



DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INVULESI YASETHEKWINI YEZOBUCHWEPHESHE



**FACULTY OF
ACCOUNTING
& INFORMATICS**

A photograph of a classroom scene. A lecturer in a white shirt is standing on the left, pointing at a whiteboard. Several students are seated at desks, looking towards the whiteboard. The foreground shows a student in a red jacket looking down at a book. The image is partially obscured by a large blue diagonal overlay.

MANAGEMENT ACCOUNTING 2020 HANDBOOK

HANDBOOK 2020

**FACULTY OF
ACCOUNTING AND
INFORMATICS**

**DEPARTMENT OF
MANAGEMENT ACCOUNTING**

FACULTY VISION

A globally recognized faculty for academic excellence

FACULTY MISSION STATEMENT

“Developing Leaders for the Information Society” Through:

- Excellence in teaching and learning
- Relevant research and Creative Innovation
- Social Entrepreneurship

DEPARTMENTAL VISION

A premier department for academic excellence

DEPARTMENTAL MISSION

“Empowering Leaders in Managerial Accounting and Finance” Through:

- Student-centred Teaching, Learning and Assessment
- Applied Research and Collaboration
- Entrepreneurship and Community Engagement

What is a University of Technology?

A university of technology is characterized by being research informed rather than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, research output is commercialized thus providing a source of income for the institution. Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as defined by industry and the professions.

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IMPORTANT NOTICE

The departmental rules in this handbook must be read in conjunction with the University of Technology's General Rules contained in the current General Handbook for Students.

Please note that due to national legislation, signed into effect by the Minister of Higher Education in the Government Gazette no. 40123 of 6th July 2016, the last permitted first time enrolment for any non-HEQSF aligned programme will be the 31st December 2019. This means that you will not be able to enrol for a Bachelor of Technology (BTech) degree at DUT, or at any other institution in South Africa after this date.

NOTE TO ALL REGISTERED STUDENTS

Your registration is in accordance with all current rules of the Institution. If, for whatever reason, you do not register consecutively for every year/semester of your programme, your existing registration contract with the Institution will cease. Your re-registration anytime thereafter will be at the discretion of the Institution and, if permitted, will be in accordance with the rules applicable at that time.

I. CONTACT DETAILS

All departmental queries to:

Secretary: Mrs Bongikile Gqwa
Tel No: (031) 373 5644
Fax No: (031) 373 5226
Email: bongekilen@dut.ac.za
Location of Department: Ritson Campus DC - I204C

All Faculty queries to:

Faculty officer: Mrs S. Moodley
Mrs N Singh-Sakichand
Tel No: (031) 373 5520
Fax No: (031) 373 5518
E-mail: sandram@dut.ac.za and nitashas@dut.ac.za
Location of Faculty office: East Wing, Hotel School Building, Ritson Campus

Executive Dean:

Professor Oludayo, O. Olugbara
Tel No: (031) 373 5597
Fax No: (031) 373 5518
Location of
Executive Dean's office: North Wing, Hotel School Building, Ritson Campus



2. STAFFING Name and Qualification

Head of Department ACTING)

Dr. O.M. Olarewaju, Bsc. MSc. PhD (ACC), ACA, BA(SA)

Associate Professor

Dr. MD Humanyun Kabir, Ph D (NWU); MBA Accounting University of Chittagong; BBA Honours Accounting (University of Chittagong)

Lecturers

Mrs OA Arise, M Acc (DUT); BSc Hons (ACC)

Mrs M Cloete, M Acc (DUT); B Tech CMA (TN); HDE (Econ Sci) (UND)

Dr F Marimuthu, PhD(FIN) (UKZN); MBA (UDW); B Tech CMA; ND CMA (MLST)

Miss M P Msomi, B Tech CMA; ND CMA (DUT)

Mrs A Maharaj, M Tech CMA (DUT); B Tech CMA; ND FIS (DUT)

Mr SK Naidoo, M Tech CMA (DUT); NHD Cost Accounting; ACIS

Mr N R Nunden, B Com Hons (Man. Acc) (UND); B Tech CMA; N D CMA.

Mr Z W Nzuzza, Professional Accountant (SA); M CMA (DUT); NHC

Project Mgt (MANCOSA).

Mrs S Singh, B Tech CMA; ND CMA (DUT)

Mrs V Yearwood, B Tech CMA (TN); HDE (Econ. Sci.) (UND)

Miss S Zunckel, M Acc (DUT) B Tech CMA; ND CMA (DUT)

Technician

Mr B Nkosi, B Tech FIS (DUT); ND FIS (TN)

3. PROGRAMMES OFFERED BY THE DEPARTMENT

Programmes are offered in this Department, which, upon successful completion, lead to the award of the following qualifications:

Qualification	SAQA NLRD Number
<u>New offerings</u> Diploma: Management Accounting Advanced Diploma: Management Accounting Master's Degree in Accounting	96845
<u>Old offerings</u> National Diploma: Cost and Management Accounting ¹ National Diploma: Cost and Management Accounting (Extended curriculum programme) ² Bachelor of technology: Cost and Management Accounting ³	

1. The National Diploma: Cost and Management Accounting was re-curriculated and is phased-out to allow for the new Diploma in Management Accounting. The last cohort of first-time entering students admitted to the National Diploma qualification was January 2019 and no new registrations will be allowed onto this qualification (inclusive of transfer students).
2. The National Diploma: Cost and Management Accounting (Extended Curriculum Programme) was re-curriculated and is phased-out to allow for the new Diploma in Management Accounting (Extended Curriculum Programme). The last cohort of first-time entering students admitted to the National Diploma qualification was January 2019 and no new registrations will be allowed onto this qualification (inclusive of transfer students).
3. The Bachelor of Technology Degree will be phased and the Advanced Diploma: Management Accounting will be introduced in 2019.

The department is currently awaiting the accreditation of the Post-Graduate Diploma: Management Accounting. The proposed date of implementation is 2021. The articulation from the Diploma to the Masters is indicated below.

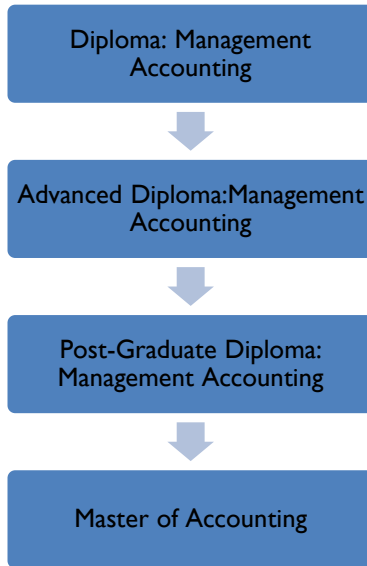


Figure 1 Articulation from Diploma to Master's Degree

4. PROGRAMME INFORMATION ENTRANCE REQUIREMENTS AND RULES

4.1 Diploma: Management Accounting (3 Years) Entrance Requirements

In addition to the DUT General Rules pertaining to admission and registration (Rule G7(1) and G7(2)(b)(ii) refer), the minimum admission requirements to the Diploma is

NSC REQUIREMENTS		SENIOR CERTIFICATE REQUIREMENTS Senior Cert. or equivalent qualification		
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG
English (home) OR English(1st additional)	3 4	Maths OR Accounting	E D	D C
Maths OR Accounting	3 4	OR		
AND Three 20 credit subjects	3	Pass in Maths or Accounting with 30 points or more		
OR		Students applying will be ranked according to the points system based on the ranking code per General Rule 7.		
English (home) OR English(1st additional)	3 4	Applicants with TVET colleges NCV entrance requirements: A level 4 national certificate vocational with the following minimum requirements: 1.At least 50% in three fundamental subjects including English 2.At least 60% in three compulsory vocational subjects.		
Maths literacy And Accounting	5 4			
And Two 20 credits subjects	3			

4.2 **ADVANCED DIPLOMA: MANAGEMENT ACCOUNTING**

Entrance Requirements

The minimum admission requirements for the Advanced Diploma in Management Accounting are:

- Diploma in Management Accounting
- National Diploma in Cost and Management Accounting
- An appropriate diploma or bachelor's degree at NQF level 6

Meeting the minimum requirements for this programme does not necessarily guarantee admission to the programme due to space constraints. Students that meet their entrance requirements will be ranked according to the academic results of the previous completed qualification at NQF level 6. Recognition of prior learning (RPL) can be used to grant access to students who do not meet the minimum admission requirements. RPL is subject to the DUT RPL Policy.

Duration of instructional programme

One (1) year full- time Two (2) years part-time.

4.3. **MASTER'S DEGREE IN ACCOUNTING (MACC)**

MINIMUM ADMISSION REQUIREMENTS: Master's Degree in Accounting (MACC)

In addition to the requirement Rule G24 of the General Rules of the DUT, the following shall apply:

The candidate must have been awarded an Honours Degree (NQF level 8 (new HEQSF)) or a Post Graduate Diploma qualification in the field of either Financial Accounting, Management Accounting, Taxation or Auditing.

Candidates who have completed an Honours Degree or a B Tech qualification in any accounting discipline (as noted above) on the old HEQF, may be considered for the Master's Degree on condition that they are able to obtain a status for level 8 which may entail additional courses required as determined by the department.

Instructional Programme

This instructional programme comprises a research project culminating in a dissertation. In their dissertation students must prove that they understand a particular problem in the industry in which they have done research, are able to analyse and set it out logically, are able to arrive at logical conclusions or a diagnosis, and then able to make proposals for the improvement/the elimination of the problem. The dissertation must comply with the normal general technical requirements and rules with regard to scope, quality and layout per

Rule G43.

Duration of instructional programme. The minimum duration of the degree is one year.

4. PROGRAMME STRUCTURE

5.1 DIPLOMA: MANAGEMENT ACCOUNTING

Name of subject	Subject Code	NQF level	Study level (Semester)	Module Credit	*C/E	Pre-requisite	Co-requisite	Exam
Financial Accounting 1a	TBA	5	21	12	C	N/A	N/A	Y
Financial Accounting 1b	TBA	5	22	12	C	N/A	N/A	Y
Cost and Management Accounting 1a	TBA	5	21	12	C	N/A	N/A	Y
Cost and Management Accounting 1b	TBA	5	22	12	C	N/A	N/A	Y
Principles of Microeconomics	TBA	5	21	12	C	N/A	N/A	Y
Principles of Macroeconomics	TBA	5	22	12	C	N/A	N/A	Y
Business Fundamentals 1	TBA	5	21	12	C	N/A	N/A	Y
Business Information Systems 1a	TBA	5	21	8	C	N/A	N/A	Y
Cornerstone 101	TBA	5	21	12	C	N/A	N/A	N
Values in the workplace	TBA	5	21	8	C	N/A	N/A	N
Quantitative Techniques 1a	TBA	5	21	8	C	N/A	N/A	Y
Taxation 1	TBA	5	21	12	C	N/A	N/A	Y
Quantitative Techniques 1b	TBA	5	21	8	C	N/A	N/A	Y
Commercial Law for Accountants 1	TBA	5	21	8	C	N/A	N/A	Y
Commercial Law for Accountants 2a	TBA	5	21	8	C	Commercial law for accounting I	N/A	Y
Commercial Law for Accountants 2b	TBA	5	22	8	C	Commercial law for accounting I	N/A	Y
Business Fundamentals 2	TBA	6	21	12	C	Bus. Fundamental I	N/A	Y
Financial Accounting 2a	TBA	6	21	12	C	Fin. Accounting 1a & 1b	N/A	Y
Financial Accounting 2b	TBA	6	22	12	C	Fin. Accounting 1a & 1b	N/A	Y
Cost and Management Accounting 2a	TBA	6	21	12	C	cost & mgt accounting 1a & 1b	N/A	Y
Cost and Management Accounting 2b	TBA	6	22	12	C	cost & mgt accounting 1a & 1b	N/A	Y
Taxation 2a	TBA	6	21	12	C	Fin. Accounting 1a & 1b Taxation 1	N/A	Y
Taxation 2b	TBA	6	21	12	C	Fin. Accounting 1a & 1b	N/A	Y

						Taxation I		
Auditing 2a	TBA	5	21	12	C	Fin. Accounting 1a & 1b	N/A	Y
Auditing 2b	TBA	5	22	12	C	fin, accounting 1a & 1b	N/A	Y
Management Accounting 3a	TBA	6	21	12	C	cost & magt accounting 2a & 2b	N/A	Y
Management Accounting 3b	TBA	6	22	12	C	cost & magt accounting 2a & 2b	N/A	Y
The Global Environment	TBA	6	21	8	C	N/A	N/A	Y
Community Engagement	TBA	6	21	8	C	N/A	N/A	Y
Business Information Systems 1b	TBA	5	22	8	C	N/A	N/A	Y
Organisational Management 1a	TBA	6	22	8	C	N/A	N/A	Y
Organisational Management 1b	TBA	6	22	8	C	N/A	N/A	Y
Corporate Procedures	TBA	6	21	12	C	commercial law for accounting 2a & 2b	N/A	Y
Entrepreneurial Spirit	TBA	6	21	12	C	Bus. Fundamental 1 & 2	N/A	Y
Applied Financial Accounting 3a	TBA	7	21	12	C	Fin. Accounting 2a & 2b	N/A	Y
Applied Financial Accounting 3b	TBA	7	22	12	C	Fin. Accounting 2a & 2b	N/A	Y

*C = Compulsory; E = Elective

5.2 ND: Cost and Management Accounting NDCMA3 (Phased out)

MODULES	CODES	*PRE-REQUISITES
<u>Year 1 - Study period 1</u>		
<u>Semester 1</u>		
Financial Accounting 1 (M1)	FACC113	n/a
Cost Accounting 1	CTAC101	n/a
Economics 1 (M1)	ECMC112	n/a
Business information system (M1)	BISY111	n/a
Communication 1	CMUN101	n/a
<u>Semester 2</u>		
Financial Accounting 1 (M2)	FACC123	n/a
Business Calculations 1	BCAL101	n/a
Economics 1 (M2)	ECMC122	n/a

Entrepreneurial Skills I	ENSK103	n/a
Commercial Law I	CLAC101	n/a
Year 2 - Study period 2		
Semester 1		
Financial Accounting 2 (M1)	FACC213	FACC113 FACC123
Cost Accounting 2 (M1)	CTAC211	CTAC101
Commercial Law 2 (M1)	CLAC211	CLAC101
Auditing 2 (M1)	AUDT212	FACC113 FACC123
Taxation I	TAXN102	FACC113 FACC123
Semester 2		
Financial Accounting 2 (M2)	FACC223	FACC113 FACC123
Cost Accounting 2 (M2)	CTAC221	CTAC101
Business information system (M2)	BISY121	n/a
Auditing 2 (M2)	AUDT222	FACC113 FACC123
Commercial Law 2 (M2)	CLAC221	CLAC101
Year 3 - Study period 3		
Semester 1		
Financial Accounting 3 (M1)	FACC313	FACC213 FACC223
Taxation 2 (M1)	TAXN211	TAXN102
Organisational Management 3 (M1)	ORMN311	n/a
Management Accounting 3 (M1)	MGTA312	CTAC211 CTAC221
Corporate Procedures 2	CRPP201	CLAC211 CLAC221
Semester 2		
Financial Accounting 3 (M2)	FACC323	FACC213 FACC223
Taxation 2 (M2)	TAXN221	TAXN102
Management Accounting 3 (M2)	MGTA322	CTAC211 CTAC221
Organisational Management 3 (M2)	ORMN321	n/a
Business Statistics 2	BSTS201	BCAL101

5.3 ND: Cost and Management Accounting Extended Curriculum Programme NDCAF2 (Phased out)

MODULES	CODES	*PRE-REQUISITES
Year 1 - Study period 1		
Annual		
Accounting professional practice	APRP101	n/a
Semester 1		
Quantitative Literacy	QTLT101	n/a
Financial Accounting 1 (M1)	FACC113	n/a
Business information system (M1)	BISY111	n/a
Communication 1	CMUN101	n/a
Semester 2		
Financial Accounting 1 (M2)	FACC123	n/a
Business Calculations 1	BCAL101	n/a
Entrepreneurial Skills 1	ENSK103	n/a
Year 2 - Study period 2		
Semester 1		
Financial Accounting 2 (M1)	FACC213	FACC113 FACC123
Economics 1 (M1)	ECMC112	n/a
Cost Accounting 1	CTAC101	n/a
Taxation 1	TAXN102	FACC113 FACC123
Semester 2		
Financial Accounting 2 (M2)	FACC223	FACC113 FACC123
Business information system (M2)	BISY121	n/a
Economics 1 (M2)	ECMC122	n/a
Commercial Law 1	CLAC101	n/a
Year 3 - Study period 3		
Semester 1		
Financial Accounting 3 (M1)	FACC313	FACC213 FACC223
Cost Accounting 2 (M1)	CTAC211	CTAC101
Taxation 2 (M1)	TAXN211	TAXN102
Commercial Law 2 (M1)	CLAC211	CLAC101
Semester 2		
Financial Accounting 3 (M2)	FACC323	FACC213 FACC223
Taxation 2 (M2)	TAXN221	TAXN102

Cost Accounting 2 (M2)	CTAC221	CTAC101
Commercial Law 2 (M2)	CLAC221	CLAC101
Year 4 - Study period 4		
Semester 1		
Organisational Management 3 (M1)	ORMN311	n/a
Management Accounting 3 (M1)	MGTA312	CTAC211 CTAC221
Auditing 2 (M1)	AUDT212	FACC113 FACC123
Corporate Procedures 2	CRPP201	CLAC211 CLAC221
Semester 2		
Organisational Management 3 (M2)	ORMN321	n/a
Auditing 2 (M2)	AUDT222	FACC113 FACC123
Management Accounting 3 (M2)	MGTA322	CTAC211 CTAC221
Business Statistics 2	BSTS201	BCAL101



5.4 B TECH: Cost and Management Accounting BTCMA2 (Phased out)

Modules	Codes	Assessment method	NQF Level	Pre-requisites
Year 1 (Study period 1)				
Semester 1				
Research Methodology (Annual)	RSMT101	C/A	7	
Management Accounting IV (M1)	MGTA411	Exam	7	
Financial Management IV (M1)	FNLM413	Exam	7	
Systems and Project Management (M1)	SYPM411	Exam	7	
Financial Reporting IV (M1)	FNRP411	Exam	7	
Year 1 (Study period 1)				
Semester 2				
Management Accounting IV (M2)	MGTA421	Exam	7	
Financial Management IV (M2)	FNLM423	Exam	7	
Business Strategy II	BSTY201	Exam	7	
Systems and Project Management (M2)	SYPM421	Exam	7	
Financial Reporting IV (M2)	FNRP421	Exam	7	

C/A = Continuous assessment

5.5 Advanced Diploma: Management Accounting (Full time)

Modules	Codes	Assessment method	NQF Level	Pre-requisites
Study period 1				
Semester 1				
Financial Management 4a	TBA	Exam	7	N/A
Financial Reporting 4a	TBA	Exam	7	N/A
Management Accounting 4a	TBA	Exam	7	N/A
System and project management 4a	TBA	Exam	7	N/A
Risk Management	TBA	Exam	7	N/A
Semester 2				
Strategic planning	TBA	Continuous Assessment	7	N/A
Financial Management 4b	TBA	Exam	7	N/A
Financial Reporting 4b	TBA	Exam	7	N/A
Management Accounting 4b	TBA	Exam	7	N/A
System and Project Management 4b	TBA	Exam	7	N/A

Advanced Diploma: Management Accounting (Part time)

Modules	Codes	Assessment method	NQF Level	Pre-requisites
Study period 1				
Semester 1				
Financial Management 4a	TBA	Exam	7	N/A
Management Accounting 4a	TBA	Exam	7	N/A
System and project management 4a	TBA	Exam	7	N/A
Semester 2				
Financial Management 4b	TBA	Exam	7	N/A
Management Accounting 4b	TBA	Exam	7	N/A
System and Project Management 4b	TBA	Exam	7	N/A
Modules	Codes	Assessment method	NQF Level	Pre-requisites
Study period 2				
Semester 1				
Financial Reporting 4a	TBA	Exam	7	N/A
Risk Management	TBA	Exam	7	N/A
Semester 2				
Strategic planning	TBA	Continuous Assessment	7	N/A
Financial Reporting 4b	TBA	Exam	7	N/A

5. REGISTRATION AND RE-REGISTRATION RULES E

Examinations and Continuous Assessment.

Year marks are awarded for tests written (or orals) and assignments during the academic year. The number and duration of subject tests are set out in the subject learner guides issued to students at the first lecture.

Course Marks

Each subject has a course mark unless performance is evaluated by the continuous evaluation method as approved by Senate.

Eligibility for examinations

A student will be permitted to write the final examination in a subject if he/she has obtained a course mark of 40% or more.

RE-REGISTRATION RULES

5.1 National Diploma:

Re-admission to later years of study

Full time students who are enrolled for a National Diploma must pass a minimum of three modules per study period in order to be re-admitted for further studies.

Appeals

Students may apply with motivation to the Head of Department, in writing, to be re-considered for re-admission. The Head of Department will make a recommendation to the Faculty Board for a decision.

Maximum Time Allowed for Completion of Qualifications

The maximum time allowed for completion of qualifications is twice the minimum time of study for the qualifications. The periods of incomplete study at another institution or department will be included in the assessment.

5.2 BACHELOR OF TECHNOLOGY: COST AND MANAGEMENT ACCOUNTING

Re-admission to later years of study

Full time students who are enrolled for the first year of study for a B. Tech must pass a minimum of three modules per semester in order to be re-admitted for further studies.

Appeals

Students may apply with motivation to the Head of Department, in writing, to be re-considered for re-admission. The Head of Department will make a recommendation to the Faculty Board for a decision.

Maximum Time Allowed for Completion of Qualifications

The maximum time allowed for completion of qualifications is twice the minimum time of study for the qualifications. The periods of incomplete study at another institution / department will be included in the assessment.

6.3 ADVANCED DIPLOMA: MANAGEMENT ACCOUNTING

Re-admission to later years of study

Full time student who are enrolled for an Advanced Diploma must pass all ten modules. Part time students who are enrolled for an Advanced Diploma must pass a minimum of any **three** modules per study period in order to be re-admitted for further studies. In addition to Rule G17, a student must successfully pass 50% or more of the registered modules in order to re-register for the programme.

6.4 MASTER OF ACCOUNTING WARNING OF UNSATISFACTORY ACADEMIC PROGRESS

A student shall be excluded from and refused re-registration:

- 6.4.1 If there is non-compliance in terms of Rule G24 (2) (b) of the Durban University of Technology's General Handbook. If the student fails to obtain the qualification within three years after first registering for it the Senate may refuse to renew the students' registration or may impose any conditions, it deems fit. A student may apply to the Executive Committee of the Faculty Board for an extension.
- 6.4.2 If the student does not have an approved MAcc research proposal within 6 months of first registration AND submit periodic progress reports. If progress is unsatisfactory, the Faculty Research Committee may elect to de-register the student.
- 6.4.3 If in the opinion of the supervisor/s and the Faculty Board, the student fails to maintain minimum progress in their research project.

7 SUBJECT CONTENT

NB: students must read this section in conjunction with the relevant module learner guides

7.1 DIPLOMA MANAGEMENT ACCOUNTING

Business Information Systems I

Module I

Understand the function of the hardware elements and software of the computer.

Describe the special requirements of an enterprise-size organization.

Describe the different phases involved in development of an information system

Business Fundamentals I

Module I

Manage principles of key business aspects such as time and stress within your everyday and academic life.

Develop and apply written and verbal skills for effective interpersonal, group and organisational communication within business context.

Identify and use information from a variety of sources ethically and responsibly.

Demonstrate an awareness of cultural, social justice issues and ethics in the business world.

Apply basic business literacy concepts small businesses.

Commercial Law for Accountants I

Module I

Explain the basic framework of the South African Legal system, including the sources of law and the judiciary;

Interpret and apply the general principles of the law of contract;

Interpret and apply the law relating to the contract of sale;

Explain the establishment of representation and its effect in a contract of agency and discuss the extent of liability of an agent;

Explain and apply the legal principles governing delictual liability and unjustified enrichment.

Cornerstone 101

Module I

Identify and critically interrogate particular *constructions* about themselves and others in the context of a diverse society.

Apply communication practices appropriate to higher education.

Demonstrate values of respect, accountability and responsibility in relation to a just society and a sustainable environment

Cost and Management Accounting Ia

Module I

Application of the basic principles of cost classification and terminology.

Define and explain the different terms and concepts in respect of stock holding and administer different stock systems.

Administer remuneration systems.

Classification and analysis of overheads and allocation of overheads by means of predetermined rates.

Discuss the cost flow in a manufacturing concern determine cost of manufactured products and services.

Apply the Cost-volume-profit analysis as a management tool.

Cost and Management Accounting Ib

Module 2

Discuss the basic principles of Integrated and Interlocking costing systems

Classification and analysis of overheads and allocation of overheads by means of predetermined rates in Job Costing.

Discuss the cost flow in contracts to determine cost of service

Apply the various concepts in Case studies for decision making purposes.

Financial Accounting Ia

Module I

Identify the elements and the effect of transactions on the accounting equation.

Record transactions within the accounting system from source document to conclusion in the financial statements.

Prepare year end procedures including adjustments and closing entries.

Enter transactions using both the perpetual and periodic inventory systems including the recoding of VAT.

Draw up a manufacturing statement to calculate the cost of manufacture of finished goods.

Reconcile the General Ledger Bank account with the Bank Statement.

Financial Accounting Ib

Module 2

Prepare a set of financial statements for a sole trader using correct disclosure.

Record changes in assets especially the purchase, depreciation and disposal of property, plant and equipment.

Present liabilities in the financial statements showing non-current and current portions.

Understand the difference between the equity of a sole trader, partnership, close corporation and a company.

Prepare accounting records for partnerships with respect to profit sharing,

admission of a partners and the liquidation of a partnership.

Record the issue of share capital in a company and its effect on the equity of a company.

Prepare the financial statements of a close corporation.

Principles of Macroeconomics

Module 1

Use appropriate models to explain how the macro-economy operates.

Explain macroeconomic objectives and their measurement.

Apply the relevant quantitative analysis to measure the relevant economic indicators in the macro-economy.

Explain the role of the monetary sector within the macro-economy.

Discuss the role of the government within the mixed economic system.

Explain the interaction between the domestic economy and the foreign sector (international sector).

Principles of Microeconomics

Module 2

Define Economics, the economic problem and its implications.

Use a graphical model to explain how a market economy works, identify the participants in this economy and describe the interrelationships between them.

Use demand and supply diagrams to explain how price and output are determined in free and regulated goods markets.

Explain the concept of elasticity and its application in business decisions.

Use demand and supply diagrams to explain how wages and employment are determined in the perfect and imperfect labour markets.

Analyse the cost and revenue structure of a profit maximizing firm.

Evaluate the decisions of firms in perfect and imperfect market structures, both in the short-run and the long-run periods

Quantitative Techniques Ia

To perform basic mathematical and financial calculations in the business environment as a mean in assisting in decision making. To perform the summarizing and analyzing of data in the business environment to assist in decision-making.

Values in the workplace

Identify personal values and how it influences values about others in the context of a diverse workplace.

Understand the interconnections between values, spirituality, ethics, and leadership.

Develop a greater level of social responsibility and demonstrate appropriate spiritually based values for the workplace.

Auditing 2a

Module 1

Students is expected to be able to: Describe the reasons for having an auditor, differentiate between the types of auditors, Understand the four parts of the Code of professional conduct apply the application of the code and define the fundamental principles. Identify threats and provide safeguards to address the threats, describe the procedures of pre-incorporation contracts, issuing of shares, financial assistance to directors& removal of directors. Define reportable irregularities.

Define corporate governance. Understand the role and functions of the board of directors, audit committees, internal audit and the company secretary, Describe the steps that lead to the audit process, Understand the fundamental reasons for obtaining evidence and explain the terms sufficiency, appropriate,

Auditing 2b

Module 2

Students must have an understanding of: Internal controls which are applied in the daily processing of transaction in the business sector, the procedures when good goods are sold on credit and returned by customers, The procedures when goods are purchased on credit and returned to suppliers, The procedures when inventory is received or manufactured and safely stored, The procedures for payment of wages to employees and understanding the various types of fraud than can occur in the cycle.

Business Fundamentals 2

Conduct independent research using several methods & sources.

Develop a sense of environmental awareness & responsibility through exposure to trends in sustainable environmental practice.

Explain the environmental impact & ethical implications of decisions taken at the organisational level.

Use established conventions of academic writing to prepare a basic business plan.

Explain perspectives on value, respect and appreciate diversity & difference in local, regional, national and global context.

Develop an awareness of link between technology & society.

Business Information Systems 2

Module 2

Demonstrate a basic understanding of the structure and use of computer networks in business

Demonstrate the ability to use Web 2.0 technologies

Discuss the impact of Web 2.0 services on small businesses

Discuss potential computer risks and the methods of safeguarding against these risks (risks with regards to organizations, individuals, and health and ethical issues in an information system)

Discuss methods for maintaining high-quality data, organizing them in a database and assessing the quality of valuable information

Describe the special requirements of an enterprise-size organization

Describe the different phases involved in development of an information system

Commercial Law for Accountants 2a

Module 1

Outline the law relating to a contract of lease and apply the information to practical situations and find solutions to problems;

Implement the legal provisions relating to the various forms of payment, including negotiable instruments, electronic data interchange and electronic fund transfers, as well as the legal implications of e-commerce and apply the information to practical situations and find solutions to problems;

Analyse the law relating to insurance and apply the information to practical situations and find solutions to problems;

Explain the law relating to the various forms of security and apply the information to practical situations and find solutions to problems.

Implement the legal provisions set out in the National Credit Act 34 of 2005 and the Consumer Protection Act 68 of 2008, and apply the information to practical situations and find solutions to problems;

Outline the provisions relating to employment contracts, the Basic Conditions of Employment Act 75 of 1997, the Occupational Safety Act 85 of 1993 and related labour legislation;

Outline the principles relating to the various intellectual property rights in South Africa; and

Outline the principles governing sequestration and insolvent estates insofar as they relate to the rights of a creditor.

Commercial Law for Accountants 2b

Module 2

Explain the nature, legal status and administration of business organisations

Explain the law relating to the financing and management of companies limited by shares.

Understand the capital maintenance principles and the purpose for which shares are issued, redeemed or purchased and the principles of corporate finance in general.

Explain the appointment, retirement and removal of directors and other prescribed officers of the company.

Understand the concept of “group of companies”, fundamental transactions and takeovers.

Explain the business rescue and compromise proceedings, and remedies, South African enforcement agencies and alternative dispute resolution processes.

Cost and Management Accounting 2a

Module 2

Analyse data and prepare variable budgets and report on performance management

Demonstrate an understanding on contracts and calculate the profit or loss

Reconciliation of Cost profits with Financial profits in an interlocking and integrated accounting system

Calculation of Total Job costs and the application of over and under applied Overheads

Cost and Management Accounting 2b

Module 2

Demonstrate competency in the operation of process costing systems with equivalent units and normal and abnormal losses.

Demonstrate competency in operation of process costing systems with joint and by products

Draw up income statements according to the direct and absorption costing methods

Demonstrate the ability to use pricing decisions

Demonstrate the ability to implement a standard costing system

Financial Accounting 2a

Module 1

Display a thorough knowledge and application of the Conceptual Framework
Prepare and present financial statements in compliance with Generally Accepted Accounting Practice and International Financial Reporting Standards.

Display a thorough understanding of maintaining proper records pertaining inventory for different types of entities (i.e. Service, retail and Manufacturing).

Display an understanding of the treatment of shares in accordance with the new companies act of 2008.

Financial Accounting 2b

Module 2

Display a thorough knowledge and application of the Conceptual Framework
Prepare and present financial statements in compliance with Generally Accepted Accounting Practice and International Financial Reporting Standards

Display a thorough knowledge of the preparation of the Statement Cash Flows.

Demonstrate an understanding of accounting for Foreign Exchange Transactions.

Demonstrate an ability to perform the annual indicator reviews and accounting for assets impairment losses

Quantitative Techniques 1b

Module 2

Perform financial calculations in the business environment as a means of assisting in decision making.

Perform the forecasting of future levels of activities by means of time series analysis and linear regression and correlation analysis in the business environment to assist in decision making.

Determine the reliability and certainty of generalizing sampling findings from a survey to estimate parameters in the target population through probability concepts and probability distributions in the business environment to assist in decision making.

Generalize sample findings to their target population through statistical estimation and hypothesis testing in the business environment to assist in decision making.

Taxation I

Module 1

Determine the components of gross income.

Identify and apply all the special inclusions for individuals.

Determine which incomes are exempt for individuals.

Apply the general deduction formula, for individuals.
Compute the tax due by or due to an individual.
Calculate the value of fringe benefits received for an individual.
Apply and discuss Capital Gains Taxation in a relation to individuals.
Complete the tax return for an individual.

Applied Financial Accounting 3A Module 1

Apply the conceptual framework of the IASB using an integrated knowledge of International Financial Reporting Standards.

Demonstrate an ability to produce and analyse financial statements in compliance with generally accepted Accounting Practice and IFRS.

Demonstrate an ability to present and evaluate a statement of cash flows

Apply IFRS to compute, disclose and report on basic earnings per share, dividends per share and headline earnings per share

Differentiate finance and operating leases and calculate and disclose the elements related thereto in terms of IFRS.

Applied Financial Accounting 3B Module 2

Discuss the purpose of financial reporting by applying analysis and interpretation techniques to financial statements

Identify and execute the requirements of IAS27 to prepare group financial statements/ consolidated financial statements in conformity with International Financial Reporting Standards (IFRS) and generally accepted Accounting practice (GAAP).

Apply valuations in respect of a security or business using an asset based or income based valuation in the applicable circumstances.

Incorporate changes in the form of capital structure of an entity in accordance with the objectives to be achieved and legal constraints as applicable to reconstructions and liquidations.

Community Engagement

Demonstrate how to apply community engagement principles for the improvement of society.

Work effectively in a diverse group to plan a community engagement project.
Work effectively in a diverse group to implement a community engagement project.
Work effectively in a diverse group to evaluate a community engagement project.

Corporate Procedures

Understand the need for and the requirements for a valid meeting
Outline the role of the chairman in a meeting
Understand the importance of quorum in a meeting
Discuss the role and benefits of an agenda
Have Knowledge of motions and resolutions
Explain procedure and types of voting
Understand the procedure for the taking and keeping minutes
Identify the various types of meetings in the corporate world
Understand the procedure of forming and managing a company
Describe the role of directors in a company
Explain the role and duties of the Company Secretary
Describe the borrowing powers of the company
Explain the termination of the company
Describe the way in which Stock Exchange operates
Define Corporate Governance
Explain the interaction of the corporate governance with business ethics and company law
Describe the history of Corporate Governance internationally
Distinguish between detailed rules based and principle based approaches to Governance
Explain the effect of corporate Governance on directors 'powers and duties
Describe different board structures, the role of the board and corporate social responsibility
Describe the types of policies and procedures that constitute best practise
Explain the regulatory governance framework for companies and benefits to stakeholders

ENTREPRENEURIAL SPIRIT

Express ideas and technical details clearly via written reports, communications media, and speech

Show an ability to plan and identify appropriate resources and manage a project through to completion

Demonstrate creativity and innovation by working productively in a laboratory or

field setting both as an individual and as a group

Develop a perspective of the global marketplace.

Engage with contemporary ICTs for example social media and web technologies

The Global Environment

Differentiate between various types of environmental pollution and its impact (social, economic and personal)

Describe the social, economic and environmental impact of human population growth

Explain the consequences of climate change on human health, natural resources and biodiversity

Identify the inter-relationships between sustainable development, social responsibility, economic development and environmental protection.

Management Accounting 3a

Module 1

Discuss, calculate, prepare and evaluate fixed and flexible operational and cash budgets

Discuss the use of budget reports to evaluate performance

Application of IT in the budget process

Calculate and analyse all variances associated with standard costing

Record and Reconcile the standard costing bookkeeping system

Apply and discuss the experience and learning curve

Apply Resource Planning.

Management Accounting 3b

Module 2

Discuss and apply the relevant costs for both short-term and long-term decision making

Apply and Discuss the linear programming model

Application of project management techniques and tools in cost and management accounting

Evaluate projects using investment appraisal techniques with both quantitative and qualitative factors

Organisational Management 1a

Module 1

Discuss the concepts of management

Discuss the different types of organisational charts/organograms

Identify and apply the principles of Coordination

Discuss and apply the principles of Leadership, Motivation, Organisational Power and Organisational Politics.

Determine the various conflict management techniques and methods to resolve workplace conflict based on various factors

Organisational Management 1b

Module 2

Discuss the various job analysis methods and the contribution thereof to workplace planning

Determine the planning, implementation and evaluation of placement strategies in the organisation

Implement the various labour legislation that impacts on the administrative role and function of Human Resource Management in the workplace

Discuss the principles and processes of performance management

Apply the various conflict management techniques and methods to resolve workplace conflict based on various factors.

Taxation 2a

Module 2

Apply an integrated knowledge of general and special tax deductions and related allowances and provisions.

Identify, analyse and calculate tax liability

Prepare and complete appropriate and well-formed tax returns in compliance with legislation

Discuss the various legal entities and the tax implications for those entities.

Taxation 2b

Module 2

Compute the value added tax payable or refundable by a vat registered vendor

Discuss VAT vendor processes.

Compute income tax payable for a taxpayer (who operates a business) who has had capital gains transactions during the year of assessment.

Compute taxation of small and micro businesses

Discuss and Apply Tax Avoidance and Tax Evasion legal provisions

Apply the key Sections of the Tax Administration Act

7.2 NATIONAL DIPLOMA IN COST AND MANAGEMENT ACCOUNTING (NDCMA 3) AUDITING II

Module 1

Understand the responsibilities, functions and qualities of the auditor. Understand the concepts and principles relevant to the audit.

Understand the procedures for obtaining audit evidence.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Module 2

Understand the framework for internal control and internal control evaluation. Understand the framework for internal audit.

Awareness of the process of reporting audit findings.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

BUSINESS INFORMATION SYSTEMS I

Module 1

Understand the function of the hardware elements and software of the computer. Use the computer as a storage management tool.

Use the computer as a word-processing tool.

Use the computer as a research and communication tool.

Method of evaluation

Continuous assessment = 100%

BUSINESS INFORMATION SYSTEMS I

Module 2

Understand the role of the computer in an e-commerce trade cycle. Use the computer as a word-processing tool.

Use the computer as a spreadsheet tool. Use the computer as an accounting tool.

Method of evaluation

Continuous assessment = 100%

COMMERCIAL LAW FOR ACCOUNTANTS I

Module 1

Understand the SA legal framework.

Understand the rules relating to the interpretation of statutes.

Understand and apply knowledge of principles relating to the law of contract. Understand the legal principles relating to Contract of Sale.

Understand and apply knowledge of principles relating to the law of agency.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS II

Module 1

Know and understand the most important principles and sections of the Credit Agreements Act 75 of 1980.

Understand the objectives of the Usury Act of 1968. Understand the contract of lease.

Understand the legal principles relating to negotiable instruments. Understand the law relating to insolvency.

Understand and apply the principles relating to the different forms of security. Understand and apply the principles relating to law of insurance.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMERCIAL LAW FOR ACCOUNTANTS II

Module 2

Know and apply the law relating to companies

Understand and apply provisions of the Close Corporations Act 69 of 1984. Know partnerships as a business form.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COMMUNICATION SKILLS

Effectively apply communication principles to a variety of communication activities, contexts and resolving problems. Demonstrate verbal and written communication skills.

Method of evaluation

Continuous assessment = 100%

COST ACCOUNTING I

Module 1

Understand the basic principles of cost classification and terminology.

Define and understand the different terms and concepts in respect of stock holding and administer different stock systems.

Administer remuneration systems.

Classification and analysis of overheads and allocation of overheads by means of predetermined rates. Understand the cost flow in a manufacturing concern.

Determine the cost of manufactured products and services. Use the cost-volume-profit analysis as a management tool.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

COST ACCOUNTING 2

Module I

Administer an integrated accounting system and a cost ledger accounting system. Operate a basic job-costing system.

Administer contract accounts. Draw up fixed and flexible budgets. **Method of evaluation**

Year Mark 40% and one 3-hour examination 60% = 100%

Module 2 Demonstrate competency in the operation of process costing systems with equivalent units and normal and abnormal losses. Demonstrate competency in the operation of process costing systems with joint and by products.

Demonstrate competency in preparing income statements according to direct and absorption costing methods. Demonstrate the ability to use pricing decisions. Demonstrate the ability to implement a Standard Costing system.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ECONOMICS I

Module 1

Discuss the study of the economic problem and show how it is manifested in the different participants in the economy.

Discuss different ways in which societies can solve this economic problem through economic systems. Discuss, illustrate and analyse the individual, as well as market, demand and supply curves and discuss price determination and equilibrium in the market.

Calculate, analyse and discuss all related aspects regarding the price elasticity of demand and supply, income elasticity and cross elasticity.

Determine consumer equilibrium using the utility approach. Determine consumer equilibrium using the indifference approach.

Define, discuss and calculate the concepts regarding the production function of a producer as well as different costs of the producer over the short and long term.

Differentiate between the different revenue concepts and discuss and illustrate the profit maximisation in a perfect competitive market.

Determine profit maximisation in an imperfect competitive market for the various market forms.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ECONOMICS I

Module 2

Discuss international economic markets by referring to international trade, balance of payments, restrictions to trade and international trade organisations.

Analyse the role of government in the economy and evaluate the application of fiscal policy. Analyse the monetary sector's role into the economy and evaluate the application of monetary policy by the central bank. Differentiate, define, calculate and interpret national income accounting figures. Derive and present graphically the macro-demand curve using the components of total expenditure. Analyse and evaluate the two major causes of economic instability, namely unemployment and inflation. Identify current economic issues and indicate how to address them.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

FINANCIAL ACCOUNTING I (0401092120) MODULE I

Financial Reporting as specified in AC000

Identify overall objectives of Financial Reporting

Define elements of financial statements related to measurement

Define and advise the qualitative characteristics of financial information Identify and apply recognition and measurement

Explain the need for a conceptual framework Explain the meaning of GAAP

Prepare basic financial reports Practical

Practical work shall consist of tutorial and self-study assignments on all sections of the syllabus.

Method of evaluation

Year Mark 40% and one examination of 3 hours 60% = 100%

FINANCIAL ACCOUNTING, I (0401092120) MODULE 2

Statement of Changes in equity: Sole Trader - changes in capital Partnership

Close Corporations Company

Change in ownership:

Sole trader - dissolution of entity Partnership - entry and retirement

Close Corporations - entry of new member AC Statements

AC101 AC108 AC123 AC128

Practical

Practical work shall consist of tutorial and self-study assignments on all sections of the syllabus.

Method of evaluation

Year Mark 40% and one examination of 3 hours 60% = 100%

FINANCIAL ACCOUNTING II (0401093220)

(Module 1)

AC101 - Presentation of Financial

Statements AC108 - Inventory

AC123 - Property, Plant &

Equipment AC128 -

Impairments of Assets AC107 -

Events after the balance sheet

AC112 - Foreign exchange

AC129 - Intangibles

AC130 - Provisions and contingencies

Practical

Practical work shall consist of tutorial and self-study assignments on all sections of the syllabus. Computer applications

Method of evaluation

Year Mark 40% and two 3-hour examinations 60% = 100%

FINANCIAL ACCOUNTING II (0401093220)

(Module 2)

AC101 - Presentation of Financial

Statements AC108 - Inventory

AC123 - Property, Plant &

Equipment AC128 -

Impairments of Assets AC107 -

Events after the balance sheet

AC111 – Revenue AC112 -

Foreign exchange AC129 -

Intangibles

AC130 - Provisions and

contingencies AC118 - Cash

Flow Statements **Practical**

Practical work shall consist of tutorial and self-study assignments on all sections of the syllabus. Computer applications

Method of evaluation

Year Mark 40% and two 3-hour examinations 60% = 100%

TAXATION I

Module I

Establish what is taxable income.

Determine and calculate the taxation of persons other than companies. Apply the provisions relating to non-resident taxpayers.

Determine and calculate employees' tax and provisional tax. Identify and value fringe benefits and allowances.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

ENTREPRENEURIAL SKILLS

Develop an understanding of the basic business and economic principles by identifying & justifying the relationship between business & economic principles.

The basic functions of the enterprise and how they relate.

Create, maintain and enhance a culture of entrepreneurship. **Method of evaluation**

Year Mark 40% and one 3-hour examination 60% = 100%

BUSINESS CALCULATIONS

Basic mathematics

Summarising and analysing data. Index numbers.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Business Statistics 2 (160505422)

Financial calculations / mathematics.

Forecasting - Correlation and Regression

- Time Series

Probability - Probability concepts

- Probability

distributions Sampling Theory

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Business Taxation 2 (40141422)

Module I

Establish what is taxable income.

Determine and calculate the taxation of persons other than companies partnerships. Determine and calculate the taxation of companies, close corporations and labour brokers.

Establish what trading stock is and deemed trading stock. Determine and calculate lump-sum benefits from employment. Comply with the general provisions.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Module 2

Determine the taxation of farming operations. Understand the concept of value-added tax. Determine and calculate output tax.

Determine and calculate input tax.

Identify and calculate the value added tax adjustments. Comply with value-added tax administration.

Understand the concept of value-added tax avoidance. Identify and apply value added tax provisions.

Determine the taxation from capital gains tax in terms of the 8th schedule.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Corporate Procedures 2 (130304022)

Know and understand the general principles of corporate law. Know and understand the procedure of meetings

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Financial Accounting III (40109403) Module I

Identify overall objectives of financial reporting, the specific information needs of equity investors, and the general information needs of other users. Define the elements of financial statements related to the measurement of financial position and performance and apply to the presentation of financial reports.

Define and advise the qualitative characteristics financial information

Identify and apply recognition and measurement criteria to financial statements. Explain the need for a conceptual framework and for standards of financial reporting.

Identify the statutory disclosure requirements, and explain the meaning of fair

presentation

Method of evaluation

Year Mark 40% and two 3-hour examinations 60% = 100%

Module 2

Apply techniques to account for associates, subsidiaries and joint ventures
Incorporate changes in the form or capital structure of an entity in the financial statements in accordance with the objectives to be achieved and the legal constraint.

Demonstrate the purpose of financial reporting by applying analysis and interpretation techniques to financial statements

Method of evaluation

Year Mark 40% and two 3-hour examinations 60% = 100%

Management Accounting 3 (40140603)

Module 1

Explain, calculate, prepare and evaluate fixed and flexible operational and cash budgets Prepare budget reports reflecting actual against budget Discuss the use of budget reports to evaluate performance Explain the behavioural implications of planning and budgeting Explain the use of IT in the budget process

Analyse, calculate and interpret operational variances

Prepare reports using a range of benchmarks and evaluate the results Explain the behavioural implications of standard costing

Explain, calculate, apply and compare different group incentive schemes Discuss and apply the use of advanced stock control methods

Use activity based costing in cost determination

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Module 2

Measuring relevant costs for decision-making

Apply and evaluate short-term decision-making techniques Apply and discuss the experience and learning curve Apply and discuss the linear programming model

Explain and apply the use of decision trees

Explain and apply the use of network analysis and PERT analysis Explain the capital budgeting process

Evaluate projects using investment appraisal techniques, including, under

conditions of capital rationing Evaluate alternative investment appraisal techniques

Explain the relevance of qualitative factors

Prepare project cash flows that take account of taxations and inflation Evaluate mutually exclusive projects with unequal lives

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Organisational Management 3 (40941803)

Module 1

Basic concepts of management.

Understand and apply the principles of planning.

Demonstrate the different types of organisational charts/organograms. Define and apply the concepts of delegation and span control.

Identify and apply the principles of co-ordination.

Identify the main sources of organisational power and the use of organisational politics. Identify the sources of job satisfaction and their effect on the organisation.

Understand and apply the principles of leadership. Identify and apply the principles of motivation.

Identify modern trends of management and their effects on the parties concerned. Understand the factors influencing organisational change, conflict and organisational development. Define and identify control/monitoring measures.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

Module 2

Understand and apply the strategic human resources planning process. Understanding the human resource function and its effect on the organization. Understand the designing of jobs and its effect on the organization structure. Understand and apply the recruitment and selection of staff.

Identify and apply appropriate appraisal systems.

Identify the rewards open to staff, their appropriateness and effectiveness. Identify staff movements in an organization and their effects on staff.

Identify and apply the options open to managers in staff training and development.

Understand the legislation affecting management and staff. Identify and deal with the effects of change in the organization.

Method of evaluation

Year Mark 40% and one 3-hour examination 60% = 100%

NATIONAL DIPLOMA: COST & MANAGEMENT ACCOUNTING (EXTENDED CURRICULUM PROGRAMME) SUBJECTS AS PER 7.2 AND THE FOLLOWING ADDITIONAL SUBJECTS:

Accounting Professional Practice

This module provides development in two aspects, viz. Higher Education Literacies and Information Literacy. In this module, students will develop the values, attitudes, ways of thinking and behaving, beliefs and ways of interacting of Higher Education.

Learners will be able to:

- be responsible citizens, by helping them develop and apply a variety of personal management and self-reliance skills;
- apply the language used in the academic contexts;
- write academic texts in a style appropriate to their field of study;
- communicate effectively in an academic context, by interacting with lecturers and peers.
- to recognize and define information needs
- to identify and use a variety of information sources
- to recognise that information is organised in a variety of ways in order to be easily accessible
- to develop a search strategy to find relevant information
- to evaluate and select relevant sources according to set criteria
- to use information ethically and responsibly

This module will be run over the entire academic year at 4 periods per week. The course is evaluated using continuous assessment. Assessments include the following

- class tests
- portfolios

- presentations and
- an integrated project

Because it is continuous assessment learners are expected to work consistently in order to pass.

Method of evaluation

Continuous assessment

= 100%

Quantitative Literacy

Learners will be able to:

- use numbers to quantify and solve problems in their daily lives as well as the field of commerce;
- recognize the relationships represented by different graphs;
- convert from one measure to another e.g. currencies, time etc.;
- develop reasoning based on elementary mathematics, word problems.

This module will be run over one semester at 2 periods per week.

The course is evaluated using an examination. Assessments for the duly performed will include

at least 4 control tests.

Method of evaluation

Dp 40% and one 3 hour exam 60%

7.3 B TECH: COST & MANAGEMENT ACCOUNTING (BTCMA2) FINANCIAL MANAGEMENT IV (Module 1)

The role and environment of financial management
Read and interpret financial statements

Analyse and interpret financial statements
Analyse interpret cash flows

Financial planning

The impact of time value of money on financial decision making
The impact of risk and return on financial decision making

To link risk and return to determine the value of a bond

To link risk and return to determine the value of an enterprise
Dividend policy decision making

FINANCIAL MANAGEMENT IV (Module 2)

Capital budgeting determining cash flows and applying techniques
Calculating cost of specific sources of capital

Leverage and capital structure

Management of current assets

Management of current liabilities

Fundamentals of mergers and takeovers

International managerial finance

FINANCIAL REPORTING IV (Module 1)

Overall objectives of financial reporting, specific information needs of equity investors and general information needs of other users.

Elements of financial statements related to the measurement of financial position and financial performance are defined and applied to the presentation of financial reports

Qualitative characteristics of financial reports are defined and applied to presentation and measurement issues.

Identify recognition and measurement criteria and apply to the incorporation of

items in financial statements.

Conceptual framework for standards of financial reporting. Statutory disclosure requirements

Generally accepted accounting practice, meaning, standard setting process and

Application on the following standards.

AC101, AC108, AC123, AC128, AC107, AC111, AC112, AC129, AC130, AC104, C105, AC125, AC133, AC134, AC132, AC114, AC115, AC116, AC110, AC119, AC127.

Techniques for analysis and interpretation of financial statements

FINANCIAL REPORTING IV (Module 2)

Select, measure, classify and report

accounting data Select and report non-

financial data relevant to risk

Financial reports for different legal forms of

business entity Different characteristics of equity

for different forms of entity

Various bases of measurement Current and future developments
Changes in the form of capital structure of an entity

MANAGEMENT ACCOUNTING IV (Module 1)

Activity based costing and activity based management Direct product profitability
Alternative costing and accounting methodologies Target costing
Life cycle costing Pricing Strategies Linear programming
Decision making under risk and uncertainty Pareto analysis
Total quality management
Theory of constraints and synchronous manufacturing. Performance measurement; cost, profit and investment centers Transfer pricing.

MANAGEMENT ACCOUNTING IV (Module 2)

The history and development of management accounting Current developments in management accounting
Case study

RESEARCH METHODOLOGY

Basic orientation. Tools of research.
Problem identification and development. Review of the related literature.
Planning the research proposal. Instrumentation.
Writing the proposal.
Presenting the results of research. Working with a supervisor/promoter.
Statistics.

SYSTEMS AND PROJECT MANAGEMENT (Module 1)

The role of information technology and systems within the business environment The control of activities and resources.

SYSTEMS AND PROJECT MANAGEMENT (Module 2)

Auditing concepts of activities and systems Project management
Management of quality

BUSINESS STRATEGY

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.

Preparation analysis and interpretation of financial statements for regulated and other industries in compliance with statutory requirements.

Develop and apply documentation techniques and system development; implement an operations and management system.

Formulate the long-term objectives for the enterprise and identify the goals to supplement these objectives.

Analysing, designing and implementing financial management techniques for decision making purposes.

7.4 ADVANCED DIPLOMA: MANAGEMENT ACCOUNTING

FINANCIAL MANAGEMENT 4 (MODULE 1)

- **Introduction/overview to Financial Management**
An introduction to the basic type of financial management decisions and the responsibilities of the financial manager in business enterprises.
- **Time value of money**
Students are taught how to value estimated future cash flows by applying time value of money principles on repayments of a loan as well as other fundamental financial management aspects.
- **Valuation of bonds and shares**
Time value of money principles are used to value bonds and debentures using two methods of valuing ordinary shares, namely, dividend discount model and the free cash flow model.
- **Risk and Return**
To introduce the definition of risk and return on investment, to identify the key elements of risk and to measure business and financial risk.
- **Portfolio Management**
To understand the collection of different investments comprising a shareholder's portfolio. To understand that the relationship between a return from one investment and returns from other investments in a portfolio is as important as their individual risk and return.
- **Dividend Policy**
To understand and perform calculations on the various approaches to managing dividends.
- **Analysis and Interpretation of Financial statements**
Interpret and analyse financial statements and understand the effect of qualitative factors on quantitative analysis.

FINANCIAL MANAGEMENT 4 (MODULE 2)

- **Cost of Capital**
To calculate cost of capital essential for determining an appropriate discount rate to evaluate investment opportunities.
- **Capital Budgeting**
To explain the capital budgeting process, to evaluate projects using various investment appraisal techniques and to underline the relevance of qualitative factors.
- **Sources of Finance**
An introduction to finance where commodities are traded in a capital and financial market.
- **Working Capital Management**
An outline of the various working capital management policies are discussed. The computation of the working capital funding requirements is analysed.
- **Mergers and Take-overs**
The different types and motives of mergers are discussed and the regulation of mergers in terms of the companies Act 2008 are explained. And relevant computation of mergers is performed thereof.
- **International Financial Management**
Identifying the various types of foreign exchange exposure and international trade that companies are required to manage

FINANCIAL REPORTING 4 (MODULE 1)

- Conceptual Framework
- IAS1 presentation of financial statements
- Taxation
- Earnings per share
- Interpretation of financial statements

MANAGEMENT ACCOUNTING 4 (MODULE 1)

- **Measuring Relevant Cost & Revenues for Decision making**
Distinguish between relevant & irrelevant cost & revenues for decision making.

- **Theory of constraints and the concept of Synchronous manufacturing**

Outline the theory constraint and apply throughput accordingly.

- **Risk and Uncertainty**

Apply techniques for accounting for risk and uncertainty as an assessment criterion in decision making.

- **Operational control and performance measurement**

Broadly discuss the four different types of responsibility centres. Prepare performance reports.

Discuss non-financial measures as an aid to operational control.

- **Divisional performance Evaluation**

Distinguish between functional and divisionalised structures. Explain the advantages, disadvantages and prerequisites of four successful divisionalisation.

Distinguish between return on investment and residual income.

- **Transfer Pricing**

Describe the objectives of a sound transfer pricing system. Identify and describe the five different transfer pricing methods.

Describe the additional factors to be considered when setting transfer prices.

MANAGEMENT ACCOUNTING 4 (MODULE 2)

- Outlining the historic development of management accounting
Discuss the history of management accounting.
- Explaining the current developments in management accounting.
Critically evaluate how new developments may be expected to create value for organization in the future (eg beyond budgeting and environmental management accounting).
- Applying sound management accounting knowledge, principles and practice in advising any organization in its long term plan.
Critically assess a simulated organization situation and provide relevant input into the organisation's decision making process.

RISK MANAGEMENT

- A. Identification, classification and evaluation of risk
Identify the types of risk facing an organization
Evaluate the organisation's ability to bear identified risks
Recommend responses to identified risks.
Recommend techniques that will enable the board to discharge its responsibilities with respect to managing risks.
Advise the board on its responsibilities for reporting risks to shareholders and other stakeholders.
Evaluate ethical, social and environmental issues arising from risk management.
- B. Responses to strategic risk
Recommend appropriate measures for the strategic control and direction of various types of organisations
Recommend solutions for the risks of dysfunctional behaviour arising from the associated models of performance measurement.
Advise managers of the risks in the development of strategies for information systems that support the organisation's strategic requirements.
Evaluate the risks of unethical behaviour.
Evaluate the risks associated with poor governance structures.
- C. Internal controls to manage risk
Evaluate the appropriateness of control systems for the management of an organisation.
Evaluate the essential features of internal control systems for identifying, assessing and managing risks.
Evaluate the effective planning and management of internal audit
And internal audit investigations.

STRATEGIC PLANNING

- Explain the concept of strategy
- Identify organization stakeholders and their influence on the organization
- Identify and evaluate the importance of objectives and objective setting organizations mission, goals and aims different approaches to strategy formation
- Evaluate and appraise international issues, competitive forces and data for environmental analysis
- Identify and evaluate strengths, weaknesses, opportunities and threats of an organization

- Prepare strategic scenario reports
- Analyse, prepare and evaluate organisation's product and customer portfolio, growth and divestment strategies, response strategies to competitor's actions
- Evaluate appropriate control measures and the use of multidimensional models of performance measurement and the use of shareholder value analysis
- Identify problems in strategic performance measurement

SYSTEMS AND PROJECT MANAGEMENT 4 (MODULE 1)

- Project Management
- Management of quality
- Auditing of Activities and Systems
- Audit Cycles

SYSTEMS AND PROJECT MANAGEMENT 4 (MODULE 2)

- Information Technology and Systems
- Control of Activities and resources
- Business Analysis

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