above)	6	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content/ Syllabus	• Capital Investment Decisions • Relevant Costing • Linear Programming • Incentive Plans and Learning Curve • Network Analysis			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

Information Systems Auditing

Course Code	Course Name	NQF Level	Credits	Duration
ISA47B2	(see above)	7	12	Semester
Lectures per week	**Pracs. per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 mins.	None	None	13	120
Content/ Syllabus	- Information strategies, policies and procedures - Information systems: Hardware, platforms, telecommunications - Data processing - Controls in a computerised information system - Computer fraud and abuse - Electronic commerce - Systems development, acquisition, and maintenance - Information systems security and contingency planning - Audit of information systems			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

Internal Auditing IV (MODULE 1)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
INA47B1	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content/ Syllabus	- Internal audit vs management roles and relationship in governance, control, and risk management process within an organisation - Establishing the internal audit activity - Marketing the internal audit activity - Managing the internal audit activity: - Short-term, medium-term, and long-term audit schedules (plans) - Specialist audits: - Compliance - Financial - Environmental - Operational and performance - Treasury			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

Internal Auditing IV (MODULE 2)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
INA47B2	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**

6 x 45	None	None	13	120
Content/ Syllabus	• Control: types and techniques • Control framework: • Public sector accountability • Communicate engagement results • Monitoring engagement outcomes			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

RESEARCH METHODOLOGY (MODULE 1)				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
REM17B1	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content / Syllabus	• The components of a research proposal. • Data analysis. • Data collection methods. • Questionnaire construction. • Fieldwork. • Sampling. • Editing, coding and tabulation. • Graphical representation. • Presenting researched results in the form of a PowerPoint presentation, as well as a submitted document of own research done.			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

Advanced Management Communication Skills				
Course Code	**Course Name**	**NQF Level**	**Credits**	**Duration**
AMC47B2	(see above)	7	12	Semester
Lectures per week	**Pracs per week**	**Tutorials per week**	**Number of weeks**	**Notional hours**
6 x 45 min	None	None	13	120
Content / Syllabus	• Communication Theory • Text objectives, text structure and text types • Correspondence, meeting procedure and record keeping • Report Writing • Oral Presentations • Proposal Writing.			

Assessment: Semester mark (DP) will be obtained from assessment based on tests written and assignments. Final mark will be obtained from the semester mark (40%) + exam mark (60%).

APPENDIX

National Higher Certificates (NHC)

There will be no new intake for NHC from 2020 and this programme will be replaced by new Diploma programmes.

NHC Accountancy Extended

There will be no first-time intake for this programme in 2020. Students who are already in the system will be allowed to complete the registered programme. The following sequence will be followed:

2017	2018	2019	2020	2021	2022	2023
NHC: 1st Year	NHC: 2cd Year	NHC: 3rd Year (exit)	Additional Year 1	Additional Year 2		
	NHC: 1st Year	NHC: 2cd Year	NHC: 3rd Year (exit)	Additional Year 1	Additional Year 2	
		NHC: 1st Year	NHC: 2cd Year	NHC: 3rd Year (exit)	Additional Year 1	Join 2cd Year Diploma

Students registered for NHC extended prior to 2017 will also have final exit in 2021.

Students who enrolled in 2017 were supposed to complete the programme in 2019, and they would get one additional year to complete the programme (2020). Those who with outstanding modules will get one more year (2021) to clear those modules. Thereafter Rule G7 will apply.

Students who enrolled in 2018 were supposed to complete the programme in 2020, and they would get one additional year to complete the programme (2021). Those who have outstanding modules will get one more year (2022) to clear those modules. Thereafter Rule G7 will apply.

Students who enrolled in 2019 are expected to complete the programme in 2021. However, those with uncompleted modules will be given one additional year to complete those modules (2022).

Those with outstanding modules after this period will join 2nd year Diploma to complete the qualification. Thereafter Rule G7 will apply.

NHC Accountancy and NHC Financial Information Systems

There will be no first-time intake for this programme in 2020. Students who are already in the system will be allowed to complete the registered programme. The following sequence will be followed:

2017	2018	2019	2020	2021
NHC: 1st Year	NHC: 2cd Year (exit)	Additional Year 1	Additional Year 2	
	NHC: 1st Year	NHC: 2cd Year (exit)	Additional Year 1	Join Diploma
		NHC: 1st Year	NHC: 2cd Year (exit)	Join Diploma

Students registered for NHC Accountancy and NHC Financial Information Systems prior to 2017 will have final exit in 2020.

Students who enrolled in 2017 were supposed to complete the programme in 2018, and they would get one additional year to complete the programme (2019). Those who have outstanding modules will get one more year (2020) to clear those modules. Thereafter Rule G7 will apply.

Students who enrolled in 2018 were supposed to complete the programme in 2019, and they would get one additional year to complete the programme (2020). Those with outstanding modules will join 2nd year Diploma in 2021. Thereafter Rule G7 will apply.

Students who enrolled in 2019 are expected to complete the programme in 2020. Those with outstanding modules after this period will join 2nd year Diploma to complete the qualification. Thereafter Rule G7 will apply.

National Diplomas (1-year duration) / New Diploma (3-year duration)

The current National Diplomas are a continuation of the NHC. The department is currently offering four National Diplomas: Accounting, Cost & Management Accounting, Financial Information Systems and Internal Auditing.

New diplomas are introduced in 2020 and the current National Diploma programmes will be phased out as follows:

	2018	2019	2020	2021	2022
National Diploma	ND: Year 1	Exit	Additional Year		
National Diploma		ND: Year 1	Exit	Additional Year	
National Diploma			ND: Year 1	Exit	Join Diploma 3rd year
National Diploma				ND: Year 1	Join Diploma 3rd year
New Diploma			Diploma Year 1	Diploma Year 2	Diploma Year 3

Students who enrolled in 2018 and were supposed to complete the programme in 2018 would get one additional year to complete the programme (2019). Those who are with outstanding modules will get one more year (2020) to complete those modules. Thereafter Rule G7 will apply.

Students who enrolled in 2019 are expected to complete at the end of the year. However, those with outstanding modules will be given one additional year to complete (2020). Those who are still with outstanding modules after this period will get one more year (2021) complete the qualification. Thereafter Rule G7 will apply.

Students who enrolled in 2020 are expected to complete at the end of the year. However, those with outstanding modules will be given one additional year to complete (2021). Those who are still with outstanding modules after this period will join the new Diploma to complete the qualification. Thereafter Rule G7 will apply.

Students who enrolled in 2021 are expected to complete at the end of the year. Those who are with outstanding modules after this period will join the new Diploma in 2022 to complete the qualification. The final exit for this group will be in 2023. Thereafter Rule G7 will apply.

B Tech (1-year duration) / Advanced Diploma (1-year duration)

There will be no new intake for B Tech programmes in 2020. The current B Tech programmes will be phased out and the new Advanced Diploma programmes will be introduced as shown below:

	2018	**2019**	**2020**	**2021**	**2022**
B Tech	B Tech: Year 1	Exit	Additional Year		
B Tech		B Tech: Year 1	Exit	Join Advanced Diploma	
Advanced Diploma			Advanced Diploma: Year 1	Exit	
Advanced Diploma				Advanced Diploma: Year 1	Exit

Students who enrolled in 2018 and were supposed to complete the programme in 2018 would get one additional year to complete the programme (2019). Those who with outstanding modules will get one more year (2020) to clear those modules. Thereafter Rule G7 will apply.

Students who enrolled in 2019 will are expected to complete at the end of the year. However, those with uncompleted modules will be given one additional year to complete those modules (2020). Those with outstanding modules after this period will join the Adv. Dip to complete the qualification. Thereafter Rule G7 will apply.

Advanced Diploma is a one-year programme and students are supposed to complete the programme within this time period. One additional year is given to students to complete the outstanding modules. Thereafter Rule G7 will apply.

2.   DEPARTMENT OF MANAGEMENT

DEPARTMENT CODE: 602

DIPLOMA IN MANAGEMENT (ECP) WITH EFFECT FROM 2020

Qualification: Diploma in Management (ECP)
Offering Type: Full-Time
Rules and Regulation

The possession of a National Senior Certificate (NSC) or its equivalent shall serve as a general admission requirement for all diploma programmes offered by the Department.

Entrance Requirements

A Senior Certificate or its equivalent qualification with a minimum of the following:

E Symbol in English HG or 3 (40-49%);

NSC Level 4 in Maths Literacy (50-59%), OR Mathematics level 2, OR Accounting level 2, and level three (40-49%) in any other three recognised subjects, except Life orientation.
Applicants with a National Certificate Vocational (NCV Level-4) must meet the following requirements:
50 % in three fundamental subjects including LOTL
60% in three relevant compulsory vocational subjects
Duration
4 years Full-Time (FOUR YEAR PROGRAMME: FIRST YEAR OF MAINSTREAM IS EXTENDED OVER TWO YEARS)

Exit Point

Diploma in Management (ECP) after 4 years with 360 credits (120 credits in each year). First year of mainstream is extended over two years. Experiential training is not a pre-requisite. However, students are encouraged to make individual efforts towards exposure to industry. The Department will facilitate this exercise.

Subject Categorisation for Diploma in Management (ECP)

	SUBJECTS	SUBJECT CODES	CREDITS
Year 1	Management 1A	MG15B0A	12
	Project Management 1A	PR15B0A	12
	Financial Accounting 1A	FA15B0A	12
	Communication: Business Administration 1A	CO15B0A	12
	End-User Computing 1A	EU15B0A	12
	Total Credits		**60**
Year 2	Management 1B	MG15B0B	12
	Project Management 1B	PR15B0B	12
	Financial Accounting 1B	FA15B0B	12
	Communication: Business Administration 1B	CO15B0B	12
	End-User Computing 1A	EU15B0B	12
	TOTAL CREDITS		**60**
Year 3	Management 2	MGN25B0	24
	Project Management 2	PRM25B0	24
	Financial Management 2 Module 1	FIM25B1	12
	Financial Management 2 Module 11	FIM25B2	12
	Economics 1 Module 1	ECO15B1	12
	Economics 1 Module 11	ECO15B2	12
	Administrative Management 1	ADM15B0	12
	TOTAL CREDITS		**120**
Year 4	Management 3	MGN36B0	30

	SUBJECTS	SUBJECT CODES	CREDITS
	Project Management 3	PRM36B0	30
	Mercantile Law 1	MLW16M0	20
	Administrative Management 11	ADM26M0	20
	Management Practise (WIL)	MGP36B0	20
	Financial Management 3 Module 1	FIM36B1	15
	Financial Management 3 Module 11	FIM36B2	15
	TOTAL CREDITS		**120**

NATIONAL DIPLOMA IN MANAGEMENT (To be replaced with DIPLOMA IN MANAGEMENT IN 2020)

Qualification: National Diploma in Management

Offering Type: Full-Time

Rules and Regulation

The possession of a National Senior Certificate (NSC) or its equivalent shall serve as a general admission requirement for all diploma programmes offered by the Department.

Entrance Requirements

A Senior Certificate or its equivalent qualification with a minimum of the following:

E Symbol in English HG or 3 (40-49%)

A pass in mathematics (SG or HG) or Maths Literacy (4: 50-59%)

Recommended subjects are Economics, Accounting and Business Economics or 3 (40-49%).

Duration

3 years Full-Time

Exit Point

Diploma in Management after 3 years with 360 credits (120 credits in each year). Experiential training is not a pre-requisite. However, students are encouraged to make individual efforts towards exposure to industry. The Department will facilitate this exercise.

Subject Categorisation for National Diploma in Management (phased out in 2019, only pipeline students will enrol)

	SUBJECTS	SUBJECT CODES	CREDITS
Year 1	Management I	MGN11B0	24
	Administrative Management I	ADM11B0	24
	Financial Accounting I Module I Financial Accounting Module II	FAC10B 1 FAC10B 2	12 12
	Communication: Business Administration	COMB10B0	24
	End-User Computing I	EUC11B0	24
	TOTAL CREDITS		**120**
Year 2	Management II	MGN21B0	24
	Financial Management II Module I Financial Management Module II Module II OR Administrative Management II	FIM20B1 FIM20B2 ADM21B 0	12 12 24
	Economics I Module I Economics 1 Module II	ECO10B1 ECO10B2	12 12
	Production Management I	PMA11B0	24
	TOTAL CREDITS		**120**
Year 3	Management III	MGNT310	30
	Administrative Management III OR		30

	Financial Management III Module I Financial Management III Module II	FIM30B1 FIM30B2	15 15
	Marketing I	ADM21B0	30
	Mercantile Law I	MLW10B0	30
	TOTAL CREDITS		**120**

DIPLOMA IN MANAGEMENT (WITH EFFECT FROM 2020)

Qualification: Diploma in Management
Offering Type: Full-Time
Rules and Regulation

The possession of a National Senior Certificate (NSC) or its equivalent shall serve as a general admission requirement for all diploma programmes offered by the Department.

Entrance Requirements

A Senior Certificate or its equivalent qualification with a minimum of the following:

E Symbol in English HG or 3 (40-49%)

A pass in mathematics (SG or HG) or Maths Literacy (4: 50-59%)

Recommended subjects are Economics, Accounting and Business Economics or 3 (40-49%).

Applicants with a National Certificate Vocational (NCV Level-4) must meet the following requirements:

50 % in three fundamental subjects including LOTL

60% in three relevant compulsory vocational subjects

Duration

3 years Full-Time

Exit Point

Diploma in Management after 3 years with 360 credits (120 credits in each year). Experiential training is not a pre-requisite. However, students are encouraged to make individual efforts towards exposure to industry. The Department will facilitate this exercise.

Subject Categorisation for Diploma in Management

	SUBJECTS	**SUBJECT CODES**	**CREDITS**
Year 1	Management I	MGN15B0	24
	Project Management I	ADM11B0	24
	Financial Accounting I Module I	FAC	12
	Financial Accounting Module II	15B1	12
		FAC1	
		5B2	
	Communication: Business Administration	COM15B0	24
	End-User Computing I	EUC15B0	24
	Project Management I	PRM15B0	24
Year 2	Management II	MGN25B0	24
	Financial Management II Module I	FIM2	12
	Financial Management Module II Module II	5B1	12
		FIM2	24
		5B2	
	Administrative Management I	ADM16B0	24
	Project Management II	PRM25B0	24

		Economics Module I	ECO15B1	12
		Economics Module II	ECO15B2	12
Year 3		Management III	MGN36B0	30
		Project Management III **OR**	PMT3	30
		Financial Management III Module I	6B0	15
		Financial Management III Module II	FIM3	15
			6B1	
			FIM3	
			5B2	
		Administrative Management II	ADM26B0	20
		Mercantile Law I	MLW6B0	20
		Management Practice (Work Integrated Learning)	MGP36B0	20

B-TECH: MANAGEMENT (to be replaced with ADVANCE DIPLOMA IN MANAGEMENT IN 2020)

Qualification: B-Tech: Management

Offering Type: Part-Time

Rules and Regulations

The possession of National Diploma Management and Administrative Management or its equivalent NQF 360 credits, shall serve as the general admission requirement for this B-Tech degree.

Entry Requirements

A pass in a relevant Diploma with 360 credits

Duration

1 year part-time

Subject Categorisation for B-Tech in Management (phased out in 2019, only pipeline students will enrol)

SUBJECTS	SUBJECT CODES	SUBJECT CREDITS
Production Management II	PMA2110	30
Management IV	MGN41B0	30
Administrative Management IV	ADM41	30
OR Financial Management IV	B0	15
Module I Financial Management	FIM40	15
IV Module II	B1	
	FIM40	
	B2	
Research Methodology	REM11B0	30

ADVANCED DIPLOMA IN MANAGEMENT (WITH EFFECT FROM 2020)

Qualification: Advanced Diploma in Management

Offering Type: Part-Time

Rules and Regulations

The possession of National Diploma Management and Administrative Management or its equivalent NQF 360 credits, shall serve as the general admission requirement for this B-Tech degree.

Entry Requirements

A pass in a relevant Diploma with 360 credits

Duration

1 year part-time

Subject Categorisation for Advanced Diploma in Management

SUBJECTS	SUBJECT CODES	SUBJECT CREDITS
Management IV	MGN47B0	24
Project Management IV		24
Financial Management IV	FIM47B1 FIM47B2	24
Research Methodology	RER47B0	24
Administrative Management 1V	ADM47B0	24
Economics 11	ECO27B0	24
Financial Accounting 11	FAC27B0	24
Production Management II	PRD27B0	24

DIPLOMA IN HUMAN RESOURCES MANAGEMENT & EXTENDED PROGRAMME IN ND: HUMAN RESOURCES MANAGEMENT

Qualification: Diploma in Human Resources Management

Offering Type: Full-Time

Rules and Regulation

The possession of a National Senior Certificate (NSC) or its equivalent shall serve as a general admission requirement for all diploma programmes offered by the Department.

Entrance Requirements

A Senior Certificate or its equivalent qualification with a minimum of the following:

E Symbol in English HG or 3 (40-49%)

A pass in mathematics (SG or HG) or Maths Literacy (4: 50-59%)

Recommended subjects are Economics, Accounting and Business Economics or 3 (40-49%).

Applicants with a National Certificate Vocational (NCV Level-4) must meet the following requirements:

50 % in three fundamental subjects including LOTL

60% in three relevant compulsory vocational subjects

Duration

3 years Full-Time

Exit Point

Diploma in Management after 3 years with 360 credits (120 credits in each year). Experiential training is not a pre-requisite. However, students are encouraged to make individual efforts towards exposure to industry. The Department will facilitate this exercise.

Subject Categorisation for Diploma in Human Resources Management (ECP)

	SUBJECTS	SUBJECT CODES	CREDITS
	Introduction to Human Resource Management 1	IHR15B0	24
	Computer Literacy & Human Resource Information Systems 1	CHI15B0	24
	Financial Accounting 1 Module 1	FAC15B1	12
	Foundations of Business Management Systems 1	FBM15B0	12
	Lifestyle Management 1	LIM15B0	4
Year 2	Quantitative Techniques for HR Managers	QUT15B0	12
	Business Management 1	BSM15B0	12
	Human Resource Management 1	HRM15B0	12
	Human Resource Development 1	HRD15B0	24
Year 3	Business Management 2	BUM25B0	24
	Human Resource Management 2	HRM25B0	24
	Human Resource Development 1I	HRD11M0	24
	Labour Law 1	LLW12M0	24
	Labour Relations 1	LAR11M0	24
Year 4	Human Resource Development 11	HRD21M0	24
	Human Resource Management Practice	HRMP1M0	24
	Economics Module 1	ECO13M1	24
	Labour Economics 1	LEC11M2	24
	Human Resources Management III	EHRM3B0	24
	Labour Relation II	ELAR2B0	24

Qualification: **Diploma in Human Resources Management**

Offering Type: Full-Time

Rules and Regulations

The possession of a National Senior Certificate (NSC) or its equivalent shall serve as the general admission requirement in all programmes offered by the Department.

Entrance Requirements

A National Senior Certificate (NSC) achievement rating of at least 3 (40-49%) for English. A NSC with a rating of

3 or more in four recognised subjects.

The following secondary education subjects are recommended:

Accounting with an achievement rating of at least 3 (40 – 49%)

Business Studies with an achievement rating of at least 3 (40 – 49%)

Economics with a rating of at least 3 (40-49%)

Duration

3 years full-time.

Exit Points

Diploma in Human Resources Management after 3 years with 360 credits. Experiential training is not a pre-requisite. However, students are encouraged to make individual efforts towards exposure to industry. The department will facilitate this exercise.

Subject Categorisation for **Diploma in Human Resources Management**

	SUBJECT	SUBJECT CODE	SUBJECT CREDIT
Year One	Accounting Aspects1 (S1)	ACA11B1	12
	Quantitative Techniques 1 (S2)	QUT11B2	12
	Business Management 1	BUM12B0	24
	Applied Communication	ACS11B0	24
	Human Resource Information Systems1	HRIS11B0	24
	Human Resources Management 1	HRM11B0	24
	TOTAL CREDITS		120
Year Two	Business Management 2	BUM22B0	24
	Human Resources Management 2	HRM21B0	24
	Labour Law 1	LLW12B0	24
	Labour Relations 1	LAR11B0	24
	Human Resources Development 1	HRD11B0	24
	TOTAL CREDITS		120
Year Three	Human Resources Management 3	HRM31B0	24
	Economics 1 (S1)	ECO13B1	12
	Labour Economics 1 (S2)	LEC11B1	12
	Labour Relations 2	LAR21B0	24
	Human Resources Development 2	HRD21B0	24
	Human Resources Practice(WIL)	HRM1B0	24
	TOTAL CREDITS		120

Articulation

On graduation a learner may proceed to B-Tech in Human Resources Management OR Advanced Diploma in Human Resources Management.

ADVANCED DIPLOMA IN HUMAN RESOURCES MANAGEMENT

Qualification: Advanced Diploma in Human Resources Management

Offering Type: Full-Time & Part-Time

Rules and Regulations

A relevant diploma with 360 credits shall be recognised as a general admission requirement for
B-Tech programmes offered by the Department.

Entrance Requirements

A relevant diploma with an average pass of 60% of the relevant major subjects.

Duration

1 year on full-time and 2 years on part-time basis.

Exit Point

  T. B-Tech degree, after having completed this qualification and obtaining 120 credits.

Subject Categorisation for Advanced Diploma in Human Resources Management

SUBJECTS	SUBJECT CODES	SUBJECT CREDITS
Advanced Personnel Management IV	APM41B0	20
Advanced Industrial Relations IV	AIR41B0	20
Advanced Strategic Management IV	ASM41B0	20
Advanced Management of Training IV	AMT41B0	20
Organisational Behaviour IV	ORB41B0	20
Research Methodology I	REM11B0	20

Policies
Refer to relevant department.

DEPARTMENT OF PUBLIC MANAGEMENT AND ADMINISTRATION
DEPARTMENT CODE: 603

NATIONAL DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY (To be replaced with Diploma Office Management & Technology)

Qualification: National Diploma: Office Management & Technology
Offering Type: Full-Time (all Sites) and Part-Time Zamukulungisa and Ibika)
Rules and Regulations
Code: WSU6032
The possession of National Senior Certificate (NSC) or its equivalent shall serve as a general admission requirement in all programmes offered by the Department of Office Management and Technology.
Entrance Requirements
NSC achievement rating of English 4 and Mathematics 2 or Mathematics Literacy 4.
Two of the following school subjects will be an added advantage:
CAT 4 (50 – 59 %)
Accounting 4 (50 – 59 %)
Business Studies 4 (50 – 59 %)
Economics 4 (50 – 59 %
Where learners do not offer subjects in the Business, Commerce and Management category, subjects in other categories may be considered.
Senior Certificate qualification with a minimum of:
  • E Symbol for English (Second Language) (HG) or
  • D Symbol for English (Second Language) (SG)

Preference will be given to learners with at least a 50 % Grade 12 aggregate and to learners with commercial subjects.
Recognition of Prior Learning
Prior learning shall be recognised, subject to the requirements of each programme and as per WSU's Policy for Recognition of Prior Learning (RPL).
Duration
Three years for the diploma.
Exit Point
A National Diploma after completing the programme and obtaining a minimum of 360 credits. A total of 13 instructional offerings consisting of 5 first level, 5 second level and 3 third level offerings are required to complete the diploma.

Subject Categorisation for National Diploma Office Management & Technology (phased out in 2019, only pipeline students will enrol)

	SUBJECTS	SUBJECT CODES	CREDITS
	Core Compulsory		
Year One	Information Administration I	IAD11B0	28
	Business Administration I	BAD11B0	28
	Communication I	COMM11B0	28
	Financial Acc. I Module I	FACC1B1	8
	Financial Acc. I Module 2	FACC1B2	8

	SUBJECTS	SUBJECT CODES	CREDITS
	Electives (Choose any one from the following)		
	Legal Practice I	LEP11B0	28
	Mercantile Law I	MRL11B0	28
	Personnel Management I	PEM12B0	16
Level I Total Credits 120			
Year Two	Core Compulsory		
	Information Administration II	IAD2110	36
	Business Administration II	BAD21B0	36
	Communication II	COMM2B0	16
	Electives (Choose any two from the following)		
	Legal Practice I or II	LEP21B0/2110	16
	Personnel Management I or II	PEM22B00/2110	16
	Mercantile Law I or II	MRL20B0/2110	16
	Financial Accounting II Module I	FACC2B1	8
	Financial Accounting II Module 2	FACC2B2	8
Level II Total Credit 120			
Year Three	Core Compulsory		
	Information Administration III	IAD31B0	40
	Business Administration III	BAD31B0	40
	Office Management and Technology Practice	OMT11B0	40
Level III Total Credits 120			

Additional Subject

Pastel Accounting

This module is Compulsory in the Second Year (non-credit bearing)

Articulation

On graduation may proceed to B-Tech in Office Management and Technology.

DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY-
Extended Programme: ECP (with effect from 2020)

Qualification: Diploma: Office Management & Technology-ECP
Offering Type: Full-Time (all Sites) and Part-Time (Zamukulungisa and Ibika)
Rules and Regulations
Code: ws6033
The possession of National Senior Certificate (NSC) or its equivalent shall serve as a general admission requirement in all programmes offered by the Department of Office Management and Technology.
Entrance Requirements
NSC achievement rating of English 4 and Mathematics 3 or Mathematics Literacy 4.
Two of the following school subjects will be an added advantage:
CAT 4 (50 – 59 %)
Accounting 4 (50 – 59 %)
Business Studies 4 (50 – 59 %)
Economics 4 (50 – 59 %
Where learners do not offer subjects in the Business, Commerce and Management category, subjects in other categories may be considered.
Senior Certificate qualification with a minimum of:

- E Symbol for English (Second Language) (HG) or
- D Symbol for English (Second Language) (SG)
- Level 3 English (First Language)
- E Symbol for Accounting HG & D- SG
- E Symbol for Business Economic & D-SG

Preference will be given to learners with at least a 50 % Grade 12 aggregate and to learners with commercial subjects.
Recognition of Prior Learning
Prior learning shall be recognised, subject to the requirements of each programme and as per WSU's Policy for Recognition of Prior Learning (RPL).

Duration
Four years for the diploma.
Exit Point
A National Diploma after completing the programme and obtaining a minimum of 360 credits. A total of 13 instructional offerings consisting of 5 first level, 5 second level and 3 third level offerings are required to complete the diploma.

Subject Categorisation for National Diploma Office Management & Technology- ECP

	SUBJECTS	SUBJECT CODES	CREDITS
Year One	Core Compulsory		
	Information Administration I	IAD15B0A	12
	Business Administration I	BA15B0A	12

	SUBJECTS	SUBJECT CODES	CREDITS
	Communication I	CMM15B0	10
	Financial Acc I Module I	FAC15B1	12
	Life Skills Management I	LSM15B0	2
	Information Literacy I	IA15B0A	2
	Electives: (Choose 1 from the following)		
	Legal Practice I A	LP15B0A	12
	Human Resource Management I A	HR15B0A	12

Level I Total Credits   120

	SUBJECTS	SUBJECT CODES	CREDITS
	Core Compulsory		
Year Two	Information Administration II	IA15B0B	12
	Business Administration II	BA15B0B	12
	Computer Literacy I II	CL15B0	10
	Financial Accounting I Module 2	FAC15B2	12
	Electives (Choose any two from the following)		
	Legal Practice I -B	LP15B0B	12
	Human Recourse Management I –B	HR15B0B	12
Level II Total Credit 120			
Year Three	**Core Compulsory**		
	Business Administration III	BAD25B0	36
	Information Administration III	IAD25B0	36
	Communication II	CMM25B0	12
	Electives:		
	Financial Accounting II Module I	FAC25B1	8
	Financial Accounting II Module II	FAC25B2	8
	Human Resource Management II	HRN25B0	24
	Legal Practice II	LEP25B0	24
	Mercantile Law I	MLW15B0	30
Year Four	Business Administration III	BAD36B0	24
	Information Administration III	IAD36B0	36
	Office Management Practice (WIL)	OMP36B0	60
Level III Total Credits 120			

Articulation

On graduation may proceed to Advanced Diploma in Office Management and Technology.

NATIONAL DIPLOMA IN PUBLIC MANAGEMENT (To be replaced with Diploma Public Management)

Qualification: National Diploma in Public Management
Offering Type: Full-Time/ Part-Time
Code: WS6031
Rules and Regulations
The possession of National Senior Certificate (NSC) or its equivalent shall serve as the general admission requirement in all programmes offered by the Department of Public Management and Local Government.
Entrance Requirements
Senior Certificate (Grade 12) with an English pass (E-HG/D-SG). NSC
with rating of 3 (40-49%) or more in four recognised subjects.
Recognition of Prior Learning (RPL)
Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's
Recognition of Prior Learning Policy. (RPL)
Duration
A three-year diploma (Full-Time); and four year diploma (Part-Time)
Exit Points
A Diploma, after having completed the programme and obtaining a minimum of 360 credits.
A total of 18 instructional offerings consisting of 6 offerings per year and experiential training at third-year level are required to complete the diploma.

Module Categorisation for National Diploma in Public Management (phased out in 2019, only pipeline students will enrol)

	MODULES	MODULE CODES	CREDITS
Year One Semester 1	Public Information Service I	PIS11B1	20
	Public Resource Management I	PRM11B1	20
	Public Service Delivery I	PSD11B1	20
Semester 2	Public Decision Management I	PDM11B2	20
	Self-Management I	SEM11B2	20
	Public Office Management I	POM11B2	20
Year Two Semester 1	Public Information Systems II	PIP21B1	20
	Public Procurement and Logistics II	PLM21B1	20
	Project Management II	PMT21B1	20
Semester 2	Fundamentals of Research II	FUR21B2	20
	Public Financial Management II	PFM21B2	20
	Public Human Resource Management II	PHR21B2	20
YEAR 3 Semester 1	Management of Information III	MOI31B1	20
	Public Financial & Procurement Management III	FPM31B1	20
	Intersectoral Collaboration III	INT31B2	20
Semester 2	Policy Studies III	POS31B2	20
	Programme Management III	PRP31B1	20
	Public Human Resource Management III	PHR31B2	20
	Management of Practice/ Service learning III	PMP31B2	0

Articulation

Vertical articulation: B-Tech in Public Management.

B-TECH IN PUBLIC MANAGEMENT (To be replaced with Advanced Diploma Public Management)

Qualification: B-Tech in Public Management

Offering type: Part-time

Code: WS6030

Rules and Regulations

A recognised diploma with 360 credits shall serve as a general admission requirement for all

B-Tech programmes offered by the Department.

Entrance Requirements

Prospective learner must be in possession of a recognised diploma to enrol for this B-Tech.

Duration

One-year B-Tech.

Exit Point

After having completed B-Tech and obtaining a minimum of 120 credits.

Subject Categorisation for B-Tech in Public Management

	SUBJECT	SUBJECT CODES	CREDITS
Year One	Public Policy Management IV	PUPY4B1	20
	Strategic Public Management IV	PSTR4B1	20
	Research & Information Management IV	REIM4B1	20
	Government Relations IV	GVRT4B2	20
	Public Accountability IV	PACC4B2	20
	Public Human Resource Management IV	PHRM4B2	20
	Research Project IV	REPR4B0	20

ADVANCED DIPLOMA IN PUBLIC MANAGEMENT (WITH EFFECT FROM 2020)

Qualification: Advanced Diploma in Public Management

Offering Type: Part-Time

Rules and Regulations

The possession of National Diploma Management and Administrative Management or its equivalent NQF 360

credits, shall serve as the general admission requirement for this B-Tech degree.

Entry Requirements

A pass in a relevant Diploma with 360 credits

Duration

1 year part-time

Subject Categorisation for Advanced Diploma in Public Management

SUBJECTS	SUBJECT CODES	SUBJECT CREDITS
Public Accountability IV	PAC47B2	20
Public Human Resources Management IV	PHM47B2	20

	MODULES	MODULE CODES	CREDITS
Strategic Public Management IV	PST47B1	20
Public Policy Management IV	PUP47B1	20
Research & Information Management IV	REI47B1	10
Strategic Public Management IV	STR47B1	20
Research Project IV	REP47B0	10

DIPLOMA PUBLIC MANAGEMENT (with effect from 2020)

Qualification: National Diploma in Public Management
Offering Type: Full-Time/ Part-Time
Rules and Regulations
The possession of National Senior Certificate (NSC) or its equivalent shall serve as the general admission requirement in all programmes offered by the Department of Public Management and Local Government.
Entrance Requirements
Senior Certificate (Grade 12) with an English pass (E-HG/D-SG). NSC
with rating of 3 (40-49%) or more in four recognised subjects.
Recognition of Prior Learning (RPL)
Prior learning shall be recognised, subject to the requirement of each programme and as per WSU's
Recognition of Prior Learning Policy. (RPL)
Duration
A three-year diploma (Full-Time); and four-year diploma (Part-Time)
Exit Points
A Diploma, after having completed the programme and obtaining a minimum of 360 credits.
A total of 18 instructional offerings consisting of 6 offerings per year and experiential training at third-year level are required to complete the diploma.

Module Categorisation for Diploma in Public Management

	MODULES	MODULE CODES	CREDITS
Year One Semester 1	Public Information Service I	PIS15B1	20
	Public Resource Management I	PRM15B1	20
	Public Service Delivery I	PSD15B1	20
	Public Decision Management I	PDM15B2	20
Semester 2	Introduction to Public Administration I	IPA15B2	20
	Administrative Management I	ADM15B2	10
	Communication Skills I	COS15B0	10
Year Two Semester 1	Public Information Systems II	PIP26B1	20
	Public Procurement and Logistics II	PPL26B1	20
	Project Management IIA	PMT26B1	10
	Project Management IIB	PMT26B2	10
Semester 2	Fundamentals of Research II	FUR26B2	20
	Public Financial Management II	PFM26B2	20
	Public Human Resource Management II	PHR26B2	20
YEAR 3	Management of Information III	MOI36B1	20

Semester 1	Public Financial & Procurement Management III	PFP36B1	20
	Intersectoral Collaboration III	INR36B2	20
Semester 2	Policy Studies III	PMP36B2	20
	Programme Management III	PRM36B1	20
	Public Human Resource Management III	PHR36B2	20

Articulation

Vertical articulation: Advanced Diploma in Public Management.

DEPARTMENT OF TOURISM & HOSPITALITY

DEPARTMENT CODE: 604

NATIONAL DIPLOMA IN HOSPITALITY MANAGEMENT

Qualification: National Diploma in Hospitality Management

Offering Type: Full-Time

Career Opportunities

A qualification in Hospitality Management will open doors to career opportunities in any Hospitality institution, including hotels, restaurants, game lodges, food service units, private and executive catering enterprises, and training facilities. The students are encouraged to consider the entrepreneurial opportunities opened to them on completion of their studies.

Entry Requirements

A Senior Certificate is a pre-requisite. A minimum higher-grade E symbol pass in English is a requirement. Passes in Mathematics, Business Economics, Accounting, Hotel Keeping and Catering are recommended and preferred. First-time applicants in the process of obtaining their Matriculation Qualification may submit their latest official symbols but might be wait-listed or conditionally accepted.

Swedish Rating Scale (SRS). Each subject is scored according to the symbol obtained.							
	A	B	C	D	E	F	G
HG	8	7	6	5	4	2	0
SG	6	5	4	3	2	1	0

Final Matriculation Results are scored according to the Swedish Rating Scale (above)

WEIGHTED RATING SCORE (WRS)

For the purpose of selection into the Hospitality Management Programme some Matriculation subjects are more applicable to the programme than others and so are given a greater weighting:

PROCEDURE

Step 1

Applicants are ranked according to a system where their SRS scores attained are multiplied by the Weight Factor. For example: An A-symbol in Accountancy SG calculates as: 6(SRS) X 4(WEIGHT) = 24. This exercise is repeated for all the final year school subjects taken and the total thereof is the **WRS**.

WEIGHT FACTOR	SCHOOL SUBJECTS
5	Accounting HG; Business Economics HG; English First Language HG; Mathematics HG, Hotel Keeping and Catering

	SG	
4	Accounting SG; Business Economics SG; English First Language SG; English Second Language HG; Mathematics SG;	
3	Commerce HG,: Economics HG; English Second Language SG;	
2	Biology HG; Commercial Mathematics HG; Commerce SG; Economics SG; Geography HG, History HG; Physical Science HG;	
1	All other School Subjects	

STEP 2

An applicant who's WRS is 35 or greater is accepted but can still be subject to undergoing a scientific selection process of Psychometric Testing. Applicants may be expected to participate in a Selection Interview and write a Motivational Essay. (WRS of 30 to 34 is **wait-listed** and less than 30 is **not selected**).

STEP 3

All successful applicants selected into the programme are required to do the English Language Skills
Assessment (ELSA) test.
Exit Level Qualifications can only be granted on application and after the successful completion of all the academic
requirements of the relevant NQF Academic Structure. These are only available after a learner has decided to
discontinue their studies (before completing all the requirements of the 360 credit qualification) and have not
been registered for a period of less than two years.

NATIONAL DIPLOMA / DEGREE CREDITS

Each subject carries a credit value. In order to meet the outcome of each NQF level, 120 credits need to be
accumulated at each level.
National Diplomas (NQF 6) require 360 credits in total.

NSC ADMISSION RATING SYSTEM (NEW)

RATING CODE	RATING	MARKS%
7	Outstanding Achievement	80-100
6	Meritorious Achievement	70-79
5	Substantial Achievement	60-69
4	Adequate Achievement	50-59
3	Moderate Achievement	40-49
2	Elementary Achievement	30-39
1	Not Achieved	0-29

MINIMUM NSC ENTRY REQUIREMENTS (NEW)

COMPULSORY SUBJECTS	NSC RATING	WEIGHT FACTOR
English (Home Language)	4	3
English (Additional language)	4	3
Life orientation	3	2
Maths Literacy	3	3
OR Maths	3	3
THREE other recommended 2 credit subjects*	3	3
Or all other 20 credit subjects	4	1

*Recommended Subjects: Accountancy, Hotel Keeping & Catering/Hospitality Management, Home
Economics and Economics
Admission Point Score (APS) is determined by your Achieved NSC Rating X NSC Weight Factor. For
example: Meritorious Achievement in English (Home Language) calculates as: 6 (Your Achieved NSC rating
code) X 3 (WEIGHT) = 18.
Minimum Score required for applying: 40
Minimum Score for unconditional acceptance: 50

The completion of each subject at the lower level is a requirement for registration of the same subject at a higher level. All modules of a subject must be completed before a subject is regarded as having been passed. All subjects in the first year National Diploma Hospitality Management are compulsory. There are no optional offerings in the first year of study.

All offerings are subject to both minimum and maximum enrolment number criteria.

Subject Categorisation for National Diploma in Hospitality Management

Year 1 NATIONAL DIPLOMA (360 NQF CREDITS)		
Year 1 (NQF 5A) National Certificate: 120 Credits	**SUBJECT CODES**	**CREDITS**
Culinary Studies & Nutrition Theory 1	CUT11B0	8
Culinary Studies & Nutrition Practical 1	CUP11B0	12
Food & Beverage Studies Theory 1	FBT11B0	8
Food & Beverage Studies Practical 1	FBP11B0	12
Hospitality Communications 1	HOC11B0	4
Hospitality Management 1	HOM11B0	8
Accommodation Management 1	HAC11B0	20
Hospitality Financial Management 1	FIM11B0	12

Hospitality Information Systems 1	HIN11BO	6
Hospitality Health & Safety	HHS11B1	12
Service Excellence 1	HSE11B1	8
Preliminary Wine Course	PWC111B2	0
YEAR 2 (NQF 5B) National Higher Certificate (Total: 120 Credits)	**SUBJECT CODES**	**CREDITS**
Culinary Studies Theory II	CUT21B2	2
Culinary Studies Practical II	CUP21B2	8
Food & Beverage Studies Theory II	FBT21B2	2
Food & Beverage Studies Practical II	FBS21B2	8
Hospitality Communications II	HOC21B2	4
Hospitality Management II	HOM21B2	8
Hospitality Financial Management II	FIMH213	8
Hospitality Industry Law I	HIL11B2	4
Hospitality Information Systems II	HIN21B2	6
Accommodation Management II/Food & Beverage Operations II	HAC2113/FBO21B2	10
Accommodation Management II	HAC21B2	10
Co-operative Education Module B	COED1B1	60
YEAR 3 (NQF 6) National Diploma (Total Credits 120)	**SUBJECT CODES**	**CREDITS**
Co-operative Education Module C	CEDC2B1	60
Food and Beverage Studies III/Culinary Studies & Nutrition III	FB031B13/CUT31B2	10
Hospitality Financial Management III	FIM31B1	12
Hospitality Industry Law II	HIL21B1	6
Hospitality Management III	HOM31B1	10
Hospitality Accommodation Management III/Food & Beverage Operations III	HAC3113/FBO3113	10
Hospitality Information Systems III	HINS31B1	12

NATIONAL DIPLOMA IN TOURISM MANAGEMENT

Qualification: National Diploma in Tourism
Offering Type: Full-Time
Entry Requirements for National Diploma (Tourism Management)

A senior certificate is a pre-requisite. A minimum higher-grade E symbol pass in English is a requirement.
Passes in Mathematics, Business Economics, Travel & Tourism Studies, Geography, History and Accounting are recommended and preferred.

First-time applicants in the process of obtaining their Matriculation Qualification may submit their latest official symbols but might be wait-listed or conditionally accepted.

Swedish Rating Scale (SRS). Each subject is scored according to the symbol obtained.							
	A	B	C	D	E	F	G
HG	8	7	6	5	4	2	0
SG	6	5	4	3	2	1	0

Final Matriculation Results are scored according to the Swedish Rating Scale (above) and then ranked according to the Weighted Rating Scale (see further on).

WEIGHTED RATING SCORE (WRS)

For the purpose of selection into the Tourism Management Programme some Matriculation subjects are more preferred than others and are given a greater weighting.

PROCEDURE:

Step 1

Applicants are ranked according to the system where their SRS scores attained are multiplied by the Weight Factor. For example: an A-symbol in Accountancy SG calculates as: 6(SRS) X 4(WEIGHT) = 24. This exercise is repeated for all the final year school subjects taken and the total thereof is the **WRS**.

WEIGHT FACTOR	**SCHOOL SUBJECTS**
5	Accounting HG; Business Economics HG; English First Language HG; Mathematics HG, Travel & Tourism SG
4	Accounting SG; Business Economics SG; English First Language SG; English Second Language HG; Mathematics SG;
3	Commerce HG,: Economics HG; English Second Language SG;
2	Biology HG; Commercial Mathematics HG; Commerce SG; Economics SG; Geography HG, History HG; Physical Science HG;
1	All other School Subjects

STEP 2

An applicant who's WRS is 40 or greater is accepted but can still be subject to undergoing a scientific selection process of Psychometric Testing. Applicants may be expected to participate in a Selection Interview and write a Motivational Essay. (WRS of 35 to 39 is wait-listed and less than 35 is not selected).

STEP 3

All successful applicants selected into the programme are required to do the English Language Skills Assessment (ELSA) test.

Exit Level Qualifications can only be granted on application and after the successful completion of all the academic requirements of the relevant NQF Academic Structure. These are only available after a learner has decided to discontinue their studies (before completing all the requirements of the 360 credit qualification) and have not been registered for a period of no less than two years.

NSC ADMISSION RATING SYSTEM (NEW)

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

MINIMUM NSC ENTRY REQUIREMENTS (NEW)

COMPULSORY SUBJECTS	NSC RATING	NSC Weight factor
English (home) OR	4	3
English (1st Additional)	4	3
Life Orientation	4	2
Maths OR	3	3
Maths Literacy	4	3
AND no more than three **recommended** 20 credit subjects*	4	3
OR no more than ONE other 20 credit subject	4	1

Recommended

Tourism, Accounting, Business Studies, Economics, Geography, Computer Applications Technology **Admission Point Score (APS)** determined by your Achieved NSC Rating X NSC Weight Factor. For example: A Meritorious Achievement in English (Home Language) calculates as: 6 (Your Achieved NSC rating code) X 3 (WEIGHT) = 18.

Minimum Score required for applying: 45.

Minimum Score for unconditional acceptance: 55

Subject Categorisation for National Diploma in Tourism Management

3 YEAR NATIONAL DIPLOMA (360 NQF CREDITS)			
YEAR ONE	NQF level 5A (Total: 120 Credits)	CODES	CREDITS
Year Courses	End-User Computing I (CE)	EUCM1B0	16
	Communication I (CE)	COMT1BO	16
	Travel & Tourism Practice I: Destinations I	TTP11B0	8
	Marketing for Tourism I	MFT11B0	16

First Semester	**Travel & Tourism Management I**: Introduction to Management	TTM11BO	12
	Travel & Tourism Practice I: Air	TTP11B0	8

	Travel I		
	Tourism Development I : Module I	TOD11B1	12
Second Semester	**Travel & Tourism Management I**: Applied Management	TTM11B2	12
	Travel & Tourism Practice I: Travel Agency Operations & Procedures I	TTP11B2	8
	Tourism Development I : Module II	TOD11B2	12
YEAR Two	NQF level 5B (240 Credits - includes credits of NQF level 5A)		
	Travel & Tourism Management II: Personnel Management	TTM21BO	12
	Travel & Tourism Management II: Financial Management	TTF22B0	14
	Travel & Tourism Practice II: Destinations II	TTD22B0	8
	Marketing for Tourism II	MFT21B0	23
	Law for Tourism	LWT11B0	14
	Media & Public Relations for Tourism I	MPR11B0	14
	Tourism Development II	TOD21B0	23
	Choose any <u>One </u>of the Elective Modules		
	Travel & Tourism Practice II: Hospitality Operations I (*)	TTH22B0	12
	Travel & Tourism Practice II: Galileo	GAL11B0	12
	Travel & Tourism Practice II: Cultural Tourism I (***)	TTC22B0	12
	Travel & Tourism Practice II: Event Management I (*)	TTE22B0	12
YEAR 3	NQF level 6 (360 credits – includes credits of NQF levels 5A and 5B)		
	Tourism Development III	TOD33B0	20
	Travel & Tourism Management III	TTM3110	20
	Co-operative Education Module A	COP33B0	60
	Travel & Tourism Practice III: Destinations III	TTD33B0	08
	Choose any <u>One </u>of the Elective Modules		
	Travel & Tourism Practice III: Hospitality Operations module II	TTH33B0	12
	Travel & Tourism Practice III: Tourist Guiding II	TTP3C10	12

	Travel & Tourism Practice III:	TTP3G10	12

	Cultural Tourism II		
	Travel & Tourism Practice III: Event Management II module	TTE33B0	12
OPTIONAL	Conversational French I	COF1110	16 0
	Conversational German	COG1110	16 0
	Galileo (**)	GAL1110	0
Please Note:	(*) Choice of one out of the three elective modules PLUS ONE Compulsory module in Years 2 and 3. Once a choice has been made at Year 2 that choice has to be carried through to Year 3.		
	(***) This elective is only offered at IBIKA campus		
	(**) This elective is only offered at COLLEGE STREET campus		
	Certain offering/s or subject/s (and combinations) are required to be successfully completed before the offering/s at a higher level can be registered for (pre-requisites).		
	Optional subjects and/or modules are subject to a minimum and maximum student enrolment.		

ADVANCED DIPLOMA: TOURISM MANAGEMENT

Qualification: Advanced Diploma in Tourism Management
Offering Type: Full-Time & Part-Time

(Note: The Advanced Diploma is offered in Block Sessions of 4 working days per month.)

Rules and Regulations
Students who are graduates of the Dip. (Tourism Management), or equivalent (NQF 360 credits) are required to direct their enquiries to the
Head of Department for further information about the conversion (Tourism Management).

Purpose Statement
To equip students who have qualified for ND: Tourism Management with a post-graduate Diploma in Tourism Management. There is a need in the
tourism industry for graduates who will be able, not only to conduct research, but also to formulate ground breaking policies for the industry.

Entry Requirements
Advanced Diploma applicants must have completed successfully a recognised NQF 6 (360 credits) tourism qualification. To be admitted applicants
require an average of 60% pass mark on major subjects, on NQF 6, or, in addition to the completed National Diploma, have two-years relevant industry
experience.

Each application for acceptance onto the course will be assessed individually.

Duration
1 year on full-time and 2 years on part-time basis.
NB: Part time students are required to register for the Advanced Diploma over two years.

Exit Point
Advanced Diploma, after having completed this qualification and obtaining 120 credits.

Exit Level Outcomes
The qualifying learner should be able to:
- Undertake Tourism destination management.
- Function as a Tourism destination planner.
- Effectively market both local and international tourism.
- Conduct research aimed at improvement in the tourism industry.
- Undertake statistical analysis of tourists at a destination.
- Effectively present tourism conference presentations.
- Responsibly manage tourism planning and sustainable tourism development.

Subject Categorisation for Advanced Diploma: Tourism Management
(S/Y = Semester/Year; F/C Fundamental/Core credits)

SUBJECTS	SUBJECT CODES	SUBJECT CREDITS	S/Y	F/C
Research Methodology I (Semester 1)	RMT17B1	20	S	C
Tourism Development IV (Semester 1)	TOD47B1	25	S	C
Marketing for Tourism III (Semester 2)	MFT37B2	25	S	C
Advanced Strategic Management IV (Semester 2)	ASM17B2	25	S	C
Tourism Research Project (Semester I and 2)	TRP17B0	25	S	C

Completion
All courses and modules and the Research Project must be completed.

Exclusion
A student who fails to complete the post graduate diploma in three years full-time and four years part-time, will not be readmitted the following
year. All SENATE rules and regulatios applicable to under performing students at post-graduate level will be applied.

FACULTY PROGRESSION REQUIREMENTS

Students who fail to maintain the following minimum rate of progress will not be readmitted to the university on academic grounds:

A One-year programme (120 credits, e.g. National Diploma, B. Tech) (120 divided by 2 years)

After 1 semester   30 credits
After 2 semesters   An accumulated total of 60 credits

| After 3 semesters | An accumulated total of 90 credits |
| After 4 semesters | An accumulated total of 120 credits |

A Two-year programme (240 credits, e.g. National Higher Certificate) (240 divided by 3 years)

After 1 semester	40 credits
After 2 semesters	An accumulated total of 80 credits
After 3 semesters	An accumulated total of 120 credits
After 4 semesters	An accumulated total of 160 credits
After 5semesters	An accumulated total of 200 credits
After 6 semesters	An accumulated total of 240 credits

A Three-year programme (240 credits, e.g. National Higher Certificate Extended) (240 divided by 4 years)

After 1 semester	30 credits
After 2 semesters	An accumulated total of 60 credits
After 3 semesters	An accumulated total of 90 credits
After 4 semesters	An accumulated total of 120 credits
After 5 semesters	An accumulated total of 150 credits
After 6 semesters	An accumulated total of 180 credits
After 7 semesters	An accumulated total of 210 credits
After 8 semesters	An accumulated total of 240 credits

A Three-year programme (360 credits, e.g. National Diploma) (360 divided by 5 years)

After 1 semester	36 credits
After 2 semesters	An accumulated total of 72 credits
After 3 semesters	An accumulated total of 108 credits
After 4 semesters	An accumulated total of 144 credits
After 5 semesters	An accumulated total of 180 credits
After 6 semesters	An accumulated total of 216 credits
After 7 semesters	An accumulated total of 252 credits
After 8 semesters	An accumulated total of 288 credits
After 9 semesters	An accumulated total of 324 credits
After 10 semesters	An accumulated total of 360 credits

In addition to the above requirements the students should also pass all major subjects at different levels.