2019 HANDBOOK
MANAGEMENT ACCOUNTING
HANDBOOK FOR 2019

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.
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 6\textsuperscript{th} July 2016, the last permitted first time enrolment for any non-HEQSF aligned programme will be the 31\textsuperscript{st} December 2019. This means that you will not be able to enrol in 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:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
<th>Location</th>
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<tbody>
<tr>
<td>Secretary</td>
<td>Ms B Nkosi</td>
<td>(031) 373 5644</td>
<td>(031) 373 5226</td>
<td><a href="mailto:bongekilen@dut.ac.za">bongekilen@dut.ac.za</a></td>
<td>Ritson Campus DC - 1204C</td>
</tr>
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</table>

All Faculty queries to:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Faculty officer</td>
<td>Mrs N Singh-Sakichand</td>
<td>(031) 373 5520</td>
<td>(031) 373 5518</td>
<td>East Wing, Hotel School Building, Ritson Campus</td>
</tr>
</tbody>
</table>

Executive Dean:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Dean</td>
<td>Professor Oludayo, O. Olugbara</td>
<td>(031) 373 5597</td>
<td>(031) 373 5518</td>
<td>North Wing, Hotel School Building, Ritson Campus</td>
</tr>
</tbody>
</table>
2. **STAFFING**

**Name and Qualification**

**Head of Department** (ACTING)  
Mrs M Cloete, M Acc (DUT); B Tech CMA (TN); HDE (Econ Sci) (UND)

**Lecturers**  
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 Nzuza, M Tech CMA (DUT).  
Mrs F Marimuthu, MBA (UDW); B Tech CMA; ND CMA (MLST)  
Miss A Mungal, M Tech CMA (DUT); B Tech CMA; ND FIS (DUT)  
Mrs V Yearwood, B Tech CMA (TN); HDE (Econ. Sci.) (UND)  
Miss S Zunckel, B Tech CMA; ND CMA (DUT)  
Mrs S Singh, B Tech CMA; ND CMA (DUT)  
Dr. O.M. Olarewaju, Bsc. MSc. PhD (ACC), ACA, BA(SA)  
Miss M P Msomi, 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:

<table>
<thead>
<tr>
<th>Qualification</th>
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<tr>
<td>ND: Cost and Management Accounting</td>
<td>72220</td>
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<tr>
<td>ND: Cost and Management Accounting (Extended curriculum programme)</td>
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<tr>
<td>B Tech: Cost and Management Accounting</td>
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<td>Master’s Degree in Accounting (M Acc)</td>
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The current National Diploma: Cost and Management Accounting is currently being re-curriculated and will be phased out in 2019 to allow for the new Diploma in Management Accounting. The last cohort of first-time entering students admitted to the National Diploma qualification would be in January 2019 and no new registrations will be allowed onto this qualification (inclusive of transfer students).

If the HEQSF aligned Diploma in Management Accounting, is approved by the end of 2018, there is a possibility that students may be able to enrol for this qualification from 2019.

4. PROGRAMME INFORMATION AND RULES

4.1 National Diploma: Cost and Management Accounting (3 Years)
National Diploma: Cost and Management Accounting: Extended Curriculum Programme (4 years):

Entrance Requirements
Minimum admission requirements for the above programmes are as follows:

<table>
<thead>
<tr>
<th>NSC REQUIREMENTS</th>
<th>NSC Rating Code</th>
<th>SENIOR CERTIFICATE REQUIREMENTS</th>
<th>Senior Cert. or equivalent qualification</th>
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<tbody>
<tr>
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<td>Compulsory Subjects</td>
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<td>English (home) OR English (1st additional)</td>
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<td>Maths OR Accounting</td>
<td>E</td>
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<tr>
<td>Maths OR Accounting</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND Three 20 credit subjects</td>
<td>3</td>
<td>Pass in Maths or Accounting with 30 points or more</td>
<td></td>
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<tr>
<td>OR English (home) OR English (1st additional)</td>
<td>3</td>
<td>Students applying will be ranked according to the points system based on the ranking code per General Rule 7. Those applicants who meet the minimum requirements but whose overall points rating could put them at risk could still be placed on the extended curriculum</td>
<td></td>
</tr>
<tr>
<td>Maths literacy And Accounting</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
And Two 20 credits subjects | 3
programme, as they would be considered under prepared and at risk of not coping with the demands of the regular programme. The extended curriculum programme, through a purposeful and structured set of learning experiences will provide the students with the academic foundations necessary for them to success on the particular programme.

**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.
Pass Requirements
In order to pass an examination, a candidate must obtain a final mark of 50%.

Supplementary Examination
A supplementary examination will be granted to a candidate in terms of the General Rules relating to supplementary examinations.

Duration of instructional programme
Three (3) years full-time.

4.2 BACHELOR OF TECHNOLOGY: COST AND MANAGEMENT ACCOUNTING

Entrance Requirements
From a previous degree or diploma, the prospective student must have Financial Accounting III and Cost and Management Accounting III (National Diploma) or equivalent. It is further required that the student has obtained at least 60% for Financial Accounting III and Management Accounting III OR has prior relevant working experience.

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.
WARNING OF UNSATISFACTORY ACADEMIC PROGRESS

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

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.

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.

4. If in the opinion of the supervisor/s and the Faculty Board, the student fails to maintain minimum progress in their research project.

5. **PROGRAMME STRUCTURE**

   **ND: Cost and Management Accounting**

<table>
<thead>
<tr>
<th>Modules</th>
<th>Credit Values</th>
<th>Codes</th>
<th>Assessment method</th>
<th>NQF Level</th>
<th>Prerequisites</th>
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<tbody>
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<td><strong>Year 1 (Study period 1)</strong></td>
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<td>Exam</td>
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### B TECH: Cost and Management Accounting (BTCMA2)

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<th>Assessment method</th>
<th>NQF Level</th>
<th>Pre-requisites</th>
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<td>Year 1 (Study period 1)</td>
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<td>Semester 2</td>
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<tr>
<td>Management Accounting IV (M2)</td>
<td>MGTA421</td>
<td>Exam</td>
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<tr>
<td>Financial Management IV (M2)</td>
<td>FNLM423</td>
<td>Exam</td>
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<td>Business Strategy II</td>
<td>BSTY201</td>
<td>Exam</td>
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<td>Systems and Project Management (M2)</td>
<td>SYPM421</td>
<td>Exam</td>
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<tr>
<td>Financial Reporting IV (M2)</td>
<td>FNRP421</td>
<td>Exam</td>
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C/A = Continuous assessment

### ASSESSMENT RULES

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.

### RE-REGISTRATION RULES

#### 7.1 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.
8. **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.

9. **SUBJECT CONTENT**

9.1 **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
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 1

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 1
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 1

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.
Analyze the role of government in the economy and evaluate the application of fiscal policy.
Analyze 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.
Analyze 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 1
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 1
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 1**
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 1
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%

9.2. **NATIONAL DIPLOMA: COST & MANAGEMENT ACCOUNTING (NDCAF1) (EXTENDED CURRICULUM PROGRAMME)**

SUBJECTS AS PER 9.1 AND 9.2 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;
· recognise 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%**

10. **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.
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.

E&OE