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**BOARD OF THE FACULTY OF COMMERCE, ADMINISTRATION AND LAW**

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Vezi MF, Miss	Williams AJ, Mr

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Representative from Student Council, Main Campus

**REPRESENTATIVES OF FACULTIES**

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**CLASSIFICATION OF MODULE CODES**

CLASSIFICATION OF CODES

<b>Department</b>	<b>Code</b>
Accounting and Auditing	CA
Information Technology ... included under Department of Accounting and Auditing	
Business Management	CB
Economics	CE

Industrial Psychology	CI
Political Science And Public Administration	CP
Mercantile Law	LM
Private Law	LR
Public Law	LP

STAFF

SECRETARIAL/ADMINISTRATIVE SERVICES

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Admin. Coordinator	T.D. Buthelezi
Messenger	MZ Sibiya

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 Telefax: (035) 902 6171

Postal Address: Faculty of Commerce, Administration and Law, Private Bag X1001, KwaDlangezwa, 3886

E-mail Address nppakati@pan.uzulu.ac.za

[Prospective students must note that all correspondence and enquiries are to be addressed to the Registrar, University of Zululand, Private Bag X1001, KwaDlangezwa, 3886.]

ACCOUNTING AND AUDITING

Head	Prof. M. Livingstone, B.Com. (Wits), B. Compt. (Hons)(A), CA(SA)
Snr. Lecturers	L Badenhorst, B COM Hons (Econ), SAIPA, S Fourie, B COMPT Hons (Acc), CA (SA) T M Mngomezulu, B COMPT Hons (Acc) T Mthimkhulu, B COM (Acc), SSTC, PGSCCE H Oosthuizen, M COM Hons (Acc), CA (SA) C van Heerden, B COM Hons (Acc), CA (SA) C Weyers, M Tech (Cost and Man Acc)
Lecturer	BF Nel, B.Sc. (UOFS), Dip Datametrix (UNISA)

BUSINESS MANAGEMENT

Head	J.F. Cloete, B.Com. (Hons), PTE (Hons), B (B&A) (Stell)
Lecturers	K. Ampofu-Twumasi, BSc (Hons). Dip Ed (GH), MBA (Stell) Dr. S. Bayon, B.Sc. (Hons), DipM, MCIM,, Flinst, MIH, Ph.D. Dr. D. Naidoo, D.Com.(UKZN), B.Com. Hons (UNISA), JSED (DUT) N. Ramchander, B.Paed.(UKZN), Nat.Diploma in Engineering (Technisa), Pg Cert. in Management (MANCOSA), PG Diploma in Management Studies ((MANCOSA), M.B.A.(Buckinghamshire, UK) M.F. Vezi, B.A., B.A.(Hons), M.B.A.(JSU, USA) A.J. Williams, B.Com. (UWC), M.B.A. (BSN, Netherlands), PG Diploma in Development Economics (LSE), Cert. in Higher Education & Leadership (Wits Business School)
Temp.	Chimbwanda, B.Com.(UZ), B.Com.Hons.(UZ)

**CO-OPERATIVES**

Senior Lect	G Okoye, B.Com. (Hons) (Accounting) (Nairobi), PGD Eval Research (Nairobi), M Ed (Tech) (Turin)
Lecturer	K M'Imanyara, Cert in Agricultural Communications (Iowa State, USA), Dip in Mgmt (Aarhus Tech Inst, Denmark), B.Ed, (Nairobi), MES (Co-op Mgt) (York, Canada)
Coordinator	JZ Qwabe, Primary Teachers Diploma, Further Diploma in Education, Bachelor of Arts, Bachelor of Education, Advanced Certificate in Adult Education, Master of Education
Secretary	T Mpungose, Diploma (Public Admin), Diploma (Office Admin), Degree in Human Resources

**ECONOMICS**

Head	Prof. B.C. Shrestha, M.A. (Nepal), M.A. (Leeds, UK), M.Phil. (Leeds, UK), Ph.D. (Brunel, UK)
Lecturers	I. Kaseeram, M.Soc.Sc (Natal) I.N. Langeni, B.Com (UZ), B.Com. Honours in Economics (UZ) M.V.Mhlongo, B.Com.(UZ), B.Com. (Hons) (UZ), M.A, (Natal)
Temp.	T.R. Mtshengu, B.Com.Econs.(UZ), B.Com.Econs.(Hons) (UZ)

**INDUSTRIAL PSYCHOLOGY**

Head	N. Dodd, B.A. H.R.M. (NMMU), B.A.(Hons.) Ind.Psych (NMMU), M.A. Ind.Psych (NMMU)
Temp.	N. de Lange, BPsych (UOFS), B.Sc.(UOFS) N.A. Koenane, PG Diploma Labor Law (SBS), B.Admin. Hons Ind.Psych.(UZ), Dipl. Public Admin.(UZ), BPharm (UDW) V.Mntambo, B.Com.Ind.Psych (UZ), Dip.Public.Admin (UZ), NSD (MUT) C. Tebele. B.Com.(Hons.) Ind.Psych.(UZ)

**LAW**

Head	Prof. N. Van den Bergh, B.A., B. Juris, LLB (UNISA), LLD (UOFS), Advocate of the High Court of South Africa
Snr. Lect	L. Ndlovu, Dip.Ed .(UZ), Certificate in International Human Rights (UCT), LLB, LLM (Fort Hare) Adv. A.B. Leslie, B.A., LLB (UCT), LLM (Rhodes), Advocate of the High Court of South Africa
Lecturers	D. Iyer, B.Proc.(Natal), LLM (UNISA), Attorney of the High Court of South Africa K. Naidoo, B.Proc.(Natal), LLM (UNISA), Attorney of the High Court of South Africa T. Oosthuizen, Dip.Juris, B.Proc., LLM (UNISA), Attorney of the High Court of South Africa
Temp.	W.J. Ndaba, LLB (UZ), DPhil (Fort Hare), Attorney of the High Court of South Africa N.M. Ngema, LLB (UZ) Adv. D.R. Nxumalo, LLB (UZ), LLM (UOFS), Advocate of the High Court of South Africa M.Phiri, LLB (Fort Hare) L. Ramacio-Calvino, B.Proc.(Pretoria), Attorney of the High Court of South Africa

**POLITICAL SCIENCE AND PUBLIC ADMINISTRATION**

Head	Prof. Adewale Banjo BA.Ed(Hons) (Jos), M.Sc (Ibadan), PhD(Ibadan)
Lecturers	C.A. Isike, B.Sc. (Benin, Nigeria), M.Sc.(Benin, Nigeria), M. Jugmohan, B.Admin. (UDW), B.A. (Hons) (UNISA), PG Diploma (UKZN) Olivier, S, BA (NMMU), B.A.(Hons.) (NMMU), MPA (NMMU)
Temp.	R.M. Mthetwa, B.Admin.(UZ), B.Adin.(Hons) (UZ), M.A. (Manchester, UK), Primary Teachers' Diploma (UNISA) N.C. Zungu, B.Admin.(UZ), B.Admin.(Hons) (UZ)

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## RULES AND REGULATIONS

### INTRODUCTION

The Faculty of Commerce, Administration and Law is transforming into a vibrant and dynamic Faculty at the University of Zululand. The University is restructured for relevance and advocates a career focused education with emphasis on meeting the needs of its rural and rustic environment, as well as its commitment to commerce and industry. The Faculty comprises of the Office of the Executive Dean, a Faculty Office and six academic departments, viz, Department of Accounting (including Information Technology), Department of Business Management, Department of Economics, Department of Industrial Psychology (incorporating Human Resources Management), Department of Public Administration and Political Science and the Law Departments (Private law, Public Law and Criminal & Procedural Law).

All degrees and programmes of the Faculty are accredited by the Council on Higher Education (CHE) and registered with (South African Qualifications Authority (SAQA). In addition, to core academic programmes and qualifications, these departments also undertake research and provide certificated courses and training in a variety of related activities relevant to, commerce, industry, government, civil society and the non governmental sector. The Faculty also participates avidly in community outreach and development programmes. The Institute of Local Government and Traditional Affairs, attached to the Department of Public Administration and Political Science, is in the forefront of education, training and development programmes within the local government sector.

### VISION

*To be a Faculty of choice and relevance for commerce, administration, law and the local community in ensuring a supportive and caring ethos that contributes meaningfully to the quality of life of all who live in the region of KZN, South Africa and the African continent within the global context.*

### MISSION

The Faculty mission is *to continue providing relevant qualifications, training and development needs of commerce, industry, public sector, civil society and the non-governmental sectors through partnerships and by ensuring sustainable development through knowledge production, management and research in these and related fields.*

### QUALIFICATIONS AND PROGRAMMES

The Faculty offers qualifications in semester programmes. The final examinations for the various modules in these programmes are written in June and November each year.

### UNDERGRADUATE QUALIFICATIONS

Please note: If you are currently completing a degree under the "old" modular system (i.e. not the "new" semester system), please refer to the 2009 Prospectus for the Rules, Regulations, Programmes, Programmes' contents, and Modular Descriptions.

#### Degree Qualifications

A three year programme leading to the degree of Bachelor of Commerce and denoted as BCom Degree. A student may pursue one of two routes to achieve this:

The double major route permits students to study certain combinations of disciplines in accordance with their interests and requirements. Curricula may be designed so that graduates are equipped with the necessary skills to pursue careers in various fields.

The focussed programme route involves study around a field of specialisation which is indicated after the contraction BCom e.g. BCom (Accounting) and BCom (MIS).

b) A three year programme leading to the degree of Bachelor of Administration and denoted as BAdmin. This qualification offers a combination of disciplines in public administration, political science and local government.

c) A four year programme leading to the degree of Bachelor of Laws and denoted as LLB. This qualification offers a combination of modules according to a structured curriculum in the legal discipline.

d) A four-year extended BCom programme for those students not meeting the minimum entry requirements.

The Faculty thus offers a variety of qualifications and programmes in Accounting, Business Management, Economics, Human Resources Management, Industrial Psychology, Public Administration and Political Science and Law. The majority of degree qualifications are based on a double major, with a minimum of 384 credit points per degree, offered on a modular semesterised basis.

The following degree qualifications have been *restructured for relevance* and are offered by the Faculty of Commerce, Administration and Law in 2008:

#### **BCom Extended Four-Year Programme**

This is an alternate access programme offered over a four year period. It targets students with potential and flair for business and commercial interests. Students with matriculation endorsement and with a pass in English, E (HG) /D (SG) and Mathematics, F (SG) will be considered. It is designed to develop competencies of students in language and numeracy and at the same time giving additional support by way of small group tutorials/lectures, for students to cope with the regular BCom modules. The additional year is designed to be student-centred focusing on raising their ability to meet the standards of the programme.

#### **BCom (Accounting)**

This is a three year qualification that provides a specialisation in accounting, auditing, management accounting and taxation. Graduates will find employment in these and related accounting fields.

#### **BCom**

This is a three year qualification that furnishes a well balanced programme of offerings with double majors in a range of disciplines including business management, economics, human resources management, and industrial psychology. On completion, graduates may proceed in a discipline specific Honours programme.

#### **BCom (Management Information Systems)**

This programme is a marriage of MIS and Computer Science fundamentals and is offered as a partnership programme by the faculties of Commerce and Science. Graduates may seek employment in computer related fields with MIS applications. They may on completion of the degree wish to pursue advanced studies in this field to enhance their qualifications and skills capacity.

#### **BAdmin**

This three year programme has been significantly restructured to meet the transformation needs of the public sector and will be of value to intersectoral organisations, such as non governmental and community based institutions. Of relevance is the combination of public administration and political science that form the

bedrock of the programmes, complemented by a choice of specialisation in human resource and local government management. Modules focus on the needs of the developmental state emphasizing, sound theoretical grounding and good governance practices that support transparency, accountability and efficient and effective service delivery outcomes that are designed to meet quality of life objectives.

### **LLB**

The Law Departments (Private law, Public law and Criminal & Procedural Law) offer the four year **Bachelor of Law (LLB)** degree.

This programme has been designed in line with national norms and standards. This degree is the minimum qualification for any career in law, be it public prosecutor, magistrate, judge, law advisor, attorney or advocate.

To become an attorney, a person must, after completion of the degree, attend the School for Legal Practice and/or serve articles of clerkship in an attorney's office, and pass the profession's prescribed practical examinations.

In order to formally practice as an advocate, a person must join one of the Bar Associations. To do that, a person holding the LLB degree must firstly apply to be admitted as an advocate by the High Court of South Africa, and thereafter complete a term of pupillage and pass the Bar Council's practical examination

### **APPLICATION REQUIREMENTS**

All applications must quote a Central Admissions Office (CAO) reference. Applicants for all degree programmes in the Faculty must be in possession of a Senior Certificate with exemption.

Registration is considered **provisional** until all registration requirements are met to the satisfaction of the Offices of the Registrar and the Executive Dean.

An applicant for a degree programme in the Faculty must be in possession of a Senior Certificate with endorsement and meet any additional criteria that may be set by the Faculty.

### **INTERNATIONAL STUDENTS**

An international student must have his or her qualifications verified by the South African Qualifications Authority (SAQA). The Office for International Students should be contacted for additional information.

### **POSTGRADUATE QUALIFICATIONS**

#### **Honours Qualifications**

The Honours Degrees in either BAdmin or BCom follows an acceptable 3-year first degree. It is a specialist programme of one year duration.

#### **Masters Qualifications**

Following the BAdmin Hons or the BCom Hons Degree, a post graduate candidate may pursue a Masters of Administration degree (MAdmin) or Master of Commerce Degree (M Com). This can be done by following a research programme of at least one year duration.

#### **Doctoral Qualifications**

The degree of Doctor of Administration, Doctor of Commerce or Doctor of Law follows a Masters degree from either administration, commerce or law fields respectively. It is of at least two years duration and based on a programme of original research. Examination is by thesis.

All the above qualifications are accredited by the Council on Higher Education (CHE) and registered with the South African Qualifications Authority (SAQA).

The Rules and Syllabi sections contain details of each qualification and programme offered by the Faculty.

## RECOGNITION OF PRIOR LEARNING AND CREDITS FROM OTHER INSTITUTIONS

The recognition of prior learning (RPL) may be considered subject to the policies of the University and acceptance by the University Senate or the designated University authority. In this regard guidance will be available from the Office of the Registrar.

Credit in the form of exemption from a module is granted to a person who meets specific criteria contained in the University policy document. Application must be made in the prescribed manner through the Office of the Executive Dean.

## MEANING OF TERMS USED

In this prospectus, until the context indicates otherwise –

**assessment** means the evaluation of a student's work satisfying the requirements of his or her programme, and includes tests, seminars, assignments, projects, examinations (formal official evaluations);

**Continuous Assessment Mark (CAM)** for a module means the mark awarded to the module and arises from an assessment of the module but excludes the final examination. [The syllabus indicates how this mark is calculated.]

**corequisite module** means a module which must be passed prior to or in the same semester as the proposed module;

**credit points (credits)** means one credit point which is the value assigned to ten notional study hours of learning and assessment. [This is sometimes abbreviated as 'cp'.]

**curriculum** means a list of modules leading to a qualification;

**elective (module)** means a module selected from a given list;

**institution** means the University of Zululand;

**major** means that a specific discipline consists of 64 credits in modules at level-3 and 32 credits in modules at level-2 in that or a closely allied discipline essential for completing the degree;

**module** means a unit of study, and each unit is given a code; the level is given by the first numeric character in the code;

**notional study hours** means the learning time it would take for an average student to meet the outcomes for a module;

**prerequisite module** means a module which must be passed before registration of the proposed module is allowed;

**prerequisite (corequisite) requirement** means a requirement which must be met during or before the registration of a proposed module;

**programme** means structured curriculum leading to a qualification;

**Senate** means the Senate of the University of Zululand;

**year of study** means that a student will be deemed to be in the –

- (a) *first year of study* if he or she has not yet obtained a minimum of 96 degree credits, i.e. passed six semester modules or passed eight modules in those programmes that have ten modules in their first year;
- (b) *second year of study* if, either –
  - (i) in a three year programme, he or she has obtained a minimum of 96 degree credits, but has not yet registered for such modules which if passed will lead to the completion of the degree;
  - or

- (ii) in a four year programme, he or she has obtained at least 96 degree credits, but has not yet obtained 50% of the credits needed for the qualification;
- (c) *third year of study* if, either –
  - (i) in a three year programme, he or she has registered for such modules which, if passed, will lead to the completion of the degree; or
  - (ii) in a four year programme, he or she has obtained at least 50% of the degree credits required, but not yet registered for such modules which if passed, will lead to the completion of the degree; and
- (d) *fourth year of study* if he or she is in a four-year programme and has registered for such modules which, if passed, will lead to the completion of the degree.

**CURRICULUM DESIGN**

- (a) Each discipline is made up of several modules each having a credit rating based on the number of lectures, practicals, tutorials and other related learning activity. A semester-long module is worth 16 credits points.
- (b) A degree requires at least 384 credits and a student normally takes 128 credits per year.
- (c) The choice of modules for a programme is subject to constraints of the time-table. If choice is available modules may be combined towards a particular field of study.
- (d) Some modules have prerequisite and/or co-requisite requirements. These are listed under prerequisites below.
- (e) In the first year of study a student usually takes modules in four different disciplines. At the second level of study a student must choose modules from two or three different subject specific disciplines (major subjects) which will in the third level lead to two majors.
- (f) The Faculty reserves the right to amend curricula and syllabi in response to changes in academic and other environments.

**GENERAL RULES**

The Rules contained in this Handbook and the relevant General Academic Rules of the University are applicable to a student registered in the Faculty of Commerce, Administration and Law. Unless otherwise stated, any exceptions to these rules require Senate’s approval. Where there may appear to be a conflict between a Faculty rule and a General Academic Rule of the University, the latter will apply.

**ENTRY REQUIREMENTS**

To enter the Faculty of Commerce, Administration and Law a candidate must be in possession of a new National Senior Certificate or a Matriculation Certificate with endorsement/exemption (or Conditional Exemption) and must satisfy the requirements indicated below.

Admission Point Score (NSC/MATRIC)	Programme/Degree	Duration	Minimum entry requirements (LO=Life Orientation, Engl=English, Maths=Mathematics, Life Sci = Life Science,
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24/30	BCom Accounting BCom MIS BCom (General)	3 years	NSC Deg with Maths 3, English 4, LO 4, and any Commercial subject 4, or Matric Exemption/Endorsement with Maths E(HG)/D(SG), Engl E(HG), and any Commercial/Law subjects E(HG)/C(SG)
24/30	BAdmin	3 years	NSC Deg with Maths Literacy 3, English 4, LO 4, and any Commercial/Law subjects 4, or Matric Exemption/Endorsement with Engl E(HG)/D(SG)
24/30	Bachelor of Laws ( LLB)	4 years	NSC Deg with Maths Literacy 4, English 4, LO 4, and Commercial/Law subjects 4, or Matric Exemption/Endorsement with Engl E(HG)/D(SG)
20/26	Certificate in Accounting	2 years	NSC with Maths Literacy 3 or Senior Certificate with Maths SG E
20/26	Certificate in Marketing	2 years	NSC with Maths Literacy 3 or Senior Certificate with Maths SG.E
22/28	Diploma in Logistics Management ( Pending Registration)	3 years	NSC with Maths Literacy 3 or Senior Certificate with Maths SG E
22/28	Diploma in Transport Management ( Pending Registration)	3 years	NSC with Maths Literacy 3 or Senior Certificate with Maths SG E

**Please note**

If any of the above requirements is not met, entry into the Faculty is still possible through the Commerce Extended Access Programme described below.

**BCom EXTENDED ACCESS PROGRAMME**

This programme caters for an under-prepared student who may be admitted into a four-year programme:

**1. B COM (EXTENDED PROGRAMME)**

Admission Point Score (NSC/MATRIC)	Programme	Duration	Minimum entry requirements (LO=Life Orientation, Engl=English, Maths=Mathematics, Biol=Biology, Phy Sci= Physical Science, Life Sci= Life Science, Agric Sci= Agricultural Science)
21/26	BCom ( Extended Programme)	4 years	NSC Deg with Maths Literacy 3, English 4, LO 4, and any Commercial/Law subjects 4, or <b>Matric Exemption/Endorsement</b> with Engl E(HG)/D(SG) and Maths E (SG)

## MATURE AGE EXEMPTION

With the approval of the Registrar, a candidate who qualifies on the basis of Mature Age Exemption may be considered for acceptance. Application must be made on the prescribed forms, prior to the registration date.

## PROGRESSION REQUIREMENTS

- (a) A three (four) year qualification may be completed in a maximum time of six (seven) years.
- (b) A candidate may register for a module only if all prerequisite requirements for that module have been satisfied.
- (c) In the first two semesters of registration the maximum load will be 64 credits (excluding those with five subject per semester) per semester. Thereafter and depending on the student's success rate the load shall be 80 credits. Any deviation from this requires the Executive Dean's approval.
- (d) A student may proceed to a –
  - (i) level 2 module provided he or she has obtained at least 64 credits at level 1 including 32 credits which are compulsory for their chosen programme or major; and
  - (ii) level-3 module provided he or she has passed all level-1 modules and at least two level-2 modules (32 credits) which are compulsory for their chosen programme or major.
- (e) A student may not register for two or more modules in the same time-table block.

## ASSESSMENT

- (a) Final Examinations  
The University conducts final examinations at the end of each semester. These examinations are normally written, but may include oral and/or practical components.
- (b) Duly Performed (DP) requirements  
A student will not be permitted to write the final examination in a module if he or she fails to satisfy the minimum Faculty requirements: These requirements are clearly set out in the course/module outline.
- (c) Pass Mark  
To pass a module a final mark of 50% is required. This assessment is based on the final examination mark and the CAM. The assessment for each module is indicated in the relevant programmes. A sub-minimum mark may be required in certain parts of this assessment as indicated in the syllabus for that module.
- (d) Supplementary Examinations
  - (i) A student who fails a module with a mark of at least 45% may be permitted to write a supplementary examination in that module.
  - (ii) If a student has been granted supplementary examinations in no more than two modules and has failed another module with a mark of at least 30%, he or she may be permitted to write a supplementary examination in this module provided that passing all these exams will enable the student to graduate immediately thereafter or in the subsequent semester.

## ATTAINMENT AND CONFERMENT OF DEGREE

A three (four) year qualification must be completed in a maximum time of six (seven) years. A student who has satisfied all the requirements of the programme, including the corequisite requirements, is deemed to have completed the degree which will be conferred in one of two graduation ceremonies the following year.

**EXCLUSION RULES**

A student who fails to obtain the minimum credits at the end of each semester, as tabulated below, and who is unable to propose an academic plan to obtain the minimum credits acceptable to Faculty and Senate, shall be excluded from the Faculty.

S E M	MAINSTREAM YRS 2-5: 80 per yr with 32 per sem YR 6: 128 with 64 per sem.	AUGMENTED YRS 3-6: 64 per yr with 32 per sem YR7: 128 with 64 per sem	YEAR
1 2	16 64	16xxx 64xxx	1
3 4	96 144	96xxx 128	2
5 6	176 224 (64 at level-2)	160 192 (32 at level-2)	3
7 8	256 304 (96 at level-2 and 48 at level-3)	224 256 ( 96 at level-2 or level-3)	4
9 10	336 384 (3-year qualification complete) (4-year qualification: 96 at level-3)	288 320 (64 at level-3)	5
11 12	448 512 (4-year qualification complete)	352 384 (3-year qualification complete) (4-year qualification: 96 at level-3)	6
13 14		448 512 (4-year qualification complete)	7

- (a) The number of semesters spent in other universities or faculties may be used in the above calculations.
- (b) An excluded student may apply to the Executive Dean for readmission. This may be granted under special circumstances and the student will have to satisfy certain specified conditions. An excluded student will not be permitted to register for any module in the Faculty, unless required by a programme (in another Faculty) in which the student is registered.

**PREREQUISITE RULES**

- (a) A student may not register for a second or subsequent year course until all prerequisite modules of the previous year level have been completed. [For example no student may register for Economics 201 and 202 until Economics 101 and Economics 102 have been successfully completed.]
- (b) A 60 % mark in Accounting 1B is a pre-requisite for Accounting 2B and Auditing 2B.
- (c) Business Management 1A and 1B are pre-requisites for Human Resource Management 2B and 2B.
- (d) A 65 % mark in each of CECO111 and CECO112 is a pre-requisite for Economics 2B and 2B.
- (e) CIPS101 and CIPS102 are pre-requisites for Year 2 modules of Industrial Psychology.

AENG 111	AENG122
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LCCL201	LCCL202
LPLC201	LPLC201
LRL201	LRL202
LCCP301	LCCP302
LCCI301	LCCI302
LPLD301	LPLD302

**CACTA1 – HIGHER CERTIFICATE IN ACCOUNTING**

## Year 1

Semester 1	Semester 2
Financial Accounting 1A (CCAC101)	Financial Accounting 1B (CCAC102)
Cost Accounting 1 (CCCA101)	Communication (CCCN102)
Business Information Systems 1.1 (CCIS101)	Business Information Systems 1.1 (CCIS102)
Business Calculations (CCBC101)	Commercial Law for Accountants 1 (CCCL102)

## Year 2

Semester 1	Semester 2
Cost Accounting 2B (CCCA201)	Cost Accounting 2B (CCCA202)
Financial Accounting 2B (CCAC201)	Financial Accounting 2B (CCAC202)
Auditing 2B (CCAU201)	Auditing 2B (CCAU202)
Taxation (CCTA201)	Commercial Law for Accountants 2 (CCCL202)

**CBCTM1 – HIGHER CERTIFICATE IN MARKETING**

## Year 1

Semester 1	Semester 2
Marketing Management 1.1 (CCMM101)	Marketing Management 1.2 (CCMM102)
Accounting for Marketers 1A (CCAM101)	Accounting for Marketers 1B (CCAM102)
Economics and Management (CCEM101)	Business Information Systems 1b (CCIS102)
Communication (CCCN101)	Consumer Behaviour (CCBC102)

## Year 2

Semester 1	Semester 2
Marketing Management 2.1 (CCMM201)	Marketing Management 2.2 (CCMM202)
Business Calculations (CCBC101)	Business Calculations (CCBC102)
Personal Selling (CCPS201)	Communication (CCCN102)
Marketing Research A (CCMR201)	Marketing Research B (CCMR202)

**CFDEG1 – BCom FOUNDATION PROGRAMME: Extended four year program**

## Year 1

Semester 1	Semester 2
Foundation Literacy A (CFLT001)	Foundation Literacy B (CFLT002)
Business Management Foundation A (CFBM001)	Business Management Foundation B (CFBM002)
Business Management 1A (CBMG101)	Business Management 1A (CBMG102)

Business Information Systems 1A (CBIS101)	Business Information Systems 1 (CBIS102)
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Year 2

Semester 1	Semester 2
Foundation Economics A (CFEC001)	Foundation Economics B (CFEC002)
Principles of Microeconomics (CECN101)	Principles of Macroeconomics (CECN102)
Business Calculations A (CFBC001)	Business Calculations B (CFBC002)
Accounting 1A (CACC101)	Accounting 1B (CACC102)

**CADEG1 - BCom (ACCOUNTING)**

(Syllabus consists of years 1, 2 and 3 of curriculum)

Year 1

Semester 1	Semester 2
Accounting 1A (CCAC101)	Accounting 1B (CCAC102)
Principles of Microeconomics (CECN101)	Principles of Macroeconomics (CECN102)
Business Management 1A (CBMG101)	Business Management 1B (CBMG102)
Business Information Systems 1A (CBIS101)	Business Information Systems 1B (CBIS102)

Note : A student who does not obtain 60 % in Accounting 1B is not allowed to proceed to Accounting 2B or Auditing 2B.

Year 2

Semester 1	Semester 2
Mathematics and Statistics for Commerce Students (SSTT121)	Elementary Statistics for Commerce Students (SSTT122)
<b>Commercial Law A (CLAW101)</b>	<b>Commercial Law B (CLAW102)</b>
Financial Accounting for Companies (CACC201)	Group Statements, Leases and Taxes (CACC202)
Introduction to Auditing and Professional Ethics (CAUD201)	Introduction to Managerial Accounting and Finance (CFMC202)

Note : Accounting 2B and 2B are prerequisites for Accounting 3B and 3B and Financial Management and Costing 3B and 3B.

Auditing 2B is a prerequisite for Auditing 3B and 3B.

Year 3

Semester 1	Semester 2
Accounting 3B (CACC301)	Accounting 3B (CACC302)
Income Tax 3B (CITX301)	Income Tax 3B (CITX302)
Auditing 3B (CAUD301)	Auditing 3B (CAUD302)
Financial Management and Costing 3B (CFMC301)	Financial Management and Costing 3B (CFMC302)

**CADEG2 - BCom (MANAGEMENT INFORMATION SYSTEM)**

Year 1

Semester 1	Semester 2
Accounting 1A (CACC101)	Accounting 1B (CACC102)
Principles of Microeconomics (CECN101)	Principles of Macroeconomics (CECN102)
Business Management 1A (CBMG101)	Business Management 1B (CBMG102)

Computer Literacy 1 (SCPS121)	Computer Literacy 1 (SCPS122)
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Year 2

Semester 1	Semester 2
Mathematics and Statistics for Commerce Students (SSTT121)	Elementary Statistics for Commerce Students (SSTT122)
Commercial Law A (CLAW101)	Commercial Law B (CLAW102)
Introductory Computing (SCPS11)	Data Base and Information Management 1 (SCPS232)
Computer Communications and Network (SCPS231)	Visual Application Development (SCPS242)

Year 3

Semester 1	Semester 2
Information system management 3B (CMIS301)	Information system management 3B (CMI302)
Information system management 3C (CISM311)	Information system management 3D (CISM312)
Computer Architecture and Assemblers (SCPS221)	Client Server Computing (SCPS332)
Database and Information Management 2 (SCPS331)	Final Year Project (SCPS322)

CCDEG1 - BCom

Year 1

Semester 1	Semester 2
Accounting 1A (CACC101)	Accounting 1B (CACC102)
Principles of Microeconomics (CECN101)	Principles of Macroeconomics (CECN102)
Business Management 1A (CBMG101)	Business Management 1B (CBMG102)
Business Information Systems 1A (CBIS101)	Business Information Systems 1B (CBIS102)
Introduction to Psychology in the Work Context (CIPS101)*	Personality and Behaviour in the Work Context (CIPS 1020)

Year 2

Semester 1	Semester 2
Mathematics and Statistics for Commerce Students (SSTT121)	Elementary Statistics for Commerce Students (SSTT122)
Commercial Law A (CLAW101)	Commercial Law B (CLAW102)
Choose any 2 major subjects from: (a) Accounting 2B (CACC201) (b) Marketing Management (CBMG201) (c) Banking Instruments, Products and Services (CBMG211) (d) Insurance 2B (CINS201) (e) Intermediate Microeconomics (CECN201) (f) Health and Safety in the Work Context (CIPS201) (g) Information Systems Analysis (CMIS201) (h) Foundations and Challenges of Human Resource Management (CHRM201)	Choose any 2 major subjects from: (a) Accounting 2B (CACC202) (b) Financial Management (CBMG202) (c) Financial Systems, Institutions and Markets (CBMG212) (d) Insurance 2B (CINS202) (e) Intermediate Macroeconomics (CECN202) (f) Consumer Behaviour (CIPS202) (g) Information Systems Design (CMIS202) (h) Labour Relations in SA (CHRM202)

## Year 3

Semester 1	Semester 2
Choose 2 options from each of the 2 major subjects already taken in Year 2 from: (a) Accounting 3B (CACC301) and any one of Income Tax 3B (CIXT301) Auditing 3B (CAUD301) Financial Management and Costing 3B (CACC311) (b) Business Management 3B (CBMG301) (c) Business Management 3C (CBMG311) (d) Business Management 3E (CBMG321) (e) Business Management 3G (CBMG331) (f) Insurance 3B (CINS301) (g) Public and Monetary Economics (CECN301) (h) Labour and International Economics (CECN311)  (i) Organisational Behaviour (CIPS301)  (j) Research Methods (CIPS311) (k) Business Info System 3B (CMIS321) (l) Business Info System 3C (CMIS331) (m) Theory and Practice of Human Resource Management (CHRM301) (n) Compensation Management (CHRM311)	Choose 2 options from each of the 2 major subjects already taken in Year 2 from: (a) Accounting 3B (CACC302) and any one of Income Tax 3B (CITX302) Auditing 3B (CAUD302) Financial Management and Costing 3B (CACC312) (b) Business Management 3B (CBMG302) (c) Business Management 3D (CBMG312) (d) Business Management 3F (CBMG322) (e) Business Management 3H (CBMG332) (f) Insurance 3B (CINS302) (g) Development Economics (CECN302) (h) Economic Research and Econometrics (CECN312) (i) Organisational Change and Development in SA (CIPS302) (j) Career Psychology (CIPS322) (k) Business Info System 3B (CMIS322) (l) Business Info System 3D (CMIS332) (m) Training and Development Management (CHRM302) (n) South African and International Trends in Human Resource Management (CIHRM312)

**PREREQUISITES**

(a) A student may not register for a second or subsequent year course until all modules of the previous year level have been completed. [For example, no student may register for Economics 201 and 202 until Economics 101 and 102 have been successfully completed.]

(b) A 60 % mark in Accounting 1B is a pre-requisite for Accounting 2B and Auditing 2B.  
 Business Management 1A and 1B are pre-requisites for Human Resource Management 201 and 202.  
 A 70 % mark in each of CECO111 and CECO112 is a pre-requisite for Economics 201 and 202.  
 CIPS101 and CIPS102 are pre-requisites for Year 2 modules of Industrial Psychology.

**CGDEG1 - BAdmin****INTRODUCTORY NOTE**

The Public Administration domain has received constitutional status by SA's Constitution of 1996. In an attempt to address the challenges and needs of the public sector, this degree seeks to provide a comprehensive qualification in Public Administration. This degree's dual approach regarding majors ensures greater flexibility and specialisation, as required by the public sector. The successful completion of this degree will allow students to pursue careers in different public institutions, within the South African context as well as the SADC region.

**DEGREE-SPECIFIC STRUCTURE**

This degree is comprised of three general streams, namely Public Administration (with an option of Local Government specialisation), Political Science and any additional stream in Industrial Psychology, Economics, Business Management, and Human Resource Management.

A research component allows a student to obtain crucial skills in research methodology, field work and critical academic writing that will capacitate and empower him or her immensely for Public Sector demands.

This degree ensures relevance, outcomes based approaches and quality.

Year 1

Semester 1	Semester 2
Introduction to Public Administration (CPAD101)	Introduction to Public Management (CPAD102)
Business Information System 1B (CBIS 101)	
Introduction to Political Science (CPOL101)	South African Politics (CPOL102)
Public Sector Economics & Finance 1A (CECO111)	Public Sector Economics & Finance 1B (CECO112)
Choose 1 additional Major subject from: Business Management 1A (CBMG101) Introduction to Psychology in the Work Context (CIPS101)	Choose 1 additional Major subject from: Business Management 1B (CBMG102) Personality and Behaviour in the Work Context (CIPS102)

Year 2

Semester 1	Semester 2
Basic Personnel Administration (CPAD201) OR Municipal Structure and Administration (CPLG201)	Introduction to Public Finance Management (CPAD202) OR Municipal Finance and Management (CPLG202)
Administrative Law for Public Administration (LADM101)	Interpretation of Statutes (LIOS202)
Introduction to Political Sociology (CPOL201)	Political Theories (CPOL202)
Continue with chosen Major subject (Year 1): Municipal Governance & Performance Management (CPLG211) Introduction to Political Economy (CPOL211) Foundations and Challenges of Human Resource Management (CHRM201) Marketing Management (CBMG201) Health and Safety in the Work Context (CIPS201) Intermediate Microeconomics (CECN201)	Continue with chosen Major subject (Year 1): Municipal Accounting (CPLG212)  Political Behaviour (CPOL212) Labour Relations in South Africa (CHRM202)  Financial Management (CBMG202) Consumer Behaviour (CIPS202) Intermediate Macroeconomics (CECN202)

Year 3

Semester 1	Semester 2
Public Service Delivery: Policy & Theory (CPAD301) or Local government Management 3 A (CPLG301)	Issues in Public Service Delivery (CPAD302) or Local government Management 3B (CPLG302)
Research Methodology (CPAD303)	Research Paper (CPAD304)
Political Conflict and Change (CPOL301)	Geopolitics (CPOL302)
Continue with Major subject (Year 2): Theory and Practice of Human Resources (CHRM301) Municipal Governance (CPLG311)	Continue with Major subject (Year 2): Training and Development Management (CHRM302)  Municipal Finance (CPLG312)

Business Management 3A (CMBG301) Public and Monetary Economics (CECN301) Organisational Behaviour (CIPS301) Political Science 3A (CPOL311)	Business Management 3B (CMBG302) Development Economics (CECN302) Organisational Change and Development in South Africa (CIPS302) Political Science 3A (CPOL312)
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## DEGREE-SPECIFIC RULES

### OPTIONS AND RULES PERTAINING TO THE SECOND MAJOR

#### Economics as a major

Matric mathematics is a pre-requisite.

To continue with Economics II, a 70 % mark in each of CECO111 and CECO112 is a pre-requisite.

#### Human Resource Management as a major

A student must pass Business Management I (CBMG101 & CBMG 102) in order to major in HRM.

#### Local Government as a major

A student must have passed Public Administration I (CPAD101 & CPAD102) in order to major in LG.

A student cannot major in both Public Administration and Local Government as subjects.

## BACHELOR OF LAWS DEGREE

The Law Departments (Private law, Public law and Criminal & Procedural Law) offer the four year **Bachelor of Law (LLB)** degree.

This programme has been designed in line with national norms and standards. This degree is the minimum qualification for any career in law, be it public prosecutor, magistrate, judge, law advisor, attorney or advocate.

To become an attorney, a person must, after completion of the degree, attend the School for Legal Practice and/or serve articles of clerkship in an attorney's office, and pass the profession's prescribed practical examinations.

In order to formally practice as an advocate, a person must join one of the Bar Associations. To do that, a person holding the LLB degree must firstly apply to be admitted as an advocate by the High Court of South Africa, and thereafter complete a term of pupillage and pass the Bar Council's practical examination

### RULES FOR THE LLB DEGREE

#### MINIMUM DURATION OF PROGRAMME

The minimum duration is four years, however –

- (a) this period may be reduced to three years by credits given in terms of the next item (**Credit For Modules**); and
- (b) a student must pass at least 50% of the prescribed modules at this University in order to qualify for the degree.

#### CREDIT FOR MODULES

The Faculty Board may credit a student with comparable modules passed at other universities or similar institutions, or may credit a student with specific modules on the basis of relevant prior learning; provided that

such a student must pass at least 50% of the prescribed modules at this institution in order to qualify for the degree.

### ASSESSMENT

- (a) The assessment requirements for the programme and each module must be successfully completed.
- (b) In order to complete a module successfully, a student must get a grade of between 50% and 100%.
- (c) To obtain the degree with a first class pass, a student must –
  - (i) complete the degree in the minimum prescribed duration of the curriculum and, in the case of a part-time student, the minimum prescribed duration plus one year; and
  - (ii) obtain first-class passes or distinctions in at least eight modules prescribed for the last four semesters of the curriculum; and
  - (iii) obtain a final grade aggregate of at least 60% for all modules prescribed for the degree.
- (d) To obtain the degree with distinction, a student must –
  - (i) complete the degree in the minimum prescribed duration of the curriculum and, in the case of part-time students, the minimum prescribed plus one year; and
  - (ii) obtain distinctions in at least eight modules prescribed for the last four semesters of the curriculum; and
  - (iii) obtain a final grade aggregate of at least 65% for all modules prescribed for the degree.

### SUPPLEMENTARY ASSESSMENT

- (a) A student who obtains a final grade of between 45% and 49% in a module assessment may be invited to a written supplementary examination at a date and time determined by the Vice-Dean (Law).
- (b) A student who is successful in the supplementary examination will be credited with a pass of 50%.

### ASSESSMENT POLICY

- (a) Apart from other forms of assessment, at least two written semester assessments (tests) will be conducted in respect of each module, as well as a final examination at the end of the semester.
- (b) The semester assessments cover such parts of the work done as determined by the lecturer, and the final examination covers all the work done during the semester.
- (c) The semester assessments are of one hour duration and for fifty marks each, and the final examination is of two hours duration and for 100 marks.
- (d) In order to determine a student's result in respect of a module, both the Continuous Assessment Mark and the Final Examination Mark are taken into account.
- (e) The Final Mark incorporates the semester assessments (tests), and other forms of assessment, which a lecturer (in consultation with the Head of Department) may conduct.
- (f) There will be no re-writing of semester assessments, for whatever reason. Where a student misses one of the semester assessments, it is still possible to obtain adequate marks in remaining assessments to pass a module.
- (g) For the purpose of recording a student's performance, the following categories apply:

00%	-	44%	:	Fail
45%	-	49%	:	Supplementary Assessment
50%	-	64%	:	Pass
65%	-	74%	:	First Class Pass
75%	-	100%	:	Pass With Distinction

**ACADEMIC PROGRESS**

- (a) A student must register for modules comprising the degree in the order prescribed by the curriculum.
- (b) Except with special approval from the Executive Dean of the Faculty or the Vice-Dean of the Law Departments, a student may not register for modules prescribed for the third year unless he or she has passed all the modules prescribed for the first year, and may not register for modules prescribed for the fourth year unless he or she has passed all the modules prescribed for the first and second years.
- (c) A first-year student may only register for prescribed modules in the second semester if he or she has either passed the modules prescribed for the first semester of the first year, or has attended lectures in the modules as a registered student and participated in all prescribed assessments. (*The implication of this is that a first-year student may not commence with studies in the second semester.*)
- (d) In respect of the modules listed below, a student may only register for a subsequent module if he or she has either passed the prior module(s), or has attended lectures therein as a registered student and participated in all prescribed assessments:

PRE-REQUISITE COR MODULE(S)	SUBSEQUENT MODULE
AENG 111	AENG122
LCCL201	LCCL202
LPLC201	LPLC201
LRLL201	LRLL202
LCCP301	LCCP302
LCCI301	LCCI302
LPLD301	LPLD302

**LLB (BACHELOR OF LAWS)**

Year 1

Semester 1	Semester 2
Introduction to Law A (LRIN101)	Introduction to Law B (LRIN102)
English 1 Part A : Language & Literature (AENG 111)	English 1 Part B : Language & Literature (AENG 112)
Law of Persons (LPLP101)	Indigenous Law (LRID102)
Legal Skills A (LCLS101)	Legal Skills C (LCLS102)
Legal Skills B (LCLS111)	Family Law (LPFL102)

Year 2

Semester 1	Semester 2
Legal Skills D (LCLS201)	Legal Skills E (LCLS202)
Criminal Law : General Principles (LCCL201)	Criminal Law: Specific Offences (LCCL202)
Juridical Interpretation (LPIN201)	Law of Property (LPPO202)
Law of Succession (LPLS201)	Administrative Law (LRAD202)
Constitutional Law A (LRCL201)	Constitutional Law B (LRCL202)

Year 3

Semester 1	Semester 2
Business Entities Law (LPBE301)	Insolvency and Winding Up (LPIW302)

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Criminal Procedure A (LCCP301)	Criminal Procedure B (LCCP302)
Civil Procedure A (LCCI301)	Civil Procedure B (LCCI302)
Law of Contract A (LPLC 301)	Law of Contract B (LPLC302)
Law of Delict A (LPLD301)	Law of Delict B (LPLD302)

## MODULE DESCRIPTIONS

## DEPARTMENT OF ACCOUNTING AND AUDITING

CODE	MODULE NAME	MODULE DESCRIPTION
CACC101	Accounting 1A	Accounting Equation, Debits and Credits, Double entry system, General and specialized Journals. Processing accounting information through the accounting system to an elementary Balance Sheet and Income Statement, Basic disclosure of assets, liabilities, and the various forms of equity in sole traders, partnerships, and companies, Manufacturing Income Statements and the determination of inventory values using arithmetic conventions.
CBIS101	Business information systems 1A	Introduction to Hard and Software. How the computer gets used in commercial environments. Essential hardware and software skills for commerce and business students.
CACC201	Financial Accounting for Companies	Partnership Accounting, Introduction to Accounting theory, Changes in issued share capital. Schedule 4, Act 4 of 1973 as amended, in respect of Income statement and Balance sheet disclosure, Branch accounting, Equity Statements in Close Corporations.
CAUD201	Introduction to Auditing and Professional Ethics	Code of professional conduct, statutory requirements and the audit process. The concepts of audit risk and evidence, South African Auditing Standards ( SAAS ) fieldwork requirements.
CACC301	Accounting 3B	Accounting Standard Numbers: 000, 100, 101, 102, 105,106,123, Current development in these and related areas. Accounting Standard Numbers: 103, 104, 108, 109, 111, 112, 113, 114, 115, Current development in these and related areas.
CITX301	Income Tax 3B	A framework for the computation of South African normal income, tax. This covers gross income, exemptions, deductions and allowances. Taxation of individuals, Employees and provisional tax, Taxation of retirement benefits.
CAUD301	Auditing 3B	Audit Cycles, Revenue and receipts, Purchases and payments, Payroll and personnel. Audit Cycles, Stock and production, Finance and investment, Evaluating concluding and reporting.
CAMC301	Financial Management and costing 3B	Job and process costing, Absorption and variable costing, Joint and by product costing, Relevant costs for decision-making. Activity based costing, Budgeting and projected cash budgets, Control and performance measurement, Standard costing and variance analysis.
CMIS301	Information Systems Management 3B	Analysis of accounting/financial information systems - the elements they contain, the way in which financial systems

		are designed, and the role they play in the supplying the information to those requiring it, both within the business organization and outside it. Analysis of management information systems - the elements they contain, the way in which they are designed, and the role they play in the supplying the information to those requiring it, both within the business organization and outside it are covered.
CACC102	Accounting 1B	Introduction to VAT and how to prepare a cash book in accordance, with VAT act requirements, Introduction to employees tax and the computation of salaries and wages amounts, Post closing journal entries and the AFS.
CBIS102	Business information systems 1B	Essential functions and knowledge required to prepare financial, information in spreadsheet format. A wide variety of topics that make up the essential skills of an administrative assistant will be taught.
CACC202	Group Statements, Leases and Taxes	Schedule 4, Act 4 of 1973 as amended, in respect of Income statement and Balance sheet disclosure, Branch accounting, Equity Statements in Close Corporations. Wholly owned subsidiaries, Partly owned subsidiaries and the effects of inter company transactions and deferred taxation, Alternate forms of Group Statements
CFMC202	Introduction to Managerial Accounting and Finance	Overview of financial management. Projected cash flows and budgeting, Time value of money and introduction to project appraisal, Aspects of business valuations. Cost Accumulation for stock valuation and profit measurement, Information for decision-making.
CACC302	Accounting 3B	Accounting Standard Numbers : 103, 104, 108, 109, 111, 112, 113, 114, 115, Current development in these and related areas. Accounting Standard Numbers : 107,110,116,118,119,122,125, Current development in these and related areas.
CITX302	Income Tax 3B	Taxation of individuals, Employees and provisional tax, Taxation of retirement benefits. Taxation of interest and finance charges, Special allowances ( sec 24 ), Donations tax, estate duty VAT.
CAUD302	Auditing 3B	Statutory and corporate governance matters relating to the audit of companies and close corporations. Audit reports and other expressions Computer applications.
CAMC301	Financial Management and Costing	Cost of capital and capital structure, Analysis and interpretation of AFS, Business valuations. Risk with emphasis on portfolio management, Project evaluation, Working capital management and financial engineering.
CMIS302	Information Systems Management 3B	First part of project - Design and build of a information system. To combine all previous gained knowledge, during the previous courses, to design, develop and implement a working model of an Information System. Second part of project - Implementation and management of a information system. To combine all previous gained knowledge, during the previous courses,

		to design, develop and implement a working model of a Information System.
CMIS311	Information Systems Management 3C	Technological developments as yet uncertain as future events unpredictable thus topics undecided as course will be offered for the first time in 2010.
CIMIS312	Information system management 3D	Technological developments as yet uncertain as future events unpredictable thus topics undecided as course will be offered for the first time in 2010.

#### DEPARTMENT OF BUSINESS MANAGEMENT

CODE	MODULE NAME	MODULE DESCRIPTION
CBMG101	Business Management 1A	Analysing the business Environment, Starting a business, Selecting a form of ownership. Managing a business, Elements of Management, Task of Managers, Leadership, Motivation, Communication, Financial management, Purchasing Management.
CBMG102	Business Management 1B	Marketing. Product policy, Distribution, Pricing, Communication, Human resources, Production management.
CBMG201	Marketing Management	What is marketing, Marketing concept, Marketing Environment, Consumer behaviour, Market segmentation. Marketing planning, Marketing information, Marketing research. Product planning, Brands, Pricing, Price strategies, Promotion, Personal selling, Advertising, Distribution channels.
CBMG202	Financial Management	Overview of corporate finance, Financial Statements, Long term financial planning, Time value of money, Valuation of cash flows, Capital budgeting, Risk and Return. Long term financing, Cost of capital, Financial leverage, Capital structure, Dividends, Short term finance. Cash and liquidity, Credit and inventory management.
CBMG211	Banking Instruments, Products and Services	An overview of Banks, their services, organization and structures. Bank Instruments, mainly cheques and bank customers.
CBMG212	Financial Systems, Institutions and Markets	Bank lending and the risks faced by banks, legislation and banking supervision. Bank Lending to Consumers. Bank Mergers and Acquisitions Expansion of Services.
CBMG301	Business Management 3B	Introduction, Evolution of management, Changing environment, Goal formulation, Planning, Strategic planning, Decision making, Information management.
CBMG302	Business Management 3bB	What is entrepreneurship, Advantages, Entrepreneurial profile, Process, Feasibility studies, Importance of SMME's, SMME failures, Informal sector.
CBMG311	Business Management 3C	Organisational design, Authority and power, Organisational culture, Leadership, Motivation, Communication, Groups and teams, Control.

CBMG312	Business Management 3D	Location, a New Venture, Layout, Business plan, Financial plan, Purchasing plan, Administrative plan, Marketing plan, Production plan, Legal forms, Contracts.
CBMG321	Business Management 3E	Off-balance Sheet Financing in Banking and Credit Derivatives. Managing the Bank's Investment Portfolio
CBMG322	Business Management 3F	Management of a Bank's Equity Capital Position. Rose Chapter 15 and Bank Lending to Business Firms Rose Chapters 16 – 18. Bank Lending to Consumers Rose Chapters 19 and 20. Bank Mergers and Acquisitions Rose Chapter 22. Expansion of Services Rose Chapter 21.
CBMG331	Business Management 3G	Liquidity Position. Rose Chapters 9 – 11. Managing Bank Sources of Funds. Rose Chapters 12 – 14.
CBMG332	Business Management 3H	Exchange Control and Foreign Trade. Asset-Liability Management Techniques and Hedging against Interest Rate and Credit Risk.
CINS201	Insurance 2B	Introduction, How it works, and basic principles, Role Principles, Contracts, Elements of, Characteristics Documentation, Proposal forms, and practice, Claim forms, Claims procedures, Cover notes, Cancellation and renewals, Policy documents.
CINS202	Insurance 2B	Concept of risk, Forms of risk, Risk handling, Nature of risk management, Organisational risk, Personal risk, Buying life insurance. Motor, Pecuniary, Business interruption, Marine & aviation, Fire & property, Theft, Goods in transit, Liability.
CINS301	Insurance 3B	Importance of, life insurance Life insurance features, Types of contracts
CINS302	Insurance 3B	Participating policies, Tax implications. Lloyds reinsurance – a model of success and the creation of the " name " concept.

## DEPARTMENT OF ECONOMICS

CODE	MODULE NAME	MODULE DESCRIPTION
CECN101	Principles of Microeconomics	Demand and Supply, Market Structure, Prices, Markets and Resource Allocation, Elasticity, Utility Theory of Demand, Indifference Curve Analysis, Economic Systems, Firms and Business.
CECN102	Principles of Macroeconomics	National Income, Employment, Inflation, Money and the Banking System, Monetary and Fiscal Policies, International Trade and Aid, Growth, Poverty and Income Distribution.
CEC0111	Public Sector Economics and Finance 1A	Demand and Supply, Market Structure, Prices, Markets and Resource Allocation, Elasticity, Utility Theory of Demand, Indifference Curve Analysis, Economic Systems, Firms and Business, National Income, Employment, Inflation, Money and the Banking System, Monetary and Fiscal Policies, International Trade and Aid, Growth, Poverty and Income Distribution.

CEC0112	Public Sector Economics and Finance 1B	Role of government; National income determination; Monetary and fiscal policies, Economic growth, Stabilization policies, Internal and external balances.
CECN201	Intermediate Microeconomics	Theory of Consumer Behaviour, Utility and Indifference Curve Analyses, Various Market Structures, Theory of Distribution, Labour Income, Pricing and employment of resources under various market structures.
CECN202	Intermediate Macroeconomics	Role of government; National income determination; Classical and Keynesian analyses, Money and Banking, Monetary Policy, The dynamics of inflation, Economic growth, International monetary system, Stabilization policies, Internal and external balances.
CECN301	Public Economics (Paper 1)	Fiscal functions and institutions, Fiscal policy, Public finance in developing countries, Analysis of public expenditure, Taxation and income distribution, Revenue system, Stabilization policies, Public debt and development finance
CECN301	Monetary Economics (Paper 2)	Theories of Money, Money, finance and banking in developing countries, Public finance in developing countries, Central bank, Banking and non-banking financial institutions, International payments problems, Monetary policy, Budget deficit and budgetary policy, Relationship between monetary and fiscal policies
CECN302	Development Economics	Nature of development and underdevelopment, Growth, Poverty and Income Distribution, Theories of Development, Resources for development., Economic policies for development, Roles of education, technology, trade, industrialization, agriculture and trade in development, Regional Integration, Development Strategy
CECN311	Labour Economics (Paper 1)	Labour market, Wage structure and differentials, Investments in human capital, Worker mobility, Productivity, Discrimination and inequality in earnings, Inflation, Unemployment and Productivity growth
CECN311	International Economics (Paper 2)	Classical and Neo-Classical theories, Alternative explanations of trade, Product cycle, Imperialism and the theory of unequal exchange, Trade policy, Tariff and non-tariff barriers to trade, Economic integration, International monetary system, Exchange rates, Balance-of-payments analysis.
CECN312	Economic Research (Paper 1)	Preparation of research proposal, statement of the research problem, gathering information from various sources, literature review, research design and data collection, descriptive statistics (organizing, summarizing and presenting the data, inferential statistics (tools of statistical testing and estimating), writing of research reports (style, format, referencing).
CECN312	Econometrics (Paper 2)	Introductory Econometrics, OLS regression analysis, Hypothesis testing, Violation of OLS assumptions, Multicollinearity, Heteroscedasticity, Serial correlation, Dummy variables, Time series regression.

#### DEPARTMENT OF INDUSTRIAL PSYCHOLOGY

CODE	MODULE NAME	MODULE DESCRIPTION
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CIPS101	Introduction to Psychology in the work context	The first semester programme introduces the students to foundational Psychology. It defines psychological approaches and methodology; human development; learning and perception; cognition; motivation; social processes; interpersonal attraction and affiliation; leadership; aggression and conflict; group behaviour; social processes in organisations
CIPS102	Personality and Behaviour in the work context	The second semester programme focuses on personality in the work context; psychodynamic, behaviour or learning perspectives, dimensional or trait, humanistic phenomenological and cognitive perspectives; psychopathology; work adjustment; personality assessment
CIPS201	Health and Safety in the work context	This module focuses on the history of Employee Assistance/Wellness Programmes and Life skills programmes; HIV/Aids programmes structure and strategy and introduces students to ergonomics in the workplace; what is ergonomics; workplace ergonomics; the benefits of an ergonomic programme and ergonomic injuries
CIPS202	Consumer Behaviour	Students are introduced to, amongst other things: consumer behaviour; perspectives and viewpoints; understanding cultural and social influences; personality, lifestyle and individual differences in behaviour; demographic analysis of consumer trends; consumerism and ethical behaviour
CIPS301	Industrial Psychology 3B (Organisational Behaviour)	An introduction to Organisational behaviour which focuses on the foundations of individual behaviour; values attitudes and related job fulfilment; decision making in organisations and concepts of teamwork and understanding work teams in an organisational context; leadership; power and politics and change management.
CIPS302	Industrial Psychology 3b (Organisational Change and Development in South Africa)	The second semester concentrates on organisational development, new methods and models for Southern Africa; theories of OD; roots and values of OD; models and methods of OD; the evolving paradigm; and the new era
CIPS311	Research Methods	The module will introduce the student to research methods with emphasis on the business sciences; the aims of research; the research problem; the literature review; qualitative and quantitative research methods; report writing; surveys and basic statistics
CIPS312	Career Psychology	The programme focuses on the meaning of work; career concepts and career management models; organisational change and implications for careers; career choice and counselling; life and career stages; organisational choice; career issues and organisational career perspectives
CHRM201	Foundations and Challenges of Human Resource Management	This module focuses on the foundations and challenges of HRM; managing diversity; HR Planning, research and problem solving; job design and analysis; recruitment and selection; induction, motivation and retention; career management issues; performance management and appraisal; training and development; managing compensation and benefits

CHRM202	Labour Relations in SA	The second semester programme focuses on Labour Relations – first a brief introduction to labour relations in a global context and then concentrating on labour relations in South Africa with reference to the Labour Relations Act; Employment Equity; The Basic Conditions of Employment Act; Occupational Health and Safety; Collective Bargaining and Bargaining councils; Employee participation; Trade Unions and Employee Organisations; Workplace agreements and procedures; strikes and lockouts
CHRM301	Theory and Practice of Human Resource Management	The first semester focuses on HRM as an intervention process; historical perspectives on HRM development in SA; macro context of HRM in SA; equalising opportunities in relation to affirmative action; HRM strategies, structures and planning; establishing employment relationships
CHRM302	Training and Development Management	This module focuses on utilising and developing employees focusing on motivation and leadership in organisations; training and development of employees on a macro level perspective; training and development of employees at an organisational level
CHRM311	Compensation Management	The focus is remuneration of employees focusing on pay structure; job evaluation; compensation policies and systems; providing incentives and benefits to employees; establishing and maintaining employee wellness; studying relevant legislation governing health and safety in the workplace
CHRM312	South African and International trends in Human Resource Management	The final module focuses on managing labour and employee relations in SA; sound union – management relationships; managing transformation in HRM; ,measurement, evaluation, information and reporting related to HRM; terminating the services of employees; the way forward in HRM; International trends in HRM

#### DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

CODE	MODULE NAME	MODULE DESCRIPTION
CPAD101	Introduction to Public Administration	The nature of Public Administration, as related to its various theories, approaches and practice. The importance of the role played by Public Administration in the modern states and the constitutional significance of Public Administration.
CPAD102	Introduction to Public Management	The managerial task of the public manager, the public management environment, public management functions, policy-making, planning, organising, leadership, control, motivation, evaluation and public management skills.
CPAD201	Basic Personnel Administration	Personnel Administration: Diagnosing organisations, intervention strategies, change management, managing transformation, mentoring, coaching, work design, conflict and conflict resolution. Administrative Techniques: Office management, operational writing, leadership skills, office

		administration, meetings, public speaking and communication skills.
CPAD202	Introduction to Public Finance Management	Public Management Strategies & Issues: Micro & Macro - level strategies and practice, integrating appropriate management theories and strategies. Linked with integrated governance such as ethics, housing, public and private partnerships, alternative service delivery, organisational change, performance management and transformation and regulatory governance. Public Finance Management: Credit control & debt collection, sources of revenue, revenue collection & allocation, generally accepted accounting principles (GAAP), intergovernmental fiscal relations.
CPAD301	Public Service Delivery: Policy and Theory	Public Policy Making: The nature of public policy and developmental policy, governance, development, sustainability and good policy practices. Public policy models, approaches and Public policy making processes. Service Delivery: Contextualising service delivery and developmental local government. Linking development management with policy in practice (strategies, including integrated development planning and public participation); development management and action research.
CPAD302	Issues in Public Service Delivery	Integrated Development Planning: Contextualising developmental Local Government and Local Economic Development, project management at micro-level, public participation strategies, capacity-building, empowerment and sustainable development at a local government level. Public policy processes: agenda setting, design and implementation. Public policy evaluation, policy impact assessment and policy change. Project Management: Linked with service delivery, this section will focus on needs analysis and developmental projects. Life of a project: Starting, Planning and evaluation, effective Project Management. Pitfalls and milestones of project management.
CPOL101	Introduction to Political Science	An introduction to basic concepts in political thought. Examining the nature of power and authority, the difference between government and the state, as well as the relationship between state and society. State forms and forms of government. Macro-organisation of the state, separation of powers and theories of the state. Special reference is also given to Traditional Council structures and Intergovernmental relations.
CPOL102	South African Politics	Within context of South African politics, the conceptual equipment developed in semester 1 is used to elucidate our state institutions, governmental branches and role players. An analysis of party political policy, elections and the 1996 Constitution are contextualised within the paradigm of democracy and its various interpretations.
CPOL201	Introduction to Political Sociology	Political Sociology: The socio-political formation of the modern state is explored as related to various theories and behavior. Understanding how social inequality between groups influences politics. Comprehending how public personalities, social

		movements and trends outside of the formal institutions of political power affect politics, and addressing the power relationships within and between social groups. Political Dynamics: Political parties, elections and electoral systems as well as voting behavior, political interactions, public opinion and political communication are studied.
CPOL202	Political Theories	Political Theories: This course introduces students to the different ways in which the major philosophical and political traditions have understood the nature of social regulation, as well as to consider the impact of these debates on the South African political spectrum. Political Change and Behaviour: Analysing the process of political transition in Africa. A study of the way that authoritative figures and institutions transfer political values resulting in a specific political culture. Agents of change and resistance as well as tolerance and conventional political participation, are studied.
CPOL301	Political Conflict and Change	Democracy & Leadership: The importance & relevance of democracy within the contemporary context. Forms of democracies. Leadership theories. Leaders' impact on democracy as seen in South Africa and Africa. Understanding Asian & Middle East interpretations of democracy. Political Conflict: Using theories and case studies, this module will identify, explore and explain the elements that shape conflict and stability in the contemporary world. Theories of conflict: nature, content and origin; theories of conflict management: negotiation, bargaining and third-party intervention. Focus areas such as Israel / Palestine, the Balkans, India / Pakistan and the Kashmir region are studied.
CPOL302	Geopolitics	Geopolitics: Different case studies will include reflections on the impact of geographic locations on political interactions. Inter-state conflict as determined by resource competition such as oil and water. Artificial borders' continuous impact on governmental interaction. Power as a source of interaction. Corporate Governance & Ethics: Good governance and corporate governance. Sources, values and characteristics of corporate governance. Necessity of ethics in the Public Sector. Unethical behaviour and corruption.
CPOL211	Introduction to Political Economy	International Relations Theories: An overview of the most important actors, structures and processes in the international system, an orientation towards the theoretical approaches to this field. African Politics: State formation in Africa: the delimitation of land and boundaries; population composition and independence; the influence of external factors such as colonialism on state formation; decolonisation and its internal dynamics, e.g. nationalism and resistance; the classification of modern African systems as well as the recent trends, including pressures to democratise.
CPOL212	Political Behaviour	Comparative Politics - Southern Africa & Africa: Contemporary political trends in Africa and Southern Africa (the SADC region and broadly Africa south of the equator including Angola, Zaire,

		Tanzania, Mauritius and the Seychelles), patterns of democratisation and election issues. South Africa in comparison with the rest of Africa. Comparative Politics - Europe & Asia: A comparative analysis of the characteristics of the most important democracies such as the USA, Switzerland, France, Britain, Germany, Canada, Belgium and Spain. Aspects such as legislative institutions, parliamentary as opposed to presidential systems of executive authority, electoral systems and regional government that function according to federal or unitary principles are emphasised.
CPOL311	Political Science 3B	International Political Economy: A study of the dynamic interaction between politics and economics, with a specific focus on the structures of the global political economy (trade, finances, production, knowledge and security), and on the tension between state and market institutions; perspectives adopted in the study of this field; South Africa in the global political economy. Additional attention is given to WTO, EU, IMF, North-South relations. International Law: Sources of international law, diplomacy, theories on war & peace, International Human rights, Global cooperation & conflict, The International System, Global actors & structures.
CPOL312	Political Science 3B	Foreign Policy: Goals and instruments of foreign policy. Various levels of analysis, diplomacy, power and ethics. Foreign policy making and evaluating. Comparing foreign policies of selected states. International Organisations: Theories of co-operation and normative convergence in the international system; the institutions and political dynamics of state-based international organisations such as the UN; international organisations and International Public Law.
CPLG201	Municipal Structure and Administration	Municipal Development & Structure: Constitutional background, fostering local democracy, municipal demarcation, intergovernmental relations, municipal elections and floor crossing, municipal structures, councillor and ward systems, committee systems. Municipal Administrative Techniques: Administrative techniques such as office management, operational writing, leadership skills, office administration, meetings, public speaking and communication skills. Managing of Central registry and property administration.
CPLG202	Municipal Finance and Management	Managing Municipal Finance: Legislative framework: Property Rates Act, Municipal Finance Act, Municipal Systems Act & Municipal Structures Act, Local government policies. Municipal budgeting & revenue, fiscal powers, levying of rates. Municipal Organisation and Management: Introduction to organising the municipality, performance management systems, delegation system and human resource management. Code of conduct.
CPLG301	Local Government Management 3B	Municipal Policy Making Processes: Linking integrated development planning, Local Economic Development with policy making. Public policy processes: agenda setting, design and implementation. Public policy evaluation, policy impact assessment and policy change. Managing Municipal services:

		Linked with service delivery, this section will focus on needs analysis and developmental projects. Project dimensions vs. programme formulation. Objectives of projects. Public participation strategies, capacity-building, empowerment and sustainable development at a local government level.
CPLG302	Local Government Management 3B	Integrated Development Planning: Municipal services as linked to policy implementation and analysis. Project & Disaster Management: Life of a project: Starting, Planning and evaluation, effective project Management. Pitfalls and milestones of project management. Assessing disaster management policies at a local level. Search for best practice models.
CPAD303	Research Methodology	The need for research methods with emphasis on the public sector, the aims of research, the research problem, the literature review, qualitative and quantitative research methods, report writing and surveys. In line with public sector requirements community contact making techniques and participatory rapid appraisal & planning (PRAP) techniques and applications are studied.
CPAD304	Research Paper	Applying research techniques, case studies, journal writing and report writing.
CPLG211	Municipal Governance & Performance Management	Governance: Human resources, Organisational development, Public Policy management, Participatory management. Performance Management: Municipal competency levels, Performance appraisals, AAP & EEA, HR strategies, Labour relations and Collective bargaining.
CPLG212	Municipal Accounting	Intro to Management Accounting: Cost accumulation for stock valuation & profit measurement, information for decision-making. Introduction to Accounting Conventions: Debits and credits and double-entry system, preparing journal entries.
CPLG311	Municipal Governance	Municipal Legislation Management: Statutory frameworks as linked with specific municipal departments. Keeping legislation and making of by-laws. Security administration (security aspects of Council like political staff, buildings, vagrant control). Governance: Local government planning and organisation. Organisational development, Public Resources management and Participatory management.
CPLG312	Municipal Finance	Managing Municipal Finance: Three branches covering income, expenditure & IT Systems: credit management, metered (water & electricity) & non-metered services (rates, refuse, sewer), budgets, costing, procurement, salaries & wages, general expenditure. Municipal Finance Techniques: Reporting and operational writing, Risk & asset management, Cost-benefits analysis, Tender processes and supply chain management.

## DEPARTMENTS OF LAW

CODE	MODULE NAME	MODULE DESCRIPTION
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LRIN101	Introduction to Law	Introduction to the study of South African Law. A study of the different classifications of the law.
LRFS101	Foundations and Sources of SA Law	History of South African Law including Roman-Dutch Law, English law as well as other sources like Indigenous Law systems, common law, legal precedent and the Constitution
LPLP101	Law of Persons	The law of persons and personal rights; including the rights of legal entities.
LCLS101	Legal Skills	Basic skills in the fields of study and examinations, research, legal writing, computer based research, logic and critical reasoning.
LPFL102	Family Law	A study of the law of husband and wife. A study of the law of parent and child and guardianship and curatorship.
LRID102	Indigenous Law	Indigenous law of persons, family, contracts, delicts, property and succession. Traditional leadership and administration, the jurisdiction of the courts of traditional leaders, indigenous criminal law and law of procedure and evidence.
LRNU102	Numeracy for Law	The basic principles of numeracy, arithmetic, algebra and consumer calculations. Basic accounting.
LPLC201	Law of Contract : General Principles	General principles related to the conclusion of contracts. The law relating to breach of contract.
LCCL201	Criminal Law : General Principles	A general introduction to the study of criminal law, including the principle of legality. Thereafter a study of the general requirements for criminal liability, including the act, causation, unlawfulness, criminal capacity, intention and negligence.
LPLS201	Law of Succession	A study of the law of intestate and testate succession, the drafting of wills and administration of estates.
LRLL201	Labour Law	Introduction to labour law, common law contract of service, the Basic Conditions of Employment Act 75 of 1997, and other social legislation.
LCIN201	Interpretational Procedures	The theoretical foundations of interpretation, the rules and principles of statutory interpretation, the influence of the supreme Constitution on interpretation, different phases in the interpretation process, the role of common law presumptions, constitutional interpretation, and the basic principles of interpretation of other legal documents such as wills and contracts.
LCCL202	Criminal Law : Specific Crimes	A detailed study of the most important specific offences, including participation, attempt, conspiracy and incitement regarding the commission of offences.

LPLC202	Law of Contract : Specific Contracts	A detailed study of the contracts of sale and lease, credit agreements; other forms of consumer contracts.
LPPO202	Law of Property	Introduction to the law of property and a detailed study of ownership and possession A study of limited real rights and land rights.
LRLL202	Advanced Labour Law	Collective labour law with specific reference to the Labour Relations Act 66 of 1995, dispute resolution, employment equity and affirmative action.
LPBE301	Business Entities Law	Introduction to different forms of business undertaking. The law of partnership. The law and practice relating to the formation of companies and close corporations.
LCCP301	Criminal Procedure A	An overview of the criminal procedure and general principals including basic principals, value of and constitutionalism. A detailed study of the prosecution of crime, rights of accused and his role as party in the criminal procedure. The exercise of powers by the state and the vindication of individual rights. Detailed study of securing attendance at court, interrogation, interception and establishing of bodily features, search and seizure. Bail and pre-trial examinations.
LCCI301	Civil Procedure : Magistrate's Court	An introduction to various selected aspects and topics of High Court and Magistrate's Court Civil Procedure. The personnel of the court. Jurisdiction – persons and causes of action. Practical examples, precedents and preparation of documentation, pagination, etc. Drafting of documents as an introductory exercise. The application procedure. Arrests, attachment, interdicts and mandament van spolie. The summons and service of summons. Satisfaction of claims, judgement by consent, default judgement. Notice of intention to defend, summary judgement and provisional sentence; Tender and Payment in Court. Exception, applications to strike out and request for further particulars. The plea claims in reconvention, the reply and close of pleadings. Set down for trial. Discovery. Medical examination. Pre-trial conference. Costs. Execution. Appeals and review. Debt-collecting procedure. Administrative procedure.
LPLD301	Law of Delict : General Principles	Introduction to the law of delict. General principles of the law of delict, including the elements of a delict, namely the act, wrongfulness, fault, causation and damage.

LPIW302	Insolvency and Winding-up	A study of the law relating to insolvency; the winding-up of companies and close corporations; judicial management of companies; deregistration and dissolution of companies and close corporations.
LCCP302	Criminal Procedure B	Detailed study of indictment/charge sheet; the court arraignment and plea of the accused. Miscellaneous matters relating to the trial. Conduct of the trial, court procedure and the verdict. Detailed study of sentencing, review, appeal, including procedures for review and appeal, mercy, indemnity and free pardon.
LCCI302	Civil Procedure : High Court	Introduction to the law of Civil Procedure in the High Court. Locus standi in judicio and parties. Jurisdiction. Applications, Provisional Sentence. Pleadings. Judgement on confession and by default and summary judgement. Pre-Trial procedures. Trial stage. Judgements and orders. Offers to settle and settlements. Special procedures. Review. Interdict. Appeals. Execution. Appointment of curators. Constitutional matters.
LRAD302	Administrative Law	The constitutional requirements for lawful administrative action, the role and influence of the promotion of Administrative Justice Act 3 of 2000, common law requirements for lawful administrative action, review powers of the court in respect of administrative action, the remedies available to an aggrieved party.
LRCL201	Constitutional Law A	Introduction to Principles of Constitutional law and the South African Constitution. Separation of Powers. Unitary and federal states. Brief study of the constitutional history of South Africa including the interim and final constitutions, constitutional principles and the bill of rights.
LRCL201	Constitutional Law B	Detailed study of the South African Constitution. Legislative, executive and judicial powers. Provincial and local government. The Bill of Rights provisions in the constitution and constitutional litigation.