

UNIVERSITY OF NAMIBIA
CENTRE FOR EXTERNAL STUDIES

PROSPECTUS 2012

NOTE

This Prospectus is only valid for 2012 as regulations and syllabi may be amended for 2013. The general regulations and further information appear in the General Information and Regulation Prospectus.

Although the information contained in this Prospectus has been compiled as accurately as possible, it is possible that errors and omissions have inadvertently occurred, for which we apologise in advance. The University reserves the right to amend any regulation or stipulation without notice. The information is correct up to 30 October 2011.

The fact that particulars of a specific module or programme have been included in this Prospectus does not necessarily mean that the module or programme will be offered in 2012.

This Prospectus must be read in conjunction with the *General Information and Regulations Prospectus 2012*.

CONTENTS

CONTENTS	iii
ACADEMIC CALENDAR	viii
INSTRUCTION AND LEARNING THROUGH EXTERNAL STUDIES	11
Welcome	11
Studying at the Centre for External Studies	11
Method of Instruction	11
Study Materials	12
Library Services	12
Student Support Services	12
GENERAL INFORMATION	13
Programmes	13
Enquiries	13
REGULATIONS	16
Admission	16
Registration	17
Assessment	18
Examinations	19
Fees	20
FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES	21
CERTIFICATE IN ACCOUNTING AND AUDITING	21
Introduction	21
Aim	21
Programme overview	21
Admission requirements	21
Assessment and promotion requirements	21
Articulation	21
The Curriculum	21
The Syllabi	22
CERTIFICATE IN MID-LEVEL MANAGEMENT	24
Aims	24
The aim of this programme is to equip mid-level managers with the competencies to manage efficiently	24
Programme overview	24
Admission requirements	24
Assessment and promotion requirements	24
The new curriculum	24
The Syllabi	24

CERTIFICATE IN TAXATION AND MANAGEMENT	26
Introduction.....	26
Aim	26
Programme overview	26
Admission requirements.....	26
Assessment and promotion requirements.....	26
Articulation.....	26
Curriculum.....	26
The Syllabi.....	27
DIPLOMA IN ENTREPRENEURSHIP AND NEW VENTURE MANAGEMENT	30
Aim	30
Programme Overview.....	30
Admission Requirements	30
Exemptions	30
Assessment and Promotion Requirements	30
Academic Advancement Rules	30
Minimum Requirements for Re-admission.....	30
Curriculum.....	30
Syllabi	32
DIPLOMA IN LOCAL GOVERNMENT STUDIES	35
Aim	35
Programme Overview.....	35
Admission Requirements	35
Exemptions	35
Assessment and Promotion Requirements	35
Academic Advancement Rules	35
Minimum Requirements for Re-admission.....	35
Implementation Strategy.....	36
Curriculum.....	36
Syllabi	37
BACHELOR OF ACCOUNTING	41
Aim	41
Programme Overview.....	41
Admission requirements.....	41
Articulation Options	41
Assessment and promotion requirements.....	41
Academic advancement rules	41
Minimum requirements for re-admission	42

Exemptions	42
Implementation Strategy.....	43
New - Curriculum	44
Old Curriculum.....	46
Syllabi – New curriculum (Year One)	49
Syllabi – Old curriculum (Year 2 – 4)	51
BACHELOR OF BUSINESS ADMINISTRATION	58
Aim	58
Programme overview	58
Entry requirements.....	58
Assessment and promotion requirements.....	58
Academic advancement rules	58
Re-admission to the programme.....	58
Implementation Strategy.....	59
New curriculum.....	59
Old curriculum	61
The Syllabi – New curriculum.....	63
Syllabi – Old curriculum (Year 2 – 4)	65
FACULTY OF EDUCATION – ADULT EDUCATION	72
DIPLOMA IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT	72
Aim	72
Programme overview	72
Admission requirements.....	72
Assessment and promotion requirements.....	72
The new curriculum.....	72
The Syllabi.....	74
BACHELOR IN EDUCATION (ADULT EDUCATION)	79
Aim	79
Programme overview	79
Admission requirements.....	79
Assessment and promotion requirements.....	79
Programme requirements	79
Exemptions	79
The Curriculum	80
The Syllabi – New Curriculum	83
FACULTY OF EDUCATION – FORMAL EDUCATION PROGRAMMES	89
ADVANCED DIPLOMA IN EDUCATIONAL MANAGEMENT AND LEADERSHIP	89
Introduction.....	89

Aim	89
Programme overview	89
Admission Requirements	89
Assessment and promotion requirement.....	89
The Curriculum	89
The Syllabi.....	90
PROFESSIONAL DIPLOMA IN EDUCATION.....	94
Introduction.....	94
Aim	94
Programme overview	94
Admission requirements.....	94
The Curriculum	94
The Syllabi.....	95
BACHELOR OF EDUCATION	100
10BEDC – 10BEDS.....	100
Aim	100
Programme overview	100
Admission requirements.....	100
Assessment and promotion requirements.....	100
Programme requirements	100
BACHELOR OF EDUCATION – MATHEMATICS AND SCIENCE SPECIALISM – 10BEDS.....	108
The Subject Combinations	108
The Syllabi.....	111
FACULTY OF HUMANITIES AND SOCIAL SCIENCES	138
Certificate in HIV/AIDS Counselling.....	138
Aim	138
Programme overview	138
Entry requirements.....	138
Assessment and promotion requirements.....	138
The Curriculum	138
The Syllabi.....	138
DIPLOMA IN HIV/AIDS MANAGEMENT AND COUNSELLING.....	140
Introduction.....	140
Aim	140
Programme overview	140
Admission requirements.....	140
Assessment and promotion requirements.....	140
Exemptions	140

Curriculum.....	140
Syllabi	141
DIPLOMA IN LABOUR AND EMPLOYMENT STUDIES	145
Aim	145
Programme Overview.....	145
Admission requirements.....	145
Exemptions:	145
Assessment policy	145
Re-admission Rules	145
Curriculum.....	146
Syllabi	147
DIPLOMA IN PUBLIC RELATIONS	150
Aim	150
Programme Overview.....	150
Admission requirements.....	150
Assessment policy	150
Re-admission Rules	150
Curriculum.....	150
Syllabi	151
FACULTY OF MEDICAL AND HEALTH SCIENCES.....	156
BACHELOR OF NURSING SCIENCE (ADVANCED PRACTICE).....	156
Aim	156
Programme overview	156
Entry requirements.....	156
Assessment and promotion requirements.....	156
The curriculum.....	156
NOTIFICATION OF CHANGE OF ADDRESS AND/OR EXAMINATION CENTRE	162
AMENDMENT OF PROGRAMMES AND ADDITIONS/CANCELLATIONS OF MODULES	163

ACADEMIC CALENDAR

9	January	University opens
10	January	Second Opportunity Examination commence (Until 28 January)
19	January	Academic staff resumes office duties
30	January	Registration for students starts
6	February	CES: Examinations Committee
18	February	Last day for application of retention of continuous assessment mark and exemptions
21	February	Late registration starts (Late fee payable)
22	February	Late registration ends
22	February	Last day for approval of exemptions
22	February	Last day for approval of retention of continuous assessment mark
22	February	Last day for approval of module(s) and qualification changes
24	February	Orientation of Project Work for Advanced Diploma in Educational Management and Leadership students
25	February	General Orientation of distance students
27	February	Vacation school starts: Bachelor of Nursing Science (orientation of modules in Windhoek and Oshakati)
2	March	Vacation school ends: Bachelor of Nursing Science
3	March	Orientation Bachelor of Education Projects Phase 1
9	March	Last day to cancel with 100% credit – First semester & double modules
3	April	Agenda closes: CES Board of Studies
10	April	Vacation school starts all CES Programmes (Ends 14 April)
14	April	Vacation school ends for all CES Programmes
20	April	Last day to cancel with 50% credit – First semester modules
27	April	Last day to change examination centres at regional centres (First Opportunity examinations – First Semester)
3	May	Last day to cancel First semester modules
28	May	CES Science Practicals start
1	June	CES Science Practicals end
1	June	Last day to cancel with 50% credit – Double modules
5	June	Regular examinations: First semester modules commence (Ends 3 July)
4	July	Vacation school starts: BNSC
6	July	Vacation school ends: BNSC
6	July	CES: Examinations Committee
9	July	Mid-year Recess (Until 13 July)
19	July	Announcement of First semester examination marks (18:00)
23	July	Start of rectifications of second semester and modules registered at the beginning of the year
27	July	End of rectifications of second semester registered at the beginning of the year
10	July	Last day for appeals: First semester examinations
3	August	Last day to cancel with 100% credit for second semester modules
13	August	Vacation school starts: B Ed, PDED, ADEML (Ends 17 August)
17	August	Last day to submit outstanding documentation
31	August	Last day to cancel with 50% credit for second semester modules
6	September	Agenda closes: CES Board of Studies (12:00)
10	September	Vacation school starts: All certificate programmes, diploma programmes and degrees (Excluding teacher education programmes and Nursing degree) (Ends 14 September)
14	September	Vacation school ends: All certificate programmes, diploma programmes and degrees (Excluding teacher education programmes and Nursing degree)
20	September	CES Board of Studies (14:30)
21	September	Last day to change examination centres at regional centres
30	September	Last day to submit assignments (second semester, double modules)
30	September	Last day to cancel Second semester and Double modules and Enrolment
1	October	Bachelor of Nursing Science Skills Workshop in Windhoek (Ends 5 October)
6	November	Regular examinations: Second semester and Double Modules (Ends 27 November)
29	October	CES Science practical sessions start (Ends 2 November)
6	December	CES Examinations Committee

PERSONNEL

Director's Office

Director	Vacant
Deputy Director	Vacant
Secretary	Ms I Dieterich

Department of Student Support

Windhoek Campus:

Senior Lecturer	(Vacant)
Senior Lecturer	Dr H Nekongo-Nielsen: B Sc St. Paul's College (VA), M Sc Long Island University (NY), Ph. D. (UWC)
Lecturer	Dr A Brown: B Ed. (UNAM), MA, SEN (Leeds), Ed. D. (Birmingham)
Lecturer	Ms E Tjiramba: HED (Sec), B Ed (UNAM), M Ed (Pacific Lutheran University, Seattle, Washington)
Lecturer	Ms E Venter: M Soc Sc (UF)
Assistant Lecturer	Mr A Visagie: BSc, Higher Dipl. in Educ. (PG) (UWC), Adv. Dipl. in Educ. (UNAM)

Oshakati Campus:

Deputy Director: Lecturer	Dr R M Shikongo: RN, Rm, Rt, Cn, R Na, B Curr(UNISA); B Curr Prox; Prax Hons (UNAM); M Ed PHC (Manchester)
Assistant Lecturer	Mr L Josua: B Ed. (UNAM)

Rundu Centre:

Lecturer	Dr N Mbukusa: BA, PGCE (AU USA); B.Phil. Ed. (TTELT) (Exeter), MA (Univ. of London), Ph D (Dist. Ed) (UNISA)
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Department of Materials Development & Instructional Design

Windhoek Campus:

Lecturer	Ms A Lewin: BA, HED, BA Hons (UNAM), MA (Univ. of London)
Lecturer	Ms P Boer: BSc (UWC), HED (PG) (UCT), M.Ed. (Media & Tech) (Arizona State University) <i>(On staff development)</i>
Lecturer	Mr J Kazavanga: CDEP (UNISA), ED Prim (UNAM), MA (Bath).
Lecturer	Mr G Murangi: BA, BA Hons, HED (PG) (UNAM); MA (NEGST Nairobi), Post-graduate Diploma in Distance Education (Univ. of London)
Lecturer	Mr J Shilongo: BGS (Simon Fraser Univ), MA DE (IGNOU)
Lecturer	Mr I Uiseb: HED, B Ed (UNAM), M Ed (UNISA)
Assistant Lecturer (Contract)	Ms W de Waal: BA.Ed (PU for CHE) <i>(on part-time contract)</i>

Department of Continuing Education

Windhoek Campus:

Senior Lecturer	Dr G Frindt: HED (WTC), B Ed (UNAM), M Ed (UOFS), D Ed (UWC)
Assistant Lecturer	Mr JN Ndimwedi: BA, HDE (UWC). B Ed (UNAM)

Administrative Staff

Windhoek Campus:

Assistant Registrar	Ms CM Slabbert
Administrative Co-coordinator	Ms WA Davies
Senior Distance Education Officers	Mr NC Beukes
	Ms B Jansen
Distance Education Officers	Ms S Gaes
	Ms C Kaereho
	Ms N Mutenda
	Ms E Scheepers
Stores and Dispatch Officer	Mr J Manale
Administrative Officer	Vacant
Clerical Assistant - Stores	Mr T Roos
General Assistant	Ms A Cloete

Northern Campus:

Administrative Co-ordinator
Distance Education Officer
Regional Administration and
Student Support Officer
Stores and Dispatch Officer:

Ms AF Felix
Ms H Elago

Mr W Lindjembe
Ms L Amadhila

UNAM Regional Centres:

Regional Administration and Student
Support Officers:

Eenhana

Gobabis

Katima Mulilo

Keetmanshoop

Khorixas

Otjiwarongo

Rundu

Swakopmund

Tsumeb

Clerical Assistant: Rundu

Ms P Ndjamba

Ms L Siebert

Mr S Tatalife

Ms D Titus

Ms E Bedeker

Ms R du Preez

Mr I Mundumbu

Ms M Engelbrecht

Ms M Eigowas

Vacant

INSTRUCTION AND LEARNING THROUGH EXTERNAL STUDIES

Welcome

Welcome to the Centre for External Studies (CES). The Centre for External Studies (CES) was set up as part of the new University of Namibia (UNAM) in August 1992. It grew out of the Department of Distance Teaching of the former Academy. The University of Namibia created CES as an academic centre of UNAM in order to ensure greater access to higher education and equity for students with various educational backgrounds. Eighteen years after its creation, CES continues to develop approaches that help students become independent and lifelong learners.

While studying with other open and distance education institutions in the region may be attractive, CES at the University of Namibia will provide you with the best facilities, approaches and methods that support independent learning and assist you in achieving your personal goals. We will also provide you with learning materials, academic support and technologies that meet your individual needs.

Furthermore, we recognise the contribution that graduates make to society and we therefore endeavour to provide a wide range of study programmes to our students. We also recognise that your work and family are important to you and have therefore decided to bring higher education right to your doorsteps.

We, at CES, hope that this prospectus will provide you with the information you need to select the right programme and make informed decisions about your personal and professional career goals.

Studying at the Centre for External Studies

Visionary, the Centre for External Studies strives to become the leading open and distance-learning Centre in the country and beyond by enabling people to achieve their full potential through accessible, innovative and flexible learning. Its mission is to provide accessible quality higher education and to create opportunities for professional development to adult members of the community by providing open learning through distance and continuing education programmes.

CES caters for the educational needs of people who, for a variety of reasons, cannot come full-time to any of the University campuses to further their studies. The Centre operates through three departments: the Department of Materials Development and Instructional Design, the Department of Student Support and the Department of Continuing Education. In fulfilling their duties all three departments are supported by the CES Student Administration unit. Moreover, the three departments collaborate with internal faculties of the University and outside partners in offering formal and non-formal programmes to external students by means of distance and open learning methods. In addition, CES manages the nine University regional centres to support its programmes and students.

Furthermore, the University of Namibia recognised that successful learning through open and distance learning (ODL) requires collaboration with other ODL institutions in the country. As a result, CES is a partner in the Namibian Open Learning Network Trust (NOLNet), a publicly funded trust not for gain, charged with the responsibility of supporting open and distance-learning centres scattered throughout Namibia. As a partner in the NOLNet Trust CES students can make use of facilities of all NOLNet centres. Remember that all UNAM regional centres are part of the NOLNet centres' network system. A list of the UNAM regional centres is available under General Information on page 5 of this prospectus, and they could provide you with a list of all the NOLNet centres.

Method of Instruction

All CES programmes are offered by open and distance learning (ODL) mode. Open and distance learning is a unique method of study in the sense that instruction and learning take place with the instructor and the students in different places for most of the time. Different media are used for teaching distance education students. The main medium of instruction at CES is through the printed materials, which are occasionally supplemented by weekend tutorials, 1 – 2 weeks contact sessions, audio, audio-vision, video conferencing and telephone tutorials. With ODL teaching methods, it is possible for CES students to study when and where they wish throughout the country. For practical modules, practical activities are arranged at different times of the year at the convenience of students and lecturers.

In order to make it easier for students to digest study materials, each course is divided into modules and each module is divided into units with activities for the students to be able to assess their own understanding of the module. Supplementary reading is recommended in the form of a reader that will be supplied with the study material or a prescribed textbook that should be bought by the student or borrowed from the library. Where modules are accompanied by audiocassettes, these are supplied to students.

Study Materials

Study materials are usually supplied to the students during registration when they pay their fees. Students must pay for any material that is re-issued. Students are responsible for purchasing any prescribed textbooks for their modules. Full particulars concerning the prescribed textbooks are contained in the modules. Students are strongly advised to order their books from the Campus Bookstore in Windhoek or other bookshops in good time as this will prevent many unnecessary delays and disappointments. Students are also reminded that some textbooks might be available at the University Centres for reference purposes. Students should consult with the University Regional Officers concerning prescribed textbooks for their modules. Students are reminded that the Centre for External Studies does not sell prescribed books and cannot order these textbooks for the students. Books are prescribed for most modules and must be ordered directly from the distributors.

Library Services

The University of Namibia provides excellent library services to all its students, whether fulltime or distance education students. The University's library services are available throughout the country, at the University regional centres. It should however be noted that there are only limited stocks of library books available from University Centres. Nonetheless, library services are available free of charge to all registered students of the University of Namibia upon presentation of their current student card. The library will lend recommended books and other supplementary reading materials to students. Students can also use computer facilities available at the regional centres, Northern Campus and Windhoek Campus libraries for study purposes. Students must note that prescribed textbooks in the library can only be used as reference materials and many can only be borrowed on a short-term basis. Students who do not return library material on loan on the due date will not receive their examination results until all outstanding library material has been returned to the University Library, NOLNet centres or to the University Regional Centre from which it was borrowed.

Student Support Services

The Centre for External Studies is aware of the difficult circumstances under which many of its students have to study. It therefore provides assistance and academic support to enable students to successfully complete their studies. In providing academic support, CES recruits competent tutors to provide tutorials and mark assignments. Each tutor is assigned to a module to help the students with any problems they experience during their studies. Students are encouraged to consult tutors for any problems they have in a particular module.

To supplement the use of study materials by students, the Department of Student Support arranges contact sessions in the form of 1-2 week long and/or weekend tutorials at various centres from time to time. These face-to-face contact sessions between students and tutors are arranged in order to give students the opportunity to ask questions about any difficulties they have with their studies and to get guidance. Contact sessions are offered for programmes as scheduled in the CES Calendar. On an annual basis, notices of all contact sessions for each study programme are provided to students through the Regional Administrative and Student Support Officers at University Centres across the country. Students are strongly advised and encouraged to find out the dates of such sessions and make every effort to attend all contact sessions arranged for their modules. Contact sessions are a valuable opportunity for students to talk to tutors and be assisted in their modules, as well as talk to other students doing similar modules and experiencing similar problems with the purpose of forming study groups in their area of residence and/or work. During these contact sessions special attention is given to discussing problems and providing information on how to tackle assignments, projects or practical activities and exercises, as well as on preparing for examinations. In addition to all these pre-arranged contact sessions, students are encouraged to consult their tutors, personnel in the Department Student Support, regional staff at the UNAM Centres, or the Administrative Co-ordinators regarding any problems they might have with their studies.

GENERAL INFORMATION

Programmes

The centre offers the following programmes:

- Degrees:** Bachelor of Accounting
Bachelor of Business Administration
Bachelor of Education (Adult Education)
Bachelor of Education
Bachelor of Nursing Science (Advanced Practice)*
- Diplomas:** Advanced Diploma in Educational Management and Leadership
Diploma in Adult Education and Community Development
Diploma in Entrepreneurship and New Venture Management
Diploma in HIV/AIDS Management and Counselling
Diploma in Local Government Studies
Diploma in Public Relations
- Certificates:** Certificate in Accounting and Auditing
Certificate in HIV/AIDS Counselling
Certificate in Mid-level Management
Certificate in Taxation and Management

*** NO NEW INTAKE IN 2011**

Enquiries

All enquiries can be directed to the Centre for External Studies at the University Campus in Windhoek or you can contact the nearest University Centre in the regions. Generally, the offices of the Centre for External Studies at the Main campus in Windhoek are open from Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30, but the opening hours may differ from centre to centre. Please refer to individual centres for the correct opening hours.

Written enquiries

For more information and details about the Centre for External Studies and its programmes, please contact:

The Administrative Co-ordinator
Centre for External Studies
University of Namibia
Private Bag 13245
Windhoek
Namibia

The Administrative Co-ordinator
Centre for External Studies
University of Namibia Oshakati Campus
P O Box 2654
Oshakati
Namibia

E-mail: ces@unam.na

Website: <http://www.unam.na>

Always provide the following particulars in your correspondence:

- Student number and/or identity number
- Initials and surname
- Programme

Telephonic enquiries

General enquiries in connection with registrations, exemptions and cancellations:

Telephone: (061) 206 3609 or (065) 223 2268 or (061) 206 3177 - Student Information

Fax: (061) 206 3617

Enquiries in connection with study material:

Telephone: Windhoek – 061-206 3080 or Oshakati – 065-223 2274

Fax: Windhoek – 061-206 3617

Enquiries in connection with examinations:

Telephone: Windhoek – 061-206 3256 or 206 3520 or 206 3087 or 206 3084 or 206 3899 or 206 3715
Fax: Windhoek – 061-206 3639

Enquiries in connection with financial matters:

Telephone: Windhoek – 061-206 3191
Fax: Windhoek – 061-206 3704

Face-to-Face enquiries

You can visit the Centre for External Studies in Windhoek at the University Campus for all enquiries.
Location: F- Block (Old Library), Windhoek Campus

People living in the vicinity of the University Regional Centres or the Oshakati Campus can also visit their nearest centre. The regional staff at the Centre will be able to provide you with more information on the University and the Centre for External Studies.

The following are contact details for UNAM Centres:

Eenhana	Office 9, Eenhana Community Centre Kaxumba Kandola Street, Eenhana P O Box Telephone Fax
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Gobabis	Old Mutual Building, Gobabis P O Box 1183 Telephone (062) 562268 Fax (062) 562289
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Katima Mulilo	Community Library, Katima Mulilo P O Box 2535 Telephone (066) 253587 Fax (066) 253588
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Keetmanshoop	Teacher's Resource Centre, Keetmanshoop P O Box 1727 Telephone (063) 222210 Telephone (063) 222210
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Khorixas	Jan Pick Centre, Khorixas P O Box 108 Telephone & Fax (067) 331028
<i>Opening hours:</i>	07:30 to 13:00 (Monday, Wednesday, Friday) 14:00 to 16:30 (Tuesday, Thursday)
Oshakati Campus	P O Box 2654 Telephone (065) 223 2000 or 223 2268 or 223 2269 Fax (065) 223 2271/223 2283
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

Otjiwarongo	1st floor Brumme Hotel 25 Hage Geingob Street, Otjiwarongo P O Box 558 Telephone (067) 302213 Fax (067) 303675
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Rundu	Markus Siwarongo Street P O Box 857, Rundu Telephone & Fax (067) 255185
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Swakopmund	Klimas Building, Swakopmund P O Box 65 Telephone (064) 404343 Fax (064) 405261
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Tsumeb	Tsumeb Teachers' Resource centre P O Box 1084, Tsumeb Telephone & Fax (067) 220288
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

REGULATIONS

Admission

Application forms are available at the Centre for External Studies on the first floor of the Old Library at the main campus in Windhoek, or from Student Records on the ground floor of the Administrative Building. Application forms are also available at all University of Namibia Regional Centres and the Oshakati Campus. Staff will advise you on the necessary requirements to submit a complete application.

Entry requirements

Students are admitted to the University of Namibia either through direct entry or the mature age entry scheme. In addition, different programmes have different entry requirements. Please refer to the specific programmes of your interest in this Prospectus.

Direct entry:

To register for a degree, a candidate must hold a valid NSSSC Certificate or any other relevant qualification. English is a compulsory subject and should normally be obtained at NSSC (English as a second language) grade C or better, or a grade D or better at NSSC (English as a first language) level.

A candidate should obtain a minimum of 25 points on the University of Namibia Evaluation Scale. The University takes the following into consideration when computing your score.

- The score is calculated by adding together the points of your five best subjects
- English is counted as one of the five subjects

The University will consider other school leaving certificates, after evaluation of these certificates. Mature people with experience, but without a formal school qualification may seek entry through the Mature Age Entry Scheme.

Unam Evaluation Scale:

	NSSC		CAMBRIDGE		SENIOR CERTIFICATE		GCE	
POINTS	H	O	HIGCSE	IGCSE	HG	SG	A-level	O-level
10							A	
9	1		1		A		B	
8	2	A*	2	A*	B		C	
7	3	A	3	A	C	A	D	A
6	4	B	4	B	D	B	E	B
5		C		C	E	C	N/O/Subsidiary	C
4		D		D	F	D		D
3		E		E		E		E
2		F		F		F		F
1		G		G				G

Mature Age Entry Scheme:

The University of Namibia has introduced the mature age entry scheme to allow mature applicants with experience, but without the necessary formal school qualification, the opportunity to enrol at UNAM for undergraduate programmes. In order to qualify for entry through the mature age scheme, you need to sit for the mature age entry scheme test and you have to be 25 years old or turn 25 before the first of January of the year in which you want to start your studies. You also need to have completed at least your junior secondary education, in other words, Grade 10 or Standard 8. Finally, you need to have normally at least 5 years work experience relating to the

field in which you are seeking entry. For example, 5 years teaching experience if you wish to register for the Bachelor of Education degree.

The Mature Age Entry Test consists of three papers testing the candidates' language, general knowledge and numerical abilities. The date for the mature age test will be announced in the local media. The institution may request candidates to attend an oral interview before the final selection is made.

Registration

A person who wishes to register as a student at the University of Namibia should complete the official registration form for a particular year, sign it, and pay the prescribed fees. Such a person must also provide documentary proof that all admission requirements have been met for the study module for which a student wishes to register. Failure to produce documentation may result in students being refused registration and forfeiting their tuition fees in accordance with the stipulation on refunds upon discontinuance of studies as set out in the Fees Prospectus. The University may set a final registration date for a specific academic year after which a student may no longer register. The Centre for External Studies may refuse any application for registration if the student's completed registration form, the prescribed fees and/or the required documentary proof do not reach the Centre by 22 February 2012.

The following original documents must be handed in together with the student's application for registration:

- original certificate as required in the admission requirements for a particular programme
- original Namibian identity document
- original marriage certificate (if applicable)

A student who was previously registered at another tertiary institution and did not obtain a degree, diploma or certificate at the end of his/her last year of registration, must submit a satisfactory certificate of conduct and an original academic record issued by the Registrar of the previous institution before the end of July 2012. Failure to do so may result in the cancellation of your registration in accordance with the stipulation on refunds upon discontinuance of studies as set out in the Fees Prospectus.

Registration periods

Registration(s) of first year students takes place in January before the start of the new academic year, and in February for senior students. The University Senate has approved a minimum and maximum study period for programmes. The minimum and maximum periods are as follows:

1 year programme	Minimum 1 year	Maximum 3 years
2 year programme	Minimum 2 years	Maximum 4 years
3 year programme	Minimum 3 years	Maximum 6 years
4 year programme	Minimum 4 years	Maximum 8 years

Re-registration

Students who exceed the maximum period approved per programme without completing it need approval from the CES Board of Studies and Senate in order to re-register. In cases where re-registration is granted, it will be done only on conditions as determined by the University. Students who exceed the maximum period approved per module without completing it need to register again for the module and pay the prescribed fees.

NOTE: *Only students who have paid all their prescribed fees will be allowed to sit for the examinations and permitted to re-register.*

Concurrent Registration

Except with the special permission of Senate, a student may not register at another tertiary institution during the same academic year. Students who wish to enrol concurrently for full-time and CES modules should obtain written permission from the relevant department before registering through their faculty.

Changing Registration and Cancellations

Students who wish to change or cancel their studies at the University must complete the prescribed form. Remember that cancellation could only be made once the cancellation form has been properly filled in and submitted to CES. (See the form for **Addition/Cancellation of Modules or Programmes** at the back of this Prospectus.) Students are also referred to the section in the Prospectus in connection with refunds upon discontinuance of studies. Note that the closing dates for module and qualification changes are 22 February 2012. Students can rectify second semester modules registered during the registration period from 23 July 2012 up to 27 July 2012. The closing date for applications for module exemptions is 22 February 2012.

Students should note the following dates for refunds after cancellations:

	First Semester modules	Double modules	Second Semester Modules
(100% refund)	9 March 2012	9 March 2012	3 August 2012
(50% refund)	20 April 2012	1 June 2012	31 August 2012
(No refund)	From 21 April 2012	From 2 June 2012	From 1 September 2012

In the case of a change of address, students are requested to complete the form for the change of address and/or examination centre (See the form for **Notification of Change of Address and/or Examination Centre** in the back of this Prospectus.) Students should note that the last date for changing of their examination centre is 27 April 2012 for the June examination, and 21 September 2012 for the November 2012 examinations.

Assessment

CES assessment procedures are provided in two parts; continuous assessment in the form of assignments and/or tests and the final examinations.

Assignments/Tests

Each module provided to students has to be assessed in the form of assignments and/or tests. Marks gained for assignments and/or tests form part of the final assessment for the module. Assignments are also a vital form of tutoring and teaching through the feedback received from tutors on an individual basis. Since assignments received from students are used as a teaching tool, marker-tutors are therefore advised to give the necessary advice and encouragement in the form of comments on the assignment on how students may improve and make progress towards being successful in their modules. In addition, personnel of the Department of Student Support will moderate marked assignments to ensure uniformity and quality of the assessment process. Tests will normally take place after the vacation school. Students who missed tests due to medical reasons could sit for the second test period on condition that they provide a medical certificate. No special arrangements will be allowed for students who did not sit for the re-scheduled test on the scheduled date as provided in the assignment letter. At the beginning of each year, students are provided with a list of all tutors' telephone numbers as well as the times that tutors will be available for support. Students are advised to make use of this service.

Submission of assignments

It is very important for students to complete and submit a clean and clear assignment for marking. Every page of the completed assignment must be numbered in the correct order and the student must ensure that this has been done correctly before the pages are stapled together inside the assignment cover. Each assignment must be stapled in a separate assignment cover. Assignment covers and envelopes are supplied together with the study material to each student. In submitting assignments, students must use these self-addressed envelopes (addressed to the Centre for External Studies) for the submission of all assignments. Students are encouraged to complete and submit all assignments for registered modules on or before the given due date on the assignment letter. Students should adhere to due dates for handing in of assignments if they wish to be admitted to the next examination.

Final due dates for submitting assignments:

	First semester modules:	Second semester modules:	Double modules:
First Assignment:	31 March	31 August	31 March
Second Assignment:	15 April	15 September	31 July
Third Assignment:			30 September

Students should note that assignments received after these due dates will not necessarily be included in the calculation of the mark. The continuous assessment (CA) and the examination mark will determine your final mark for the module.

For record keeping and to ensure that assignments reach CES in good time, students should submit their completed assignments to the Centre for External Studies through the University regional centres. Students living in the vicinity of Windhoek who prefer to hand in assignments personally should hand them in at the offices of the Centre for External Studies and located in the F-Block by placing it in the assignment box provided for that purpose. **Assignments should never be submitted to individual tutors or other staff members.** Students could submit assignments electronically to the email address provided in your assignment letter on condition that you provide your student number, name, contact number and full postal address.

Students are also discouraged from using the Post Office system for submitting their assignments because of the delay in delivering. However, if for any reason students decided to mail assignments through the postal system, the following should be noted:

- The envelopes provided for this purpose by the Centre for External Studies are not of a standard size and extra postage is therefore required. Students are advised to always supply sufficient stamps when posting their assignments.
- Express mail is more reliable than ordinary mail and students who use express post for mailing their assignments should pay the costs attached to this service.

- The University takes no responsibility for assignments lost in the mail and will not pay penalties for assignments with insufficient postage. NAMPOST will unfortunately return such assignments unmarked to the students.

Completion of assignment covers

In order for an assignment to be marked and marks to be entered correctly on the computer, students should fill in all the requested information and personal particulars on the assignment cover or in the assignment booklet, i.e. the module code, the name of the student, the student number, and their address. Incorrect or incomplete information will delay the marking of an assignment or may even prevent it from being accepted for marking. All typed assignments should be submitted with an assignment cover and assignments submitted electronically should be provided by scanned assignment cover in order to be accepted.

NOTE: Students should please provide their cell phone number on the assignment cover to provide a quicker turn-around time for marked assignments and to enable the centre to inform students when they should re-submit an assignment.

Returning of assignments:

Students' marked assignments will be returned to them in a window envelope and students should ensure that their names, addresses and cell phone numbers appear clearly and correct on assignment covers. CES strives to ensure that marked assignments are returned to students in less than six weeks after the due date of the assignment.

Re-submission of assignments:

CES' policy makes provision for re-submission of assignments. An assignment may be re-submitted by a student who obtained a mark of less than 40% in a particular assignment, provided that the student pays the prescribed re-submission fee of N\$80.00. Please note that the maximum mark a student can obtain for a re-submitted assignment is only 55%.

Final due dates for re-submitting assignments:

	First semester modules	Second semester modules	Double modules:
First Assignment:	15 May	15 October	31 May
Second Assignment:	31 May	30 October	30 September
Third Assignment:			30 October

NOTE: No late submission will be allowed.

Examinations

Examination system

The University approved a new examination system for implementation in 2012. Second opportunity examinations have been replaced by supplementary and special examinations. Supplementary examinations for those students obtaining a marginal fail (45 – 49%) in their final mark will take place in a period immediately following the regular examinations scheduled in June for first semester modules and in November for second semester and double modules, subject to the institution's subminimum rule of 40% examination mark. Students who are unable to write a paper during the regular examination due to ill health, death in the family, or other unforeseen circumstances must complete the relevant application form and present a valid medical certificate, signed by a medical practitioner, or any other relevant documentation to the Head of Department not later than three days after the relevant examination date. Candidates who are unable to write an examination paper on account of being scheduled to write more than 2 consecutive examinations sessions, must present their examination timetable to the Head of Department and complete the relevant application form not later than seven days prior to the start of the examination period. A Head of Department may approve a special examination on recommendation of the lecturer(s) involved to take place during the supplementary examinations period as scheduled annually by the Calendar and Timetable Committee. No supplementary or special examinations will be allowed on a special examination.

A student who qualifies for a supplementary examination in a module consisting of more than one paper may be allowed to re-write the failed paper(s) only. A student will not be allowed to sit for more than three supplementary examinations in any given examination period. The student will obtain a maximum final mark of 50% in a supplementary examination. A student who has sat for a regular examination may not afterwards apply for a special examination due to any circumstances.

The calculation of the final mark would be as specified by faculty or university regulations. Students who write examination with a low continuous assessment mark will find it very difficult to obtain a pass in their final mark.

The Centre for External Studies recommends that you submit assignments according to the due dates provided for assignments, but the final due dates to ensure that your continuous assessment mark is processed in time before the calculation of the final mark after examinations are as follow:

- First semester examinations in June - submit assignments before or on 15 April.
- Second semester and double modules examinations in November – submit assignments before or on 30 September.

Examination arrangements

An examination timetable will be mailed to every student, but students are also requested to contact their regional centres a week before the start of the examinations if they have not received their timetables. The timetable will contain a list of modules with a corresponding list of final examination dates as well as your examination centre and the time of the examination. The duration of every paper will also be indicated on the examination timetable.

Students will only be permitted to an examination venue if they have settle their accounts, have with them their identity documents, their student card or proof of registration in addition to the examination timetable and the admission letter. Students are responsible for ensuring that they attend the correct examination session and receive the correct examination paper. Your student number serves as an examination number and must be written on all examination answer scripts. Candidates and invigilators will be notified of any special arrangements in advance. No smoking or cell phones will be allowed in the examination room.

It is the responsibility of the student to notify the Centre for External Studies of any changes in his/her postal address and examination centres. Students are encouraged to check with CES two months before examinations whether their postal addresses and examination centres are correct. Students should also inform CES if they have changed examination centres as their examinations papers will always be sent to the centre provided by the students. Failure to do so could result in the unavailability of a specific examination paper at a particular centre for which the University would not be held responsible.

NOTE: Students should note that the last date for changing of their examination centre is 27 April for the June examination, and 21 September for the November examination.

Examination Centres

Students are informed that the University of Namibia will only establish an examination centre in an area if at least five students from that area register in a particular year. The University reserves the right to approve or reject any application for the establishment of an examination centre in a particular area.

Examination Results

The examination results will normally be announced two weeks after completion of the examination period. The University reserves the right to withhold results of students with outstanding library books or who have not settled their accounts in full.

Students who have, in their opinion, met all the requirements for a specific qualification and have not received confirmation thereof by the end of February should contact the Administrative Coordinators at the Centre for External Studies, at the main campus in Windhoek. The student must provide the Centre for External Studies with all the required documentation for certification as soon as possible after their final examinations and ensure that all outstanding fees are paid.

Fees

The University Council levies tuition fees per module as approved for a particular year. (See the Information, **Regulations and Fees Prospectus** for 2012 for the approved fees.)

Payment of Fees

Students will pay the prescribed fees for each module or programme for which they enrol and should settle their account for first semester modules by 30 June 2012, and all outstanding debt by 15 October 2012. These fees and registration will stay valid for the approved registration period for the module. If a student failed a module, they have to register again for the module and pay the prescribed fees.

Students who pay in full for all modules enrolled for at registration will receive a discount as approved by the Office of the Bursar for 2012. (See the Information, **Regulations and Fees Prospectus** for 2012 for the approved fees). On enrolment, students should pay preferably at least half of their total fees for the modules they are enrolling for in that year as well as the required registration fee, or a minimum deposit of N\$1000. These students will receive their study material for their registered modules. Cancellation of modules during the 100% refund period will only be effected on return of all issued study material.

Failure to Pay

Only students who have paid all their prescribed fees will be permitted to re-register.

FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

CERTIFICATE IN ACCOUNTING AND AUDITING 12CAAU

Introduction

The programme seeks to provide a foundation for students intending to pursue a career in accounting and auditing. The certificate provides an interface between theory and current practices.

Aim

The main aim of the programme is to provide an opportunity for those who otherwise do not qualify for admission into diploma programmes in the fields of accounting, auditing and other related fields.

Programme overview

The programme is a one-year certificate, but we recommend that students should complete it over a two-year period on distance. The certificate offers 11 modules. Five modules will be offered in the first semester and five modules in the second semester. This programme is designed for those who want to pursue their career in accounting, auditing and related fields or who are already in employment having job responsibilities that include accounting, auditing or other related areas.

Admission requirements

These admission requirements should be read in conjunction with the General admission requirements in the General Information and Regulations Prospectus.

To register for the certificate:

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

The Centre, in consultation with the Faculty of Economics and Management Science reserves the right to interview students before admission.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of a tutor-marked assignment, tests and a written examination at the end of each module. To complete a module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%. The final mark is calculated according to a ratio of 50% continuous assessment mark and 50% examination mark. You need to obtain at least 40% in your continuous assessment mark to be admitted to the examination. The continuous assessment will consist of tests and an assignment. The tests constitute 80% of the continuous assessment marks. A subminimum of 40% applies must be obtained in the continuous assessment as well as the examinations.

Articulation

Successful completion of the certificate allows entry into the Higher Diploma in Accounting and Auditing. After successful completion of the certificate, students may be exempted from Computer Literacy and Contemporary Social Issues modules on a case by case basis. The Higher Diploma in Accounting and Auditing is not available on distance for 2012.

The Curriculum

Code	Module	NQF level	Credits
	Semester One		
UCEC1411	English Communication for Certificate Purposes	4	16
CAAT1411	Introduction to Audit Theory and Process	4	16
UCLC3509	Computer Literacy	5	8

CAFA1411	Introduction to Financial Accounting A	4	16
	Semester Two		
UCSI3529	Contemporary Social Issues	5	8
CAGA1412	Introduction to Government Accounting and Auditing	4	16
CAIS1412	Introduction to Computerized Accounting	4	16
CAFA1412	Introduction to Financial Accounting B	4	16
	First and Second Semester		
CABS1400	Introduction to Mathematics	4	16

The Syllabi

Unam Core:

Computer Literacy

UCLC3509

NQF level: 5 **Credits:** 8

Module assessment: CA 100%

Prerequisites: None

Module description:

The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

Contemporary Social Issues

UCSI3529

NQF: 5 **Credits:** 8

Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper

Prerequisite: None

Module Description:

This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.

English Communication for Certificate Purposes

UCEC1411

NQA level: 4 **Credits:** 16

Module assessment: CA 60% Examination 40% - 1 x 2 hour paper

Pre-requisites: None

Module description:

This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and study skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language.

Other syllabi:

Introduction to Audit Theory and Process		CAAT1411
NQF Level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: This includes the nature of auditing, the regulatory framework of auditing, auditing standards and principles of auditing, planning of new and subsequent audits, accounting and internal control systems and internal auditing.		
Introduction of Computerize Accounting		CAIS1412
NQF Level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: Basic conceptual foundation of Accounting information system, Hardware: inputs, processing and output devices, Software: Application Software, Data Recording and ethics in recording and keeping accounting data, Productivity and computerized systems, recording business transactions and preparing various reports.		
Introduction to Financial Accounting A		CAFA1311
NQF Level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: The detailed contents are as follows: Introduction to accounting, Purpose and function of accounting, Scope of Accounting, The Accounting equation and the elements of financial statements, The basic principles of accounting, Recording in the various journals, Posting to the General Ledger, Compiling the Trial Balance, Adjustments, Post adjustments trial balance, Preparation of financial statements.		
Introduction to Financial Accounting B		CAFA1312
NQF Level: 3	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: None		
Module description: The detailed contents are as follows: Accounting for current and non-current assets, Accounting for current and non-current liabilities, Preparation of bank reconciliation statement, Methods and procedures for recording depreciation, Methods and procedures for valuing and recording inventory, Prepare financial statements from incomplete records and rectification of errors.		
Introduction to Government Accounting and Auditing		CAGE1412
NQF Level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: The nature of government accounting and financial reporting, the relationship between financial and government accounting, the legal framework of government accounting, constitutional requirements, the State Finance Act, treasury instructions, capital vs. fund accounting, cash accounting, modified cash basis of accounting, accrual accounting budgetary accounting and the vote system, vote and ledger accounting, vote heads, accounting for expenditure, forward planning, the general ledger, subsidiary ledgers, reconciliation between them. The legal framework of government auditing (article 127 (2)) of the Namibian Constitution and Section 27 (1) of the State Finance Act 1991 (Act 31 of 1991), requirement of tabling the audit report (SFA Section 27 (4)), the role of parliament in government audit, procedures of preparation for an audit: a comparison of government and private sector, auditing principles, setting up audit procedures for government, the instructions from the Auditor-General, the scope of the Auditor-General's report compared to the scope of private sector audit reports.		
Introduction to Mathematics		CABS1400
NQF Level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: The detailed contents are as follows: Set operations, simple linear functions and equations, simple differentiation, matrix algebra, number system, basic arithmetic, interest calculations.		

CERTIFICATE IN MID-LEVEL MANAGEMENT 70CMID

Aims

The aim of this programme is to equip mid-level managers with the competencies to manage efficiently.

Programme overview

This certificate is a 7-module programme that will be offered on distance with a vacation school during each semester.

Admission requirements

To qualify for the Certificate in Mid-level Management, a candidate must have a Grade 12 with at least 17 points on the UNAM Evaluation Scale with at least E in English on NSSC level or obtain 50% or higher in the UNAM English proficiency test or first successfully completed the English Access module offered by the Language Centre. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme. See page 6 of this prospectus for more information on the Mature Age Entry Scheme.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of written tests, tutor-marked assignments, and practical work, and a written examination at the end of a module. You will be admitted to the examination on a continuous assessment mark of 40%. To complete the module successfully you should obtained a minimum mark of at least 40% in the examination and a final mark of at least 50%. The ratio of the continuous assessment mark to the examination mark is 50:50. If you failed the first opportunity examination, with a final mark between 45% and 49% and an examination mark of at least 40%, you will be admitted to the second opportunity examination that will take place in January the following year.

The new curriculum

Code	Module	NQF level	Credits
	Semester One		
UCEC1411	English Communication for Certificate Purposes	4	16
DCEI1481	Introduction to Business and Management	4	12
DCEO1481	Operational Management	4	12
	Semester Two		
DCEM1482	Marketing and Sales	4	12
DCEH1482	Human resource management	4	12
DCEL1482	Leadership Development	4	12
DCEA1482	Basic Accounting and Financial Control	4	12

The Syllabi

Unam Core:

English Communication for Certificate Purposes

UCEC1411

NQF Level: 4 **Credits:** 16

Module Assessment: CA 60% Examination 40% - 1 x 2 hour paper

Prerequisites: None

Module description:

This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and study skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language.

Other syllabi:

Basic Accounting and Financial Control		DCEA1482
NQF Level: 4	Credits: 12	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: The objective of this module is to develop students' understanding, skills and knowledge regarding basic concepts and theories of financial accounting and control in the workplace. Topics such as budgeting, record keeping, the elements of financial statements, cash transactions, bank reconciliations and the accounting cycle will be discussed, while the nature and mechanism of internal control will also be dealt with.		
Human Resource Management		DCEH1482
NQF Level: 4	Credits: 12	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: This module is intended to provide an introduction to human resources management, management by objectives, socialisation, recruitment, selection and placement, training and development, comparison and purpose of affirmative action Act and the new Labour Act. Attention will also be given to disciplinary procedures.		
Introduction to Business and Management		DCEI1481
NQF Level: 4	Credits: 12	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: This module develops a student's understanding, skills and dispositions regarding management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management e.g. planning, organizing, leading and control. The influence of African culture on management; skills required by managers, development management theories as well as managing of diversity and ethics are part of the module. How to dealing with HIV/AIDS in the workplace will also be discussed.		
Leadership Development		DCEL1482
NQF Level: 4	Credits: 12	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: This module focuses on leadership in an organisation. Topics that will be covered include: leadership theories, leadership features, styles and functions such as how to motivate staff to higher levels of performance, communication styles, problem solving and critical thinking, emotional intelligence development, managing change, handling conflict and negotiations, leading meetings as well as understanding the impact of one's personality type on your leadership.		
Operational Management		DCEO1481
NQF Level: 4	Credits: 12	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: This module will provide students with the opportunity to understand the importance of planning in the work place. It focuses on the different types and levels of planning, the various barriers to planning and how to take action to ensure that the different plans are implemented. In addition, the module will provide students with an overview of operations management, productivity, operating in a global environment, forecasting, as well as the design of goods and services. Students will also examine issues in quality management as well as theories and practices of project management.		
Marketing and Sales		DCEM1482
NQF Level: 4	Credits: 12	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None		
Module description: This module will introduce students to concepts and techniques associated with marketing and sales. The module will include topics such as the purpose of marketing, the marketing mix process, theories and practices of marketing, selling techniques, promotion, and distribution and pricing of products. The purpose and types of advertising, customer service and the role of a public relations specialist will also be discussed.		

CERTIFICATE IN TAXATION AND MANAGEMENT 12CMAT

Introduction

The programme seeks to provide a foundation for students intending to pursue a career in taxation and management. The certificate provides an interface between theory and current practices.

Aim

The main aim of the program is to provide an opportunity for those who otherwise do not qualify for admission into diploma programs in the fields of taxation, management and other related fields.

Programme overview

The programme is a one-year certificate, but we recommend that students should complete it over a two-year period on distance. The certificate offers 9 modules. Two semester modules will be offered in the first semester and three semester modules in the second semester. Three modules will be offered over the first and second semester period.

This programme is designed for those who want to pursue their career in accounting, auditing and tax related fields or who are already in employment having job responsibilities that include tax administration, management or other related areas.

Admission requirements

These admission requirements should be read in conjunction with the General admission requirements in the General Information and Regulations Prospectus.

To register for the certificate:

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

The Centre, in consultation with the Faculty of Economics and Management Science reserves the right to interview students before admission.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of a tutor-marked assignment, tests and a written examination at the end of each module. To complete a module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%. The final mark is calculated according to a ratio of 50% continuous assessment mark and 50% examination mark. You need to obtain at least 40% in your continuous assessment mark to be admitted to the examination. The continuous assessment will consist of tests and an assignment. The tests constitute 80% of the continuous assessment marks. A subminimum of 40% applies must be obtained in the continuous assessment as well as the examinations.

Articulation

Successful completion of the certificate allows entry into the Higher Diploma in Accounting and Auditing. After successful completion of the certificate, students may be exempted from Computer Literacy and Contemporary Social Issues modules on a case by case basis. The Higher Diploma in Accounting and Auditing is not available on distance for 2012.

Curriculum

Code	Module	NQF level	Credits
	Semester One		
UCEC1411	English Communication for Certificate Purposes	4	16
CAFA1411	Introduction to Financial Accounting A	4	16

CAMA1411	Management	4	16
UCLC3509	Computer Literacy	5	8
	Semester Two		
UCSI3529	Contemporary Social Issues	5	8
CAFA1412	Introduction to Financial Accounting B	4	16
CATA1412	Introduction to Taxation	4	16
CAIS1412	Introduction to Computerized Accounting	4	16
	First and Second Semester (Double module)		
CABS1400	Introduction to Mathematics	4	16

The Syllabi

Unam Core:

Computer Literacy		UCLC3509
NQF level: 5	Credits: 8	Module assessment: CA 100%
Prerequisites: None		
Module description:		
<p>The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.</p>		

Contemporary Social Issues		UCSI3529
NQF: 5	Credits: 8	Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper
Prerequisite: None		
Module Description:		
<p>This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes.</p> <p>Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.</p>		

English Communication for Certificate Purposes		UCEC1411	
NQA level: 4	Credits: 16	Module assessment:	CA 60% Examination 40% -
1 x 2 hour paper			
Pre-requisites: None			
Module description:			
This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and study skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language.			

All other syllabi:

Introduction of Computerize Accounting		CAIS1412	
NQF Level: 4	Credits: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None			
Module description:			
Basic conceptual foundation of Accounting information system, Hardware: inputs, processing and output devices, Software: Application Software, Data Recording and ethics in recording and keeping accounting data, Productivity and computerized systems, recording business transactions and preparing various reports.			

Introduction to Financial Accounting A		CAFA1311	
NQF Level: 4	Credits: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None			
Module description:			
The detailed contents are as follows: Introduction to accounting, Purpose and function of accounting, Scope of Accounting, The Accounting equation and the elements of financial statements, The basic principles of accounting, Recording in the various journals, Posting to the General Ledger, Compiling the Trial Balance, Adjustments, Post adjustments trial balance, Preparation of financial statements.			

Introduction to Financial Accounting B		CAFA1312	
NQF Level: 3	Credits: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: None			
Module description:			
The detailed contents are as follows: Accounting for current and non-current assets, Accounting for current and non-current liabilities, Preparation of bank reconciliation statement, Methods and procedures for recording depreciation, Methods and procedures for valuing and recording inventory, Prepare financial statements from incomplete records and rectification of errors.			

Introduction to Mathematics		CABS1400	
NQF Level: 4	Credits: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None			
Module description:			
The detailed contents are as follows: Set operations, simple linear functions and equations, simple differentiation, matrix algebra, number system, basic arithmetic, interest calculations.			

Introduction to taxation		CATA1412	
NQF Level: 4	Credits: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Prerequisites: None			
Module description:			
Introduction to the Income Tax Act No 24 of 1981, source or residence principles on which a tax system may be based: analysis of all the income of the taxpayer in order to determine what constitutes gross income, true source and deemed source, capital and revenue nature of income, specific inclusions, calculating normal tax payable, identification of exempt income, establishing the general and special deductions to calculate taxable income, determining the taxable income of individuals, general and specific deductions allowed for individuals, fringe benefits, tax evasion and avoidance, other types of tax: VAT (value added tax), customs and excise, assessment rates, land tax, petroleum tax, transfer duty, stamp duty, airport tax.			

Management**CMMA1411**

NQF Level: 4 **Credits:** 16**Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** None**Module description:**

The detailed contents are as follows: Introduction to management and principles of management, managing change and innovation, decision making, leading, organizing, controlling and evaluating, and introduction to functional areas of management i.e. finance, marketing, operations and human resources

DIPLOMA IN ENTREPRENEURSHIP AND NEW VENTURE MANAGEMENT

12DNVM

Aim

The purpose of this qualification is to provide the aspiring entrepreneur the relevant knowledge on how to go about setting up a new venture. The Diploma in Entrepreneurship and New Venture Management will equip students with relevant practical and theoretical knowledge on how to successfully set up and run a new venture. Holders of this qualification will be able to understand innovation and creativity, *distinguish* between the different typologies of new ventures, analyse risk involved in setting up a new venture, understand the legal requirements of new ventures, evaluate resource requirements and design and formulate a feasible business plan.

Programme Overview

The Diploma in Entrepreneurship and New Venture Management is a two year diploma that is offered over a minimum period of two years and a maximum period of four year through external studies. The programme must be followed as stipulated, and the Faculty reserves the right to amend the curriculum at any time for academic and professional reasons.

Admission Requirements

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. Students who completed the Certificate in Mid-level Management will be allowed to enter this diploma.

Exemptions

The candidates who successfully complete the programme will be exempted from selected first year degree modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme **will not** be admitted into any degree programme offered by the Faculty. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

Assessment and Promotion Requirements

Continuous assessment in the form of tests, tutor-marked assignments and industry projects will contribute 50% to the final mark. Modules will be examined with a two hour paper at the end of each semester. The examination mark will contribute 50% to the final mark. The student must obtain at least 50% in the examination to pass, irrespective of the continuous assessment mark.

Academic Advancement Rules

A student must pass a minimum of 6 modules (equivalent to 96 credits) of which at least three modules (48 credits) must be faculty modules in order to be admitted into the second year of study. A student can enroll for a maximum of 128 credits per year.

Minimum Requirements for Re-admission

In order to be readmitted into the faculty for a particular year of registrations, a student must have passed at least the equivalent of two modules (32 credits) in the first year of registration, 4 modules (64 credits) in the second year of registration, and all first year modules (128 credits) at the end of the third year of registration.

Curriculum

The curriculum for the diploma comprises of one (1) Double module thirteen (13) full and two (2) half modules that facilitate accrual of 256 credits upon completion of the programme.

Code	Module	Credits	NQA level	Pre-/Co-requisite Code	Pre-/Co-requisite Module
	Semester 1 and 2				
ULEG2410	English for General Communication	32	4		
Year 1	Semester 1				
CABM2411	Basic Mathematics	16	4		
CMEM2471	Basic of Entrepreneurial Mind	16	4		
UCLC3509	Computer Literacy	8	5		
CME02471	New Venture Creation 1A	16	4		
	Semester 2				
UCSI3529	Contemporary Social Issues	8	5		
CMVM2571	New Venture Creation 1B	16	4		
CMPV2432	Planning the Venture 1	16	4		
Year 2	Semester 1				
CEMA3571	Basic Micro Economics	16	5		
CMPV2531	Planning the Venture 2	16	5		
CMPP3571	Principles of Management	16	5		
CMVM2571	New Venture Management 1A	16	5		

	Semester 2				
CEMA3572	Basic Macro Economics	16	5		
CMEL2572	The Entrepreneurial Leader and Team	16	5		
CMCE2512	Contemporary Issues in Entrepreneurship	16	5		
MVM2572	New Venture Management 1B	16	5		

Syllabi

Unam Core:

Computer Literacy	UCLC3509
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NQF level: 5 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

Contemporary Social Issues	UCSI3529
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NQF: 5 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour paper

Prerequisite: None

Module Description:

This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.

English for General Communication	ULEG2410
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NQA level: 4 **Credits:** 32 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

The course covers: Text analysis; Text mapping; Reading techniques, i.e. skimming and scanning; Word-attack skills; Purposes of reading; Identifying main and supporting sentences; Identifying the purpose of written texts; Different kinds of written texts: journals, letters and essays; Summarizing; Usage of simple, compound and complex sentences; Cohesive devices; Different tenses; Active and

passive voice; Direct and indirect speech; Conversational skills; Presentation skills; Listening and note-taking; Listening strategies; Role and purpose of listening; Listening for general information; Listening for specific information and Identifying main points.

All other syllabi:

Basics of Entrepreneurship			CMEM2471
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description: This module will cover - Entrepreneurship flattens the world – two noble prizes recognize entrepreneurship, entrepreneurship and micro-phenomenon; Entrepreneurship: fourth years as a transformational force; four entrepreneurial transformations that are changing the world; Entrepreneurship as the new management paradigm; Entrepreneurship as the new non-for-profit and philanthropy management paradigm; Entrepreneurship as the new education paradigm; the energy creation effect; Entrepreneurship- innovation, prosperity and philanthropy.			
Basics Mathematics			CABM2411
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper	
Prerequisites: None		Continuous assessment: 2 tests and 1 assignment (20%)	
Module Description: Number systems, Roman, Decimal, Binary, Four basic operations on whole numbers, Integers and Fractions; Powers and roots, rates, ratios and percentage calculations; Measurements – Length, time, temperature, mass and capacity; Mensuration – areas and volumes			
Contemporary Issues in Entrepreneurship			CMCI2512
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description: This course will cover: Legal aspects – Establishment of venture, registration of the venture, name of the venture, registering a trade mark, publicizing the business venture, partnerships, close corporations, companies, Revenue Services, Contracts, Personnel contracts with regards to entrepreneurship and new venture management; Reasons for business failure- internal and external reasons for failure; business ethics and social responsibility; managing growth; customer career			
New Venture Creation 1A			CMEM2471
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description: This module will cover – The entrepreneurial Process – the classic entrepreneurship – start- up, Entrepreneurship- beyond start – up; Entrepreneurship paradoxes; the high potential venture, clean commerce; seeing opportunity through a sustainable lens. The opportunity; grading, shaping, recognizing and seizing			
New Venture Creation 1B			CMEM2472
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description: This module will cover – what is social entrepreneurship; type's social entrepreneurship, hybrid models social entrepreneurship, the Timmons Model of interpreted for social entrepreneurship; the importance of the Brain Trust in Social Entrepreneurship.			
New Venture Management 1A			CMVM2571
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description: This course will introduce students to: the process of strategic management; entrepreneurial management and the formulation, implementation and evaluation of plans; human resource function of managers in new ventures; the financial function of managers in new ventures; the marketing function; the purchasing function; the manufacturing function; and the administration function.			

New Venture Management 1B			CMVM2572
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description:			
This course will cover: Motivation – motivation as part of leading, motivating methods, managing individual motivation; Stages of control – requirements for effective control, the control process; Leadership – the importance of leadership for the entrepreneur.			
Planning the Venture 1			CMVP2432
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description:			
The students will cover aspects such as: the business plan- preparing a business plan, aspects covered in the business plan, international business plan, a pro-forma business plan; Basic financial planning – basic financial concept; accounting, financial statements, the use of financial statements; financial plan – the financial planning, setting prices and break and the break even analysis, financial capital requirements			
Planning the Venture 2			CMVP2532
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description:			
This module will cover - The budgeting process- reasons for budgeting, the budgeting process, the three pro-forma statements used in the budgeting process; the marketing plan – conduct market analysis, market research, forecasting sales, the marketing strategy, the pricing strategy, sales strategy, service strategy, advertising and promotion strategies, the distribution strategies and a pro-forma marketing plan; Operational plan – conducting operational planning, the operational cycle, the location, the facilities, the employees required, administration, the strategy and plans, manufacturing, retail, and services processes, the layout, a pro-forma operational plan			
Principles of Management			CMPP3579
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description:			
This course will introduce students to: the process of strategic management; entrepreneurial management and the formulation, implementation and evaluation of plans; human resource function of managers in new ventures; the financial function of managers in new ventures; the marketing function; the purchasing function; the manufacturing function; and the administration function.			
The Entrepreneurial Leader and the Team			CMEL2572
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x2 hours paper	
Prerequisites: None		Continuous assessment: 2 tests (80%) 1 industry based assignment (20%)	
Module Description:			
This module will cover – The Entrepreneurial leader – the importance of the team; stages of growth; managing for rapid growth: Entrepreneurial Culture – what entrepreneurial leader need to know; competencies and skills; skills in building entrepreneurial culture, helping, coaching, and conflict management, teamwork and influence; Forming and building teams, rewards and incentives.			

DIPLOMA IN LOCAL GOVERNMENT STUDIES

12DLGS

Aim

The Diploma in Local Government aims to provide overall support to the decentralization and democratization effort, particularly at the level of the local state in Namibia. The Diploma support local authorities capacity building in a focused manner by offering largely tailor made and demand oriented academic programmes. It also provides students with an understanding of the legal framework that regulates local governance in Namibia. The diploma enables students to understand how the relationship between national and sub-national governments can lead to the goal of achieving local sustainable development. It also aims to increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local Government for those who pass the required study modules.

Programme Overview

The Diploma in Local Government is a two year diploma that is offered over a minimum period of two years and a maximum period of four year through external studies. The programme must be followed as stipulated, and the Faculty reserves the right to amend the curriculum at any time for academic and professional reasons.

Admission Requirements

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.

Exemptions

Students who have completed the Certificate in Local Government offered by NAMCOL will be admitted to the programme and module exemption will be granted at the discretion of the department concerned.

The candidates who successfully complete the programme will be exempted from selected first year modules offered in the Faculty of Economics and Management Sciences. A student who has completed only one year of the programme **will not** be admitted into any degree programme offered by the Faculty. This qualification serves as an entry point to the Bachelor of Public Management. Students who wish to proceed with any other programme in the faculty will have to conform to the entry requirement of that respective department.

Assessment and Promotion Requirements

Module assessment is based on continuous assessment by means of tutor-marked assignments and/or tests, and a written examination at the end of the module. To be admitted to the examination you should obtain a minimum of 40% continuous assessment mark. The tests will constitute 80% of the continuous assessment mark. To complete a module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%. The final mark is calculated according to a ratio of 50% continuous assessment mark to 50% examination mark.

Academic Advancement Rules

A student must pass not less than 6 modules (equivalent to 96 credits) prescribed for the first year of the curriculum in order to advance to the second year. A student must also pass all pre-requisite modules before registering for modules that require pre-requisites.

NOTE: A student will not be allowed to register for more than 9 modules in a particular year of registration.

Minimum Requirements for Re-admission

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

- 40 credits of which at least 16 credits should be non-core, at the end of the first year of study
- 88 credits at the end of the second year of study
- 152 credits by the end of the third year of registration

Implementation Strategy

The revised new curriculum will phase in gradually so that current students can graduate on the old curriculum with the first year of the new curriculum to be implemented in 2012. Students who failed modules that are phasing out should register for the module equivalent in the new curriculum.

Code	Module	Code	Equivalent Module
CEPG2471	Principles of Economics for Local Government	CPGF2472	Local Government Finance and Budgeting
CPHM2571	Human Resource Management	CMPP2571	Principals of Management
PLF2571	Legal Framework	CPAP2572	Politics and Administration
PSM2572	Local Government Strategic Management	CPMM2572	Project Development and Management
CPLD2472	Local Governance	CPLG2471	Introduction to Local Government

Curriculum

The curriculum for the Diploma in Local Government Studies comprises of ONE (1) Double module FOURTEEN (14) Full and TWO (2) Half Modules that facilitate accrual of 272 Credits upon completion of the programme.

Code	Module	Credits	NQA level	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester 1				
CPLG2471	Introduction to Local Government	16	4		
CEMA2571	Basic Micro Economics	16	4		
CPNS2471	Basic Numeracy and Statistics	16	4		
UCLC3509	Computer Literacy	8	5		
	Semester 2				
CPFG2472	Local Government Accounting I	16	4		
CPGF2472	Local Government Finance and Budgeting	16	4		

UCSI3529	Contemporary Social Issues	8	5		
CEMA2572	Basic Macro Economics	16	5	CEMA2571	Basic Micro Economics (Co-req)
	Semester 1 and 2				
ULEG2410	English for General Communication	32	4		
Year 2	Semester 1				
CPPF2571	Local Government Policy Formulation & Evaluation	16	5		
CPGA2571	Local Government Accounting II	16	5	CPFG2472	Local Government Accounting I
CMPP2571	Principles of Management	16	5		
CPLA2571	Local Sustainable Development	16	5		
	Semester 2				
CPMM2572	Project Development and Management	16	5		
CPLD2572	Local Government Auditing Theory	16	5		
CPCP2572	Urban Planning and Infrastructure Issues	16	5		
CPAP2572	Politics and Administration	16	5		

Syllabi

Unam Core:

Computer Literacy

UCLC3509

NQF level: 5 **Credits:** 8

Module assessment: CA 100%

Prerequisites: None

Module description:

The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers,

search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

Contemporary Social Issues		UCSI3529
NQF: 5	Credits: 8	Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper
Prerequisite: None		
Module Description:		
<p>This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.</p>		
English for General Communication		ULEG2410
NQA level: 4	Credits: 32	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
<p>The course covers: Text analysis; Text mapping; Reading techniques, i.e. skimming and scanning; Word-attack skills; Purposes of reading; Identifying main and supporting sentences; Identifying the purpose of written texts; Different kinds of written texts: journals, letters and essays; Summarizing; Usage of simple, compound and complex sentences; Cohesive devices; Different tenses; Active and passive voice; Direct and indirect speech; Conversational skills; Presentation skills; Listening and note-taking; Listening strategies; Role and purpose of listening; Listening for general information; Listening for specific information and Identifying main points.</p>		
<i>All other syllabi:</i>		
Basic Numeracy and Statistics		CPNS2471
NQA Level: 4	Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None		
Module Description:		
<p>The focus of this module is on basic mathematics and statistics. The focus includes algebra, geometry, transformation, graphs (linear/non-linear) compound interest, approximations, equations, statistics and probability theories.</p>		
Introduction to Local Government		CPLG 2471
NQA Level: 4	Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None		
Module Description:		
<p>This introductory module investigates the genesis and philosophical ideas that underpins political decentralization. The meaning of concepts such as de-concentration, devolution and decentralization and its relationship to local government in Namibia are also explored. The course further introduces students to the legal aspects of local government. In particular, Constitutional provisions, Regional and Local government Acts and the Traditional Authorities Act is examined. The power relations between central and sub-national governments in Namibia are also interrogated.</p>		
Local Government Accounting I		CPFG 2472
NQA Level: 4	Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None		
Module Description:		
<p>This module offers a broad academic knowledge on the Local Government accounting administration and control. It also deals with the cost and management accounting applicable to the activities of local governments, mainly focusing on internal reporting and management decision making. It also probes the tenets of financial planning and reporting requirements of local government accounts.</p>		

Local Government Accounting II	CPGA2571
NQA Level: 5 Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: Local Government Accounting I – CPFG2472	
Module Description: This Module deals with the standardization of local government financial statements developed over the years, the objectives attached to the statements and how the published annual financial statements of local authorities are compiled and what the contents of these statements entail. The other key areas dwelt on in this module are why certain financial statements are prepared for internal purposes only and the purpose of each.	
Local Government Auditing Theory	CPLD2572
NQA Level: 5 Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None	
Module Description: The module seeks to provide descriptive study of auditing theory and practice at Local Government level. To that end, it focuses on auditing systems and practices. These include measurement of performance used to assess and verify value for money in local government. It also seeks to enhance students' understanding of the accountability of municipalities and counties. Additionally, the course takes cognisance of the fact that practices in auditing and accounting grew out of new management paradigms in the public sector with the object to achieve accountability, effectiveness, and efficiency.	
Local Government Finance and Budgeting	CPGF2472
NQA Level: 4 Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None	
Module Description: The module introduces students to the concepts of public finance by focusing on local government finance, linking costs incurred and services delivered. It also explores aspects of budgeting, sources of revenue, and monitoring and controls systems in local government. Additionally, it discusses the role of councilors in financial management.	
Local Government Policy Formulation and Evaluation	CPPF2571
NQA Level: 5 Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None	
Module Description: The module aims to impart specialized skills on policy focusing on specific areas, namely the definition of policy; content and operational scope of public policy; policy theories and typologies; the rationale behind policy formulation; knowing who the policy stakeholders are and what roles they play in the policy process; and the synergy between public policy formulation and formation.	
Local Sustainable Development	CPLA2571
NQA Level: 5 Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None	
Module Description: The module focuses on approaches to sustainable urban and rural development, strategic planning, tactical economic decision-making, evaluating economic development strategies and projects. It also concerns itself with urban and rural planning and economic development. Furthermore, it explores current issues in urban and rural development, team project presentations and reviews, analysis for economic development strategy: inter-relationships within and between local authorities, developing linkages with other local authorities. The conceptual underpinnings of development aid are explored, as well as the rationale and type of aid, and technical knowledge of handling aid is dealt with. The genesis, conceptualization, importance, types and relations that Non-Governmental Organisations (NGOs) have with government are also investigated. In addition, the legal and institutional framework in which NGOs functions is also examined. Finally, ways in which communities are mobilized empowered and how they participate in ensuring local sustainable development are dealt with.	
Politics and Administration	CPAP2572
NQA Level: 5 Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
Prerequisites: None	
Module Description: The course covers introductory topics of Public Administration and Political Science such as, defining politics and describes the role of the state and civil society in transitional democratic modern societies. It discusses democracy and good governance, government	

institutions, decentralization, regimes and party systems. It also covers the scope of public administration, evolution, theories and ethical issues.

Project Development and Management	CPMM2572
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NQA Level: 5	Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x2 hour paper
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Prerequisites: None

Module Description:

The module addresses the application of project management skills, such as project planning, team building, logical framework analysis; project budgeting, project implementation and monitoring and evaluation.

Urban Planning and Infrastructure Issues	CPCP2572
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NQA Level: 4	Credits: 16	Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper
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Prerequisites: None

Module Description:

The content offers a wide range of fields of knowledge that are essential to the comprehension of city (town) and infrastructure planning. At various scales, the module familiarizes students with phenomena of urban living, the formation of contemporary cities, causes and effects of urbanization, mobility and infrastructure development, observed under different politico-economic and socio-cultural conditions. It examines a set of problem formations experienced in sector and spatial planning, emerging from paradoxes pertaining to urban development paradigms, concepts of city planning, asset management and distinct public services; claimed by and provided to polarized urban societies and their interest groups. With view to the role research plays in urban planning and infrastructure development, the module invites students to discuss scenarios related to planning, implementation and sustainability of the quality of urban live, the politico-economic future of Namibian cities and national settlement systems.

BACHELOR OF ACCOUNTING

12BACC

Aim

The Bachelor of Accounting (Honours) programme equips students with the necessary accounting knowledge and skills that allows them to pursue their career in accounting, auditing, finance, taxation, banking and other related area. The degree is a single major programme, which seeks to provide an academic foundation for students intending to pursue career in the accounting profession or financial service sector. The programme is an academic honours degree and does not entitle holders to write board examinations to become a chartered accountant. Having completed this programme students may decide to work or study for a Master's degree in accounting offered by the University of Namibia or at another institution.

Programme Overview

The Bachelor of Accounting is a four-year degree offered normally over a six-year period, but with a maximum period of eight years approved through external studies. The Bachelor of Accounting Degree cannot be obtained in less than four years. The Faculty has the right to amend the curriculum for academic and professional reasons.

Holders of this degree are expected to be able to prepare financial statement of various business entities in compliance with international Financial Reporting Standards (IFRSs); prepare tax returns for individuals, businesses and other entities and apply managerial accounting and financial management skills to business decisions.

Admission requirements

To qualify for admission to the Bachelor Accounting degree you should meet the normal basic requirements for entrance to the undergraduate programmes of the University. To register for the Bachelor of Accounting degree, a candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification. English is a compulsory subject and should be obtained at NSSC (English as a Second Language) grade C or at least grade D at NSSC (English First Language) level.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Scale to be admitted with at least a C in NSSC (Ordinary level) Mathematics. However, if the minimum of 25 points in five subjects is obtained, it does not necessarily ensure and/or guarantee admission. The Faculty reserves the right to interview students before admission.

Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

Articulation Options

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

Students will be eligible for admission into year 1 of the Bachelor of Accounting (Chartered Accountancy) after completing year 1 or into year 2 if they completed year 2 of the Bachelor of Accounting (Honours) degree. Transfer into the third year of the Bachelor of Accounting (Chartered Accountancy) will not be allowed.

Students of the Bachelor of Accounting (Chartered Accountancy) will be allowed to transfer to the Bachelor of Accounting (Honours) degree and will be exempted for the modules already passed on case by case bases.

Assessment and promotion requirements

Assessment is based on continuous assessment by means of tutor-marked assignments and/or tests, and a written examination at the end of the module. To be admitted to the examination you should obtain a minimum of 40% in your continuous assessment mark. To complete a module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%. The final mark is calculated according to a ratio of 50% continuous assessment mark to 50% examination mark.

The continuous assessment will consist of two tests and one assignment. The tests constitute 80% of the continuous assessment mark. A subminimum of 40% must be obtained in the continuous assessments. Consult the General Information and Regulation Prospectus for detailed examination, promotion and re-examination rules.

Academic advancement rules

A student advances to the following academic level of study when at least 2/3 of the modules of the curriculum for a specific year have been passed. If a student passed less than 2/3 of the full curriculum of a specific year, he/she may not register for any modules on the

following higher level. In all cases prerequisite for modules have to be passed before a student can register for modules that require prerequisites.

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

A student may register for a maximum of twelve modules as from the second year onwards during a particular academic year. Modules repeated and modules enrolled for non-degree purposes are included in the maximum of twelve modules allowed for enrolment per year.

Minimum requirements for re-admission

- A student will not be re-admitted into the Faculty if s/he has not passed at least:
- At least 32 credits by the end of the **FIRST YEAR**
- At least 80 credit by the end of the **SECOND YEAR** including both modules of Fundamentals of Accounting (CAFE3581/3582)
- At least 136 credits by the end of the **THIRD YEAR**
- At least 204 credits by the end of the **FOURTH YEAR**
- At least 272 credits by the end of the **FIFTH YEAR**
- At least 340 credits at the end of the **SIXTH YEAR**

A student may not register for the second year if his or her school leaving certificate is still outstanding.

Exemptions

A student joining the Bachelor of Accounting Degree after completing the **Diploma in Accounting and Auditing** or the **Diploma in Taxation and Management** from the University of Namibia or any equivalent qualification may be exempted from certain year 1 modules of the degree program on a case by case basis.

Module passed (60% or higher)	Exemption
Basic Micro Economics (CEMI2571)	Basic Micro Economics (CEMI3571)
Basic Macro Economics (CEMA2572)	Basic Macro Economics (CEMA3572)
Fundamentals of Accounting A (CAFE2511)	Fundamentals of Accounting A (CAFE3511)
Fundamentals of Accounting B (CAFE2512)	Fundamentals of Accounting B (CAFE3512)

A student joining the Bachelor of Accounting Degree after completing the **Advanced Diploma in Accounting and Auditing** or the **Advanced Diploma in Taxation and Management** from the University of Namibia or any equivalent qualification may be exempted from certain year 1 and year 2 modules of the degree program on a case by case basis.

Module passed (60% or higher)	Exemption
Basic Micro Economics (CEMI2571)	Basic Micro Economics (CEMI3571)
Basic Macro Economics (CEMA2572)	Basic Macro Economics (CEMA3572)
Fundamentals of Accounting A (CAFE2511)	Fundamentals of Accounting A (CAFE3511)
Fundamentals of Accounting B (CAFE2512)	Fundamentals of Accounting B (CAFE3512)
Financial Accounting 1A (CAFE2611)	Financial Accounting 1A (CAFE3631)
Financial Accounting 1B (CAFE2612)	Financial Accounting 1B (CAFE3632)

Implementation Strategy

The revised new curriculum will phase in gradually so that current students can graduate on the old curriculum with the first year of the new curriculum to be implemented in 2012. Students who failed modules that are phasing out should register for the module equivalent in the new curriculum.

Module equivalents			
Current module and code		Equivalent module and code	
Code	Module name	Code	Module name
Year 1	Semester 1		
CAFE3511	Fundamentals of Accounting A	CAFE3581	Fundamentals of Accounting
	Semester 2		
CAFE3512	Fundamentals of Accounting B	CAFE3582	Fundamentals of Accounting B
Year 2	Semester 1		
CABA3631	Business Statistics A	CABA3691	Business Statistics A
CAFE3631	Financial Accounting 1A	CAFE3691	Financial Accounting 1A
CAAM3651	Management Accounting 1A	AAM 3691	Management Accounting 1A
	Semester 2		
CABA3632	Business Statistics B	CABA3692	Business Statistics B
CAFE3632	Financial Accounting 1B	CAFE3692	Financial Accounting 1B
CAAM3652	Management Accounting 1B	CAAM3692	Management Accounting 1B
Year 3	Semester 1		
CAFE3751	Financial Accounting 2A	CAFE3781	Financial Accounting 2A
CAAM3751	Management Accounting 2A	CAAM3781	Management Accounting 2A
CATP3751	Taxation 1A	CATP3781	Taxation 1A
	Semester 2		
CAFE3752	Financial Accounting 2B	CAFE3782	Financial Accounting 2B
CAAM3752	Management Accounting 2B	CAAM3782	Management Accounting 2B
CATP3752	Taxation 1B	CATP3782	Taxation 1B
Year 4	Semester 1 & 2		
CAMT3870	Mini Thesis	CARP3870	Research Project

New - Curriculum

Code	Module	Credits	NQA level	Prerequisite Code	Prerequisite Module
Year 1	Semester 1				
CEMI3571	Basic Microeconomics	16	5		
UCLC3509	Computer Literacy	8	5		
ULCE3519	English Communication and Study Skills	16	5		
CAFE3581	Fundamentals of Accounting A	12	5		
CMPP3579	Principles of Management	16	5		
	Semester 2				
CEMA3572	Basic Macroeconomics	16	5		
CBCM3579	Business Mathematics	16	5		
UCSI3529	Contemporary Social Issues	8	5		
ULEA3519	English for Academic Purposes	16	5		
CAFE3582	Fundamentals of Accounting B	12	5		
Year 2	Semester 1				
CABA3691	Business Statistics A	12	6	CBCM3579	Business Mathematics
CACL3631	Commercial Law A	16	6		
CAFE3691	Financial Accounting 1A	12	6	CAFE3581/2	Fundamentals of Accounting 1A and 1B
CAAM3691	Management Accounting 1A	12	6		

	Semester 2				
CABA3692	Business Statistics B	12	6	CBCM3579	Business Mathematics
CACL3632	Commercial Law B	16	6		
CAFE3692	Financial Accounting 1B	12	6	CAFE3511/2	Fundamentals of Accounting 1A and 1B
CAAM3692	Management Accounting 1B	12	6		
	Semester 1 or 2				
CAIS3652	Computerized Accounting Systems	16	6	UCLC3509 CAFE3511/2	Computer Literacy, Fundamentals of Accounting 1A and 1B
Year 3	Semester 1				
CAUA3751	Auditing 1A	16	7	CAFE3691/2	Financial Accounting 1A and 1B
CACP3751	Company Law and Practice A	16	7	CACL3631/2	Commercial Law A and B
CAFE3781	Financial Accounting 2A	12	7	CAFE3691/2	Financial Accounting 1A and 1B
CAAM3781	Management Accounting 2A	12	7	CAAM3691/2	Management Accounting 1A and 1B
CATP3781	Taxation 1A	12	7	CAFE3691/2	Financial Accounting 1A and 1B
	Semester 2				
CAUA3752	Auditing 1B	16	7	CAFE3691/2	Financial Accounting 1A and 1B
CABR3752	Business Research Methods	16	7	ABA3691/2	Business Statistic A and B
CAFE3752	Financial Accounting 2B	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CAAM3752	Management Accounting 2B	16	7	CAAM3631/2	Management Accounting 1A & 1B
CATP3752	Taxation 1B	16	7	CAFE3631/2	Financial Accounting 1A and 1B

Year 4	Semester 1				
CAUA3871	Auditing 2	16	8	CAUA3751/2	Auditing 1A and 1B
CAFE3871	Financial Accounting 3A	16	8	CAFE3751/2	Financial Accounting 2A and 2B
CAMF3871	Financial Management A	16	8	CAFE3691/2 AAM3691/2	Financial Accounting 1A and 1B Management Accounting 1A and 1B
	Semester 2				
CAFE3872	Financial Accounting 3B	16	8	CAFE3751/2	Financial Accounting 2A and 2B
CAMF3872	Financial Management B	16	8	CAFE3691/2 AAM3691/2	Financial Accounting 1A and 1B Management Accounting 1A and 1B
CAFR3872	Financial Reporting and Accounting Ethics	16	8	CAUA3751/2	Auditing 1A and 1B
	Semester 1 and 2				
CAMT3870	Mini Thesis	32	8	CABR3752	Business Research Methods

Old Curriculum

Code	Module	Credits	NQA level	Prerequisite Code	Prerequisite Module
Year 1	Semester 1				
CEMI3571	Basic Microeconomics	16	5		
UCLC3409	Computer Literacy	8	4		
ULCE3419	English Communication and Study Skills	16	4		
CAFE3511	Fundamentals of Accounting A	16	5		
CMPP3579	Principles of Management	16	5		

	Semester 2				
CEMA3572	Basic Macroeconomics	16	5		
CBCM3579	Business Mathematics	16	5		
UCSI3429	Contemporary Social Issues	8	4		
ULEA3419	English for Academic Purposes	16	4		
CAFE3512	Fundamentals of Accounting B	16	5		
Year 2	Semester 1				
CABA3631	Business Statistics A	16	6	CBCM3579	Business Mathematics
CACL3631	Commercial Law A	16	6		
CAFE3631	Financial Accounting 1A	16	6	CAFE3511/2	Fundamentals of Accounting 1A & 1B
CAAM3651	Management Accounting 1A	16	6		
	Semester 2				
CABA3632	Business Statistics B	16	6	CBCM3579	Business Mathematics
CACL3632	Commercial Law B	16	6		
CAIS3652	Computerized Accounting Systems	16	6	CAFE3511/2	Fundamentals of Accounting 1A & 1B
CAFE3632	Financial Accounting 1B	16	6	CAFE3511/2	Fundamentals of Accounting 1A & 1B
CAAM3652	Management Accounting 1B	16	6		
Year 3	Semester 1				
CAUA3751	Auditing 1A	16	7	CAFE3631/2	Financial Accounting 1A & 1B

CACP3751	Company Law and Practice A	16	7	CACL3631/2	Commercial Law A & B
CAFE3751	Financial Accounting 2A	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CAAM3751	Management Accounting 2A	16	7	CAAM3631/2	Management Accounting 1A & 1B
CATP3751	Taxation 1A	16	7	CAFE3631/2	Financial Accounting 1A & 1B
	Semester 2				
CAUA3752	Auditing 1B	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CABR3752	Business Research Methods	16	7		
CAFE3752	Financial Accounting 2B	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CAAM3752	Management Accounting 2B	16	7	CAAM3631/2	Management Accounting 1A & 1B
CATP3752	Taxation 1B	16	7	CAFE3631/2	Financial Accounting 1A & 1B
Year 4	Semester 1				
CAUA3871	Auditing 2	16	8	CAUA3751/2	Auditing 1A & 1B
CAFE3871	Financial Accounting 3A	16	8	CAFE3751/2	Financial Accounting 2A & 2B
CAMF3871	Financial Management A	16	8		
	Semester 2				
CAFÉ3872	Financial Accounting 3B	16	8	CAFE3751/2	Financial Accounting 2A & 2B
CAMF3872	Financial Management B	16	8		
CAFR3872	Financial Reporting and Accounting Ethics	16	8	CATP3751/2	Taxation 1A & 1B

	Semester 1 and 2				
CAMT3870	Mini Thesis	32	8	CABR3752	Business Research Methods

NOTE: A student can only continue with a module on second, third or fourth year provided the relevant prerequisites are met.

Syllabi – New curriculum (Year One)

Unam Core:

Computer Literacy	UCLC3509
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NQF level: 5 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

Contemporary Social Issues	UCSI3529
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NQF: 5 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour paper

Prerequisite: None

Module Description:

This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.

English Communication and Study Skills	ULCE3519
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NQF Level: 5 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper

Pre-requisites: None

Module description:

This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.

English for Academic Purposes	ULEA3519
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NQF level: 5 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module description:

This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written

in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

All other syllabi:

Basic Macroeconomics		CEMA3572
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.		
Basic Microeconomics		CEMI3571
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course is aimed at introducing students to key concepts used in microeconomics and facilitates a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve tradeoffs between efficiency and equity serves as preparation students for further study of the disciplines within the economics field. Course content includes: an introduction to microeconomics, demand and supply, market structures, Factor markets and introduction to international trade.		
Business Mathematics		CBCM3579
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module Description:		
The module is designed to give students an overview of various business mathematical calculations and topics and to enable them to solve business related problems. The topics to be covered are number and systems, rates, ratios, percentages, measurement and mensuration, equations and inequalities, and introduction to algebra.		
Fundamentals of Accounting A		CAFE3581
NQA level: 5	Credits: 12	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities; The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.		
Fundamentals of Accounting B		CAFE3582
NQA level: 5	Credits: 12	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.		

Principles of Management	CMPP3579
NQA level: 5 Credits: 16	Module assessment: CA 50% Examination 50% - 1x 3 hour paper
Prerequisites: None.	
Module description: Students will be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.	

Syllabi – Old curriculum (Year 2 – 4)

All other syllabi:

Auditing 1A	CAUA3751
NQA level: 7 Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAFE3631/2 Financial Accounting 1A and 1B	
Module description: The detailed contents are as follows: To introduce students to the basic audit theory and audit practice. This includes auditing concepts and approaches as well as general accepted auditing standards. Topics to include: The need for Auditors, The role of Auditing in Corporate Management (as per the King Reports on corporate governance), The History and development of the Audit Profession, Procedures to regulate the profession and to set standards (Including SAAS 100, 200 and Code of Professional Standards), The Duties and responsibilities of the Professional Auditor in general and specifically with regards to fraud and error (Auditors Act S 20), Fundamental Auditing, Concepts like: Audit Assurance (SAAS 120, 200, 240, 250); Audit Evidence (SAAS 500), Audit Materiality and Risk (SAAS 320, 400); Internal Control (SAAS) , 400); Different Audit Approaches, Quality Control for Audit work (SAAS 220); Documentation in an Audit Assignment (SAAS 230); An overview of the different, stages of an Audit (Planning (SAAS 210, 300, 310); Accumulation and evaluation of audit evidence and completion of the audit (SAAS 200, 240, 320, 400, 500, 700); Reporting on the audit of the Financial statements (SAAS 700).	
Auditing 1B	CAUA3752
NQA level: 7 Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAFE3631/2 Financial Accounting 1A & 1B	
Module description: The detailed contents are as follows: This course introduces students to the performance of the audit process. Topics include: Fundamental Identification and Formulation of Audit Objectives, Tests of Control General principals & In an elementary computerized data processing system (SAAS 400), The use of an overall audit plan, The audit of the income/Expense cycle, The audit of the Purchase/payments cycle, The Audit of the Inventory Cycle, The Audit of the Sources of Finance, The Audit of the Provision of Finance.	
Auditing 2	CAUA3871
NQA level: 8 Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAUA3751/2 Auditing 1A & B	
Module description: The detailed contents are as follows: This course introduces students to the environment of an audit practice, the advanced theory of auditing and legal aspects of audit practice (covering all the Namibian Auditing Standards) and carrying out of the audits. Topics to include: Revision of most important Audit terminology (including Audit evidence which includes sampling procedures, Audit materiality and Audit risk), Detailed coverage of the audit process: Planning (including the overall audit plan and audit program (SAAS210), Analytical procedures in the planning of an audit (SAAS520), Related parties (SAAS550), Initial engagements: opening balances (SAAS510) and Using the work of another auditor (SAAS600), Performing of the Audit process: Fieldwork of the cycles (Revenue/receipts cycle (including the work of internal auditors (SAAS610) and Management representations (SAAS580), Purchase payments together with Monetary unit sampling, Inventory (including Estimation sampling for variables and SAAS620 "Using the work of an expert"), financial cycle (including SAAS540 "Audit of Accounting Estimates") Students should be shown how to deal with more advanced auditing problems than was covered in the third year. Completion of the audit and reporting and reporting (Subsequent events (SAAS560), Going concern (SAAS570), Contingent liabilities, General review and evaluation (SAAS520). Reporting (SAAS700, 710) also	

reporting on other African Auditing Standards, Legislation of relevance to the auditor), The Public Accountants' and Auditors' Act 80 of 1991 (Outline,, interpretation, application and administration of the public accountants' and auditors act, Registration, Practice and Offences, Powers and duties of Auditors). Company Legislation conversions, Formation of companies, Share capital and shares, offering of shares and the prospectus, administration, Directors, Remedies of Members, Auditors, Accounting and Disclosure, Take-over, Reorganizations and regulation of securities, Winding up and Judicial Management) Close corporation Legislation (Formation, Registration, Deregistration and Conversion of CC, Membership, Internal and external Relations, Accounting, Disclosure and the Legal Requirements Applicable to the Accounting Officer, Liability of Members and Others.

Business Research Methods		CABR3752
NQA level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
This course introduces students to business research and report writing with a focus on the nature of research in business management, accounting and finance disciplines. The detailed contents are as follows: Introduction to research, research in business, the role and types of research, Problem identification and problem statements, literature review, Hypothesis construction, and writing research proposal, Ethics in research, Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity), Measuring Complex Variables, Research design, primary and secondary data sources, data collection, questionnaire construction, Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling, Factors affecting sample size, Margin of error (confidence intervals), Data analysis: the role of parametric and non-parametric statistics, Types of statistics (descriptive, inferential), correlation and regression, Types of analysis (univariate, bivariate, multivariate) Hypothesis testing, Interpretation and presentation of research findings: written and oral presentations.		
Business Statistics A		CABA3631
NQA level: 6	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CBCM3579 Business Mathematics		
Module description:		
The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).		
Business Statistics B		CABA3632
NQA level: 6	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CBCM3579 Business Mathematics		
Module description:		
The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.		
Commercial Law A		CACL3631
NQA level: 6	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Pre-requisite: None		
Module description:		
The detailed contents are as follows: Introduction to the theory of law, the definition of the concept of "law", the various sources of Namibian law, customs, legislation (statute), common law etc as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, the administration of justice in Namibia, the hierarchy of the Namibian courts, the general principles of natural justice the "audi alteram partem rule", the law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc, various forms of breach of contract: mora creditoris , mora debitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party.		
Commercial Law B		CACL3632
NQA level: 6	Credits: 16	Module assessment: CA (50%) Examination (50%) – 1 x 3 hour paper
Pre-requisites: None		

Module Description:

The objective of this course is to introduce students to special contracts generally encountered in practice and understand the requirements for the creation of special contracts. The detailed contents are as follows; Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huur gaat voor koop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment. Various forms of business enterprise.

Company Law and Practice**CACP3751****NQA level:** 7 **Credit:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisite:** CACL3631/2 Commercial Law A & B**Module description:**

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

Computerized Accounting Systems**CAIS3631****NQA level:** 6 **Credits:** 16**Module assessment:** CA 50% Examination (50%) - 1 x 3 hour paper**Prerequisites:** UCLC3409 Computer Literacy, CAFE3611/2 Fundamentals of Accounting A & B**Module description:**

The detailed contents are as follows: Conceptual foundation of Accounting Information Systems (AIS), Control and auditing AIS, Methodologies for the development of AIS, Systems Development Life Cycle (SDLC), Practical application of computerized accounting principles. Students will apply the AIS functions to the overall Management Information System. Set up a company from scratch, Debtors accounts, Creditors accounts, General ledger, Prepare invoices, Purchase orders, Cashbook – using cheque counterfoils, cash and cheque receipts, deposit slips, bank statements (current account), Petty cash vouchers, Petty cash register, Bank Reconciliation statement. Prepare budgets, process payroll, prepare quarterly payroll taxes and much more. Draw - up financial statements and other financial reports. Software will be utilized to make business decisions, using of computer spreadsheets and modern accounting packages as a tool in decision making.

Financial Accounting 1A**CAFE3631****NQA level:** 6 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3511/2 Fundamentals of Accounting A & B**Module description:**

The detailed contents are as follows: Review of business entities financial reporting: financial statements of. partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation, close corporations – formation and operation, taxation, deregistration and liquidation, accounting records and financial statements, branches, manufacturing cost statements, preparing the income statement of manufacturing enterprises, introduction to companies – formation, share and debenture transactions, conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

Financial Accounting 1B**CAFE3632****NQA level:** 6 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3511/2 Fundamentals of Accounting A & B**Module description:**

This module is an introduction to company annual financial statements in accordance with the Companies Act, 1973, as amended and IFRS (International Financial Reporting Standards).

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation

and presentation of financial statements (IAS1), (specific reference to auditors' reports and other reports), cash flow statements (IAS7), analysis and interpretation of financial statements.

Financial Accounting 2A		CAFE3751
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAFE3631/2 Financial Accounting 1A & 1B		
Module description: The purpose of this module is to introduce the students to intermediate aspects of financial accounting and to explain the recognition, measurement and disclosure of various items in the annual financial statements in accordance with IFRS (International Financial Reporting Standards). The detailed contents are as follows: revenue (IAS18), accounting policies, changes in accounting estimates, and errors (IAS8), related party disclosures (IAS24), earnings per share (IAS33), property, plant and equipment (IAS16), inventories (IAS2), provisions, contingent liabilities and contingent assets (IAS37), events after balance sheet date (IAS10), intangible assets (IAS38)		
Financial Accounting 2B		CAFE3752
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAFE3631/2 Financial Accounting 1A & B		
Module description: The detailed contents are as follows: International Financial Reporting Standards (IFRS) – Impairment of assets (IAS36), investment property (IAS40), non-currents assets held for sale and discontinued operations (IFRS5), borrowing costs (IAS23), segment reporting (IAS14), Introduction to group financial statements consolidated and separate financial statements (IAS27) – business combinations (IFRS3), definitions, consolidation at and after date of acquisition, intra group transactions, preference shares and dividends, sundry aspects.		
Financial Accounting 3A		CAFE3871
NQA level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAFE3751/2 Financial Accounting 2A & 2B		
Module description: The detailed contents are as follows; Group statements: interim acquisition, complex groups, insolvent subsidiaries, non-consolidated subsidiaries, investments in associates (IAS28), interests in joint ventures (IAS31), change in the nature and extent of control, income tax (IAS12), construction contracts (IAS11), leases (IAS17), employee benefits (IAS19).		
Financial Accounting 3B		CAFE3872
NQA level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAFE3751/2 Financial Accounting 2A & 2B		
Module description: This module deals with more advanced aspects of financial accounting such as issues currently confronting accounting professionals. The detailed contents are as follows: International financial reporting standards (IFRS), consolidated cash flows (IAS7), foreign operations, effects of changes in foreign exchange rates (IAS21), financial instruments – disclosure (IFRS7), presentation (IAS32), recognition and measurement (IAS39), capital reconstruction schemes, liquidations, mergers and acquisitions, accounting theory and practice relating to government and non-profit organizations.		
Financial Management A		CAMF3871
NQA level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description: The detailed contents are as follows: This course examines the role of the finance function in the firm. The detailed contents are as follows; Financial statements analysis – ratio analyses, Du Pont Identity, sources and uses of cash, standardised financial statements, Time value of money – present and future values, discounted cash flow valuation, Risk and return – basics, returns, capital market efficiency, Capital asset pricing model and portfolio theory – expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta, security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index, project cash flows, incremental cash flows discounted cash flow analysis, cost cutting proposals, replacing an asset, setting the bid price, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, estimating the cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.		

Financial Management B		CAMF3872
NQA level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
The detailed contents are as follows: Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, Business finance – source of, and raising short-term finance, long-term finance, internal sources of finance and dividend policy, gearing and capital structure considerations, finance for small and medium-size entities, Advanced investment appraisals – non-discounted cash flow techniques, discounted cash flow techniques, allowing for inflation and taxation in discounted cash flows, adjusting for risk and uncertainty in investment appraisal, specific decisions such as lease vs. buy, asset replacement, capital rationing, international investment and financing decisions, Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers, Risk management – nature and types of risk and approaches to risk management, exchange rates differences and interest rates fluctuations, foreign currency risk and hedging.		
Financial Reporting and Accounting Ethics		CAFR3872
NQL Level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: CAFÉ3751/2 Financial Accounting 2A & 2B		
Module description:		
The detailed contents are as follows: Financial reporting and accounting theory, Preparation and presentation of financial statements, Preparation of qualitative disclosures for annual reports including director's report, New trends in financial reporting and corporate governance, Introduction to ethics for accountants and auditors, Accounting ethics and financial reporting, Case studies in ethical decision making related to accounting, tax and auditing matters, Managing ethical dilemmas		
Management Accounting 1A		CAAM3651
NQA level: 6	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
This course is designed to introduce students to the concepts, techniques and application of cost and management accounting. The focus is on accumulating cost information and preparing reports that help managers in decision making. The topics include cost systems design and cost accumulation, raw materials costs and stock management, labour costing and control, production overheads: budgeted, applied and actual, production overheads and service department cost allocation, direct and absorption costing models, job-order and process costing, activity-based costing.		
The detailed contents are as follows: Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs, Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation, Accounting for overheads costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads, Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts, Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap, Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system.		
Management Accounting 1B		CAAM3652
NQA level: 6	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
The detailed contents are as follows: Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods, Cost volume profit analysis: Marginal costing and cost volume profit relationships, assumptions of CVP analysis, components of CVP model, contribution margin and break-even point for single and multiple products; formula and graphic methods, target profits and analysing effect of changes in sales price, quantity and mix, operating leverage, Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash		

receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits, Management reporting and decision making: relevant and differential cost analysis, strategic cost analysis and opportunity costs, application of cost information in decision making including make or buy, sale or process further, accepting special orders, cost and profit indifference points, adding or deleting product lines and sales mix, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance

Management Accounting 2A	CAAM3871
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NQA level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
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Prerequisites: CAAM3651/2 Management Accounting 1A & 1B

Module description:

The detailed contents are as follows: Determining prices and product profitability, Cost management, target costing and quality costing, product life cycle costing, Decisions under risk and uncertainty: Introduction and steps in decision making risk and probabilities, decision criteria under risk and uncertainty, decision trees, Constraint optimization and linear programming- theory and graphic method, components of linear programming and its uses, Formulating linear programming problems, Solving linear programming problems by graphical method, Linear programming – simplex method, surplus and artificial variables, Integer programming: integer programming, goal programming and non-linear programming, difference between linear and integer programming, branch and bound method of integer programming, Transportation: Introduction and definitions basic assumptions of the transportation models, Solution to transportation problems: North West corner method, Lowest cost entry method, Vogel's approximation method, Degeneracy and transportation technique, Network analysis: PERT and CPM: Program evaluation and review technique: Network drawing, analysis, rescheduling project completion time, Critical path method, Assumptions of PERT and CPM, Queuing theory: Characteristics of a queuing line system and waiting line costs Single channel queuing model with Poisson arrivals and Exponential service times, Simulation: Introduction, advantages and disadvantages of simulation Monte Carlo simulation, simulation and inventory analysis

Management Accounting 2B	CAAM3752
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NQA level: 8	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
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Prerequisites: CAAM3651/2 Management Accounting 1A & 1B

Module description:

The detailed contents are as follows: Cost information and pricing decisions: Determining prices and product profitability, Cost plus pricing methods, Profitability analysis, role of product costs in pricing and product mix decisions; short-term and long-term pricing considerations, price-takers vs. price setters; selected cases on full cost pricing and its derivatives. Transfer Pricing: transfer pricing and divisional performance, transfer pricing for multinational corporations, dual transfer pricing, behavioural implications of transfer pricing. Performance measurement and contemporary issues in management accounting: Divisional performance management, Multi-dimensional performance management, Performance measurement to performance management, Benchmarking and non-financial performance measurement, cost tables and balance score card. Social responsibility and environment related management accounting: corporate social responsibility, identifying environmental costs and benefits, current initiatives in environment related management accounting and future opportunities. Outsourcing, sub-contracting and supply chain management: value chain analysis and decisions regarding outsourcing and sub-contracting, non-financial considerations of outsourcing. Project planning and management: theory of risk return and quality, advanced aspects of capital budgeting, capital rationing, divisional and project cost of capital International dimension of capital budgeting, Strategic management accounting and small business: current situation analysis, performance analysis and non-financial indicators. Throughput accounting and business process re-engineering.

Mini Thesis	CAMT3870
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NQA level: 8	Credits: 32	Module assessment: CA (50%) - Research report (50%)
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Prerequisites: CABR3752 Business Research Methods

Module description:

The objective of this module is to assess students' ability to conduct research in broader areas of business including accounting, auditing and finance. Students are expected to choose a topic and following the scientific research methods conduct the research and prepare a research report. This module provides students with an opportunity to develop research skills through completion of a minor research project. The topic must be empirical in nature, and can be an area of interest to the individual student within the context of their specialization. The detailed contents are as follows: Students have to prepare a research proposal and get it approved from the supervisor. Conduct the research and write a brief report. The report must include: A clear identification of your policy issue and its importance or relevance to the welfare of society, a clear theoretical analysis of the issues involved, presentation of some type of empirical evidence and conclusion

Taxation 1A			CATP3751
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper	
Prerequisites: CAFE3631/2 Financial Accounting 1A and 1B			

Module description:

The detailed contents are as follows: Fiscal policy, definition of gross income, source, deemed source, receipts and accruals of a capital nature, specific inclusions, exemptions, general deduction formula, specific deductions, trading stock, dividends, and foreign exchange.

Taxation 1B			CATP3752
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper	
Prerequisites: CAFE3631/2 Financial Accounting 1A and 1B			

Module description:

The detailed contents are as follows: Individuals, partnerships, companies, close corporations, farming operations, estates and trusts, co-operative societies, insurance companies, mining operations, VAT, tax administration.

BACHELOR OF BUSINESS ADMINISTRATION 12BBAD

Aim

The Bachelor of Business Administration degree aims at developing a student's intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The program assists the student in understanding and developing the unique leadership qualities required for successfully managing business functions, an organizational unit or an enterprise. The specific objectives of the program are to produce up-to-date, assertive and effective executives for business and other organizations and prepare students for higher studies in business at home and abroad.

Programme overview

The Programme is a four-year degree programme offered over a six-year period through external studies. Three different specialisations are offered in the degree, namely Human Resource Management, Strategic Marketing and Banking and Finance.

Holders of this qualification will be able to communicate effectively in a business environment, demonstrate competence in conceptualizing, conducting and reporting on business, research at a basic level, demonstrate an understanding and application of management principles in a business environment, demonstrate a knowledge of the economic and legal environment and its potential, demonstrate a functional understanding of the roles, core processes and interfaces among the various departments of a business, demonstrate the ability to contribute to a process of driving transformation and change within a business organization, and demonstrate an understanding of the entrepreneurial process.

Entry requirements

To qualify for admission to the Bachelor of Business Administration degree you should meet the normal basic requirements for entrance to the undergraduate programmes of the University. To register for the degree, a candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification. English is a compulsory subject and should be obtained at NSSC (English as a Second Language) grade C or at least grade D at NSSC (English First Language) level.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Scale to be admitted. However, if the minimum of 25 points in five subjects is obtained, it does not necessarily ensure and/or guarantee admission. The Faculty reserves the right to interview students before admission.

Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of tutor-marked assignments and/or tests, and a written examination at the end of the module. To complete a module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%. The final mark is calculated according to a ratio of 50% year mark to 50% examination mark.

Academic advancement rules

A student advances to the following academic level of study when at least 2/3 of the modules of the curriculum for a specific year have been passed. If a student passed only one third (1/3) of the full curriculum of a specific year, he/she may not register for any module on the following higher level. In all cases prerequisites for modules have to be passed before a student can proceed to register for modules that require a prerequisite. A student should pass

- 88 credits out of 136 credits of the first year in order to proceed with the second year of the degree
- 96 credits out of 144 credits of the second year in order to proceed with the third year of the degree
- 88 credits out of the 136 credits of the third year in order to proceed with the fourth year of the degree
- ALL modules prescribed for the curriculum to complete the degree.

A student will not be allowed to register for more than 12 modules per year.

Re-admission to the programme

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

- 32 credits at the end of the **FIRST YEAR**

- 60 credits the end of the **SECOND YEAR**
- 92 credits at the end of the **THIRD YEAR**
- 148 credits at the end of the **FOURTH YEAR**
- 204 modules at the end of the **FIFTH YEAR**
- 368 credits at the end of the **SIXTH YEAR**

Implementation Strategy

The revised new curriculum will phase in gradually so that current students can graduate on the old curriculum with the first year of the new curriculum to be implemented in 2012. Students who failed modules that are phasing out should register for the module equivalent in the new curriculum.

New curriculum

Code	Module	NQF level	Credits	Prerequisite Code	Prerequisite Module
Year 1	Semester One		68		
ULCE3519	English Communication and Study Skills	5	16		
CMPP3579	Principles of Management	5	16		
UCLC3509	Computer Literacy	5	8		
CAFE3581	Fundamentals of Accounting 1A	5	12		
CEMI3571	Basic Micro Economics	5	16		
Year One	Semester Two		68		
ULEA3419	English for Academic purpose	4	16		
CBCM3579	Business Mathematics	5	16		
CAFE3582	Fundamental of Accounting IB	5	12		
CEMA3572	Basic Macro Economics	5	16		
UCSI3529	Contemporary Social Studies	5	8		
Year 2	Semester One		72		
CMBO3671	Organizational Behaviour 1	6	16	CMPP3579	Principles of Management
CMBA3691	Financial Accounting 1A	6	12	CAFE3581/2	Fundamentals of Accounting A and B
CACL3631	Commercial Law A	6	16		
CABA3631	Business Statistics A	6	16	CBCM3579	Business Mathematics
CAAM3691	Management Accounting 1A	6	12		

	Semester Two		72		
CMBO3672	Organizational Behaviour 2	6	16	CMPP3579	Principles of Management
CMBA3692	Financial Accounting 1B	6	12	CAFE3571/2	Fundamentals of Accounting A and B
CACL3632	Commercial Law B	6	16		
CABA3632	Business Statistics B	6	16	CBCM3579	Business Mathematics
CAAM3692	Management Accounting 1B	6	12		
Year Three	Semester One		60		
CMBF3781	Banking and Finance 1A	7	12		
CMRE3781	Entrepreneurship A	7	12		
CMSM3781	Marketing Management 1A	7	12		
CMHM3781	Human Resource Management 1A	7	12		
CMMO37781	Operations Management 1A	7	12		
	Semester Two		76		
CMBF3782	Banking and Finance 1B	7	12		
CMRE3782	Entrepreneurship 1B	7	12		
CMSM3782	Marketing Management 1B	7	12		
CMHM3782	Human Resource Management 1B	7	12		
CMMO3782	Operations Management 1B	7	12		
CMBR3772	Business Research Methodology	7	16		
Year Four	Semester One		56		
CMHM3871 or CMSM3871 or CMBF3871	Specialisations: Strategic Human Resource Management A or Strategic Marketing A or Banking & Finance A	8 8 8	16 16 16		
CMST3881	Strategic Management A	8	16		
CAMF3871	Financial Management A	8	16		

CMMI3871	Management Information System	8	8		
Year Four	Semester Two		56		
CMHM3872	Strategic Human Resource management B	8	16		
CMSM3872	or Strategic Marketing	8	16		
CMBF3872	or Banking & Finance B	8	16		
CAMF3872	Financial Management B	8	16		
CMST3872	Strategic Management B	8	16		
CMMI3871	Management Information System	8	8		
	Semester One and Two		32		
CMRP3870	Research project	8	32		

Old curriculum

Code	Module	NQF level	Credits	Prerequisite Code	Prerequisite Module
Year 1	Semester One				
ULCE3419	English Communication and Study Skills	4	16		
CMPP3579	Principles of Management	5	16		
UCLC3409	Computer Literacy	5	8		
CAFE3511	Fundamentals of Accounting 1A	5	16		
CEMI3571	Basic Micro Economics	5	16		
Year One	Semester Two				
ULEA3419	English for Academic purpose	4	16		
CBCM3579	Business Mathematics	5	16		
CAFE3512	Fundamental of Accounting IB	5	16		
CEMA3572	Basic Macro Economics	5	16		
UCSI3429	Contemporary Social Studies	4	8		

Year 2	Semester One				
CMBO3671	Organizational Behaviour 1	6	16	CMPP3579	Principles of Management
CMBA3671	Business Accounting 1	6	16	CAFE3571/2	Fundamentals of Accounting A & B
CACL3631	Commercial Law A	6	16		
CABA3631	Business Statistics A	6	16	CBCM3579	Business Mathematics
	Semester Two				
CMBO3672	Organizational Behaviour 2	6	16	CMPP3579	Principles of Management
CMBA3672	Business Accounting 2	6	16	CAFE3571/2	Fundamentals of Accounting A & B
CACL3632	Commercial Law B	6	16		
CABA3632	Business Statistics B	6	16	CBCM3579	Business Mathematics
CMBE3672	Business Economics	6	16		
Year Three	Semester One				
CMMI3771	Managerial Economics	7	16		
CMSM3771	Marketing Management	7	16		
CMHM3771	Human Resource Management	7	16		
CMMO3771	Operations Management 1	7	16		
	Semester Two				
CMSM3772	Marketing Management	7	16		
CMHM3772	Human Resource Management	7	16		
CMRE3772	Entrepreneurship 1	7	16		
CMMO3772	Operations Management	7	16		
CMBR3772	Business Research Methodology	7	16		
Year Four	Semester One				
CMHM3871 or CMSM3871 or CMBF3871	Specialisations: Strategic Human Resource Management A, or Strategic Marketing A or Banking & Finance A	8 8 8	16 16 16		

CMST3871	Strategic Management A	8	16		
CAMF3871	Financial Management A	8	16		
CMMI3871	Management Information System	8	16		
Year Four	Semester Two				
CMHM3872	Strategic Human Resource management B	8	16		
	or				
CMSM3872	Strategic Marketing	8	16		
	or				
CMBF3872	Banking & Finance B	8	16		
CAMF3872	Financial Management B	8	16		
CMST3872	Strategic Management B	8	16		
	Semester One and Two				
CMRP3870	Research project	8	32		

The Syllabi – New curriculum

UNAM Core Modules:

Computer Literacy	UCLC3509
NQF level: 5 Credits: 8	Module assessment: CA 100%
Prerequisites: None	
Module description:	
The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.	
Contemporary Social Issues	UCSI3529
NQF: 5 Credits: 8	Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper
Prerequisite: None	
Module Description:	
This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to	

make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.

English Communication and Study Skills		ULCE3519
NQF Level: 5	Credits: 16	Module Assessment: CA (60%) Examination (40%) - 1 x 3 hour paper
Pre-requisites: None		
Module description:		
This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.		

English for Academic Purposes		ULEA3519
NQF level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module description:		
This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.		

All other syllabi:

Basic Macroeconomics		CEMA3572
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.		

Basic Microeconomics		CEMI3571
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course is aimed at introducing students to key concepts used in microeconomics and facilitates a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve tradeoffs between efficiency and equity serves as preparation students for further study of the disciplines within the economics field. Course content includes: an introduction to microeconomics, demand and supply, market structures, Factor markets and introduction to international trade.		

Business Mathematics		CBCM3579
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module Description:		
The module is designed to give students an overview of various business mathematical calculations and topics and to enable them to solve business related problems. The topics to be covered are number and systems, rates, ratios, percentages, measurement and mensuration, equations and inequalities, and introduction to algebra.		

Fundamentals of Accounting A			CAFE3581
NQA level: 5	Credits: 12	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		Continuous assessment:	2 x tests (80%) plus 1 assignment (20%)
Module description:			
The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities; The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.			

Fundamentals of Accounting B			CAFE3582
NQA level: 5	Credits: 12	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		Continuous assessment:	2 x tests (80%) plus 1 assignment (20%)
Module description:			
The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.			

Principles of Management			CMPP3579
NQA level: 5	Credits: 16	Module assessment:	CA 50% Examination 50% - 1x 3 hour paper
Prerequisites: None.			
Module description:			
Students will be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.			

Syllabi – Old curriculum (Year 2 – 4)

All other syllabi:

Banking and Finance A			CMBF3871
NQF level: 8	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Pre-requisites: None			
Module description:			
The module will explore the South African and Namibian financial markets from an institutional perspective. It will also explore the various markets such as the Money, Bond, Equity, FOREX, and Derivative markets and the instruments traded in them.			

Banking and Finance B			CMBF3872
NQF level: 8	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Pre-requisites: None			
Module description:			
This module will focus on the operations and management of banking institutions by exploring the following aspects in depth: Overview of the banking industry in Namibia, regionally and internationally; The regulatory framework in Namibia with reference to the international best practice; Evaluation of Bank Performance: Management of Interest Rate Risk: Managing the cost of funds, bank capital, and liquidity; Financing individuals and businesses with particular focus on SMMEs; Managing the investment portfolio; and the impact of globalization and advances in technology on banking.			

Business Accounting 1				CMBA3671
NQF Level: 6	Credits: 16	Module Assessment:	CA 50% Examination 50% - 1x 3 hour paper	
Prerequisites: Fundamentals of Accounting – CAFE 3571/2				
Module Description:				
The module provides an introduction to some aspects of financial reporting and financial decision-making in companies. Specifically the course deals with an overview of financial reporting for companies AC000 and AC100, balance sheet format and content AC101 and AC107, income statement: format, content, irregular items AC111 and AC 103, importance of corporate financial reporting, limitations of balance sheet and income statement and director's report content and format.				
Business Accounting 2				CMBA3672
NQF Level: 6	Credits: 16	Module Assessment:	CA 50% Examination 50% - 1x 3 hour paper	
Prerequisites: Fundamentals of Accounting – CAFE 3571/2				
Module Description:				
This module introduces cost accounting models available for planning, controlling and evaluating company operations. It covers aspects such as budgeting for profit-making, cash budgets, identifying and tracking product costs, unit standard costing and variance analysis, input mix, yield and factor productivity, balance score card, cost-volume-profit analysis, management reporting and decision-making. It also considers the time value of money and interest rates, risk and return, the investment decision: Net Present Value and the opportunity cost of capital as well as capital structure and dividend policy.				
Business Economics				CMBE3672
NQF Level: 6	Credits: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper	
Prerequisites: None				
Module description:				
This module deals with the economic nature of the firm; the economic analysis of the strategic options of firms, the impact of government policies on business as well as the relationship between the broader macro economy and business performance. Also the course explores the basic drivers of productivity at firm level and strategies to create sustainable economic value.				
Business Research Methodology				CMBR 3772
NQF Level: 7	Credits: 16	Module assessment	CA 50% Examination 50% - 1 x 3 hour paper	
Prerequisites: None				
Module Description:				
This module introduces students to business research and report writing with a focus on the nature of research in business management, accounting and finance disciplines. The detailed contents are as follows:				
<ul style="list-style-type: none">• Introduction to research, research in business, the role and types of research,• Problem identification and problem statements, literature review, Hypothesis construction, and writing research proposal,• Ethics in research• Measurement: Defining “measurement”, types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity), Measuring Complex Variables• Research design, primary and secondary data sources, data collection, questionnaire construction,• Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling, Factors affecting sample size, Margin of error (confidence intervals)• Data analysis: the role of parametric and non-parametric statistics, Types of statistics (descriptive, inferential), correlation and regression, Types of analysis (univariate, bivariate, multivariate) Hypothesis testing,• Interpretation and presentation of research findings: written and oral presentations				
Business Statistics A				CABA3631
NQF level: 6	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper	
Prerequisites: CBCM3579 Business Mathematics				
Module description:				
The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).				

Business Statistics B			CABA3632
NQF level: 6	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: CBCM3579 Business Mathematics			
Module description:			
The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.			
Commercial Law A			CACL3631
NQF Level: 6	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Pre-requisite: None			
Module description:			
The detailed contents are as follows: Introduction to the theory of law, the definition of the concept of "law", the various sources of Namibian law, customs, legislation (statute), common law etc as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, the administration of justice in Namibia, the hierarchy of the Namibian courts, the general principles of natural justice the "audi alteram partem rule", the law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc, various forms of breach of contract: mora creditoris , mora debitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party.			
Commercial Law B			CACL3632
NQF level: 6	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Pre-requisites: None			
Module description:			
The objective of this course is to introduce students to special contracts generally encountered in practice and understand the requirements for the creation of special contracts. The detailed contents are as follows; Special contracts, deed of Sale, The essentialia for the creation of a contract of purchase and sale. Establishment of the price to the merx (things) and intentions to buy and sell. Lease agreements, obligations of the parties to a lease agreement "Huur gaat voor koop rule" Negotiable instruments, Definitions of a negotiable instrument and the requirement of a negotiable instrument. The parties to a negotiable instrument. Type of negotiable instrument. Credit Agreements, Hire- purchase agreements, Formation of a credit agreement. The consequences of a credit agreement. Labour Law The employment contract: definition and the parties thereto, The duties of the employer and employee after conclusion of the employment contract. Termination of the contract of employment. Various forms of business enterprise.			
Entrepreneurship			CMRE3772
NQF level: 7	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Pre-requisites: None			
Module description:			
It is a broad module as detailed study will be covered in other entrepreneurial/business functions – such as Marketing, Finance, Operations and Human Resources. It is intended to acquaint students with:			
<ul style="list-style-type: none"> the concepts and theory of entrepreneurship entrepreneurial process (creativity; opportunities and challenges) alternative ways of entering entrepreneurship management of Small Businesses (growth and decline management) 			
Financial Management A			CAMF3871
NQF level: 8	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 2 hour paper
Pre-requisites: None			
Module description:			
This module examines the role of the finance function in the firm. The detailed contents are as follows; Financial statements analysis – ratio analyses, Du Pont Identity, sources and uses of cash, standardised financial statements, Time value of money – present and future values, discounted cash flow valuation, Risk and return – basics, returns, capital market efficiency, Capital asset pricing model and portfolio theory – expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta,			

security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index, project cash flows, incremental cash flows discounted cash flow analysis, cost cutting proposals, replacing an asset, setting the bid price, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, estimating the cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.

Financial Management B	CAMF3872
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NQF level: 8 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 2 hour paper

Pre-requisites: None

Module description:

Working capital management – nature, elements and importance of working capital, management of inventories, accounts receivables, account payables and cash, determine working capital needs and funding strategies, Business finance – source of, and raising short-term finance, long-term finance, internal sources of finance and dividend policy, gearing and capital structure considerations, finance for small and medium-size entities, Advanced investment appraisals – non-discounted cash flow techniques, discounted cash flow techniques, allowing for inflation and taxation in discounted cash flows, adjusting for risk and uncertainty in investment appraisal, specific decisions such as lease vs buy, asset replacement, capital rationing, international investment and financing decisions, Mergers and acquisitions – valuation of acquisitions and mergers, financing acquisitions and mergers, Risk management – nature and types of risk and approaches to risk management, exchange rates differences and interest rates fluctuations, foreign currency risk and hedging.

Human Resources Management	CMHM3771
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NQF level: 7 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Pre-requisites: None

Module description:

The purpose of human resource management including the relation to traditional personnel management. The process and techniques of recruitment and selection and socialization in meeting organizational objectives, including interviewing, the use and abuse of selection tests, establishing the employment contract, probation and induction. The following topics are covered:

Introduction and overview of human resources management.; functional areas and structure of human resources management and departments; the role of human resources in organization; the art and design of work; influences of external factors on human resources management; labour demographics and its implication on human resources management; international human resources management.

Human Resource Management	CMHM 3772
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NQF level: 7 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Pre-requisites: None

Module description:

The introduction of different approaches to employee relations e.g. unitary, pluralist and radical frames of reference, human resource management. The relevance of these to the development of an employee relations policy, the influence of the media on managements and employees' perceptions and the effect that this can have on diagnosing problems and on the eventual outcome of a situation. Criteria for effective pay structures, job analysis and job evaluation. Introduction to industrial psychology, psychology of work and labour relations including the theory of psychometric testing will be covered.

Management Information Systems	CMMI3871
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NQF level: 8 **Credit:** 8 **Module assessment:** CA 50% Examination 50% - 1 x 2 hour paper

Pre-requisites: None

Module description:

A capstone module in the field of management information systems. The module integrates the organizational, managerial, and technical aspects of management information systems. Emphasis is on the internal management of information resources and on the management of information systems. Coverage of the subject matter will be through lectures, case studies, class discussion, independent readings and research.

Fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, management information systems for business data processing, office automation, information reporting, and decision making will be covered. Emphasis is on managerial and strategic aspects of information systems as opposed to the technology aspects.

Because this course is an MIS course and is meant to expose contemporary managerial thought associated with a new and dynamic environment, the information technologies associated with the delivery of Internet sites, etc. will be only briefly mentioned. This course is NOT an Information Technology course.

Managerial Economics			CMMI3771
NQF Level: 7	Credits: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: None			
Module description:			
The module aims to show how Business Economics explain and predicts phenomena relating to markets and firms; explore uses of Economics in the analysis of management problems and in managerial decision-making. It will also consider firm strategies in so far as they are informed by economics, especially in the domains of pricing and costing. The role of government and macroeconomic policies on business performance will also be considered.			
Marketing Management			CMSM 3771
NQF level: 7	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Pre-requisites: None			
Module description:			
The purpose of this module is to expose students to the subject terminology, marketing concepts, and the overview of marketing management, the marketing mix, the nature of goods and services; consumer needs and wants. The product mix, Social Responsibility, ethics, consumer behaviour, consumer purchase decision process; psychological influence; socio-cultural influences; Organizational Buyer; Marketing Communication process and Integrated Marketing Communication.			
Marketing Management			CMSM 3772
NQF level: 7	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Pre-requisites: None			
Module description:			
Strategic Marketing Management develops a structured approach to understanding and managing the marketing function. By learning how successfully integrate the elements of the marketing function into strategic, cohesive plan the student will cover the following topics: Strategic Marketing Process, The marketing environment: Examining and responding to the marketing Environment, Competitive forces, Economic forces, Political forces, Legal and Socio-cultural forces; Technological forces, marketing research, developing and managing products, Personal selling and sales promotion, Wholesaling and Retailing.			
Operations Management			CMMO 3771
NQF level: 7	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Pre-requisites: None			
Module description:			
This module is designed to expose the student with the functional area of Operations Management. The course covers the foundations to Operations Management in both manufacturing and service industries. The course deals with both strategic and operational issues pertaining to operations management and highlights the competitive advantage that the operations function can provide to an organisation. The topics to be covered are operations strategy, design of goods and services, process management, quality management, forecasting layout and location strategies.			
Operations Management			CMMO 3772
NQF level: 7	Credit: 16	Module assessment:	CA 50% Examination 50% - 1 x 3 hour paper
Pre-requisites: None			
Module description:			
This module is designed to expose the student with the functional area of Operations Management. The course covers the foundations to Operations Management in both manufacturing and service industries. The course deals with both strategic and operational issues pertaining to operations management and highlights the competitive advantage that the operations function can provide to an organisation. The topics to be covered are human resources and job design, supply chain management, project management, inventory management, aggregate planning and scheduling, enterprise resource planning and maintenance and reliability.			
Organizational Behaviour I			CMBO3671
NQF level: 6	Credits: 16	Module assessment:	CA 50% Examination 50% - 1x 3 hour paper
Prerequisite: Principles of Management CMPP 3579			
Module description:			
The module will focus on the following topics:			

The module introduces Organizational Behaviour to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.

Organizational Behaviour 2			CMBO3671
NQF level: 6	Credits: 16	Module assessment:	Continuous 50% Examination 50% - 1 x 3 hour paper
Prerequisite: Principles of Management – CMPP 3579			
Module description:			
The module will focus on the following topics:			
Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change.			
Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management.			
Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics			
Different types of leaders – principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.			

Research Project			CMRP3870
NQA level: 8	Credits: 32	Module assessment:	Continuous Assessment: 100% - Mini Thesis
Prerequisites: None			
Module description:			
This module entails the preparation of a Mini-Thesis in the area of one's specialization. The Mini-Thesis will have a minimum of 10 000 words and a maximum of 15 000 words.			

Strategic Human Resource Management A			CMHM3871
NQA level: 8	Credits: 16	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None			
The module will cover performance management, Management by Objectives, Power and Politics in organizations, Conflict Management Resolutions and Negotiations, Affirmative Action, Grievances and Disciplinary procedures. Efforts will be made to examine critically a practical case study for an institution of a student choice. Management theories related to the mentioned subjects will be considered.			

Strategic Human Resource Management B			CMHM3872
NQA level: 8	Credits: 16	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None			
The overall outcome for this module is that, on its completion, the student should be able to demonstrate a holistic understanding of the integration of human resource strategy and business strategy. The course will consider human Resources Development aspects, such as: The purpose of training, responsibility for training and development, training needs analysis, workforce diversity training, management development, career management and it will explore the underlying theories and practices in human resource development. Efforts will be made to cover international human resource management. Issues such as staffing the global enterprise-selection of international assignees, performance management for international assignees and foreign managers. This overall outcome will be achieved through student's mastery of the following specific outcomes.			

Strategic Management A			CMST3871
NQA level: 8	Credits: 16	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None			
Module description:			
This module course in Strategic Management is designed to take final year students through the strategic management and planning processes – policy and strategy conception, formulation, elaboration, implementation, monitoring and evaluation; providing comparative theories, applications procedures and practices used in and by modern and competitive businesses. The course will also seek to integrate the various disciplines of management sciences in a coherent strategic framework.			

Strategic Management B			CMST3872
NQA level: 8	Credits: 16	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None			
Module description:			
This module in Strategic Management is designed to take final year students through the strategic management and planning processes – policy and strategy conception, formulation, elaboration, implementation, monitoring and evaluation; providing comparative theories, applications procedures and practices used in and by modern and competitive businesses. The course will build on the material covered in Strategic management 1 with a particular focus on the acquisition of practical skills in the strategy formulation and implementation areas.			
Strategic Marketing Management A			CMSM3871
NQA level: 8	Credits: 16	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None			
Module description:			
The module consists of Marketing planning, strategic mission and strategic goals, Environmental Scanning, market opportunities analysis, Marketing strategy, Creating the marketing mix, Marketing Research, marketing Implementation and Control, Pricing and the process to be followed in creating the marketing plan and the students to present an analytical paper on the subject matter.			
Strategic Marketing Management B			CMSM3872
NQA level: 8	Credits: 16	Module assessment:	CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None			
Module description:			
In depth discussions of marketing operations in the international set-up of Globalization – with emphasis on the analysis of markets internationally, e.g. world trade organizations, Creation of the marketing plan for a specific product and market. Looking through the SLEPT analysis process, Poverty alleviation and students to produce a marketing plan for a specific product and market.			

FACULTY OF EDUCATION – ADULT EDUCATION

DIPLOMA IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT 10DAED

Aim

Broadly, the Diploma shall seek to train and produce middle-level manpower for relevant government departments, ministries, the private sector and non-governmental organisations (NGOs). It is particularly intended to help in the professional development of semi-professional development workers and trainers in the identified areas.

Programme overview

This is a 2-year programme, normally offered over a three-year period on distance. This programme will provide training for people who already have some training in adult education and are working in the field, for example, as extension officers, training officers in industry, community development practitioners and health educators. Typically, these are middle-level personnel from a variety of settings such as departments of extension, community development, and training centres in non-governmental organisations and the private sector. The Programme will prepare them for several roles, including teaching, organising and managing programmes, conducting research, mobilising communities for development, and evaluating adult education programmes. The Diploma may serve as a basic qualification for professional development of the adult education practitioners and/or as a qualification that may qualify holders to gain admission or entry into approved Bachelor degree programmes of the University of Namibia or other Universities of comparable status. A new curriculum will be implemented for the diploma in 2013.

Admission requirements

To be eligible for admission into the Diploma in Adult Education and Community Development, an applicant shall satisfy any of the following minimum requirements:

- a) A NSSC certificate obtained in not more than three examination sittings with a minimum of 22 points in five subjects. One of the five subjects should be English, **or**
- b) At least a credit in the Certificate in Adult Education or related field such as Education and Community Development, **or**
- c) A pass in the Certificate in Adult Education or related field with at least three years post certificate professional experience, **or**
- d) Pass the Mature Age Entry examination, and if you do not hold a Certificate in Adult Education you will be required to attend and pass a selection interview and/or test conducted by the Department of Adult and Non-formal Education.

Assessment and promotion requirements

Assessment of the academic performance of a student shall be based on continuous assessment and a final examination. Continuous assessment will comprise of written assignments, seminars, reports, papers and practical work. The Final Mark in modules will be the total of the marks scored in continuous assessment and in a written final examination, except for DAE7149 in which the final mark will be determined by the overall marks scored in the field work and the successful completion of a written report. In all cases, a mandatory sub-minimum of 40% must be scored in the examination.

The new curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One and Two				
ULEG2410	English for General Purposes	4	32		
EAF2480	Introduction to Foundations of Adult Education	4	24		

EABM2410	Introduction to Business Management	4	32		
EAPT2400	Primer Design and Teaching	4	16		
EAML2400	Intro to Mathematics Literacy	4	16		
	Semester Two				
UCLC3409	Computer Literacy	4	8		
Year 2	Semester One				
ULCE3419	English Communication & Study Skills	4	16	ULEG2410	English for General Purposes
EAHP2501	Historical & Philosophical Foundations of Adult Education	5	8	EAF2480	Introduction to Foundations of Adult Education
EACD2501	Intro to Community Development	5	8		
EAHE2511	Health Education	5	16		
EACT2701	Communication and Technology	7	8		
	Semester Two				
ULEA3419	English for Academic Purposes	4	16	ULCE3419	English Communication & Study Skills
UCSI3429	Contemporary Social Issues	4	8		
EASP2512	Sociology and Psychology of Adult Education	5	16	EAF2480	Introduction to Foundations of Adult Education
EAYF2512	Youth and Family Life Education	5	16		
EAPP2502	Introduction to Programme Planning and Evaluation	5	8		
Year 3	Semester One				
EACS2611	Community Development Studies 1	6	16		
EANA2611	Needs Assessment in Community Development and Adult Education	6	16		
EAFI2701	Introduction to Educational Research	7	8		
EAEE2601	Environmental Education	6	8		
EAPE2601	Population Education	6	8		
	Semester Two				

EACS2612	Community Development Studies 2	6	16	EACS2611	Community Development Studies 1
EAPE2612	Project Planning and Evaluation	6	16		
EATM2612	Teaching Methods in Adult Education	6	16	EACT2701	Communication and Technology
EAMA2602	Management of Adult Education	6	8		
EAGA2602	Gender and Adult Education	6	8		
	Semester One and Two				
EAPA2680	Practical Attachment	6	24		

The Syllabi

UNAM Core Modules:

Computer Literacy			UCLC3509
NQF level: 5	Credits: 8	Module assessment: CA 100%	
Prerequisites: None			
Module description:			
The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.			
Contemporary Social Issues			UCSI3529
NQF: 5	Credits: 8	Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper	
Prerequisite: None			
Module Description:			
This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.			
English Communication and Study Skills			ULCE3519
NQF Level: 5	Credits: 16	Module Assessment: CA (60%) Examination (40%) - 1 x 3 hour paper	
Pre-requisites: None			
Module description:			
This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level			

academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.

English for Academic Purposes	ULEA3519
NQF level: 5 Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module description:

This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

English for General Communication	ULEG2410
NQA level: 4 Credits: 32	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

This module attempts to assist students to improve their general English proficiency. It is intended for students registered for diploma modules. The main goal of this module is, therefore, to develop the reading, writing, listening and speaking skills of students in order for them to perform tasks in an academic meaning system.

The general module description and expected outcomes of the English for General Communication (ULEG 2410) module focuses on the skills needed by students to perform cognitive academic tasks in an academic environment.

Adult Education Modules:

Communication & Technology	EACT2701
NQA level: 7 Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

This Module aims at preparing students to become proficient in education communication, to support teaching-learning through all types of resources and technology. It helps students to acquire skills in planning, production and application of teaching-learning resources in general and creative ways.

Community Development Studies 1	EACS2611
NQA level: 6 Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

The aim of the module is offer understanding of the wide-ranging complex relationships between adult education and development. The module outlines the historical evolution of the development theory from modernization view to sustainable development. Students should also the discuss dynamics of poverty in the Namibian adult education context.

Community Development Studies 2	EACS2612
NQA level: 6 Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

The module explores a relationship between adult education and national development context. Students will be exposed to the relationship between education and development, health and development, cooperation for development, Aid and Debt as well as the role of the state, civil society, private and international institution in the overall development process.

Students will be empowered to understand the complex dynamics of development in the context of Namibia.

Environmental Education	EAEE2601
NQA level: 6 Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

The aim of the module is to enable students to understand the theories and principles of environmental education teaching and management. The module will introduce the students to theoretical ecological concepts, issues and values in environmental education,

conceptual understanding of issues in environmental education. The students will be equipped with skill and understanding for the application and evaluation of environmental action in a project, education and community development levels. The students will also be equipped with skills to present and manage the teaching of environment education to adult learners.

Gender and Adult Education		EAGA2602
NQA level: 6	Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The goal of this module is to develop student analytical and practical skills as gender and development practitioners. It will introduce students to theories and concepts on Gender and Adult Education. This module will contextualize recent feminist scholarship within African societies. It aims to explore how women have been constructed in language and practice and how this impacts on the position of women in African societies. Particular emphasize will be placed on the role of adult educators in raising of gender inequalities in society and in adult education.		
Health Education		EAHE2511
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The ultimate goal of this module is to develop student understanding, skills and dispositions about issues that impact on their present health, the health of family as an organization and society at large. Principles of sanitation applied to household, community and water safety. Causes of poor health and accidents in the home and preventative management. The module presents the structure of the health care systems and utilizations of health care facilities.		
Historical and Philosophical Foundations of Adult Education		EAHP2501
NQA level: 5	Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: EAFA2480 - Introduction to Foundations of Adult Education		
Module Description:		
The module aims to explore how adult education's significance and purpose have evolved, with particular reference to the African context. In particular, the module will study the development of individual teachings philosophies and the significant philosophers in the field of adult education.		
Introduction to Business Management		EABM2410
NQA level: 4	Credits: 32	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module develops a student's understanding, skills and dispositions regarding business and management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management, the influence of African culture on management; customer service issues; skills required by managers, development of management theories; managing of diversity, ethics, and the public image of a business as well as dealing with HIV/AIDS in the workplace.		
Introduction to Community Development		EACD2501
NQA level: 5	Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module addresses the process of planned change at the community level. The aim of the module is to inform practitioners in a variety of fields (Urban planning, public health and agronomy) to infuse community development in the content of their technical specialty. The module is designed to introduce students to knowledge, principles and issues in community development. The knowledge gained will enable students to identify community development issues as a basis for planning adult education programmes in their communities.		
Introduction to Educational Research		ECFI2701
NQA level: 7	Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		

Module Description:

This module focuses on issues of theory and methodology in educational research: types and purposes of research; formulation of research problems; literature studies; plan and design research investigations; understanding of data analysis techniques; apply referencing techniques; draft an outline for a research proposal.

Introduction to Foundations of Adult Education**EAF2480****NQA level:** 4 **Credits:** 24**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module is designed to introduce students to the theory and practice of adult education. In particular, the module will explore the principal forms and functions that adult education programs and activities take in different context from historical and international perspective and philosophies and methodologies used by a variety of adult education projects.

Introduction to Mathematics Literacy**EAML2400****NQA level:** 4 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module is designed to introduce students to basic mathematics literacy to effectively and efficiently function in the global environment.

Introduction to Programme Planning and Evaluation**EAPP2512****NQA level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module aims at introducing students to the basic concepts and processes of planning and evaluating programmes. Focusing on planning and evaluating different types of educational programmes for varying of target groups.

Management of Adult Education**EAMA2602****NQA level:** 6 **Credits:** 8**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The module is designed to equip students with theoretical and practical management competencies required for effective and efficient management of Adult Education programmes.

Needs Assessment in Community Development and Adult Education**ENAN2611****NQA level:** 6 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The aim of the modules is to enable students to understand the theory and practice of assessment of needs in adult and community development needs. The module will introduce the students to the meaning of needs assessment, process and guidelines of conducting needs assessment, prioritization of needs in a complex situation, types of needs assessment tools, steps in conducting needs assessment system, ethics in needs assessment and training in needs assessment

Population Education**EAPE2601****NQA level:** 6 **Credits:** 8**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The aim of the module is to increase understanding of population issues in education, its status in the education curriculum and methodologies of teaching and evaluating population education. The module will explore definitions of population, population education; demographic transition and the role of population education in national or other independent programmes. The relationship between population growth and national development, resource utilization, and environment will be covered extensively. The module also covers the role of population education as a means to promote national planning, family planning and reproductive health and also identifies relevant ethical issues in areas that include: distributive justice, politics, and economic development.

Practical Attachment		EAPA2680
NQA level: 6	Credits: 14	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
To give students an opportunity for field practice of lessons and theories learnt in the classroom. Students will be posted for work experience in relevant agencies or institutions within Namibia for a minimum period of six weeks. The students will be expected to be fully involved in the activities of the agency of attachment for the period of the exercise.		
This module has been designed to provide supervised practice-based activities to demonstrate readiness for employment in different facets of learning teaching and management.		
Primer Design and Teaching		EAPT2400
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The module is designed to introduce adult education students to methods of designing a primer. The module will focus on steps involved in designing a primer and strategies used to teach it.		
Project Planning and Evaluation		EAPE2612
NQA level: 6	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The module aims to expose prospective adult educators to the concepts, techniques, principles and processes of planning and evaluating projects at a community level. Focusing at the context of Namibian communities, their needs and the process of planning projects to address such needs.		
Sociology and Psychology of Adult Education		EASP3512
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: EAFA2480 - Introduction to Foundations of Adult Education		
Module Description:		
The module introduces students to the Sociology and Psychology of adult education and learning. In particular, the module seeks to closely relate the psychology of learning and sociological theories and methodology to the study and practice of adult education and learning.		
Teaching Methods in Adult Education		EATM2612
NQA level: 6	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module develops a student's understanding, skills and dispositions regarding teaching issues such as: aims of the subject; learner-centred featured lesson planning; supporting of learning; general and creative methods; use of resources; assessment practices; and maintaining motivation among adult learners.		
Youth and Family Life Education		EAYF2512
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module will introduce students to concepts and theories on youth and development. It aims to introduce students to needs and challenges faced by youth in contemporary Namibia, SADC and Africa as a whole. It will further explore policy frameworks and institutional intervention between government and civil society organizations on youth programmes.		
Lastly, the module will provide students with sufficient information to deal with special needs of youth in particular the out of school and unemployed youth.		

BACHELOR IN EDUCATION (ADULT EDUCATION) 10BADE

NOTE: A new curriculum for the degree has been approved for implementation in 2013. Only students who have completed a Diploma in Adult Education and Community Development will be admitted for degree in 2012 with an advance placement.

Aim

The aim of the degree is the production of personnel in adult education who will be able to occupy positions of responsibility relating to the planning, organisation, management and monitoring of adult education programmes and projects.

Programme overview

The degree is a four year programme that will be offered on distance over a maximum of eight year period. This will allow external students to concentrate on studying fewer modules and subjects each year. Its primary target audience is people who already hold positions in different areas of adult education and related fields. It will prepare adult educators for management positions in different areas of adult education and related areas. Students holding a Diploma in Adult Education or related field will be allowed to enter year two of the degree.

Admission requirements

To qualify for entry to the external Bachelor of Education (Adult Education) degree you should meet the basic requirements for entrance to the undergraduate programmes of the University.

- a) A candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification, and you should have passed at least five subjects in no more than three examination sittings. You should also obtain a minimum of 25 points on the University of Namibia Evaluation Scale.

The University takes the following into consideration when computing your score:

- the score is calculated by adding together the points of your five best subjects
- English is counted as one of the five subjects
- include any subject as one of the five subjects which is a prerequisite for entry to a specific Module, for example Mathematics

English is a compulsory subject and should be obtained at NSSC (English as a Second Language) grade C or at least grade D at NSSC (English First Language) level. The University will consider other school leaving certificates, after evaluation of these certificates.

- b) Mature people with experience, but without the formal school qualification may seek entry through the Mature Age Entry Scheme. See page 12 of this Prospectus for more information on the Mature Age Entry Scheme.
- c) A pass in the Diploma in Adult Education and Community Development from the University of Namibia.
- d) Other school leaving certificates may be accepted on their own merit as alternatives, and will be evaluated according to regulation G.9 (1) in the General Regulations.
- e) The University reserves the right to interview candidates before admission.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of tutor-marked assignments, and a written examination at the end of a module. You will be admitted to the examination if you have gained an average mark of at least 40% in the assignments. To complete a module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%.

Programme requirements

The award of the degree is subject to satisfactory completion of the practical attachment as well as an attachment report.

Exemptions

On completion of the UNAM Diploma in Adult Education and Community Development, the students will receive credit for the following first and second year modules in the Bachelor of Education (Adult Education) degree.

Code	Semester One Module	Code	Semester Two Module
ULCE3419	English Communication and Study Skills	ULEA3419	English for Academic Purposes

UCSI3429	Contemporary Social Issues	EASP3512	Sociology and Psychology of Adult Education
EAHP3501	Historical & Philosophical Foundations of Adult Education	EAYF3512	Youth and Family Life Education
EAHE3511	Health Education	EAPP3502	Introduction to Programme Planning
EACD3501	Introduction to Community Development	UCLC3409	Computer Literacy
EACS3611	Community Development Studies 1	EACS3612	Community Development Studies 2
EANA3611	Needs Assessment in Community Development and Adult Education	EAPE3612	Project Planning and Evaluation
EAEE3611	Environmental Education	EATM3612	Teaching Methods in Adult Education
EAPE3601	Population Education	EAMA3602	Management of Adult Education
EACT3701	Communication and Technology	EAGA3602	Gender and Adult Education
EAFI3701	Introduction to Educational Research		
	Semester One and Two module		
EAPT3400	Primer Design and Teaching		

The Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
ULCE3519	English Communication & Study Skills	5	16	ULEG2410	English for General Communication
EAHP3501	Historical & Philosophical Foundations of Adult Education	5	8		
EACD3501	Intro to Community Development	5	8		
EAHE3511	Health Education	5	16		
EABM3511	Introduction to Business Management	5	16		
EACT3701	Communication and Technology	7	8		

	Semester Two				
ULEA3519	English for Academic Purposes	5	16	ULCE3419	English Communication & Study Skills
UCSI3529	Contemporary Social Issues	5	8		
EASP3512	Sociology and Psychology of Adult Education	5	16		
EAYF3512	Youth and Family Life Education	5	16		
EAPP3502	Introduction to Programme Planning and Evaluation	5	8		
UCLC3509	Computer Literacy	5	8		
	Semester One and Two				
EAPT3400	Primer Design and Teaching	4	16		
Year 2	Semester One				
EACS3611	Community Development Studies 1	6	16		
EANA3611	Needs Assessment in Community Development and Adult Education	6	16		
EAEE3601	Environmental Education	6	8		
EAPE3601	Population Education	6	8		
EACU3701	Curriculum Development in Adult Education	7	8		
	Semester Two				
EACS3612	Community Development Studies 2	6	16	EACS3611	Community Development Studies 1
EAPE3612	Project Planning and Evaluation	6	16		
EATM3612	Teaching Methods in Adult Education	6	16	EACT3702	Communication and Technology

EAMA3602	Management of Adult Education	6	8		
EAGA2602	Gender and Adult Education	6	8		
Year 3	Semester One				
EAFI3701	Introduction to Educational Research	7	8		
EALL3711	Lifelong Learning	7	16		
EAPS3711	Policy Studies in Adult Education	7	16		
EAET3711	Entrepreneurship	7	16	EABM3511	Introduction to Business Management
EAEC3711	Economics in Adult Education	7	16	EABM3511	Introduction to Business Management
	Semester Two				
EAFR3882	Educational Research	8	12	EAFI3701	Introduction to Educational Research
EAPP3802	Project Phase 1	8	8	EAFI3701	Introduction to Educational Research
EACA3712	Comparative Studies in Adult Education	7	16		
EAMD3712	Education for Marginalised Discourse	7	16		
EADE3712	Open and Distance Education	7	16		
Year 4	Semester One				
EAPP3889	Project Phase 2	8	12	EAPP3802, EAFI 3701	Project Phase 1, and Introduction to Educational Research
EAIn3811	Internship	8	16		
EAFM3810	Educational Technologist	8	16		
EAWP3811	Workplace Learning	8	16		

	Elective (Do one of the following two modules)				
EACS3711	Community Development 1, or	7	16	EACS3611, EACS3612	Community Development Studies 1 and 2
EAMH3811	Human Resource Management in Adult Education 1	8	16		
	Semester Two				
EAAL3812	Advance Literacy Studies	8	16		
EASS3802	Adult Education and Social Change	8	8		
ECFM3810	Educational Technologist	8	16	EACT3701	Communication and Technology
EAMP3812	Project Management	8	16		
	Elective (Do one of the following two modules)				
EACS3712	Community Development 2, or	7	16	EACS3711	Community Development 1
EAMH3812	Human Resource Management in Adult Education 1	8	16		

The Syllabi – New Curriculum

UNAM Core Modules:

Computer Literacy

UCLC3509

NQF level: 5 **Credits:** 8

Module assessment: CA 100%

Prerequisites: None

Module description:

The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

Contemporary Social Issues

UCSI3529

NQF: 5 **Credits:** 8

Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper

Prerequisite: None

Module Description:

This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.

English Communication and Study Skills**ULCE3519****NQF Level:** 5 **Credits:** 16**Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper**Pre-requisites:** None**Module description:**

This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.

English for Academic Purposes**ULEA3519****NQF level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module description:**

This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

Adult Education Modules:**Communication & Technology****EACT3701****NQA level:** 7 **Credits:** 8**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This Module aims at preparing students to become proficient in education communication, to support teaching-learning through all types of resources and technology. It helps students to acquire skills in planning, production and application of teaching-learning resources in general and creative ways.

Community Development Studies 1**EACS3611****NQA level:** 6 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The aim of the module is offer understanding of the wide-ranging complex relationships between adult education and development. The module outlines the historical evolution of the development theory from modernization view to sustainable development. Students should also the discuss dynamics of poverty in the Namibian adult education context.

Community Development Studies 2**EACS3612****NQA level:** 6 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The module explores a relationship between adult education and national development context. Students will be exposed to the relationship between education and development, health and development, cooperation for

development, Aid and Debt as well as the role of the state, civil society, private and international institution in the overall development process.
Students will be empowered to understand the complex dynamics of development in the context of Namibia.

Comparative Studies in Adult Education			EACA3712
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper	
Prerequisites: None			
Module Description: The aim of this module is to study various systems of adult education, as well as determinants of educational policy with a view to explore differences and resemblances among the strategies and programs of adult education. Comparative studies in adult education focus on assessing various education systems' relative effectiveness in the fulfillment of their roles to the individuals and society development. The purpose is to analyses and ascertain what could be learnt from other education systems which might be of use for one to understand his/her own system better, and to contribute to the development of that education system.			
Economics in Adult Education			EAEC3711
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper	
Prerequisites: CABM3511 Introduction to Business Management			
Module Description: Economics of adult education and learning deals with economics and financing of adult education. The module examines social benefits of adult learning and how these benefits are considered in policy decisions related to financing adult education.			
Education for Marginalized Discourse			EAMB3712
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper	
Prerequisites: None			
Module Description: This module develops students' understanding of the concepts of and theories of marginalized groups. The module aims to introduce students to the needs and challenges facing marginalized groups. The module will focus on policy framework and institutional interventions.			
Educational Research			EAER3882
NQF: 8	Credits: 12	Module Assessment: CA (100%)	
Prerequisite: ECFI3701 Introduction to Educational Research			
Module Description: The module requires students to broaden their knowledge and dispositions and apply concepts to practical situations. It focuses on designing and implementation of data collection instruments; recording information; organizing and analyzing quantitative and qualitative data and the presentation of research findings.			
Entrepreneurship			EAET3711
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper	
Prerequisites: CABM3511 Introduction to Business Management			
Module Description: This module develops students understanding skills and dispositions regarding entrepreneurship and entrepreneurial skills for small and medium enterprises. The module will focus on small business management, feasibility studies, assessment of risk management, development and assessment of business plans, legal issues in the establishment of small and medium enterprises.			
Environmental Education			EAEE3601
NQA level: 6	Credits: 8	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper	
Prerequisites: None			
Module Description: The aim of the module is to enable students to understand the theories and principles of environmental education teaching and management. The module will introduce the students to theoretical ecological concepts, issues and values in environmental education, conceptual understanding of issues in environmental education. The students will be equipped with skill and understanding for the application and evaluation of environmental action in a project, education and community development levels. The students will also be equipped with skills to present and manage the teaching of environment education to adult learners.			

Gender and Adult Education		EAGA3602
NQA level: 6	Credits: 8	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The goal of this module is to develop student analytical and practical skills as gender and development practitioners. It will introduce students to theories and concepts on Gender and Adult Education. This module will contextualize recent feminist scholarship within African societies. It aims to explore how women have been constructed in language and practice and how this impacts on the position of women in African societies. Particular emphasis will be placed on the role of adult educators in raising of gender inequalities in society and in adult education.		
Health Education		EAHE3511
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The ultimate goal of this module is to develop student understanding, skills and dispositions about issues that impact on their present health, the health of family as an organization and society at large. Principles of sanitation applied to household, community and water safety. The module also looks at causes of poor health and accidents in the home and preventative management. The module presents the structure of the health care systems and utilizations of health care facilities.		
Historical and Philosophical Foundations of Adult Education		EAHP3501
NQA level: 5	Credits: 8	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: EAFA2480 - Introduction to Foundations of Adult Education		
Module Description:		
The module aims to explore how adult education's significance and purpose have evolved, with particular reference to the African context. In particular, the module will study the development of individual teachings philosophies and the significant philosophers in the field of adult education.		
Introduction to Business Management		EABM3511
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module develops a student's understanding, skills and dispositions regarding business and management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management, the influence of African culture on management; customer service issues; skills required by managers, development of management theories; managing of diversity, ethics, and the public image of a business as well as dealing with HIV/AIDS in the workplace.		
Introduction to Community Development		EACD3501
NQA level: 5	Credits: 8	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module addresses the process of planned change at the community level. The aim of the module is to inform practitioners in a variety of fields (Urban planning, public health and agronomy) to infuse community development in the content of their technical specialty. The module is designed to introduce students to knowledge, principles and issues in community development. The knowledge gained will enable students to identify community development issues as a basis for planning adult education programmes in their communities.		
Introduction to Educational Research		EAFI3701
NQA level: 7	Credits: 8	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module focuses on issues of theory and methodology in educational research: types and purposes of research; formulation of research problems; literature studies; plan and design research investigations; understanding of data analysis techniques; apply referencing techniques; draft an outline for a research proposal.		

Introduction to Programme Planning and Evaluation		EAPP3502
NQA level: 5	Credits: 8	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module aims at introducing students to the basic concepts and processes of planning and evaluating programmes, and focusing on planning and evaluating different types of educational programmes for varying of target groups.		
Lifelong Learning		EALL3711
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
Lifelong learning is now a global concern, stimulated by the impact of globalization, rapid social and technological change, and increased competitiveness between national economies. The module examines the concepts and conceptions of lifelong learning, lifelong education and learning society. It gives a reflection on issues of a globalization a lifelong learning/education and reflects on some challenges in Africa. It also examines the impact of reforms on educational progress and reflects on the policy mix likely to promote lifelong learning/education pathways in low development contexts. The module focuses on the adult stage of the lifelong learning cycle.		
Management of Adult Education		EAMA3602
NQA level: 6	Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The module is designed to equip students with theoretical and practical management competencies required for effective and efficient management of Adult Education programmes.		
Needs Assessment in Community Development and Adult Education		ENANA3611
NQA level: 6	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The aim of the modules is to enable students to understand the theory and practice of assessment of needs in adult and community development needs. The module will introduce the students to the meaning of needs assessment, process and guidelines of conducting needs assessment, prioritization of needs in a complex situation, types of needs assessment tools, steps in conducting needs assessment system, ethics in needs assessment and training in needs assessment		
Open and Distance Education		EADE3712
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module develops a student's understanding regarding open and distance learning such as, aims of ODL, student support, management of ODL and ODL systems in Namibia. It will further increase their knowledge of issues relating to ODL, as well as equipping them with knowledge and skills that will enable them to be effective ODL managers.		
Policy Studies in Adult Education		EAPS3711
NQA level: 7	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The aim of the module is to equip students with theoretical and practical aspects of policy, elements of policy, policy-making, policy analysis and policy communication with emphasis on basic, adult and community development. The students will also be equipped with practical skills that would enable them to evaluate and understand international dynamics that influence the formulation, implementation and assessment of local policy and decisions in the Namibian context.		
Population Education		EAPE3601
NQA level: 6	Credits: 8	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		

Module Description:

The aim of the module is to increase understanding of population issues in education, its status in the education curriculum and methodologies of teaching and evaluating population education. The module will explore definitions of population, population education; demographic transition and the role of population education in national or other independent programmes. The relationship between population growth and national development, resource utilization, and environment will be covered extensively. The module also covers the role of population education as a means to promote national planning, family planning and reproductive health and also identifies relevant ethical issues in areas that include: distributive justice, politics, and economic development.

Primer Design and Teaching**EAPT3400****NQA level:** 4 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The module is designed to introduce adult education students to methods of designing a primer. The module will focus on steps involved in designing a primer and strategies used to teach it.

Project Phase 1**EAPP3802****NQA level:** 8 **Credits:** 8**Module assessment:** CA (100%)**Prerequisites:** AFI3701 Introduction to Educational Research**Module Description:**

This module represents the first phase of a research component. Students will select a research topic from one of their two teaching methodology modules and complete a proposal for their proposed research.

Project Planning and Evaluation**EAPE3612****NQA level:** 6 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The module aims to expose prospective adult educators to the concepts, techniques, principles and processes of planning and evaluating projects at a community level. Focusing at the context of Namibian communities, their needs and the process of planning projects to address such needs.

Sociology and Psychology of Adult Education**EASP3512****NQA level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** EAFA2480 - Introduction to Foundations of Adult Education**Module Description:**

The module introduces students to the Sociology and Psychology of adult education and learning. In particular, the module seeks to closely relate the psychology of learning and sociological theories and methodology to the study and practice of adult education and learning.

Teaching Methods in Adult Education**EATM3612****NQA level:** 6 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module develops a student's understanding, skills and dispositions regarding teaching issues such as: aims of the subject; learner-centred featured lesson planning; supporting of learning; general and creative methods; use of resources; assessment practices; and maintaining motivation among adult learners.

Youth and Family Life Education**EAYF3512****NQA level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module will introduce students to concepts and theories on youth and development. It aims to introduce students to needs and challenges faced by youth in contemporary Namibia, SADC and Africa as a whole. It will further explore policy frameworks and institutional intervention between government and civil society organizations on youth programmes.

Lastly, the module will provide students with sufficient information to deal with special needs of youth in particular the out of school and unemployed youth.

FACULTY OF EDUCATION – FORMAL EDUCATION PROGRAMMES
ADVANCED DIPLOMA IN EDUCATIONAL MANAGEMENT AND LEADERSHIP
10AEML

Introduction

Many schools experience high failure rates that could be attributed to ineffective management and leadership styles. The turnover of educational leaders, the establishment of new schools, and the increase in demand of advanced knowledge in educational management and leadership has necessitated the revision of the existing programme from a Specialised Diploma into an Advanced Diploma to make it more responsive to the needs of the clientele.

Aim

This programme aims to provide relevant knowledge and skills that may lead to a change of attitude and practices among educational leaders for a more efficient management of educational institutions at different levels. The programme also equips students with knowledge and understanding of the principles, theory and practice of educational management. It also train students in the aspects of effective leadership in educational institutions, and equip students with skills in human resource and financial management in educational institutions.

Programme overview

The Advanced Diploma in Educational Management and Leadership is a one-year programme with the minimum period of one-year for full time registration and a maximum period of three years on distance. The diploma offers seventeen modules. The theory will be applied in practice by means of project work. The student in consultation with the programme coordinator makes the choice of the project. The project will be done concurrently with the other modules.

Admission Requirements

To register for the programme a candidate must meet the following minimum requirements:

- Basic Education Teachers Diploma (BETD) (level 6) or equivalent, and
- At least three years teaching experience.

Assessment and promotion requirement

Module assessment is based on continuous assessment by means of tutor-marked assignments, and a written examination at the end of each module. To complete a module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%. The final mark is calculated according to a ratio of 50% continuous assessment mark and 50% examination mark. You need to obtain at least 40% in your continuous assessment mark to be admitted to the examination.

The Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
UCLC3409	Computer Literacy	4	8		
ULCE3419	English for Communication and Study Skills				
EEET4589	English for Teachers 1	5	4		
ECFI4701	Introduction to Educational Research	7	8		
EFMG4781	Governance of Schools	7	12		
EFMH4781	Human Resource Management	7	12		
EFMP4781	Principles, Theory and Practice of	7	3		

	Educational Management				
EFME4781	Effective Leadership in Schools	7	12		
EFMM4701	Project Phase 1	7	8		28 weeks individual supervision
	Semester Two				
EEET4602	English for Teachers 2	6	8	EEET4589	English for Teachers 2
ULEA3419	English for Academic Purposes	4	16	UCLE2419	English Communication and Study Skills
ECFR4882	Educational Research	8	12	ECFI4701	Introduction to Educational Research
EFMF4782	Financial Management for Educators	7	12		
EFME4782	Educational Policy Studies and the Education System	7	12		
EFMM4782	Monitoring School Effectiveness	7	12		
EFMC4782	Managing Change	7	12		
EFMM4702	Project Phase 2	7	8	ECFG4781	28 weeks individual supervision

The Syllabi

UNAM Core Modules:

Computer Literacy	UCLC3509
NQF level: 5 Credits: 8 Module assessment: CA 100%	
Prerequisites: None	
Module description: The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.	
English Communication and Study Skills	ULCE3519
NQF Level: 5 Credits: 16 Module Assessment: CA (60%) Examination (40%) - 1 x 3 hour paper	
Pre-requisites: None	
Module description: This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.	

English for Academic Purposes		ULEA3519
NQF level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module description:		
This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.		
<i>Education Syllabi</i>		
Educational Research		ECFT3702
NQF: 8	Credits: 12	Module Assessment: CA (100%)
Co-requisite: ECFI3701 Introduction to Educational Research		
Module Description:		
The module requires students to broaden their knowledge and dispositions and apply concepts to practical situations. It focuses on designing and implementation of data collection instruments; recording information; organizing and analyzing quantitative and qualitative data and the presentation of research findings.		
Effective Leadership in Schools		EFME4781
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper
Prerequisite: None		
Module Description:		
Whichever way, whatever institution, the key to winning is leadership. The purpose of this module is to equip students with necessary skills and knowledge to understand and analyze the complexities and nature of educational leadership.		
Educational Policy Studies and the Education System		EFME4782
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper
Prerequisite: None		
Module Description:		
The module is designed to acquaint students with theoretical and practical knowledge of government policies and other guidelines regulating and directing the provision of education and the management of educational institutions.		
English for Teachers 1		EEET3589
NQF: 5	Credits: 8	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper
Co-requisite: ULCE3419 English Communication and Study Skills		
Module Description:		
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.		
English for Teachers 2		EEET3602
NQF: 2	Credits: 8	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper
Co-requisite: EEET3502 English for Teachers 1		
Module Description:		
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.		
Financial Management for Educators		EFMF4782
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper
Prerequisite: None		
Module Description:		
This module provides students with an understanding of handling financial matters at schools. Principles of good financial management especially with regard to financial school management, planning and control in schools will be an important part of this module. This includes budgeting procedures and the acquirement of school stock. School managers also need to be creative business people and this module intends to teach the necessary business skills to generate funds.		

Governance of Schools			EFMG4781
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper	
Prerequisite: None			
Module Description: This module will enlighten principals and other stakeholders in administering, leading and governing schools in a legal and constitutional manner. The purpose of this module is to equip principals and other administrators of schools with managerial skills to enable them develop an understanding and insight into the nature and dimensions of school governance			
Human Resource Management			EFMH4781
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper	
Prerequisite: None			
Module Description: This module seeks to build your basic knowledge and understanding relating to various fields of educational human resource planning. It further aims to create good interpersonal relationships among stakeholders who are direct or indirect involved in human resource management in education.			
Introduction to Educational Research			ECFI3701
NQF: 7	Credits: 8	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper	
Prerequisite: None			
Module Description: This module focuses on issues of theory and methodology in educational research: types and purposes of research; formulation of research problems; literature studies; plan and design research investigations; understanding of data analysis techniques; apply referencing techniques; draft an outline for a research proposal.			
Managing Change			EMMC4782
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper	
Prerequisite: None			
Module Description: Educators are seen as agents of change so that communities and societies can become better at different levels. Change is inevitable in a dynamic society and schools have to keep up with change at different levels. This Module is about making education/school leaders and managers aware of the changes that need to be initiated and managed in order to stay relevant to the needs of the society. The pressures for change and the sorts of change, such as changes in admission, curriculum, language policies, structural reforms and methodology, will be discussed. The evaluation of the change process will be studied.			
Monitoring School Effectiveness			EFMM4782
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper	
Prerequisite: None			
Module Description: This module provides students with skills and knowledge to understand how schools can be effectively run. This module will assist aspiring principals or those who are in leadership positions in schools to use educational management and leadership approaches and strategies to monitor school effectiveness.			
Principles, Theory and Practice of Educational Management			EFMP4781
NQF: 7	Credits: 12	Module Assessment: CA (50%) Exam (50%) – 1 x 3 hours paper	
Prerequisite: None			
Module Description: This module seeks to introduce and examine different school management principles and theories and how they could be applied to ensure effective management of schools. In addition, main functions of educational leaders and aspects of decision-making and problem solving will be critically analysed.			
Project Phase 1			EFMM4701
NQF: 8	Credits: 8	Module Assessment: Continuous Assessment 100%	
Co-requisite: AFI4701 Introduction to Educational Research			

Module Description:

This module represents the first phase of a research component. Students will select a research topic from one of their two teaching methodology modules and complete a proposal for their proposed research.

Project Phase 2**EFMM4702**

NQF: 8**Credits:** 12**Module Assessment:**

Continuous Assessment 100%

Co-requisite: FMM4701 - Project Phase 1**Module Description:**

This module represents the second phase of a research component. Students will select a research topic from one of their two teaching methodology modules. In this module students will complete the research project.

PROFESSIONAL DIPLOMA IN EDUCATION 10PDED

Introduction

The Professional Diploma in Education will be offered for the first time in 2010 and only a limited number of modules will be available on distance.

Aim

The aim of the Professional Diploma in Education is to provide students with a first degree and appropriate school subjects the opportunity to become teachers.

Programme overview

The diploma is a one-year programme, normally offered over two years on distance. Students who registered in 2010 will not be able to complete this diploma over two-year duration due to the availability of study materials. This programme concentrates on offering professional, educational modules similar to those provided in the Bachelor of Education degree. The teaching skills the students acquire in this programme together with the subject knowledge they had acquired in their undergraduate studies will equip them with sufficient knowledge and skills necessary for becoming competent teachers for the NSSC curriculum.

Admission requirements

To qualify for admission to the Diploma a candidate must meet the following requirements:

- Hold a recognised basic bachelor's degree at least at NQF level 7 or equivalent, with two school subjects and completed a minimum of 7 semesters modules school subject 1 and 8 semesters modules school subject 2 respectively, **or**
- Candidates who are qualified artisans as recognised by the NTA and with two years' experience can also offer technological subjects as 'school subjects', **and**
- Applicants may also be subjected to interviews and other relevant aptitude tests.
- Further subject / departmental regulations will apply, e.g., subject combinations.

Special admission requirements:

- If candidates lack 1 or 2 semesters modules for their school subjects they might be allowed to enrol for both the PDED and the required outstanding school subject modules with permission of the Faculty. Such candidates will not be allowed to register for their Teaching Method courses and the second phase of Teaching Practise before they show proof that they have passed the respective modules.

The Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
EEET4589	English for Teachers 1	5	4		
EFMC4781	History and Comparative Education	7	12		
EFMA4701	Educational Management	7	8		
ECFG4781	General Teaching Methodology	7	12		
ECFE4701	Assessment and Evaluation of Learning	7	8		
ECFI4701	Introduction to Educational Research	7	8		
EMFA4699	First Aid Education	6	0		
EPSI4701	Introduction to Inclusive Education	7	8		

EEOP4799	Teaching Practice Phase 1	7	3		
	Semester Two				
EEET4602	English for Teachers 2	6	8	EEET4589	English for Teachers 2
EPSH4682	Human Development and Learning	6	12		
EFMC4782	Philosophy and Sociology of Education	7	12		
ECFT4702	Classroom Communication and Technology	7	8		
EPSC4702	Introduction to Guidance & Counselling	7	8		
ECFC4702	Curriculum Development and Practice	7	8		
EETP4799	Teaching Practice Phase 2 (PDED)	7	3		
	Semester One and Two				
	Teaching Methods School Subject 1*	7	16	ECFG4781	General Teaching Methodology, and all Level 6 School Subject Content
	Teaching Methods School Subject 2*	7	16	ECFG4781	General Teaching Methodology, and all Level 6 School Subject Content

* **NOTE:** Teaching Methods of Life Skills pre-/co-requisites will differ from those of the other teaching methods.

The Syllabi

Assessment and Evaluation of Learning		ECFE4701
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
This module develops student's understanding, skills and dispositions regarding assessment and evaluation of learning and instruction issues such as: basic terminology, forms of assessment, designing different assessment tools, assessing module work, understanding national and subject specific assessment directives, qualities of well-constructed tests / examination papers, marking practices, the analysis and interpretation of assessment results, feedback on assessment, evaluation of instructional elements.		
Classroom Communication and Technology		ECFT4702
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
This Module aims at preparing students to become proficient in classroom communication, to support teaching-learning through all types of resources and technology. It helps students to acquire skills in planning, production and application of teaching-learning resources in general and creative ways.		
Curriculum Development and Practice		ECFC4702
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
This module focuses on the study of theoretical and practical dimensions of curriculum and instructional development. Students become empowered practitioners in curriculum concepts, issues and processes at the <i>macro</i> (global and <i>national</i>), <i>meso</i> (regional, school and departmental) and the <i>micro</i> (classroom) levels of education.		

Educational Management		EFMA4701
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: There is growing research evidence showing that educational management is the major factor in school improvement and effectiveness and is about providing a culture within which teaching and learning prosper. It is on the basis of this that all student teachers should be equipped with theoretical and practical management and leadership competencies.		
English for Teachers 1		EEET4589
NQF: 5	Credits: 4	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: ULCE3419 English Communication and Study Skills, or equivalent		
Module Description: This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.		
English for Teachers 2		EEET4602
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Co-requisite: EEET4589 English for Teachers 1		
Module Description: This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.		
First Aid Education		EMFA4699
NQF: 6	Credits: 0	Module Assessment: Continuous Assessment 100%
Prerequisite: None		
Module Description: First Aid accreditation		
General Teaching Methodology		ECFG4781
NQF: 7	Credits: 12	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: This module develops a student's understanding, skills and dispositions regarding teaching issues such as: aims of secondary education; learner-centred paradigm; lesson planning; teaching strategies and techniques; creating conducive learning environments; general and creative methods; principles underpinning effective teaching and classroom management.		
History and Comparative Education		EFMC4781
NQF: 7	Credits: 12	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: This course develops a student's understanding skills and dispositions regarding issues that relate to the historical development of formal education with specific emphasis on major landmarks of change and tools which have helped to shape the present education system of the world in general and of Namibia in particular. It further examines the aims of education, education systems, determinants of education system and other critical issues in education.		
Human Development and Learning		EPSH4682
NQF: 6	Credits: 12	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: This module will enable B. Ed students to understand relationships amongst the development of cognition, affect, emotion and social reasoning in the context of learning in the classroom, school and community. The aim of this will be to provide students with the conceptual understanding of how the development of pre-primary, primary and secondary school learners influence their learning in a milieu of learner-centred education and lifelong self-directed learning. Grounded in the Namibian context and based on the National Professional Standards for teachers. The module will cover selected theories of human development and learning that are sensitive to the practice of education in a school environment characterised by the diversity of aptitude, need, adversity, resource and culture.		

Introduction to Educational Research			ECFI4701
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper	
Prerequisite: None			
Module Description: This module focuses on issues of theory and methodology in educational research: types and purposes of research; formulation of research problems; literature studies; plan and design research investigations; understanding of data analysis techniques; apply referencing techniques; draft an outline for a research proposal.			
Introduction to Guidance and Counselling			EPSC4702
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper	
Prerequisite: None			
Module Description: The aim of this module is to sensitise the teacher trainees to the educational and career needs of learners and to equip them with basic know-how and skills regarding guidance and counselling.			
Introduction to Inclusive Education			EPSI4701
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper	
Prerequisite: None			
Module Description: This course will introduce the student to new responses to educational needs, and to learners with special educational needs. It aims to introduce students to international developments in education for learners with special needs, which are of importance to education in Namibia. It will further explore and investigate the development of education for learners with special needs in Namibia. Lastly, this course will provide students with sufficient information to deal with inclusion of learners with special needs in regular schools.			
Philosophy and Sociology of Education			EFMC4782
NQF: 7	Credits: 12	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper	
Prerequisite: None			
Module Description: This module develops and sharpens a student's thinking and encourages a critical disposition and discourse about issues related to education in particular and to the general well-being of the society in general. These issues include philosophical doctrines impacting on teaching and learning, authority, child-centred education, democracy, discipline, equality, freedom, morality, punishment, local political structures, voting issues, constitutional and historical developments, critical reading and thinking.			
Teaching Methods of Life Skills			EPST4700
NQF: 7	Credits: 16	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper	
Co-requisite: ECFG4781 – General Teaching Methodology			
Prerequisite: Major in Psychology (Bachelor's Degree)			
Module Description: This module develops a student's understanding, skills and attitudes regarding the school subject Life Skills in aspects such as: aims of the subject; syllabus content of grades 8-12 NSSC; lesson planning; supporting of learning; general and creative methods; use of resources; instructional management; policy and practices; motivation and discipline.			
Teaching Methods School Subject 1 & 2			
NQF: 7	Credits: 16	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper	
Co-requisite: ECFG4781 – General Teaching Methodology			
Prerequisite: Level 6 School subject content			
Module Description: This module develops a student's understanding, skills and dispositions regarding particular school subject issues such as: aims of the subject; syllabus content of grades 11-12 NSSC (Ordinary and Higher grade); learner-centred features lesson planning; supporting of learning; general and creative methods; use of resources; instructional management; assessment policy and practices; maintaining motivation and discipline.			

List of teaching methodologies offered on distance

Module	Code	Credits
Teaching Methods of Accounting	ECCA4700	16
Teaching Methods of Afrikaans	ECLA4700	16
Teaching Methods of Agriculture	EMSA4700	16
Teaching Methods of Arts	ECAC4700	16
Teaching Methods of Biology	EMSB4700	16
Teaching Methods of Business Studies	ECCB4700	16
Teaching Methods of Design and Technology	EMST4700	16
Teaching Methods of Economics	ECCE4700	16
Teaching Methods of English	ECLE4700	16
Teaching Methods of Fashion and Fabrics	EMHF4700	16
Teaching Methods of French	ECLF 4700	16
Teaching Methods of Geography and Development Studies	ECSG4700	16
Teaching Methods of German	ECLG 4700	16
Teaching Methods of Home Economics	EMHH4700	16
Teaching Methods of History	ECSH4700	16
Teaching Methods of Life Skills	EPST4700	16
Teaching Methods of Mathematics	EMMM4700	16
Teaching Methods of Oshiwambo	ECLO4700	16
Teaching Methods of Otjiherero	ECLH 4700	16
Teaching Methods of Physical Education	EMPP4700	16
Teaching Methods of Physical Science	EMSP4700	16
Teaching Methods of Portuguese	ECLP4700	16
Teaching Methods of Silozi	ECLS 4700	16
Teaching Methods of Computer Studies	EMSC 4700	16

NOTE: *Not all Teaching Methods will be available on distance*

Teaching Practice Phase 1		EEOP4799
NQF: 7	Credits: 3	Module Assessment: Continuous Assessment 100%
Prerequisite: None		
Module Description:		
The module is designed to expose students to the realities of senior secondary schools in Namibia. They are expected to observe many different facets of learning, teaching, and management, e.g. the learner-centred approach, lesson preparations, application of teaching learning resources, social environment of the school, and motivation of learners.		

Teaching Practice Phase 2 (PDED)		EETP4799
NQF: 7	Credits: 3	Module Assessment: Continuous Assessment 100%
Prerequisite: None		
Module Description:		
This module is designed to expose students to the realities of senior secondary schools in Namibia. They are expected to observe and participate in different facets of learning, teaching and management e.g., the learner-centred approach, lesson preparations, application of teaching learning resources, social environment of the school and motivation of learners.		

BACHELOR OF EDUCATION

10BEDC – 10BEDS

NOTE: Students who registered previously for the Bachelor of Education would continue to complete their degree under the old curriculum, pending their academic progress. All students who register for the first and second year of the Bachelor of Education in 2010 will be registering for the new revised curriculum.

Aim

The aim of the Bachelor of Education degree is to provide people the opportunity to further their studies in the field of education by means of distance education. This degree is currently aimed in particular at people who wish to teach at secondary level. Unfortunately not all school subjects are yet available on distance.

Programme overview

Modules in the external programme follow the curricula offered by the faculties and departments of the University, but allow external students to concentrate on studying fewer modules and subjects each year.

Admission requirements

To qualify for entry to the external Bachelor of Education degree you should meet the basic requirements for entrance to the undergraduate programmes of the University.

A candidate should obtain a minimum of 25 points in five subjects on the UNAM Evaluation Scale to be admitted with at least a C in NSSC (Ordinary level) Mathematics to do the Science options.

Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

To register for the Bachelor of Education degree, a candidate must hold a valid Namibia Senior Secondary Certificate (NSSC) or any other equivalent qualification, and you should have passed at least five subjects in no more than three examination sittings. You should also obtain a minimum of 25 points on the University of Namibia Evaluation Scale.

The University takes the following into consideration when computing your score:

- the score is calculated by adding together the points of your five best subjects
- English is counted as one of the five subjects
- include any subject as one of the five subjects which is a prerequisite for entry to a specific Module, for example Mathematics

English is a compulsory subject and should be obtained at NSSC (English as a Second Language) grade C or at least grade D at NSSC (English First Language) level. The University will consider other school leaving certificates, after evaluation of these certificates. Mature people with experience, but without the formal school qualification may seek entry through the Mature Age Entry Scheme. See page 12 of this Prospectus for more information on the Mature Age Entry Scheme.

Normally, candidates intended to register for the two approved school subjects at the degree level must have obtained a "C" or better in the similar subjects at the NSSC.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of tutor-marked assignments, and a written examination at the end of the Module. You will be admitted to the examination if you have gained an average mark of at least 40% in the assignments. To complete the Module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%.

Programme requirements

Supervised Practical Teaching forms an integral part of the programme in both Part I and Part II. You will not be able to complete Part I or be awarded the degree without a pass mark in this component. Practical work is a requirement in the Science related modules.

The Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
UCLC3409	Computer Literacy	4	8		
ULCE3419	English Communication and Study Skills	4	16		
CSI3429	Contemporary Social Issues	4	8		
	School Subject 1		16		
	School Subject 2		16		
	Semester Two				
ULEA3419	English for Academic Purposes	4	16		
EFMH3602	History of Education	6	8		
EPSH3682	Human Development & Learning	6	12		
	School Subject 1		16		
	School Subject 2		16		
Year 2	Semester One				
EETP3699	Teaching Practice Phase 1	6	3		
	School Subject 1 (2 modules)		32		
	School Subject 2 (2 modules)		32		
EPSI3701	Introduction to Inclusive Education	7	8		
EEET3589	English for Teachers 1	5	4	ULCE3419	English Com and Study Skills
	Semester Two				
ECFG3782	General Teaching Methodology	7	12		
EFMS3602	Sociology of Education	6	8		
ECFT3702	Classroom Communication and Technology	7	8		
ECFC3702	Curriculum Development & Practice	7	8		
EEET3602	English for Teachers 2	6	8	EEET3589	English for Teachers 1
	School Subject 1		16		

	School Subject 2		16		
Year 3	Semester One				
EETP3799	Teaching Practice Phase 2	7	3	EETP3699	Teaching Practice Phase 1
ECFE3701	Assessment & Evaluation of Learning	7	8		
ECFI3701	Introduction to Educational Research	7	8		
	School Subject 1		16		
	School Subject 2		16		
Year 3	Semester Two				
	Project Phase 1	8	8	ECFI3701	Introduction to Educational Research
ECFR3882	Educational Research	8	12	ECFI3701	Intro to Educational Research
EPSC3702	Intro to Guidance & Counselling	8	8		
	School Subject 1		16		
	School Subject 2		16		
	Semester One and Two				
	Teaching Methods School Subject 1	7	16	ECFG3882	General Teaching Methodology, plus level 6 school subject content
	Teaching Methods School Subject 2	7	16	ECFG3882	General Teaching Methodology, plus level 6 school subject content
Year 4	Semester One				
EETP3809	Teaching Practice Phase 3	8	8	EETP3699	Teaching Practice Phase 1, Two Teaching Methods modules, and 80 credits school subject content
EPSC3801	Guidance and Counselling	8	8	EPSC3702	Introduction to Guidance & Counselling
EFMC3701	Comparative Education	7	8		
EFMA3701	Educational Management	7	8		
EMFA3699	First Aid Education		0		
	Project Phase 2 (List of codes provided)	8	12	ECFI3701	Introduction to Educational Research, plus Project Phase 1
	Semester Two				
EFMD3802	Professional & Community Development	8	8		
EFMP3802	Philosophy of Education	8	8		

EEEC3702 ESSC3702	General Education Elective: Cultural Education, or Sport Coaching	7 7	8 8		
	School Subject 1		16		
	School Subject 2		16		
Year 4	Career Specialisation: 1 Elective (Two semester modules or One Double module)				
ECFA3811 ECFA3812	Teaching & Assessment Mentor 1 Teaching & Assessment Mentor 2	8 8	16 16		
EFMM3810	School Management	8	32		
EPSI3810	Inclusive Education	8	32		
ECFM3810	Educational Technologist	8	32		
ECFP3810	Curriculum Planning and Development	8	32		
	Advanced Subject Content				

The School Subjects

ACCOUNTING

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
CAFE3581	Fundamentals of Accounting A	5	12		
	Semester Two				
CBCM3579	Business Mathematics	5	16		
CAFE3582	Fundamentals of Accounting B	5	12		
Year 2	Semester One				
CAFE3631	Financial Accounting 1A	6	16	CAFE3511/2	Fundamentals of Account. A & B
CAAM3651	Management Accounting 1A	6	16		
	Semester Two				
CAFE3632	Financial Accounting 1B	6	16	CAFE3511/2	Fundamentals of Account. A & B
Year 3	Semester One				
CAFE3751	Financial Accounting 2A	7	16	CAFE3631/2	Financial Accounting 1A & 1B

	Semester Two				
CAFE3752	Financial Accounting 2B	7	16	CAFE3631/2	Financial Accounting 1A & 1B
Year 4	Semester Two				
CAFE3859	Financial Accounting 3A	8	16	CAFE3751/2	Financial Accounting 2A & 2B

BUSINESS STUDIES

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
CMPP3579	Principles of Management	5	16		
	Semester Two				
CBCM3579	Business Mathematics	5	16		
Year 2	Semester One				
CMBO3671	Organisational Behaviour 1	6	16	CMPP3579	Principles of Management
CABA3631	Business Statistics 1	6	16	CBCM3579	Business Mathematics
	Semester Two				
CMBO3672	Organisational Behaviour 2	6	16	CMPP3579	Principles of Management
Year 3	Semester One				
CMSM3771	Marketing Management	7	16		
CMHM3771	Human Resource Management 1	7	16		
	Semester Two				
MSM3772	Marketing Management	7	16		
Year 4	Semester Two				
EMHE3812	Entrepreneurship for Educators	8	16		

ECONOMICS

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
CEMI3571	Basic Micro-Economics	5	16		
CBCM3579	Business Mathematics	5	16		

	Semester Two				
CEMA3572	Basic Macro-Economics	5	16		
Year 2	Semester One				
CEMI3671	Intermediate Micro-Economics I	6	16	CEMI3571	Basic Micro-Economics
CEMA3671	Intermediate Macro-Economics I	6	16	CEMA3572	Basic Macro-Economics
	Semester Two				
CEMI3672	Intermediate Micro-Economics II, or	6	16	CEMI3571	Basic Micro-Economics
CEMA3672	Intermediate Macro-Economics II	6	16	CEMA3572	Basic Macro-Economics
Year 3	Semester One				
CEIT3771	International Trade	7	16		
	Semester Two				
CENE3772	Namibian Economy	7	16		
Year 4	Semester Two				
CEDE3871	Development Economics	8	16	CEMI3571/ CEMA3572	Basic Micro-Economics, Basic Macro Economics

ENGLISH

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
HLEN3581	Fundamentals of English Language Studies	5	12		
	Semester Two				
HLEN3582	Fundamentals of the Study of Literature in English	5	12		
Year 2	Semester One				
HLEN3611	Lexis and Basic Grammar	6	16		
HLEN3631	Practical Criticism and Poetry	6	16		
	Semester Two				
HLEN3672	Selection of Drama and Prose	6	16		

Year 3	Semester Two				
HLEN3732	Psycholinguistics	7	16		
HLEL3732	Namibian Literature in English since Independence	7	16		
Year 4	Semester One and Two				
HLEL3820	An Overview of African Literature	8	16		
	Career Specialisation: Select two				
HLEN3820	Acts of Style in English	8	16		
HLEN3840	Approaches to Language Analysis	8	16		
HLEL3840	Selected Author or Theme	8	16		

FASHION AND FABRICS

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
HVPD3581	Principles of Design	5	12		
	Semester Two				
HVPD3592	Principles of Design	5	12		
	Semester One and Two				
HVTF3600	Textiles and Fashion Basics	6	16		
Year 2	Semester One				
HVTS3611	Textiles, Dyed, Painted and Printed	6	16		
HVFS3611	Fashion Studies	6	16	HVPD3592	Principles of Design
	Semester Two				
HVTS3632	Constructed Textiles & Sewn Decoration	6	16		
HVFS3632	Fashion Studies	6	16	HVFS3611	Fashion Studies
Year 3	Semester One				
HVFS3711	Fashion Studies	6	16	HVFS3611	Fashion Studies
	Semester Two				
HVFS3732	Fashion Studies	6	16	HVFS3711	Fashion Studies

Year 4	Semester Two				
EMHE3812	Entrepreneurship for Educators	6	16	HVFS3711	Fashion Studies

HISTORY

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
HHGE3581	African Civilisation	5	12		
	Semester Two				
HHGE3582	History: Images, Concepts and Tools	5	12		Students should pass this module to progress to the 2 nd year. Students who fail may only select Making of the Atlantic World in the 2 nd year.
Year 2	Semester One				
HHGE3611	The Making of the Atlantic World	6	16		
	Semester Two				
HHGE3632	Early Southern Africa History	6	16	HHGE3532	History: Images, Concepts and Tools
HHGE3652	Early Namibian History	6	16	HHGE3532	History: Images, Concepts and Tools
Year 3	Semester One				
HHGE3711	20 th Century Namibia	7	16		
	Semester Two				
HHGE3732	Colonial & Post-Colonial South Africa, or	7	16		
HHGE3752	Foundations of Archaeology	7	16	HHGE3632 / HHGE3652	60% in Early Southern Africa History, and Early Namibian History
Year 4	Semester One and Two				
HHGE3820	Public History/Museum and Heritage Studies	8	16		
HHGF3800	Themes in Modern African History	8	16		

HOME ECONOMICS

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
EMHE3501	Applied Science for Home Economics	5	8		
EMHE3511	Intro to Household Resource Management	5	16		
	Semester Two				
EMHE3612	Introduction to Human Nutrition	6	16		
Year 2	Semester One				
EMHE3631	Principles of Food Preparation	6	16		
EMHE3611	Household Resource Management	6	16		
	Semester Two				
EMHE3632	Housing	6	16		
Year 3	Semester One				
EMHE3711	Applied Nutrition	7	16	EMHE3612	Introduction to Human Nutrition
	Semester Two				
EMHE3712	Principles of Food Preparation and Meal Management	7	16	EMHE3611	Principles of Food Preparation
Year 4	Semester Two				
EMHE3812	Entrepreneurship for Educators	8	16		

BACHELOR OF EDUCATION – MATHEMATICS AND SCIENCE SPECIALISM – 10BEDS

The same regulations apply as for other students in the Faculty of Education.

- To follow the B.Ed (Mathematics and Science) options, a student should have obtained at least a C symbol in IGCSE or equivalent qualification for Mathematics. BETD Students should at least majored at mathematics in the diploma to be allowed to register for the mathematics and science specialism.
- All students opting for Home Economics should also obtain a pass in Biology or Home Economics as one of their IGCSE subjects (C symbol).
- All students opting for Biology, Home Economics and Physical Science should complete a First Aid module (EMFA3699). These students should note that all practical sessions are compulsory, and that they should comply with safety measures required for the particular school subject.

The Subject Combinations

Students who want to take B. Ed. (Mathematics and Science Specialism) will **only** be allowed to follow the following school subject content combinations:

- Biology and Mathematics

- Biology and Economics
- Biology and English
- Mathematics and English
- Mathematics and Physical Science
- Mathematics and Economics
- Home Economics with any other subject listed in the Mathematics and Science specialism.

The modules listed below in the module outline are the minimum number of modules that Mathematics and Science students can offer. These modules are compulsory. In certain years and semesters, students may be required to take more modules than indicated on the Bachelor of Education curriculum framework.

The School Subjects

BIOLOGY

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
SBLG3511	Introduction to Biology	5	16		Biology NSSC – C Symbol
	Semester Two				
SCHM3532	Chemistry for Life Science	5	16		
SBLG3512	Diversity of Life	5	16		
Year 2	Semester One				
SBLG3611	Animal Form and Function	6	16	SBLG3411/ SBLG3512	Introduction to Biology, and Diversity of Life
	Semester Two				
SMBL3652	Human Biology	6	16	SCHM3532	Chemistry for Life Science
SBLG3612	Plant Form and Function	6	16	SBLG3411/ SBLG3512	Introduction to Biology, and Diversity of Life
Year 3	Semester One				
SMBE3771	Cell Molecular Biology, Microbiology and Genetics for Educators	7	16	SBLG3611 / SBLG3612 / SMBL3652	Animal Form and Function, Plant Form and Function and Human Biology
	Semester Two				
SEBE3772	Environmental Biology for Educators	7	16	SBLG3611 / SBLG3612	Animal Form and Function, and Plant Form and Function
Year 4	Semester Two				
SMOL3832	Plant Growth and Development	8	16	SBLG3411 / SCHM3532	Introduction to Biology, and Chemistry for Life Science

MATHEMATICS

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
SMAT3511	Basic Mathematics	5	16		NSSC Mathematics
SMAT3531	Analytic Geometry, Complex Numbers and Matrices	5	16		NSSC Mathematics
	Semester Two				
SMAT3512	Precalculus	5	16		NSSC Mathematics
Year 2	Semester One				
SMAT3611	Calculus 1	6	16	SMAT3511/ SMAT3531/ SMAT3512	Basic Mathematics or Pre-Calculus and Analytic Geometry, Complex Numbers and Matrices
	Semester Two				
EMSE3612	Statistics for Educators	6	16		
SMAT3612	Calculus 2	6	16	SMAT3511/ SMAT3531/ SMAT3512	Basic Mathematics or Pre-Calculus and Analytic Geometry, Complex Numbers and Matrices
Year 3	Semester One				
SMAE3791	Function of Single Variables I	7	16	SMAT3611/ 2	Calculus 1 and Calculus 2
	Semester Two				
SMAE3792	Function of Single Variables II	7	16	SMAT3611/ SMAT3612	Calculus 1 and Calculus 2
Year 4	Semester Two				
SMAE3892	Euclidian Geometry	8	16	SMAT3611/ SMAE3791	Calculus 1 and Function of Single Variables I

PHYSICAL SCIENCE

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
SPHY3511	Physics for Physical Science I	5	16		NSSC Physical Science and Mathematics – C Symbols
SCHM3511	Chemistry IA	5	16		

	Semester Two				
SPHY3512	Physics for Physical Science II	5	16		NSSC Physical Science and Mathematics – C Symbols
SCHM3512	Chemistry IB	5	16		
Year 2	Semester One				
SPHY3611	Classical Mechanics	6	16	SPHY3511/ SMAT3511/2	Physics for Physical Science I, Basic Mathematics and Pre-calculus
SCHM3631	Physical Chemistry I	6	16	SCHM3411/ SCHM3512/ SMAT3511/2	Chemistry IA, Chemistry 1B, Basic Mathematics and Pre-calculus
	Semester Two				
SPHE3642	Electricity and Magnetism	6	8	SPHY3512/ SMAT3511/2	Physics for Physical Science II, Basic Mathematics and Pre-calculus
SCHE3622	Organic Chemistry for Educators	6	8	SCHM3411/ SCHM3512	Chemistry IA and Chemistry 1B
Year 3	Semester One				
SPHE3751	Modern Physics for Educators	7	16	SPHY3511/ 2 SMAT3511/2	Physics for Physical Science I, Physics for Physical Science II, Basic Mathematics and Pre-calculus
	Semester Two				
SCHE3742	Inorganic Chemistry for Educators	7	8	SCHM3411/ SCHM3512	Chemistry IA and Chemistry 1B
Year 4	Semester Two				
SPHY4202	Nuclear Physics	8	8	SPHE3751	Modern Physics for Educators
SCHE3862	Inorganic Chemistry III	8	8	SCHE3742	Inorganic Chemistry for Educators

The Syllabi

UNAM Core Modules:

Computer Literacy

UCLC3509

NQF level: 5 Credits: 8

Module assessment: CA 100%

Prerequisites: None

Module description:

The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software:

slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

Contemporary Social Issues		UCSI3529
NQF: 5	Credits: 8	Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper
Prerequisite: None		
Module Description:		
<p>This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes.</p> <p>Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.</p>		

English Communication and Study Skills		ULCE3519
NQF Level: 5	Credits: 16	Module Assessment: CA (60%) Examination (40%) - 1 x 3 hour paper
Pre-requisites: None		
Module description:		
<p>This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.</p>		

English for Academic Purposes		ULEA3519
NQF level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module description:		
<p>This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.</p>		

Education Syllabi

Assessment and Evaluation of Learning		ECFE3701
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
<p>This module develops student's understanding, skills and dispositions regarding assessment and evaluation of learning and instruction issues such as: basic terminology, forms of assessment, designing different assessment tools, assessing module work, understanding national and subject specific assessment directives, qualities of well-constructed tests / examination papers, marking practices, the analysis and interpretation of assessment results, feedback on assessment, evaluation of instructional elements.</p>		
Classroom Communication and Technology		ECFT3702
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper %
Prerequisite: None		

Module Description:

This Module aims at preparing students to become proficient in classroom communication, to support teaching-learning through all types of resources and technology. It helps students to acquire skills in planning, production and application of teaching-learning resources in general and creative ways.

Comparative Education	EFMC3701
NQF: 7 Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None	
Module Description:	
This module develops a student's understanding, skills and dispositions regarding education systems such as: aims of education, education systems, determinants of education systems, structures of education systems; critical issues in education; research of education systems	

Curriculum Development and Practice	ECFC3702
NQF: 7 Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None	
Module Description:	
This module focuses on the study of theoretical and practical dimensions of curriculum and instructional development. Students become empowered practitioners in curriculum concepts, issues and processes at the <i>macro</i> (global and <i>national</i>), <i>meso</i> (regional, school and departmental) and the <i>micro</i> (classroom) levels of education.	

Educational Management	EFMA3701
NQF: 7 Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None	
Module Description:	
There is growing research evidence showing that educational management is the major factor in school improvement and effectiveness and is about providing a culture within which teaching and learning prosper. It is on the basis of this that all student teachers should be equipped with theoretical and practical management and leadership competencies.	

Educational Research	ECFT3702
NQF: 8 Credits: 12	Module Assessment: Continuous Assessment 100%
Co-requisite: ECFI3701 Introduction to Educational Research	
Module Description:	
The module requires students to broaden their knowledge and dispositions and apply concepts to practical situations. It focuses on designing and implementation of data collection instruments; recording information; organizing and analyzing quantitative and qualitative data and the presentation of research findings.	

English for Teachers 1	EEET3589
NQF: 5 Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: ULCE3419 English Communication and Study Skills	
Module Description:	
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.	

English for Teachers 2	EEET3602
NQF: 2 Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: EEET3502 English for Teachers 1	
Module Description:	
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.	

First Aid Education		EMFA3699
NQF: 6	Credits: 0	Module Assessment: Continuous Assessment 100%
Prerequisite: None		
Module Description: First Aid accreditation		
General Teaching Methodology		ECFG3782
NQF: 7	Credits: 12	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: This module develops a student's understanding, skills and dispositions regarding teaching issues such as: aims of secondary education; learner-centred paradigm; lesson planning; teaching strategies and techniques; creating conducive learning environments; general and creative methods; principles underpinning effective teaching and classroom management.		
Guidance and Counselling		EPSG3801
NQF: 8	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: EPSG3702 Introduction to Guidance and Counselling		
Module Description: The aim of this module is to sensitise the teacher trainees to the social psychological needs and to develop their guidance and counselling know-how and skills.		
History of Education		EFMH3602
NQF: 6	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: This module develops a student's understanding, skills and dispositions regarding issues that relate to: the historical development of formal education with specific emphasis on major landmarks of change and tools which have helped to shape the present education system of the world in general and of Namibia in particular.		
Human Development and Learning		EPSH3682
NQF: 6	Credits: 12	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: This module will enable B. Ed students to understand relationships amongst the development of cognition, affect, emotion and social reasoning in the context of learning in the classroom, school and community. The aim of this will be to provide students with the conceptual understanding of how the development of pre-primary, primary and secondary school learners influence their learning in a milieu of learner-centred education and lifelong self-directed learning. Grounded in the Namibian context and based on the National Professional Standards for teachers. The module will cover selected theories of human development and learning that are sensitive to the practice of education in a school environment characterised by the diversity of aptitude, need, adversity, resource and culture.		
Inclusive Education		EPSI3810
NQF: 8	Credits: 32	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: EPSI3702 Introduction to Inclusive Education		
Module Description: The aim of this module is to enable students to understand and apply the latest thinking in inclusive education such as, assessment and intervention strategies for learners with special educational needs in the regular classroom. The major focus of the course is the role of teachers in providing support and adapting curriculum to facilitate the learning processes of learners with special educational needs.		
Introduction to Educational Research		ECFI3701
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description: This module focuses on issues of theory and methodology in educational research: types and purposes of research; formulation of research problems; literature studies; plan and design research investigations; understanding of data analysis techniques; apply referencing techniques; draft an outline for a research proposal.		

Introduction to Guidance and Counselling		EPSG3702
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
The aim of this module is to sensitise the teacher trainees to the educational and career needs of learners and to equip them with basic know-how and skills regarding guidance and counselling.		

Introduction to Inclusive Education		EPSI3701
NQF: 7	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
This course will introduce the student to new responses to educational needs, and to learners with special educational needs. It aims to introduce students to international developments in education for learners with special needs, which are of importance to education in Namibia. It will further explore and investigate the development of education for learners with special needs in Namibia. Lastly, this course will provide students with sufficient information to deal with inclusion of learners with special needs in regular schools.		

Philosophy of Education		EFMP3802
NQF: 8	Credits: 8	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
This module develops and sharpens a student's thinking, and encourages a critical disposition and discourse about issues related to education in particular and to the general well-being of the society. These issues include philosophical doctrines impacting on teaching and learning, morality, authority, discipline, freedom, equality, democracy, punishment, local political structures, voting issues, constitutional and historical developments, critical reading and thinking.		

Professional and Community Development		EFMD3802
NQF: 8	Credits: 16	Module Assessment: CA 50% Exam 50% - 1 x 3 hours paper
Prerequisite: None		
Module Description:		
This module is intended to develop students' skills and dispositions regarding issues that relate to: the development of students' as members of the professional learning community, their contributions to the development of professional ethics and the community's socio-economic welfare at large.		

Project Phase 1			
NQF: 8	Credits: 8	Module Assessment: Continuous Assessment 100%	
Co-requisite: ECFI3701 - Introduction to Educational Research			
Module Description:			
This module represents the first phase of a research component. Students will select a research topic from one of their two teaching methodology modules and complete a proposal for their proposed research.			

List of Project Phase 1 offered on distance

Module	Code	Credits
Project Phase 1 of History	ECSH3802	8
Project Phase 1 of Accounting	ECCA3802	8
Project Phase 1 of Business Studies	ECCB3802	8
Project Phase 1 of Economics	ECCE3802	8
Project Phase 1 of English	ECLE3802	8
Project Phase 1 of Biology	EMSB3802	8
Project Phase 1 of Physical Science	EMSP3802	8
Project Phase 1 of Mathematics	EMMM3802	8
Project Phase 1 of Home Economics	EMHH3802	8
Project Phase 1 of Fashion and Fabrics	EMHF3802	8

Project Phase 2

NQF: 8 **Credits:** 12 **Module Assessment:** Continuous Assessment 100%**Prerequisite:** Project Phase 1**Module Description:**

This module represents the second phase of a research component. Students will select a research topic from one of their two teaching methodology modules. In this module students will complete the research project.

List of Project Phase 2 offered on distance

Module	Code	Credits
Project Phase 2 of History	ECSH3889	12
Project Phase 2 of Accounting	ECCA3889	12
Project Phase 2 of Business Studies	ECCB3889	12
Project Phase 2 of Economics	ECCE3889	12
Project Phase 2 of English	ECLE3889	12
Project Phase 2 of Biology	EMSB3889	12
Project Phase 2 of Physical Science	EMSP3889	12
Project Phase 2 of Mathematics	EMM 3889	12
Project Phase 2 of Home Economics	EMHH3889	12
Project Phase 2 of Fashion and Fabrics	EMHF3889	12

School Management

EFMM3810**NQF:** 8 **Credits:** 32 **Module Assessment:** CA 50% Exam 50% - 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module is designed to provide students with skills and knowledge regarding issues that relate to: school management with specific emphasis on management approaches, personnel management, staff and student supervision, discipline, motivation, planning, conflict management and professional development.

Sociology of Education

EFMS3602**NQF:** 6 **Credits:** 8 **Module Assessment:** CA 50% Exam 50% - 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module develops a student's understanding, skills and dispositions regarding the school as a social institution and the interaction between schools and the larger social life. The module offers the opportunity to examine schools and all the stakeholders thereof in a local, national and global context. As such, the module will introduce students to sociological interpretations of education, key concepts and thinkers in Sociology of Education, and the role of schooling in the development of Namibia.

Sport Coaching

ESSC3702**NQF:** 7 **Credits:** 8 **Module Assessment:** CA 50% Exam 50% - 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module is designed to develop students' knowledge of the theoretical aspects of coaching and the ability to apply theory in a practical coaching context to develop and improve performance

Teaching and Assessment Mentor 1

ECFA3811**NQF:** 8 **Credits:** 16 **Module Assessment:** CA 50% Exam 50% - 1 x 3 hours paper**Prerequisite:** ECFE3711 Assessment & Evaluation of Learning**Module Description:**

This module develops a student's understanding, skills and dispositions regarding teaching and assessment mentoring issues such as: aims of secondary education; teaching principles; motivation of learners; national standards; mentoring purposes and models; features and roles of a mentor; the mentor-protégé relationship; manage the mentoring process mentoring methods and techniques.

Teaching and Assessment Mentor 2

ECFA3812**NQF:** 8 **Credits:** 16 **Module Assessment:** CA 50% Exam 50% - 1 x 3 hours paper**Co-requisite:** ECFA3811 Teaching and Assessment Mentor 1

Module Description:

This module develops a student's understanding, skills and dispositions regarding teaching and assessment mentoring issues such as: institutional instructional management; managing discipline on an institutional level; methods for developing character, thinking skills and emotional intelligence in learners; assess the growth of learning.

Teaching Methods School Subject 1 & 2**NQF:** 7**Credits:** 16**Module Assessment:** CA 50% Exam 50% - 1 x 3 hours paper**Prerequisite:** ECFG3782 – General Teaching Methodology and Level 6 School subject content**Module Description:**

This module develops a student's understanding, skills and dispositions regarding particular school subject issues such as: aims of the subject; syllabus content of grades 11-12 NSSC (Ordinary and Higher grade); learner-centred features lesson planning; supporting of learning; general and creative methods; use of resources; instructional management; assessment policy and practices; maintaining motivation and discipline.

List of teaching methodologies offered on distance

Module	Code	Credits
Teaching Methods of History	ECSH3700	16
Teaching Methods of Accounting	ECCA3700	16
Teaching Methods of Business Studies	ECCB3700	16
Teaching Methods of Economics	ECCE3700	16
Teaching Methods of English	ECLE3700	16
Teaching Methods of Biology	EMSB3700	16
Teaching Methods of Physical Science	EMPP3700	16
Teaching Methods of Mathematics	EMMM3700	16
Teaching Methods of Home Economics	EMHH3700	16
Teaching Methods of Fashion and Fabrics	EMHF3700	16

Teaching Practice Phase 1**EETP3699****NQF:** 6**Credits:** 3**Module Assessment:** Continuous Assessment 100%**Prerequisite:** None**Module Description:**

The module is designed to expose students to the realities of senior secondary schools in Namibia. They are expected to observe many different facets of learning, teaching, and management.

Teaching Practice Phase 2**EETP3799****NQF:** 7**Credits:** 3**Module Assessment:** Continuous Assessment 100%**Prerequisite:** EETP3699 – Teaching Practice Phase 1**Module Description:**

This module is designed to expose students to the realities of senior secondary schools in Namibia. They are expected to observe and participate in different facets of learning, teaching and management eg, the learner-centred approach, lesson preparations, application of teaching learning resources, social environment of the school and motivation of learners.

Teaching Practice Phase 3**EETP3809****NQF:** 8**Credits:** 8**Module Assessment:** Continuous Assessment 100%

Prerequisite: Students should have passed two school subject Teaching Methods modules, 80 credits in school subject content, and EETP3799 Teaching Practice Phase 2

Module Description:

This module is designed to provide supervised practice-based exercises intended to demonstrate readiness for employment in different facets of learning, teaching and management.

Accounting Syllabi**Business Mathematics****CBCM3579****NQA level:** 5**Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** None

Module Description:

The module is designed to give students an overview of various business mathematical calculations and topics and to enable them to solve business related problems. The topics to be covered are number and systems, rates, ratios, percentages, measurement and mensuration, equations and inequalities, and introduction to algebra.

Financial Accounting 1A**CAFE3631****NQA level:** 6 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3511/2 Fundamentals of Accounting A and B**Module description:**

The detailed contents are as follows: Review of business entities financial reporting: financial statements of. partnerships – establishment of a partnership, financial statements, admission and/or retirement of a partner, dissolution, insolvent partner, piecemeal liquidation, close corporations – formation and operation, taxation, deregistration and liquidation, accounting records and financial statements, branches, manufacturing cost statements, preparing the income statement of manufacturing enterprises, introduction to companies – formation, share and debenture transactions, conversions of various types of enterprises – partnership into a company, partnership into a close corporation, company into a close corporation and vice versa.

Financial Accounting 1B**CAFE3632****NQA level:** 6 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3511/2 Fundamentals of Accounting A and B**Module description:**

This module is an introduction to company annual financial statements in accordance with the Companies Act, 1973, as amended and IFRS (International Financial Reporting Standards).

The detailed contents are as follows: The framework for the preparation and presentation of financial statements (FRW) – underlying assumptions, definitions of assets, liabilities, equity, income, expenses, recognition of the elements of financial statements, preparation and presentation of financial statements (IAS1), (specific reference to auditors', directors' and other reports), cash flow statements (IAS7), analysis and interpretation of financial statements.

Financial Accounting 2A**CAFE3751****NQA level:** 7 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3631/2 Financial Accounting 1A and 1B**Module description:**

The purpose of this module is to introduce the students to intermediate aspects of financial accounting and to explain the recognition, measurement and disclosure of various items in the annual financial statements in accordance with IFRS (International Financial Reporting Standards). The detailed contents are as follows: revenue (IAS18), accounting policies, changes in accounting estimates, and errors (IAS8), related party disclosures (IAS24), earnings per share (IAS33), property, plant and equipment (IAS16), inventories (IAS2), provisions, contingent liabilities and contingent assets (IAS37), events after balance sheet date (IAS10), intangible assets (IAS38)

Financial Accounting 2B**CAFE3752****NQA level:** 7 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3631/2 Financial Accounting 1A and B**Module description:**

The detailed contents are as follows: International Financial Reporting Standards (IFRS) – Impairment of assets (IAS36), investment property (IAS40), non-currents assets held for sale and discontinued operations (IFRS5), borrowing costs (IAS23), segment reporting (IAS14), Introduction to group financial statements consolidated and separate financial statements (IAS27) – business combinations (IFRS3), definitions, consolidation at and after date of acquisition, intra group transactions, preference shares and dividends, sundry aspects.

Financial Accounting 3A**CAFE3871****NQA level:** 8 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3751/2 Financial Accounting 2A & 2B**Module description:**

The detailed contents are as follows; Group statements: interim acquisition, complex groups, insolvent subsidiaries, non-consolidated subsidiaries, investments in associates (IAS28), interests in joint ventures (IAS31), change in the nature and extent of control, income tax (IAS12), construction contracts (IAS11), leases (IAS17), employee benefits (IAS19).

Fundamentals of Accounting A	CAFE3581
NQA level: 5 Credits: 12	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None	
Module description:	
The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, the history and development of accounting, the statements of financial position and of comprehensive income and of changes in equity and its elements. Determining the information needs of different users, Collecting and processing accounting data, the accounting cycle, designing source documents, Journalising, posting entries from journal to the ledger, Creating subsidiary ledgers and Control accounts and Compiling a trial balance before adjustments. Determining and recording adjustments. Recording closing entries, compiling a worksheet in the closing-off procedure and compiling a post-closing trial balance. Preparing financial statements for a sole proprietor, non-profit organisations and trading and service entities; The cost concept - determination of the Cost of Goods Sold (COGS). Creating a complete accounting system that will fulfil the requirements of a specific entity.	

Fundamentals of Accounting B	CAFE3582
NQA level: 5 Credits: 12	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None	
Module description:	
The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities. Introduction to VAT (Value Added Tax). Inventory systems.	

Management Accounting 1A	CAAM3651
NQA level: 6 Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None	
Module description:	
This course is designed to introduce students to the concepts, techniques and application of cost and management accounting. The focus is on accumulating cost information and preparing reports that help managers in decision making. The topics include cost systems design and cost accumulation, raw materials costs and stock management, labour costing and control, production overheads: budgeted, applied and actual, production overheads and service department cost allocation, direct and absorption costing models, job-order and process costing, activity-based costing.	
The detailed contents are as follows: Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs, Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation, Accounting for overheads costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads, Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts, Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap, Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system.	

Biology Syllabi

Animal Form and Function	SBLG3512
NQF Level: 5 Credits: 16	Module Assessment: CA 40% Examination 60% - 1 x 3 hour paper
Prerequisite: SBLG3411 Introduction to Biology, SBLG3512 Diversity of Life	

Module description:

This module intends to provide the student with a thorough understanding of the structures and functions of different body organs and systems in various animal species. It will cover the following topics: Structure, types and general characteristics and functions of epithelial tissues, cell-to-cell contact, structure and function of soft and specialized connective tissues, structure and functions of skeletal, smooth and cardiac muscles, structure and functions of neurons, types of neurons, neuralgia and their functions. Mechanisms of homeostasis, positive feedback, information flow. Communication lines of vertebrate nervous systems, sodium-potassium pumps, chemical synapses and neurotransmitters. The invertebrate nervous system, the nerve net and function, the nerve cord. Functional divisions of vertebrate

nervous systems, brain cavities and canals, blood – brain – barrier, the limbic system. Mechanoreceptors, thermo-receptors, pain receptors, chemo-receptors, osmo-receptors, photoreceptors. Senses of taste and smell, sense of balance. The structure and function of vertebrate eye and ear. The structure and functions of the endocrine glands. Prostaglandins-types and functions. Feedback control of hormonal secretions. Role of hormones in arthropod metamorphosis. Integumentary system, vertebrate skin and structure and its functions. Bone structure and functions, skeletal joints, skeletal muscular system. The vertebrate and invertebrate circulatory systems, links with lymphatic system, functions of blood, blood volume and composition, the heart and dorsal vessel-structure and functions, blood pressure, cardiovascular disorders, the defense system – barrier to infection, specific and non-specific responses, inflammation, control of immune response, cell-mediated and antibody mediated responses, immunoglobulins and lymphocytes. Gas exchange, factors influencing gas exchange, gas transport pigments, vertebrate lungs and structures, breathing mechanisms, respiratory cycle, oxygen and carbon dioxide transport, chemoreceptors (carotid bodies and aortic bodies), respiratory systems of mammals, fish, birds and arthropods. Reproduction in vertebrates and invertebrates. Temperature regulation.

Cell Molecular Biology, Microbiology and Genetics for Educators

SMBE3771

NQF Level: 7 **Credits:** 16

Module Assessment: CA 40% Exam 60% - 1 x 3 hour paper

Prerequisite: SBLG3612 Plant Form and Function, SBLG3611 Animal Form and Function, SML3652 Human Biology

Module description:

This is a broad based module that will start with an introduction to the chemical basis of cellular processes, an overview of mitosis and meiosis, Mendelian & non-Mendelian Genetics: monohybrid crosses, dihybrid cross, test crosses, chromosomal theory of inheritance, sex determination & sex-linked genes, basic genetic linkage and chromosome mapping, and the genetic code; structure and function of eukaryotic chromosomes and mutations as the basis for genetic variations and their effects and natural selection. Macromolecules : proteins, carbohydrates fatty acids and nucleic acids and their roles in cellular organization; the structure of DNA and genome sizes and complexity; DNA replication; Eukaryotic transcription and RNA processing; principles of microbiology, importance of microorganisms, microbial cell structure, physiological diversity of microorganisms, prokaryotic diversity, microscopy and cell morphology, microbial cell membranes and cell walls, surface structures and inclusions, endospores, microbial motility and bacterial taxis, staining techniques, microbial nutrition and metabolism, culture media, laboratory culture of microorganisms, enrichment and isolation, isolation of pure cultures, bacterial cell division, growth of bacterial populations, measuring microbial growth, environmental effects on microbial growth, control of microbial growth, Identification of bacteria; Microbial genetics and genetic engineering: conjugation, transformation and transduction; Mutations, causes and uses of mutations; DNA Isolation; molecular cloning, genetic recombination, detection of variation in proteins and DNA. Genetically Modified Organisms: examples, risks and benefits.

Chemistry for Life Sciences

SCHM3532

NQF Level: 5 **Credits:** 16

Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper

Prerequisite: Faculty entry requirements

Module description:

This module is designed for students that have insufficient background in chemistry and for non-chemistry majors .It is an introduction to topics in general and organic chemistry, and biochemistry. The following will be covered:

Content: Classification of Matter: Mixtures and Pure substances; Physical States of Matter; Physical and Chemical Properties. Extensive and Intensive properties. Measurements: Units, Significant figures; Precision and Accuracy, Factor Label Method. Atomic structure and the Periodic table; Electron configuration; Physical and Chemical properties as predicted from groups. Ionic compounds and Molecular compounds: Writing chemical formulae and naming of ionic and molecular compounds. Average Atomic Mass. The Mole Concept; Percent Composition, Empirical formula and Molecular formula. Stoichiometry: limiting reagent, percent yield. Solutions: electrolytes and non-electrolytes, aqueous solutions, ionic equations; concentrations: percent concentration; molarity, molality; dilution of solutions; structure and solubility. Types of bonds; Lewis structures; Resonance structures; Molecular geometry: the VSEPR model, Polarity of molecules. Acid-base equilibrium: properties of acids and bases; relations of acids and bases, self ionisation of water; strengths of acids and bases; the pH scale; hydrolysis of salts; buffers; acid-base titration. Introduction to organic chemistry: organic compounds; structural formulae and conformations; functional groups; Classes of hydrocarbons: alkanes, cycloalkanes: alkanes; alkenes and alkynes; oxidation and reduction; addition reactions; stereo-isomerism. Alcohols, phenols, thiols, ethers: organic compounds of oxygen; common alcohols and phenols. Carboxylic acids and esters, amines and amides: Introduction to carbohydrates, lipids and porphyrins.

Diversity of Life

SBLG3512

NQF Level: 5 **Credits:** 16

Module Assessment: CA 40% Examination 60% - 1 x 3 hour paper

Prerequisite: NSCC Biology C or better

Module description:

This module is designed to give students a detailed understanding of the diversity of life. It gives students the broader appreciation of biodiversity in the different ecological habitats. The course shall describe diagnostic characteristics of principle taxonomic categories for each phylum. Coverage of each Phylum shall follow a phylogenetic (evolutionary) approach as well as introduce broad ecological and

physiological principles. Various aspects of reproduction and development shall be highlighted. This module prepares students to understand subsequent courses such as Introduction to Ecology and Microbiology, Population Ecology, Comparative physiology, Biogeography, Plant and Animal Form and Function.

Environmental Biology for Educators		SEBE3772
NQF Level: 7	Credits: 16	Module Assessment: CA 40% Exam 60% - 1 x 3 hour paper
Prerequisite: SBLG3611 Animal Form and Function, SBLG 3612 Plant Form and Function		
Module description:		
<p>This module is designed to equip students with the necessary understanding of various topics in environmental studies. The main focus of this module is to enhance understanding of relationships of organisms with one another and with their environment including the human dimension. The following will be covered in this module:-</p> <p>Ecology and environment: definitions. Basic components of ecological systems, essential processes of ecological systems: photosynthesis and decomposition. Primary and secondary production, energy flow and flux of matter and trophic structures, food chains and food webs, trophic levels and ecological pyramids, Food chains and poisons in the environment. Biogeochemical cycles (water-, carbon- nitrogen and phosphorous -cycles) and human influence cycles. Climate change: definition, causes, mitigation and adaptations. Climate change conventions and protocols. Namibia and climate change. Biomes: definition, classification and characteristics of biomes of the world and biomes of Namibia. Population Ecology: characteristics of populations- birth, death, immigration, emigration, size, age structure, and sex ratios. Population density, dispersion, mortality, natality and survivorship, population growth, parasitism (classes and characteristics of parasites, hosts as habitats, parasite population dynamics, evolutionary aspects of parasitism, social parasitism), Population regulation (mechanisms of population regulation, intra-specific competition, dispersal, social interactions). Arid environments: causes, classification and characteristics of arid ecosystems, surface and ground water, floods, Humidity, temperature, wind and wind erosion, soils, dust & dust storms, adaptations of organisms to arid environments. Desertification: definitions, causes of desertification (proximate or immediate and ultimate or underlying causes), manifestations of desertification, action to combat desertification. Deforestation: causes (proximate or immediate and ultimate or underlying causes) and effects of deforestation, deforestation in Namibia and possible solutions to deforestation. Conservation ecology: definitions, global patterns, distribution and measurement of biodiversity with special emphasis on Namibian. Conservation and sustainable exploitation of natural resources. Threats to biological diversity (including habitat destruction, habitat fragmentation, habitat degradation and pollution, global climate change, overexploitation, invasive and alien species, and disease). Human influences on ecosystems; damage to the environment, urbanization. Aquatic Ecology: the physical properties of water, stream ecology, lake ecology, physical and chemical properties of oceans, food chains and webs in the marine environment, estuarine ecology.</p>		
Introduction to Biology		SBLG3511
NQF Level: 5	Credits: 16	Module Assessment: CA 40% Examination 60% - 1 x 3 hour paper
Prerequisite: NSSC Biology C symbol or better		
Module description:		
<p>It will consider organization of life, chemical basis of life, carbohydrates, proteins, nucleic acids, lipids and fats, water, cell structure and function, prokaryotic and eukaryotic cells, ultra-structure of plant and animal cells, cytoskeleton, membrane structure and function, cell communication, mitosis, meiosis, cell reproduction, cell cycle, and cell death. The following topics will be covered: Introduction to systems of classification, taxonomy and binomial nomenclature, including the five kingdoms and the three domain system. Definitions and categories/groups within the five kingdoms, evolution by natural selection (microevolution vs macroevolution), phylogeny and evolutionary relationships in five kingdoms. Concepts such as Homology and analogy; body symmetry (radial, bilateral), cephalisation, body cavities: diploblastic, triploblastic (acoelomate and coelomate [deuterostomes and protostomes]) will be covered. The course content will also include genes, chromosomes, genomes, Mendelian genetics, extensions to Mendelian genetics, chromosome theory of inheritance, linkage and cross-over, recombination, sex determination. The course content will also cover an introduction to Ecology: Definitions, history, scales in ecology, application of ecology. Conditions and Resources: Environmental conditions, animals and their resources, plants and their resources.</p>		
Human Biology		SMB3652
NQF Level: 6	Credits: 16	Module Assessment: CA 40% Exam 60% - 1 x 3 hour paper – 2 hour practical paper
Prerequisite: SBLG3411 and (SCHM3411 and SCHM3512) OR SCHM3532		
Module description:		
<p>Human evolution, including evidence based on fossils, biochemistry, anatomy and bio-geography. Organs and accessory organs of the digestive system and their functions in digestion and absorption of carbohydrates, proteins, lipids, minerals and vitamins. The cardiovascular system, the structure and functions of the heart, blood vessels and cells. The lymphatic system and functions of the lymphatic vessels and cells. The components and functions of the respiratory system, external, internal and cellular respiration. Kidney structure and functions. The nervous system and the endocrine glands with respect to their hormones and functions. Studying</p>		

contemporary human diseases such as HIV/AIDS, cancer, TB and malaria. Discussing the importance of nutrition to humans, analysing how they obtain their organic substances and mineral ions as energy for growth and development. Comparing the differences between autotrophic and heterotrophic nutrition.

Plant Form and Function		SBLG3612
NQF Level: 6	Credits: 16	Module Assessment: CA 40% Exam 60% - 1 x 3 hour paper – 2 hour practical paper
Prerequisite: SBLG3411 Introduction to Biology, SBLG3512 Diversity of Life		
Module description:		
This is a full course for one semester where a survey of vascular plants using evolutionary and ecological principles to interpret patterns of diversity in vascular plant form and function. Topics include morphological adaptations of plants, the genetic properties of plant populations, plant reproduction and mating system variation, a survey of biotic and abiotic ecological interactions important to flowering plants. The focus of the course is on the anatomy and functional morphology of photosynthetic organisms in both aquatic and terrestrial systems. Laboratory work will include a survey of flowering plant taxonomy and plant forms and functions. Laboratory projects will demonstrate methods used for establishing evolutionary relationships, assessing genetic structure in natural populations, and identifying adaptive features of plant form and function.		

Plant Growth and Development		SMOL3832
NQF Level: 8	Credits: 16	Module Assessment: CA 40% Exam 60% - 1 x 3 hour paper
Prerequisite: SCHM3411 Chemistry 1A or SCHM3512 Chemistry 1B or SCHM3412 Chemistry for Life Sciences		
Module description:		
This module is designed to provide students with an understanding and appreciation of the complex processes of plant growth and development from a molecular perspective. The module will examine the characteristics of plant growth, with emphasis on the meristematic nature of this growth,. The process of growth will be discussed from a physical perspective taking into account Heyn's concept of cell wall extensibility and the role of pH and expansins. A number of developmental control mechanisms will be considered with emphasis on the interdependency between genetic, hormonal and environmental mechanisms, as well as signal perception and transduction by second messengers. The role of the six classes of plant hormones in the regulation of cell division, cell enlargement, cell differentiation with emphasis on tissue cultures, will be discussed. The control of processes such as seed development, shoot & root development, senescence and abscission, as well as flower and fruit development will be investigated, mainly from results obtained with mutagenic studies. The module will further examine the structure, characteristics and functions of plant photoreceptors with emphasis on photocontrol of seed germination, the processes of etiolation & de-etiolation, canopy shading and photoreceptor signal transduction. Plant movements such as nyctinasty, thigmonasty, phototropism and gravitropism will be discussed in detail. The concept of photoperiodism and the role of biological clocks will be investigated taking into account the ecological aspects of photoperiodism, response types, perception of the photoperiodic signal, transduction of the floral stimulus, rhythmic responses, Zeitgebers, and time measurement in photoperiodism. The module will conclude with an investigation of flowering by considering aspects such as floral induction and floral development.		

Business Studies Syllabi

Business Mathematics		CBCM3579
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module Description:		
The module is designed to give students an overview of various business mathematical calculations and topics and to enable them to solve business related problems. The topics to be covered are number and systems, rates, ratios, percentages, measurement and mensuration, equations and inequalities, and introduction to algebra.		
Business Statistics A		CABA3631
NQF level: 6	Credit: 16	Module assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: CBCM3579 Business Mathematics		
Module description:		
The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).		

Human Resource Management I		CMHM3711
NQA level: 7	Credits: 16	Module assessment: CA 50% Examination 50% - 1x 3 hour paper
Prerequisites: None.		
Module description:		
The purpose of human resource management including the relation to traditional personnel management. The process and techniques of recruitment and selection and socialization in meeting organizational objectives, including interviewing, the use and abuse of selection tests, establishing the employment contract, probation and induction. The following topics are covered: Introduction and overview of human resources management.; functional areas and structure of human resources management and departments; the role of human resources in organization; the art and design of work; influences of external factors on human resources management; labour demographics and its implication on human resources management; international human resources management		
Marketing Management		CMSM3711
NQA level: 7	Credits: 16	Module assessment: CA 50% Examination 50% - 1x 3 hour paper
Prerequisites: None.		
Module description:		
The purpose of this module is to expose students to the subject terminology, marketing concepts, and the overview of marketing management, the marketing mix, the nature of goods and services; consumer needs and wants. The product mix, Social Responsibility, ethics, consumer behaviour, consumer purchase decision process; psychological influence; socio-cultural influences; Organizational Buyer; Marketing Communication process and Integrated Marketing Communication.		
Marketing Management		CMSM3772
NQA level: 7	Credits: 16	Module assessment: CA 50% Examination 50% - 1x 3 hour paper
Prerequisites: None.		
Module description:		
Strategic Marketing Management develops a structured approach to understanding and managing the marketing function. By learning how successfully integrate the elements of the marketing function into strategic, cohesive plan the student will cover the following topics: Strategic Marketing Process, The marketing environment: Examining and responding to the marketing Environment, Competitive forces, Economic forces, Political forces, Legal and Socio-cultural forces; Technological forces, marketing research, developing and managing products, Personal selling and sales promotion, Wholesaling and Retailing.		
Organizational Behaviour I		CMBO3671
NQF level: 6	Credits: 16	Module assessment: CA 50% Examination 50% - 1x 3 hour paper
Prerequisite: Principles of Management CMPP 3579		
Module description:		
The module will focus on the following topics: The module introduces Organizational Behaviour to students by looking at several themes that are current in contemporary organizational life. It looks at concepts, theories and techniques as applied in management of organizations. Specific topics will be determinants of organizational performance (teamwork, motivation, rewards, job design, job satisfaction etc.), organizations and the environment, Organizational cultures, structures and processes, and management of growth and decline.		
Organizational Behaviour 2		CMBA3671
NQF level: 6	Credits: 16	Module assessment: Continuous 50% Examination 50% - 1 x 3 hour paper
Prerequisite: Principles of Management – CMPP 3579		
Module description:		
The module will focus on the following topics: Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change. Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management. Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics Different types of leaders – principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.		

Principles of Management		CMPP3579
NQA level: 5	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: None.		
Module description:		
Students will be exposed to the various functions of management which are planning, organising, leading and control. As management forms part and parcel of our daily lives, students are expected to keep abreast with the latest developments in terms of local and international media and how it impacts on businesses, looking at the social, economic, political and cultural environments. Additional topics to be covered in this module are: introduction to various forms of entrepreneurship, religion and business world and business management, various economic systems, business counselling, coaching and networking. Above all students will be introduced to the history and evolution of the theories of management.		
Economics syllabi		
Basic Macroeconomics		CEMA3572
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.		
Basic Microeconomics		CEMI3571
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module description:		
Economics is the study of how society allocates scarce resources to satisfy the wants of its members for goods and service. As such, it is a subject concerned with issues of both efficiency and equity. An efficient economy gets the most it can from its scarce resources; an equitable economy fairly distributes the benefits of its resources among its members. Is the economy efficient? Is the economy fair? The course is aimed at introducing students to key concepts used in microeconomics and facilitates a basic understanding of the economic phenomena. The course is designed to help students understand that society's economic choices often involve tradeoffs between efficiency and equity serves as preparation students for further study of the disciplines within the economics field. Course content includes: an introduction to microeconomics, demand and supply, market structures, Factor markets and introduction to international trade.		
Business Mathematics		CBCM3579
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1 x 3 hour paper
Prerequisites: None		
Module Description:		
The module is designed to give students an overview of various business mathematical calculations and topics and to enable them to solve business related problems. The topics to be covered are number and systems, rates, ratios, percentages, measurement and mensuration, equations and inequalities, and introduction to algebra.		
Development Economics		CEDE3872
NQF Level: 8	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: CEMI3671/2 - Intermediate Microeconomics I & II, CEMA3671/2 Intermediate Macroeconomics I & II		
Module description:		
This course will introduce students to the field of development economics. The course provides a foundation for the study of economic development. It examines the meanings and measurement of development and then reviews development theories, issues, institutions and policies.		
Course Content: The concept and measurement of development; Domestic barriers to development and policies; Agricultural transformation and rural development; Theories of economic growth and development;		
Intermediate Macro Economics I		CEMI3671
NQF Level: 6	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisites: CEMA3571 - Basic Macro Economics		

Module description:

This module will cover an analysis of the *real sector* of the economy, i.e. an analysis of what happens in the market for goods and services. Course Content: Scope and methodology of macroeconomic analysis, goals of macroeconomic policy and schools of macroeconomic thought. 1. National income accounting: Measurement of GDP, GNP, nominal growth, real growth and the rate of inflation. 2. Analysis of changes in the level of economic activity: Injections into and withdrawals from the national income stream; Keynesian expenditure multipliers. 3. Consumption theories 4. Investment theories

Intermediate Micro Economics I**CEMI3671****NQF Level:** 6 **Credits:** 16**Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** CEMI3571 - Basic Micro Economics**Module description:**

Microeconomics is a sub-field of economics concerned with the behaviour of households and firms and the interaction of buyers and sellers in various types of markets. It deals with how households and firms make decisions and how their interactions determine market prices. The prices in turn determine the allocation of scarce resources and their benefits. The course aims at providing students with a good foundation of the microeconomics environment and to familiarise students with the key concepts of microeconomics theories. The behaviour of individuals and firms are analysed under the assumptions of maximisation of consumer utility and profit.

Contents: Introduction; Consumer theory; Theory of the firm; Productio; Cost; Perfect competition; Monopoly; Imperfect competition.

Intermediate Macro Economics II**CEMI3672****NQF Level:** 6 **Credits:** 16**Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** CEMA3572 – Basic Macro Economics**Module description:**

This module will cover an analysis of the *financial sector* of the economy, i.e. an analysis of what happens in the market for money and other financial assets. It will also bring together *real sector* and *financial sector* analyses, to define *general equilibrium of the economy* and use it in analysing economic issues and problems as well as possible policy measures to deal with macroeconomic problems. Course Content: Supply of money; demand for money; general equilibrium of the economy: IS-LM analysis; general equilibrium of the economy: AD-AS analysis; general equilibrium of the economy: rational expectations; inflation and unemployment.

Intermediate Micro Economics II**CEMI3672****NQF Level:** 6 **Credits:** 16**Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** CEMI3571 - Basic Micro Economics**Module description:**

This module involves the application of demand and supply to policy issues such as taxation, and price controls. It is relevant to students who have a good grasp of basic microeconomic theory.

The module will consist of both theory and case studies drawn from Namibia and other countries.

Generally, there is a need for economists to understand the role of government as the policy maker and how its actions affect different economic agents in any economy. Contents: Applications of supply and demand analysis; allocative efficiency and market structure; market failure; labour market and the different types of actors; choice under uncertainty; economics of information

International Trade**CEIT3771****NQF Level:** 7 **Credits:** 16**Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** CEMI3671/2 Intermediate Microeconomics I & II and CEMA3671/2 Intermediate Macroeconomics I & II**Module description:**

The subject matter of international trade, then, consists of issues raised by the special problems of economic interaction between sovereign states. International trade analysis focuses primarily on the real transactional economy, that is, on those transactions that involve a physical movement of goods or a tangible commitment of economic resources. This course will introduce the main concepts and methods of international trade and illustrates them with applications drawn from the real world. We will address a wide range of issues, including comparative advantage, the patterns of trade, gains from trade, protectionism, and effects of trade on income distributions. We will also consider political and economic aspects of trade barriers, connections between trade and economic development, and trade treaties such as TDCA and WTO.

Namibian Economy**CENE3772****NQF Level:** 7 **Credits:** 16**Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** None**Module description:**

In Namibian Economy, Namibian issues are analysed in the context of developing countries. Main themes are the characteristics of the Namibian economy and, Namibia in the context of global capitalism. It is a comprehensive survey of the problems and challenges facing

the Namibian economy. These include income distribution, population dynamics, sectoral performance, agriculture and land policy, trade policies, external debt, and macroeconomic stability. The course also examines the role of government and market incentives in the development process.

English Syllabi

Acts of Style and English		HLEN3820
NQF Level: 8	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description: This module involves a linguistic and stylistic analysis of various kinds of texts such as those found in the following areas: spoken discourse, the media (newspaper texts, radio and television reporting), advertisements, politics, gender, social change, cross-cultural communication, technology, religion and legal documentation. In the analysis of these texts emphasis is placed on identifying the linguistic features that characterise the different genres. The module provides the students with ways in which text varieties can be studied and classified and applies this knowledge to the discussion of what makes a “good” example of a particular type of text. The module also explores how text varieties change over time and the functions in society those particular texts take on.		
An Overview of African Literature		HLEL3820
NQF Level: 8	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description: This module will focus on the themes of identity/identities and the significance of poetry and fiction in exploring the tensions brought about by the conflict between “traditional” African and “modern” values that were shaped by colonialism. The importance of Western education and Christianity in shaping the consciousness of the “new African” will be highlighted. The impact of the patriarchal culture on the roles of women will also be explored.		
Approaches to Language Analysis		HLEN3840
NQF Level: 8	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HLEN 3611-Lexis and Basic Grammar, HLEN 3711-The Sound System of English, and admission to 4 th year		
Module description: This module discusses various approaches to the study of the structure of language. It examines the difference between notional and formal and functional grammars and how each type contributes to our understanding of the language system. The module also analyses the syntax of English and how theory informs practice. The module follows a descriptive approach that encourages associations and contrasts. Participants practise how they explain problem areas of English syntax to colleagues and school learners.		
Fundamentals of English Language Studies		HLEN3581
NQF Level: 5	Credits: 12	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description: This module is designed to develop students’ understanding of fundamental issues pertaining to the nature, functions and structure of the English language.		
Fundamentals of the Study of Literature in English		HLEN3582
NQF Level: 5	Credits: 12	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description: The module introduces students to the basic elements of literary criticism. Students will learn what constitutes literature and discuss its functions. Special emphasis will be placed on its contribution to society and the individual reader.		
Lexis and Basic Grammar		HLEN3611
NQF Level: 6	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description: This module discusses the structure of the English language at the levels of the word, the phrase and the simple sentence. It familiarises students with morphology (the study of the internal structure of words) and syntax (the study of the structure of phrases and sentences) in		

the identification of word classes and types of phrases and clauses. It also shows how morphology and syntax are interrelated in the study of the structure of language.

Namibian Literature in English since Independence		HLEL3732
NQF Level: 7	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description:		
The module will explore key themes in Namibian literature and set this in an historical and cultural context. Reference will also be made to other Southern African books and writers. The texts will be drawn from the genres of poetry, prose and drama.		

Practical Criticism and Poetry		HLEN3631
NQF Level: 6	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description:		
The module is designed to cultivate the literary appreciation and critical evaluation skills of the student. Students will be introduced to a variety of poetic forms and encouraged to discern appropriate approaches which will enhance their understanding of that particular genre (kind or style of writing). The module will be based on lectures and practical exercises.		

Psycholinguistics		HLEN3732
NQF Level: 7	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description:		
This module deals mainly with issues concerning first language acquisition and second language acquisition and learning. In dealing with understanding of what goes on in the process of language acquisition and learning, the students will examine the stages of language acquisition, theories of child language acquisition, language acquisition and the different aspects of grammar, characteristics of the input in child and adult language acquisition, issues related to deprivation of language, sign language, comparison of animals and humans with regard to language abilities, second language acquisition in children and adults, second and foreign language teaching, bilingualism.		

Selected Author or Theme: Contrasting Images of Africa		HLEL3840
NQF Level: 8	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: Admission to the fourth year level		
Module description:		
The module analyses different perspectives that were adopted in the representation of Africa, in fiction. Special emphasis will be placed on analysing a text/writer/narrator's point(s) of view, in order to make judicious evaluations of the challenges faced by writers when portraying the "other".		

Selection of Drama and Prose		HLEN3672
NQF Level: 6	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None		
Module description:		
The module is designed to deepen the students' understanding of drama as text, as well as broaden their knowledge of fiction, by studying two tragedies, two novels and two collections of short stories, from three different periods. The analysis of the different narrative strategies used by the writers provides a unifying theme.		

Fashion and Fabrics Syllabi

Constructed Textiles and Sewn Decoration		HVTS3632
NQF Level: 6	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HVTS 3611 Textiles: Dyed, Painted and Printed		
Module description:		
This module has both a practical and a theoretical component. <i>Practical:</i> Students will learn about tapestry weaving technique, felted fabrics and applied decoration in the form of appliqué and embroidery. They will produce examples of each technique covered in the module and a final piece that reflects their own researches. <i>Theory:</i> Theory will include aspects of the history of the different techniques, particularly in Africa. Students will look at the ways in which hand crafted textiles are produced and marketed nowadays. Particular focus is placed on the Namibian carpet industry and the use of embroidery and appliqué to produce home textiles in Namibia. The history of		

constructed textiles is a massive subject, as is that of sewn decoration. It is not possible to cover more than a small part of this history in one module. The topics covered in this module should however prove interesting and stimulating and encourage further investigation

HVFS 3611 Fashion Studies This module covers both theoretical and practical work and focuses in particular on the strong artistic and design components connected to fashion. Therefore students will cover the introduction to all three major divisions of the subject Fashion Studies, namely creative fashion illustration and pattern- and garment construction. All these areas will be developed from a shared concept in design. *Practical:* Practical activities cover the design and illustration of a wearable art garment with a fashion accessory. *Theory:* Theoretical work covers the analysis of a renowned fashion designer/artist. Students will apply this knowledge in their own design process. Other theory components will include the study of the contemporary couture fashion and mass fashion industries, the fashion capitals and international fashion markets

Fashion Studies		HVFS3632
NQF Level: 6	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HVPD 3511 Principles of Design		
Module description:		
This module builds on the skills and knowledge consolidated in <i>HVTF 4000 Textiles and Fashion Basics</i> . This module includes both practical and theoretical activities focusing on the competitive international fashion industry in all three major divisions of the subject Fashion		

Fashion Studies		HVFS3711
NQF Level: 7	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HVFS3632 Fashion Studies		
Module description:		
This module builds on the skills and knowledge consolidated in the previous module. This module covers both practical and theoretical aspects of design and soft tailoring components and students will cover all three major divisions of the subject Fashion Studies, namely creative fashion illustration, pattern- and garment construction. All these areas are developed within a collective design concept. <i>Practical:</i> Practical activities cover the design and illustration of a soft tailoring garment with a fashion accessory. <i>Theory:</i> Theoretical work covers the historical aspects of fashion and clothing design; students will study various histories of costume eras, which will result in the design of costumes for a stage play setting. Other areas of theory cover fashion product costing and the implementation of the Designer Work Sheet		

Fashion Studies		HVFS3732
NQF Level: 7	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HVFS 711 Fashion Studies		
Module description:		
This module builds on the skills and knowledge consolidated in the previous module. This module covers both theoretical and practical work with a focus on design and evening wear components in all three major divisions of the subject Fashion Studies, namely creative fashion illustration and pattern- and garment construction. All these areas are developed within a collective design concept. <i>Practical:</i> Practical activities cover the design and illustration of evening wear with a fashion accessory. <i>Theory:</i> Theoretical work covers marketing aspects for fashion design as well as the historical aspects of fashion and clothing design; students will study various eras in the history of costume. Based on this knowledge, students will design costumes for a film play setting. Other areas of theory that are covered include fashion product costing and marketing		

Principle of Design		HVPD3581
NQF Level: 5	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None.		
Module description:		
This is the introductory module that will provide a theoretical base and build up basic practical knowledge needed for creating the appropriate visual art forms expected. This will be done through researching of and orking in three diverse art and design activities to stimulate individual creativity to provide an art and design vocabulary. This module together with <i>HVPD 3532 Principles of Design</i> will provide background for visual art and design courses to follow from second year level onwards		

Principle of Design		HVPD3592
NQF Level: 5	Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HVPD 3511 Principles of Design		

Module description:

This module provides additional theoretical and practical knowledge needed for the creating of new and more advanced visual art and design forms. It further aims at stimulating and augmenting individual creativity and reinforcing art and design theory and conceptualisation. This will be done through working in a series of art and design activities to produce different products to those done in the prerequisite module *HVPD 3511 Principles of Design*. Furthermore this module will provide background for visual art and design modules to follow at subsequent year levels

Textiles and Fashion Basics	HVTF3600
NQF Level: 6 Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HVPD 3532 Principles of Design or HVLD 3532 Visual Literacy and Drawing	
Module description:	
The Textiles and Fashion Basics module is designed to provide a foundation for modules in Fashion and Textiles. By the end of the module all students should be working with the same basic knowledge. The module focuses on knowledge and skills that are essential for both Fashion and Textiles students. <i>Textiles:</i> The textiles component of the module concentrates on essential understanding of the production and characteristics of textiles. The module, which is predominantly theoretical, covers the ways in which different fibres are produced and how they are identified, fabric production, fabric dyeing and finishing. <i>Fashion:</i> The fashion component of this module concentrates on essential practical and theoretical understanding of sewing techniques for fashion. In the course of the module students will produce a collection of samples presented in an A4 file which includes all the work produced during the module	

Textiles: Dyed, Painted and Printed	HVTS3611
NQF Level: 6 Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: HVPD 3511 Principles of Design	
Module description:	
The module has both a practical and a theoretical component. <i>Practical:</i> Students learn about the hand decoration of fabrics using fabric dye and fabric paint. <i>Theory:</i> Students learn about the history of dyed, printed and painted textile techniques in Africa and the rest of the world, with particular emphasis on Namibia. They are introduced to the concept of the textiles market, including consumer market segmentation and its relation to the Namibian context. They will also gain an understanding of running a small business in the textiles field.	

History Syllabi

African Civilisations	HHGE3581
NQF Level: 5 Credits: 12	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None.	
Module description:	
This course serves to introduce the student to African history. Important and very old African civilisations will be explored, namely Ethiopia, the empire of Mali, the Ancient Kingdom of Ghana and Great Zimbabwe. Students' attention will be directed to important aspects of general African history: archaeology, ancient cultures, art, material culture, trade, society, gender, literature, religion and politics. At the same time students will be introduced to the tools of the trade and methodological and theoretical issues will be dealt with by way of introduction.	

Colonial and Post-Colonial South Africa	HHGE3732
NQF Level: 7 Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None	
Module description:	
This module explores the following themes: continuities and changes in Dutch and British colonialism; expansion of British rule in nineteenth century South Africa and African and Boer responses to it; the Mineral Revolution: the emergence of African proletarianisation; the consolidation of European hegemony and the origins of African nationalism; Segregation and Apartheid; the period from 1950-1990; focus on the nature and evolution of apartheid-colonialism and African resistance. Methodologically the module will focus on critical reading and writing and the mastering of referencing, reading and writing skills elaborated on in the History Study Guide, and serves to build on the research methodology work done in the first semester module <i>HHGE 3711 Twentieth Century Namibia</i> .	

Early Namibian History	HHGE3652
NQF Level: 6 Credits: 16	Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper
Prerequisite: None	

Module description:

This module focuses on early Namibian history; indigenous communities, languages, material cultures, arts and crafts, politics, inter-relations and migrations are explored; proto-colonial developments are investigated, such as early state formation and the expansion of the merchant capitalist frontier into present-day Namibia during the 19th century; in this context interaction of European traders and missionaries and the Oorlam/Nama and Herero peoples is explored in some depth; particular attention is devoted to methodologies: oral history, critical reading of available historical sources and writing.

Early Southern Africa History**HHGE3632****NQF Level:** 6 **Credits:** 16**Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** HHGE 3532 History: Images, Concepts and Tools**Module description:**

This module traces the peopling of Africa, particularly Southern Africa. The contribution of language studies as an aid in understanding the historical trajectory of the movement of Bantu-speakers is explored; the development of social formations as predicated on the environment and the role of climate, soil and mineral resources in determining human settlement patterns is studied; attention will also focus on the manner in which trade and production helped to shape economic formations and exchange patterns. Archaeology and Historical Linguistics will form the methodological underpinning of this module. The basic requirements for research methodology in Archaeology will be covered during a two week period.

Foundations of Archaeology**HHGE3752****NQF Level:** 7 **Credits:** 16**Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** 60% in both HHGE3632 Early Southern African History and HHGE3652 Early Namibian History**Module description:**

This module introduces students to the historical context in which archaeology has been practiced with particular emphasis on African Archaeology. It aims at promoting a critical understanding of the development of archaeology as a discipline. It also focuses on the shared concepts and themes in history, anthropology and archaeology. The module acquaints students with field archaeological methods (theory) and a practical component at selected archaeological sites. Its prime objective will be to develop an understanding of how archaeological data collection, treatment, analysis and interpretation are achieved. This forms part of the research methodology skills required, particularly for Archaeology. An Archaeology field excursion forms an integral part of the module and comprises a 10 day field school at a selected site with official permission of the National Heritage Council of Namibia. Students will be assessed on their performance.

History: Images Tools and Concepts**HHGE3582****NQF Level:** 5 **Credits:** 12**Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None.**Module description:**

This module will emphasise the skills historians need to ply their craft. The use of argument and different ways of looking at the past will feature prominently. Public history, oral history and the role of different methodological and conceptual tools will be discussed. The course will aim to promote a hands-on and participatory approach to history. Practising basic skills such as the ability to assess various sources, paraphrasing, detecting and avoiding plagiarism and reading with comprehension will feature prominently. This module serves as the foundation course for the second year Research Methodology course and the fourth-year Research Paper, and the skills & competencies required in the latter will be further refined in the second- and third year modules.

Public History/Museum and Heritage Studies**HHGE3820****NQF Level:** 8 **Credits:** 16**Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** Admission to the fourth year level**Module description:**

This module explores the origins of museums, debates about ethnographic representation and the repatriation of cultural artefacts, practical analysis of museum displays and their meanings. Consideration is given to the relationship between tourism and the heritage industry and analysis centres on discussions of the concept of 'the tourist gaze' and forms of representation in the marketing of culture; the role and significance of monuments, commemorations and memorials are investigated. Debates over what is remembered, dissonant heritage and dark history render this module a critical tool with which to investigate the ways and means through which the past is structured and remembered.

The Making of the Atlantic World**HHGE3611****NQF Level:** 6 **Credits:** 16**Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None.

Module description:

This module focuses on the history of the Atlantic slave trade, which formed part of a commercial triangle between Europe, Africa and the Americas and in which slaves from Africa played an important role. The latter provided not only the labour needed in the colonial economies of the Americas, but were also the human commodities with which fortunes were earned and reinvested in the colonial economies. In the long run the proceeds from slave labour contributed towards industrialisation in Europe. The relationship between slavery, racism and European colonialism is also explored. The contribution of diseases in decimating indigenous peoples in the Americas will be highlighted and in this context comparisons will be made to the present-day impact and significance of HIV/Aids. The issue of human rights and the evolution of internationally accepted criteria to measure and protect these rights will also be addressed. Two weeks of the module work is devoted to research methodology.

Twentieth Century Namibia	HHGE3711
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NQF Level: 7 **Credits:** 16

Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None

Module description:

This module centres on the colonial period with a focus on interaction between Africans and Europeans; the role of indigenous populations and rulers is explored, with special attention to resistance and collaboration; the aims and impact of German and South African colonialism, westernisation, the liberation struggle and the dynamics of Namibian nationalism are key themes; of special concern is methodology: the utilisation of archives and familiarisation with key secondary texts on twentieth century Namibia. The research methodology section (two weeks) aims to impart essay-writing and research skills. This module serves as a foundational module for the fourth-year level research paper.

Home Economics Syllabi

Applied Nutrition	EMHE3711
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NQF Level: 7 **Credits:** 16

Module Assessment: CA 50% Examination 50%

Prerequisite: EMHE3612 Housing

Module description:

This module will assist students to gain knowledge, understanding and the ability to implement factors concerning nutrition during the life cycle of an individual; gain knowledge, understanding and the ability to implement factors concerning nutrition by identifying, evaluating and controlling chronic life style and infectious diseases. This module will further assist students with issues as nutritional assessment and screening and enable students to plan a healthy diet based on the Namibian Food and Nutrition Guidelines and acquire knowledge about food safety and food security. This knowledge and understanding will equip students to prevent chronic lifestyle and infectious diseases and will contribute to the promotion of a healthy lifestyle.

Applied Science for Home Economics	EMHE3501
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NQF Level: 5 **Credits:** 8

Module Assessment: CA 50% Examination 50%

Prerequisite: None.

Module description:

This module will enable students to understand basic scientific principles as applied to individuals, families and household systems; address issues of safety in the household.

Craftwork for Income Generation	EMHE3602
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NQF Level: 6 **Credits:** 8

Module Assessment: CA 50% Examination 50%

Prerequisite: None.

Module description:

This module will assist students to master a variety of craftwork skills and techniques; apply elements and principles in designing and producing a craftwork project to sell an income generation activity.

Household Resource Management	EMHE3611
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NQF Level: 6 **Credits:** 16

Module Assessment: CA 50% Examination 50%

Prerequisite: None.

Module description:

This module will introduce students to consumer education, family finance and budgeting and work study with in the household; with specific reference to gender as an underpinning concept in household resource management.

Housing	EMHE3612
NQF Level: 6 Credits: 8	Module Assessment: CA 50% Examination 50%
Prerequisite: None.	
Module description: This module will enable students to identify norms values and housing needs that are specific to the cultural, psychological, sociological differences of culture and other specific groups; educate groups in home ownership and responsible choice; to interpret housing plans and to suggest alterations that will improve the well-being of individuals, households and sustainable environments; identify materials use in housing and the effect thereof on sanitation, energy consumption and decoration of the house.	
Introduction to Household Resource Management	EMHE3511
NQF Level: 5 Credits: 16	Module Assessment: CA 50% Examination 50%
Prerequisite: None.	
Module description: This module will introduce students to the philosophy, mission and paradigms of home economics as a subject, reconceptualise the subject Home Economics, family studies as a field of study, resource management with an ecosystems approach and the application of management principles to the use of time and energy for better family living and household management.	
Introduction to Human Nutrition	EMHE3612
NQF Level: 6 Credits: 16	Module Assessment: CA 50% Examination 50%
Prerequisite: None.	
Module description: This module The study of basic Human Nutrition, including all macro and micro nutrients, classifications, characteristics, functions, digestion and intermediate metabolism, food sources, deficiency diseases, prevention of deficiency diseases, vitamin and mineral supplementation, water and phyto-chemicals in a Namibian context. This knowledge and understanding will equip students to prevent chronic and other lifestyle diseases and will contribute to the promotion of a healthy lifestyle.	
Principles of Food Preparation	EMHE3631
NQF Level: 6 Credits: 16	Module Assessment: CA 50% Examination 50%
Prerequisite: None.	
Module description: This module will prepare students to demonstrate the ability to select and apply the most appropriate food preparation techniques to retain the nutritional value and optimum quality of food when prepared in the household.	
Principles of Food Preparation and Meal Management	EMHE3712
NQF Level: 7 Credits: 16	Module Assessment: CA 50% Examination 50%
Prerequisite: None.	
Module description: This module will prepare students to demonstrate the ability to select and apply the most appropriate food preparation techniques to retain the nutritional value and optimum quality of food when prepared in the household; to food preparation and processing with in relation to household consumption; develop the ability to apply meal management and menu planning techniques.	
Social Psychology of Clothing and Basic Wardrobe Planning	EMHE3601
NQF Level: 6 Credits: 8	Module Assessment: CA 50% Examination 50%
Prerequisite: None.	
Module description: This module will assist students in gaining knowledge of social, psychological and cultural principles behind clothing and appearance management and perception, enabling them to understand and advise on clothing behaviour, keeping in mind the values, interest and life style of individuals. This module will also assist students to plan a wardrobe for any given individual, by selecting and combining colours, lines etc, for a flattering and harmonious results; using underpinning knowledge of elements and design principles.	
Mathematics Syllabi	
Analytic Geometry, Complex Numbers and Matrices	SMAT3531
NQF Level: 5 Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite: IGCSE Mathematics	

Module description:

Points and lines in a plane: the distance formula, the triangle inequality, parallel and perpendicular lines, circles and tangent lines. Conic sections: ellipse, parabola, hyperbola. Vectors in two and three dimensions: addition of vectors, multiplication by a scalar, magnitude, dot product, cross product. Matrices: addition, multiplication, scalar multiplication and transpose (for up to 3×3 dimension), determinant and inverse (with emphasis on 2×2), solutions of systems of linear equations by Cramer's rule (for 2×2), and by Gaussian elimination method (for up to 3×3 matrices). Complex numbers: operations on complex numbers, the complex conjugate, Argand diagram, modulus-argument form, de Moivre's formula, fundamental theorem of algebra.

Basic Mathematics**SMAT3511****NQF Level:** 5 **Credits:** 16**Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** IGCSE Mathematics**Module description:**

Sets: notations and diagrams to represent sets, subset, empty set, equality of sets, intersection, union, complement. Algebraic expressions: simplification, expansion, polynomials, remainder and factor theorem, partial fractions. Trigonometry: trigonometric functions, basic trigonometric identities. The absolute value, linear equations, linear inequalities, quadratic equations, the quadratic formula, quadratic inequalities. Functions: domain, codomain, image, preimage, even function, odd function. Sequences: the general term, the geometric sequence, the arithmetic sequence. The Binomial Theorem.

Calculus I**SMAT3611****NQF Level:** 6 **Credits:** 16**Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** SMAT3512 – Precalculus and SMAT3511 – Basic Mathematics and SMAT3531 Analytic Geometry, Complex Numbers and Matrices**Module description:**

Limits and continuity of functions: limit at a point, improper limit, continuity. Derivatives: definition, rules of differentiation, chain rule, higher derivatives, derivative of the inverse function, Inverse trigonometric functions, trigonometric equations, hyperbolic functions, area functions. Exponential and logarithmic functions. Rolle's Theorem, Mean Value theorem. Applications of the derivative: L'Hôpital's rule, related rates, optimization, concavity. Integration: antiderivatives, integration by substitution, the fundamental theorem of calculus, area of a region bounded by graphs.

Calculus II**SMAT3612****NQF Level:** 6 **Credits:** 16**Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** SMAT3512 – Precalculus and SMAT3511 – Basic Mathematics and SMAT3531 Analytic Geometry, Complex Numbers and Matrices**Module description:**

Integration: Riemann sums, approximations of the definite Riemann integral using the trapezoidal rule and Simpson's rule. Integration techniques: integration by parts, integration of rational functions. Applications of the definite Riemann integral: volume of a solid of revolution, arclength, surface of revolution. Partial differentiation, chain rule, directional derivative. Sequences and series of numbers: the limit of a sequence, absolutely convergent series, tests of convergence. Power series: radius of convergence, interval of convergence, Taylor series, binomial theorem.

Euclidean Geometry**SMAE3892****NQF Level:** 8 **Credits:** 16**Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** SMAT3611 - Calculus I and SMAE3791 - Functions of a Single Variable I**Module description:**

Incidence structures, principle of double counting and applications thereof. Affine planes: parallel classes, order of an affine plane, isomorphisms and collineations. The real affine plane \mathbb{R}^2 : theorem of Desargues, theorem of Pappus, ratios, examples of affinities. The real Euclidean plane \mathbb{R}^2 : orthogonality of lines, distances, motions, reflections in points and lines.

Functions of Single Variable I**SMAE3791****NQF Level:** 7 **Credits:** 16**Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** SMAT3611 - Calculus I and SMAT3612 - Calculus II**Module description:**

Upper and lower bounds of a set of real numbers, supremum and infimum, completeness property of \mathbb{R} , Archimedean property of \mathbb{R} . Sequences of real numbers: bounded sequences, convergent sequences, Cauchy sequences, limit rules, subsequences. Series of real numbers: Cauchy criterion, convergent tests. Limit of a function, continuous functions, intermediate value theorem. Differentiation: definition and rules of differentiation.

Functions of Single Variable II	SMAE3792
NQF Level: 7 Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite: SMAT3611 - Calculus I and SMAT3612 - Calculus II	

Module description:

Mean value theorem and applications thereof, derivatives of higher order, infinitely differentiable functions, polynomials, Taylor's theorem, local extrema, convex and concave functions. Riemann integration: upper and lower Darboux sums, Riemann integrable functions, examples of functions which are not Riemann integrable, Fundamental Theorem of Calculus, integration by substitution, integration by parts.

Precalculus	SMAT3512
NQF Level: 5 Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite: IGCSE Mathematics	

Module description:

Functions: one-to-one and onto functions, horizontal line test, composition of functions, inverse of a function. Introduction to exponential and logarithmic functions. Limit of a function: definition, left and right limits, infinite limits, limits at infinity, continuity in terms of limits. Differentiation: rate of change, derivative of a function, rules of differentiation, increasing and decreasing functions and graph sketching. Integration: antiderivatives, the definite integral, area under a graph. Trigonometry: further trigonometric identities, area of a sector and segment of a circle, derivatives and integrals of trigonometric functions.

Physical Syllabi

Chemistry IA	SCHM3511
NQF Level: 5 Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite: Faculty Entry Requirements	

Module description:

This module is a brief introduction to general chemistry and it lays the foundation of basic facts necessary for further studies in chemistry. The following topics are covered:

Content: An Introduction To Chemistry: Classification of Matter; The Three States of Matter; Physical and Chemical Properties of Matter; Measurement; Handling Numbers (scientific notation, significant figures); Factor-Label Method in Solving Problems. Atoms, Molecules and Ions: The Structure of the Atom; Atomic Number, Mass Number, and Isotopes; Molecules and Ions; Chemical Formulas (molecular and empirical); Naming Compounds. Mass Relationships in Chemical Reactions: Atomic Mass; Avogadro's Number and Molar mass; Molecular Mass; Percent Composition of Compounds; Experimental Determination of Empirical Formulas; Chemical Reactions and Chemical Equations; Stoichiometry (amounts of reactants and products); Limiting & Excess Reagents; Reaction Yield; Concentration of Solutions. Reactions in Aqueous Solutions: General Properties of Aqueous Solutions; Precipitation Reactions; Acid-Base Reactions; Oxidation and Reduction Reactions (assigning oxidation states, writing redox equations, balancing redox reactions). Quantum Theory and the Electronic Structure of Atoms: The Photoelectric Effect; Bohr's Theory of the Hydrogen Atom; Quantum Numbers; Atomic Orbitals; Electron Configuration; The Building-up Principle. Periodic Relationships Among Elements: Periodic Classification of the Elements; Periodic Variation in Physical Properties (effective nuclear charge, atomic radius, ionic radius); Ionization Energy; Electron Affinity; Variation in Chemical Properties of the Representative Elements (main group elements). Chemical Bonding: Lewis Dot Symbols; Ionic Bonding; Covalent Bonding; Metallic Bonding; Electronegativity; Writing Lewis Structures; Formal Charge; Concept of Resonance; Bond Enthalpy. Basic Molecular Geometry and Hybridization of Atomic Orbitals: Molecular Geometry; Dipole Moments; Valence Bond Theory; Hybridization of Atomic Orbitals; Molecular Orbital Theory; Molecular Orbital Configurations

Chemistry IB	SCHM3512
NQF Level: 5 Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite: Faculty Entry Requirements	

Module description:

This module is a continuation of Chemistry 1A and it introduces the students to properties of gases, thermochemistry, chemical kinetics, chemical equilibrium, Introduction to laws of thermodynamics, electrochemistry and organic chemistry. The following topics are covered:

Content: Gases: Pressure of a Gas; The Gas Laws; The Ideal Gas Equation; Gas Stoichiometry; The Kinetic-Molecular Theory of Gases; Deviation from Ideal Behaviour. Basic Thermochemistry: The Nature of Energy and Types of Energy; Energy Changes in Chemical Reactions; Introduction to Thermodynamics; Enthalpy of Chemical Reactions; Calorimetry; Standard Enthalpy of Formation and Reaction; Heat of Solution and Dilution. Introductory Chemical Kinetics: Rate of Reaction; Rate Law; Relation between Reactant Concentration and Time; Activation Energy and Temperature Dependence of Rate Constants; Reaction Mechanisms; Catalysis. Introduction to Chemical Equilibrium: The Equilibrium Constant; Writing Equilibrium Constant Expressions; Relationship between

Chemical Kinetics and Chemical Equilibrium; What Does the Equilibrium Constant tell Us? Factors that Affect Chemical Equilibrium. Acid-Base Equilibria & Solubility Equilibria: The Common Ion Effect; Buffer Solution; Acid – Base Titrations; Acid-Base Indicators; Solubility Equilibria; Separation of Ions by Fractional Precipitation; The Common Effect and Solubility; pH and Solubility; Complex Ion Equilibria and Solubility. Entropy, Free Energy and Equilibrium: The Three Laws of Thermodynamics; Spontaneous Processes; Entropy; The Second Law of Thermodynamics; Gibbs Free Energy; Free Energy and Chemical Equilibrium; Thermodynamics in Living Systems. Introduction to Electrochemistry: Galvanic Cells; Standard Reduction Potentials; Spontaneity of Redox Reactions; Effect of Concentration of Cell EMF; Electrolysis. Introduction to Organic Chemistry: Classes of Organic Compounds; Structure and Nomenclature Main Functional Groups (alkanes, alkenes, alkynes, alcohols, aldehydes, ketones, carboxylic acids, esters, amines, amides). Introduction to carbohydrates, lipids and porphyrins.

Classical Mechanics	SPHY3611
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NQF Level: 6	Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
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Prerequisite: SPHY3511 Physics for Physical Sciences I, SMAT3511 Basic Mathematics and SMAT3512 Precalculus

Module description:

Vectors, vector operations & the calculus of vectors; straight line and general motion particles; polar co-ordinates; rigid bodies: rotating about a fixed axis & planar motion; reference frames; inertial frames and the law of inertia; Laws of: mutual interaction, multiple interactions, universal gravitation; mass distributions; principle of equivalence; rectilinear motion in a force field; constrained rectilinear motion; resisting media; projectiles; circular motion; classical SHM: damped & forced; coupled oscillations and normal modes; energy principle; rectilinear motion; conservative fields; orbits in a central field: orbital motion, path equation, Hohmann transfer orbits, attractive & repulsive inverse square fields; Rutherford scattering; non-linear oscillations and phase space; phase plane in dynamics; limit cycles; driven non-linear oscillations; degrees of freedom; rigid bodies; linear momentum; rocket motion; collision theory; zero-momentum frame; 2-body problem; scattering; integrable mechanical systems; moment of a force; angular momentum; planar rigid body motion; Rigid body statics;

Electricity and Magnetism	SPHE3642
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NQF Level: 6	Credits: 8	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
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Prerequisite: SPHY3512 Physics for Physical sciences II, SMAT351 Basic Mathematics, SMAT3512 Pre-calculus.

Module description:

The content of the module will cover the following: Electric interaction; Static electric charge and Gauss's Law; Electric potential; Capacitors; Electric current; Ohms law; DC circuits; Magnetic field and flux, Lorentz force; Ampere's law; Electromagnetic induction and ac circuits.

Inorganic Chemistry for Educators I	SCHE3742
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NQF Level: 7	Credits: 8	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
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Prerequisite: CHM3411 Chemistry IA, CHM3512 Chemistry IB

Module description:

This module covers the chemistry of transition metals. This means the student would have been equipped with adequate background from the chemistry of main group elements. With such a background the student will be in a position to follow the chemistry of transition metals. The following topics will be covered:

The brief introduction to the chemistry of alkali and alkaline earth elements (groups 1 and 2); reactivity with hydrogen, oxygen, halogens, water, and liquid ammonia; Classification of oxides, and their reaction with water; P-block elements (groups 13 to 18): Reactivity with oxygen and halogens; The hydrides of P block elements; Hydrolysis and ammonolysis of P-block halides. Delocalized multiple bonding. S-block elements. In-depth studies of chemical bonding (valence bond theory (VBT), shapes of molecules and hybridization, molecular orbital theory (MOT) in diatomic and polyatomic molecules) and Bonding-Application of VBT; CFT; LFT, MOT; Introduction to transition metal chemistry (d-block elements): transition metal complexes (constitution, nomenclature, isomerism, classification of ligands); Reaction Mechanisms and rate of reactions; Ligand substitution; Dissociative and Associative mechanisms; redox and photochemical reactions in transitional complexes; Molecular symmetry: symmetry elements; plane of symmetry; proper and improper axes; principal axis; point of inversion ; classification of molecules into point groups. Introduction to the organometallic chemistry of s-block elements (magnesium and lithium).

Inorganic Chemistry for Educators II	SCHE3862
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NQF Level: 8	Credits: 8	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
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Prerequisite: SCHE3742 Inorganic Chemistry for Educators I

Module description:

This module deals with the organometallic chemistry which is a hybrid discipline comprising the knowledge of inorganic and organic chemistry. The following topics will be covered:

Content: Organometallic chemistry: organometallic compounds of d block elements with emphasis to iron complexes; Physical and chemical properties of organometallic compounds; Reactivity of coordinated cyclopentadienyl and cyclobutane ligands. Transition metal carbonyls: metal clusters, bonding and synthesis; Catalysis involving organometallic compounds. Chemistry of f-block elements; Nuclear Chemistry.

Modern Physics for Educators		SPHE3751
NQF Level: 7	Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite:	SPHY3511 Physics for Physical sciences I, SPHY3512: Physics for Physical sciences II, SPHY3611: Classical Mechanics, SMAT3511: Basic Mathematics and SMAT3512: Pre-calculus.	

Module description:

Blackbody radiation; Planck's quantization; Photoelectric effect; Compton effect; atomic structure; spectral lines of Hydrogen; the nuclear atom; Bohr's theory; correspondence principle; Franck-Hertz experiment; x-rays; de Broglie wavelengths; particle-wave duality; Heisenberg uncertainty relation; Special relativity; departure from Newtonian dynamics; Einstein and Lorentz transformations; Lorentz contraction and time dilation; wave mechanics, Schrödinger equation for a free particle; the potential Step. particles in a box ; particle in a finite potential well; Electrons in metals, Nearly free electron model, energy bands; Semiconductors, band gaps, intrinsic carrier concentration, impurity conductivity, donor and acceptor states.

Nuclear Physics		SPHY3802
NQF Level: 8	Credits: 8	Module Assessment: CA 50% Examination 50% - 1 x 2 hour paper
Prerequisite:	SPHY3732: Modern Physics II	

Module description:

Nuclear Structure, nuclear radius, nomenclature; Decay of the nucleus, alpha decay, beta decay, gamma decay, spontaneous fission; Radioactivity, radioactive growth and decay, transient equilibrium, secular equilibrium, radioactive decay series, carbon dating; Chart of Nuclides; Nuclear reactions, elastic scattering, inelastic scattering, reaction of transmutation, radiative capture, photodisintegration, induced fission; Interaction of radiation with matter, photoelectric effect, pair production, Compton scattering, calculation of energy transferred in Compton scattering using relativistic equations; The liquid drop model, variation of binding energy per nucleon with mass number; Weizsacher's semi-empirical mass formula; The shell model; Nuclear energy, nuclear reactors, introductory reactor physics, nuclear power plants; Nuclear instrumentation, radiation detectors, accelerators; Two body systems and nuclear force: properties of nuclear forces, the deuteron, qualitative treatment of n-p and p-p scattering at low energies; Elementary particle.

Organic Chemistry for Educators		SCHM3622
NQF Level: 6	Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite:	CHM3411 Chemistry IA, CHM3512 Chemistry IB	

Module description:

This module is a survey of the chemistry of carbon compounds, their nomenclature, physical properties, structure and reactions with an introduction to reaction mechanisms and stereochemistry. The following topics will be covered:
Alkanes and cycloalkanes: nomenclature, physical properties, bond rotation, conformations, ring strain, bicyclic and polycyclic alkanes, synthesis and reactions of alkanes; Alkenes and alkynes: physical properties and synthesis (Zaytev's Rule), addition reactions (hydrogenations, halogenations, hydrations), Markovnikov's Rule, index of hydrogen deficiency; Ionic reactions: nucleophilic substitutions, elimination reactions; Radical reactions: free radicals, halogenation of alkanes, chain reactions; Stereochemistry: stereoisomers, enantiomers, chirality, diastereomers, meso compounds, optical activity. Alkyl halides: physical properties, synthesis, reactions; Alcohols and ethers: physical properties, synthesis, reactions.

Physical Chemistry I		SCHM3631
NQF Level: 6	Credits: 16	Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper
Prerequisite:	SCHM 3411 Chemistry 1A, SCHM3512 Chemistry 1B, SMAT3531 Analytic geometry, Complex Numbers, Matrices, and SMAT3512 Pre-calculus	

Module description:

The course deals with equilibrium thermodynamics for chemistry majors and minors. Laws of thermodynamics are treated in a more rigorous way and applied to chemical problems. The following topics are covered:
Content: Empirical gas laws. The perfect gas. The Kinetic model of gases. Real Gases: Molecular interaction, The van der Waals equation. The principle of corresponding states. The First Law of Thermodynamics. Work, heat, and energy, The internal energy, Expansion Work, Heat transactions, Enthalpy, Adiabatic Changes. Thermochemistry. Standard enthalpy changes, Standard enthalpies of formation, The temperature-dependence of reaction enthalpies. State functions and exact differentials, Exact and inexact differentials, Changes in internal energy, The Joule-Thompson effect. The Second Law of Thermodynamics. The direction of spontaneous change and The dispersal of energy, Entropy, Canot Cycle, Entropy changes accompanying specific processes, The Third Law of thermodynamics, The Helmholtz and Gibbs energies, Standard reaction Gibbs energies. Combining the First and Second Laws of

Thermodynamics, The properties of internal energy, The properties of Gibbs energy. Physical Transformations of Pure Substances. Phase diagrams, The stabilities of phases, Phase boundaries, The thermodynamics criterion of equilibrium, The location of phase boundaries, Ehrenfest classification of phase transitions. Simple Mixtures. The thermodynamic description of mixtures, Partial molar quantities, The thermodynamics of mixing, The chemical potentials of liquids. The properties of solutions, Liquid mixtures, Colligative Properties. Two-component systems: Vapour pressure diagrams, Temperature-composition diagrams, Liquid-liquid phase diagrams, Liquid-solid phase diagrams. Chemical equilibrium. The Gibbs energy minimum. The description of equilibrium, The response of equilibria to pressure and temperature.

Physics for Physical Sciences I

SPHY3511

NQF Level: 5 **Credits:** 16

Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper

Prerequisite: NSSC Physical Science and Mathematics C symbols

Module description:

Units, significant figures & scientific notation; vectors: properties, components, unit vectors, products; average & instantaneous speed, velocity and acceleration; one dimensional motion with constant acceleration; falling bodies; two dimensional motion with constant acceleration; projectile motion; uniform circular motion; circular motion; relative velocity and acceleration; Newton's laws; inertial frames; weight; friction; applications; work and kinetic energy; power; conservative and non-conservative forces; gravitational potential energy; conservation theorem; work-energy theorem; linear momentum & impulse; conservation of linear momentum - 2 particle system; collisions; equilibrium; centre of gravity; applications; Newtonian gravitation; gravitational constant; weight & gravitational force; Kepler's laws; pressure; Archimedes' principle; laminar flow; Bernoulli's equation; temperature & temperature scales; thermal expansion; ideal gas; heat; heat capacity; latent heat; heat transfer.

Physics for Physical Sciences II

SPHY3512

NQF Level: 5 **Credits:** 16

Module Assessment: CA 50% Examination 50% - 1 x 3 hour paper

Prerequisite: NSSC Physical Science and Mathematics C symbols

Module description:

This module introduces the phenomena associated with electrostatics (charges at rest) and magnetostatics (the magnetic effects associated with steady currents). It also introduces and develops the use of the electric and magnetic field vectors and relates them by considering electromagnetic induction at a classical level. The connection between these fields and conventional circuit parameters R, C and L is developed, together with the techniques to deal with elementary transient phenomena. Sound, basic geometrical optics and radioactivity and its detection are also covered. The contents of this course include: Electric charge; insulators and conductors; Electric force and coulomb's law, Electric field and Gauss's law; Electric potential; Capacitance and capacitors; Direct current; Ohm's law and simple circuits; Magnetic field; Alternating current; Transformers; Phenomenological approach to RL and RC circuits; Basic geometrical optics; Radioactivity and its detection; Sound.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES
Certificate in HIV/AIDS Counselling
70CHIV

Aim

The aim of this programme is to improve the quality of care and basic understanding of concepts in HIV/AIDS counselling as well as the qualification and experience of trainers.

Programme overview

This certificate is a 6-module programme that will be offered on distance with a vacation school during each semester.

Entry requirements

To qualify for the Certificate in HIV/AIDS Counselling, a candidate must have a Grade 12 with at least 17 points on the UNAM Evaluation Scale with at least E in English on NSSC level or obtain 50% or higher in the UNAM English proficiency test, or first successfully completed the English Access module offered by the Language Centre. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme. See page 12 of this prospectus for more information on the Mature Age Entry Scheme.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of written tests, tutor-marked assignments, and practical work, and a written examination at the end of a module. You will be admitted to the examination on a continuous assessment mark of 40%. To complete the module successfully you should obtained a minimum mark of at least 40% in the examination and a final mark of at least 50%. The ratio of the continuous assessment mark to the examination mark is 50:50. If you failed the first opportunity examination, but obtained at least 45%, you will be admitted to the second opportunity examination that will take place in January the following year.

The Curriculum

Code	Module	NQF level	Credits
	Semester One		
UCEC1311	English Communication for Certificates	3	16
DCEH1481	Knowing about HIV/AIDS	4	12
DCEH1491	HIV/AIDS Counselling	4	12
	Semester Two		
DCEC1482	The Continuum of Care	4	12
DCEH1492	Death and Bereavement	4	12
DCEE1482	Legal and Ethical issues in HIV/AIDS Counselling	4	12

The Syllabi

English Communication for Certificate Purposes

LCEC1311

NQF Level: 3 **Credits:** 16

Module assessment: CA 60% Examination 40% - 1 x 2 hour paper

Prerequisites: None

Module description:

This module attempts to assist students to improve language proficiency regarding: reading comprehension, writing, speaking, listening and study skills in order for them to utilise English language at work or in study. Students are required to complete assignments and tests designed for the module. The main aim of the module is to communicate in English language.

Knowing about HIV/AIDS		DCEH1481
NQF Level: 4	Credits: 12	Module assessment: CA 60% Examination 40% - 1 x 2 hour paper
Prerequisites: None		
Module description		
This module will provide students with the opportunity to know and understand the basic facts regarding HIV and AIDS, how to prevent the spread of the HIV/AIDS epidemic through behavioural change, and how to investigate the impact of HIV/AIDS pandemic on the Namibia society.		
HIV/AIDS Counselling		DCEH1491
NQF Level: 4	Credits: 12	Module assessment: CA 60% Examination 40% - 1 x 2 hour paper
Prerequisites: None		
Module description:		
This module aims to equip the student with knowledge, skills and the appropriate attitude, to counsel HIV/AIDS infected and affected people. The module provides information about behaviour change and enlightens the similarities and differences between African and Western counselling. Practical exercises are included in the study guide.		
The Continuum of Care		DCEC1482
NQF Level: 4	Credits: 12	Module assessment: CA 60% Examination 40% - 1 x 2 hour paper
Prerequisites: None		
Module description:		
This module develops the student's understanding of what Continuum of Care is. It helps the student comprehend the guiding principles when dealing with the infected and affected significant others. It explains further the role of the counsellor in continuum of care. The student is introduced to the concept of participatory development and how we can link it to HIV/AIDS counselling. The module highlights the role communities and other sectors can play in caring for the infected and affected persons. Furthermore the student is introduced to the concept of home based care as well as how to provide care to orphans.		
Death and Bereavement		DCEH1492
NQF Level: 4	Credits: 12	Module assessment: CA 60% Examination 40% - 1 x 2 hour paper
Prerequisites: None		
Module description:		
This module is intended to help students understand the need of people living with HIV/AIDS to accept the reality of death, how to deal with death, issues for closure, and to assist family members and friends with the bereavement process after the death of a loved one. It will also describe how to provide care for the caregiver.		
Legal and Ethical Issues in HIV/AIDS Counselling		DCEE1482
NQF Level: 4	Credits: 12	Module assessment: CA 60% Examination 40% - 1 x 2 hour paper
Prerequisites: None		
Module description		
This Module serves to develop a student's understanding on the legal and ethical issues in HIV/AIDS. Students are provided with an overview on the relevant national and international legislation, policies, guidelines, conventions, and treaties that are of relevance to people infected and affected by HIV/AIDS. Special emphasise is placed on the human rights of people, the rights of patients and the HIV/AIDS Charter. Students are further introduced to the concept of developing workplace policies for HIV/AIDS and are explained how to draw up a Will/Testament. Furthermore, students are introduced to the concept "code of ethics", the rights and responsibilities of HIV/AIDS counsellors as well as how to develop a code of ethics for HIV/AIDS counsellors.		

DIPLOMA IN HIV/AIDS MANAGEMENT AND COUNSELLING

70DHIV

Introduction

The Diploma in HIV/AIDS Management and Counselling will be offered in 2009 for the first time to students.

Aim

The aim of the Diploma in HIV/AIDS Management and Counselling is to develop students as leaders in the field of HIV/AIDS by providing a systematic introduction to the knowledge, principles, concepts and problem-solving techniques of HIV/AIDS.

Programme overview

The diploma is a two-year diploma programme, normally offered over three years on distance. The focus of this Diploma is HIV/AIDS counselling, treatment and management thereof.

Admission requirements

To qualify for admission to the Diploma in HIV/AIDS Management and Counselling, an applicant shall satisfy any one of the following minimum requirements:

- A Namibian Senior Secondary Certificate (NSSC) or equivalent, obtained in not more than three examination sittings with a minimum of 22 points in five subjects on the UNAM Evaluation Scale. English is a compulsory subject and should have been obtained on a First or Second Language ordinary Level, symbol D or higher.
- At least a lower second pass (60%) in the University of Namibia Certificate in HIV/AIDS Counselling.
- At least a 50% pass in the University of Namibia Certificate in HIV/AIDS Counselling with at least 2 years working experience in the field of HIV/AIDS.

Assessment and promotion requirements

Module assessment is based on continuous assessment by means of tutor-marked assignments, and a written examination at the end of the module. You will be admitted to the examination if you have gained an average mark of at least 40% for your continuous assessment mark. To complete the module successfully you should obtain a minimum mark of at least 40% in the examination and a final mark of at least 50%.

You may sit for the first opportunity examinations when you obtained a continuous assessment mark of at least 40%. If you qualify for the examination, but could not sit for the first opportunity examination, you will be allowed to sit for the second opportunity examination. If you failed the first opportunity examination, but obtained a final mark between 45 and 49% you will be allowed to write the second opportunity examination.

Exemptions

Students, who have passed the University of Namibia Certificate in HIV/AIDS Counselling, together with 2 years experience in the field of HIV/AIDS, may be exempted from the Module: Introduction to HIV/AIDS Counselling.

Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One and Two (Double module)				
ULEG2410	English for General Communication	4	32		
	Semester One				
UCLC3409	Computer literacy	4	8		
DCEH2411	HIV/AIDS in the Namibian Context	4	16		

DCEH2491	Introduction to HIV/AIDS Counselling	4	16		
	Semester Two				
DCEH2512	Family support and treatment of AIDS	5	16		
DCEH2532	Strategic Health Communication in HIV/AIDS	5	16		
DCEH2552	Community mobilisation and networks	5	16		
Year 2	Semester One				
DCEH2511	HIV/AIDS stigma and discrimination	5	16		
EMHE2531	Resource management	5	16		
DCEH2531	Project management	5	16		
DCEH2551	Management and leadership issues	5	16		
	Semester Two				
DCEH2572	Research, monitoring and evaluation of health programmes	5	16		
EMHE2512	Nutritional Management	5	16		
DCEH2522	The practice of Counselling	5	8		
	Elective: Select one module				
DCEH2632	HIV/AIDS in Public Health Management	6	16		
DCEH2652	Counselling and wellness in the workplace	6	16	DCEH2 491	Introduction to HIV / AIDS Counselling

Syllabi

UNAM Core Modules:

Computer Literacy	UCLC3509
NQF level: 5 Credits: 8	Module assessment: CA 100%
Prerequisites: None	
Module description:	
<p>The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.</p>	

English for General Communication		ULEG2410
NQA level: 4	Credits: 32	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module attempts to assist students to improve their general English proficiency. It is intended for students registered for diploma modules. The main goal of this module is, therefore, to develop the reading, writing, listening and speaking skills of students in order for them to perform tasks in an academic meaning system.		
The general module description and expected outcomes of the English for General Communication (ULEG 2410) module focuses on the skills needed by students to perform cognitive academic tasks in an academic environment.		
All other Modules:		
Community Mobilisation and Networks		DCEH2552
NQA level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module Description:		
This module aims to demonstrate that communities are not only concerned about the impacts of HIV/AIDS but also prepared to take leadership, demonstrate ownership and devise ways of sustaining the activities they initiate. This module will address the critical steps in community mobilisation and that sustainability, linking care, prevention and inter-sectoral partnering are important issues in mitigating and meeting the challenges around HIV/AIDS. Guidance for creating and improving referral network of HIV/AIDS related services is covered.		
Counseling and wellness in the workplace		DCEH2652
NQA level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Prerequisite: CEH2491 - Introduction to HIV/AIDS Counselling		
Module description:		
The objective of this module is to develop students' understanding, skills and knowledge regarding counselling and wellness of staff and family living with HIV/AIDS in the workplace. Topics such as the basic and advanced counselling roles and activities, the psychodynamic, cognitive-behavioural approaches will be dealt with. Aspects of the counsellor-client relationship within different cultural settings while the professional codes and ethics will be adhered to. The underlying focus of this module will be on improving the spiritual, emotional and social wellbeing of staff members infected and affected by HIV/AIDS.		
Family Support and Treatment of AIDS		DCEH2412
NQA level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module Description:		
The aim of this module is to equip students with comprehensive information regarding care and treatment of people infected and affected by HIV/AIDS.		
HIV/AIDS in Public Health Management		DCEH2632
NQA level: 6	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module description		
This module aims to present the essentials of public health keeping in mind the significance of HIV/AIDS in public health. It is important to expose the student to the concepts related to public health, the dimensions of the public health system, the understanding and measuring of health, the relationship between public health and other health-related activities. A brief emphasis will be given to the core functions and the infrastructure of public health henceforth public health interventions will be addressed. HIV/AIDS will feature in all aspects addressed in this module emphasizing its importance in policy interventions, knowledge development, communication and social marketing as well as the meaningful implementation and distribution of resources.		
HIV/AIDS in the Namibian Context		DCEH2411
NQA level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1 x 3 hour paper
Pre-requisite: None		
Module description:		
The aim of this module is to focus the student on the situation of HIV/AIDS in Namibia. This module will start off by giving students an overview on distance education and how to achieve success. General information on the country's demography, ethnical groups and HIV/AIDS statistics will enable the student to understand the extent of HIV/AIDS in Namibia. The characteristics of the Namibian communities and the existence of HIV/AIDS including family, gender, and child headed households and sexual relationships will be		

discussed. Lastly, an overview of world views in Namibia will enable the student to understand special considerations for counselling of HIV/AIDS.

Introduction to HIV/AIDS Counselling		DCEH2491
NQA level: 4	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module description: This module aims to equip the student with knowledge, skills and the appropriate attitude to counsel HIV/AIDS infected and affected people. The module provides information about behaviour change, and enlightens the similarities and differences between African and Westerns counselling. Practical exercises are included in the study guide.		
Management and leadership issues		DCEH2551
NQA level: 5	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module description: This module provides guidance on the role of a governing body and its trustees in the effective administration and management of an organisation. Leadership, accountability and transparency are essential ingredients. The links between publicity and fundraising are explained. This module will also provide guidance on how to identify potential funding sources and test the interest of potential funders. How to develop and write a fundraising plan will also be addressed.		
Nutritional Management of HIV/AIDS		EMHE2512
NQA level: 5	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module description: This module will introduce students to basic human nutrition, the relationship between HIV/AIDS and nutrition, nutrition and care practices necessary to protect the nutritional status of people living with HIV/AIDS (PLWHA) with specific emphasises on infant and young child feeding, introduce life style changes necessary to protect the nutritional status of people living with HIV/AIDS (PLWHA), provide practical advice on the nutritional management of the symptoms and feeding problems of (PLWHA) and explain the interrelationship between food security, nutrition and medication. All these above will be discussed within a Namibian and SADC context.		
Project Management		DCEH2531
NQA level: 5	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module description: The course weaves theory and practice together, presenting a comprehensive, integrated view of the many concepts, skills, tools, and techniques involved in project management. It introduces students to the organisational context of project management. The topics that will be covered are project scope management, time management, cost management, and risk management.		
Research, monitoring and evaluation of health programmes		DCEH2572
NQA level: 5	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module description: The module introduces students to an overview of the research, monitoring and evaluation processes of health communication interventions and programmes. It includes steps involved in participatory monitoring and evaluation of communication interventions and programmes; It explains basic terms and concepts in research; writing a research designs; explain the ethics and principles governing research; designing data collection tools; data collection and work plan; writing the research report and dissemination of the research report.		
Resource Management Principles for Individuals and Families		EMHE2531
NQA level: 5	Credits: 16	Module assessment: CA 50% Examination 50% - 1x3 hours paper
Pre-requisite: None		
Module description: This module will introduce students to modern resource management theories, decision-making and problem solving skills within the family and household unit with an ecosystem approach. It will apply principles of planning, implementing and evaluating needs in household settings with specific reference to the impact of gender. It will also address basic issues related to consumer and family economics as related to sustainable development.		

Strategic Health Communication in HIV/AIDS**DCEH2532****NQA level:** 5 **Credits:** 16**Module assessment:** CA 50% Examination 50% - 1x3 hours paper**Pre-requisite:** None**Module Description:**

The module provides the foundation for designing strategic health communication for HIV/ AIDS. Topics include: basics of HIV/AIDS; components of primary prevention; health service and product support; analysis for strategic communication; overview of strategic health communication, developing and pre-testing communication materials.

The Practice of Counseling**DCEH2522****NQA level:** 5 **Credits:** 8**Module assessment:** Continuous Assessment: 100%**Pre-requisite:** None**Module description:**

This module aims to evaluate the student's knowledge with regard to emotional, psychological and social issues that confront infected and affected people living with HIV/AIDS (PLWHA). It helps the student to participate in establishing an enabling environment by identifying and managing resources to the advantage of the PLWHA.

DIPLOMA IN LABOUR AND EMPLOYMENT STUDIES

13DLES

Aim

The aim of the diploma is to provide labour union leaders and members with a proper understanding of social, economic and political factors in order to promote development and to assist trade unions to influence labour policies and develop a society based on justice and equality. The proposed diploma will thus link social goals such as equity, decent work, good labour relations and employment creation with a critical analysis of economic policies and structures.

Programme Overview

The Diploma in Labour and Employment Studies is a two-year diploma level 5 diploma offered via distance education with a combination of video conferencing, telephone tutoring and vacation school sessions. Distance students would normally take three years to complete the diploma, with a maximum period of four year allowed for completion. Since many students enrolling for this diploma would be working adults across Namibia, the mode of delivery best suited would be distance education with some practical block sessions.

Admission requirements

To qualify for admission to the Diploma in Labour and Employment Studies, an applicant shall satisfy *any one* of the following minimum requirements:

- a) A holder of a Namibian Senior Secondary Certificate (NSSC) or equivalent obtained in not more than three examination sittings with a minimum of 22 points in five subjects on the UNAM Evaluation Scale. English as a compulsory subject should have been obtained on a First or Second Language ordinary Level, with a symbol D or higher, **or**
- b) Be a holder of the LaRRI Certificate in Labour and Employment Studies or another relevant and recognised level 4 certificate, **or**
- c) Pass the UNAM mature age entry tests as per UNAM requirement.

Exemptions:

Students who have completed a relevant level-4 certificate, with 1 year relevant experience might receive credit for the following modules if passed with 50%, and students who passed with 60% or more in the Certificate of Labour Studies, completed through the University of Kwazulu Natal will receive credits from the following modules:

- Contemporary Social Issues
- History and the Role of Trade Unions
- Collective Bargaining and Dispute Settlement

Assessment policy

Module assessment is based on continuous assessment by means of written tests, tutor-marked assignments, and practical work, and a written examination at the end of a module. For modules worth 8 credits, students must submit one assignment of 100 marks, while for modules of 16 credits they must submit two assignments of 100 marks.

You will be admitted to the examination on a continuous assessment mark of 40%. To complete the module successfully you should obtained a minimum mark of at least 40% in the examination and a final mark of at least 50%. The ratio of the continuous assessment mark to the examination mark is 50:50. If you failed the first opportunity examination, but obtained at least 45%, you will be admitted to the second opportunity examination that will take place in January the following year.

Re-admission Rules

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

- 3 modules (or the equivalent of 48 credits) at the end of the first year of registration
- 7 modules (or the equivalent of 112 credits) at the end of the second year of registration
- 12 modules (or the equivalent of 192 credits) at the end of the third year of registration
- 16 modules (or the equivalent of 248 credits) at the end of the fourth year of registration.

Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One and Two				
ULEG2410	English for General Communication	4	32		
	Semester One				
UCLC3409	Computer literacy	4	8		
UCSI3429	Contemporary Social Issues	4	8		
HSHT2411	The History & Role of Trade Unions	4	16		
	Semester Two				
LCNL2512	Namibian Labour Laws and Policies	5	16		
LCBD2412	Collective Bargaining and Dispute Settlement	4	16		
LCIL2412	International Labour Standards in the Namibian Legal System	4	16		
Year 2	Semester One				
LCLM2511	Labour Market Theories and Policies	5	16		
CMBB2511	Basic Business Management and Entrepreneurship	5	16		
CMHR2511	Human Resource Management	5	16		
HSRE2511	Research, Monitor and Evaluation of Programmes	5	16		
	Semester Two				
LCCL2512	Comparative International Labour Relations	5	16		
HSGL2512	Globalisation and Its Impact on Labour	5	16		
CMLD2512	Leadership Development	5	16		
CEMA2572	Basic Macro Economics	5	16		

Syllabi

UNAM Core:

Computer Literacy		UCLC3509
NQF level: 5	Credits: 8	Module assessment: CA 100%
Prerequisites: None		
Module description:		
The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.		

Contemporary Social Issues		UCSI3529
NQF: 5	Credits: 8	Module Assessment: CA (50%) Examination (50%) - 1x2 hour paper
Prerequisite: None		
Module Description:		
This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes. Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.		

English for General Communication		ULEG2410
NQA level: 4	Credits: 32	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module attempts to assist students to improve their general English proficiency. It is intended for students registered for diploma modules. The main goal of this module is, therefore, to develop the reading, writing, listening and speaking skills of students in order for them to perform tasks in an academic meaning system.		
The general module description and expected outcomes of the English for General Communication (ULEG 2410) module focuses on the skills needed by students to perform cognitive academic tasks in an academic environment.		

Other Syllabi:

Basic Business Management and Entrepreneurship		CMBB2511
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module description:		
This module develops a student's understanding, skills and dispositions regarding management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management, the influence of African culture on management; skills required by managers, development management theories as well as managing of diversity and ethics. Dealing with HIV/AIDS in the workplace will also be discussed.		

Basic Macro Economics		CEMA2572
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		

Module description:

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

Collective Bargaining and Dispute Settlement**LCBD2412****NQA level:** 4 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module description:**

This module will examine the legal and policy framework in Namibia for collective bargaining and the settlement of disputes. The module will review past dispute settlement mechanisms as well as the new approach through conciliation and arbitration since 2008. The concept of collective bargaining will be examined in a historical perspective, drawing on the factors leading to disputes in Namibia before and after independence. Preparations of and strategies used during negotiations will be explored from a labour perspective.

Comparative International Labour Relations**LCCL2512****NQA level:** 5 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module description:**

This module examines labour relations globally with particular emphasis on labour regimes in developing countries, ranging from repressive regimes to tripartite relations to worker-run enterprises. The module will cover a wide range of international examples and investigate their relevance for Southern Africa and Namibia today. The development of labour relations in Namibia will be analysed from a historical perspective, placing the process in a broader socio-economic and political context.

Globalisation and its impact on Labour**HSGL2512****NQA level:** 5 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module description:**

This module examines the process of globalization as a neo-liberal response to the economic crisis of over-production in the 1970s. It analyses the driving force behind globalization and its impact on workers and developing countries during the last 30 years. Particular emphasis will be placed on Structural Adjustment Programmes and their socio-economic impact in Africa. Another central area will be the impact on labour and responses by trade unions and community organizations. The module will also outline possible alternatives to neo-liberal globalization, drawing on international experiences.

History and Role of Trade Unions**HSHT2411****NQA level:** 4 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module attempts to assist students to gain a better understanding about the role and purpose of trade unions in general and in Namibia in particular. As representatives of a specific social class, trade unions play an important role in shaping economic and social developments. The module explores the challenge of unions not only articulating the interests of formal sector workers but also those of other groups of workers such as the unemployed, casual workers, and workers in the small business sector. Attention will also be given to constraints experience by trade unions

Human Resources Management**CMHR2511****NQA level:** 5 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module description:**

This module aims to develop students' understanding, skills and dispositions regarding the management of human resources as well as evaluating staff performances. Theories that underpin organising, accountability and delegation as well as concepts of developing human resources in a business setting will be discussed. Students will be challenged to think critically about the different function of a middle manager. Attention will also be given to teamwork within the organisation.

International Labour Standards in the Namibian Legal System		LCIL2412
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module description:		
This module examines the history and operation of the ILO with particular emphasis on the formulation and implementation of ILO conventions. The module will critically assess the impact of the ILO regarding the achievement of fair labour conditions world-wide. Special emphasis will be placed on the ILO core conventions and the decent work agenda. Different labour laws within the SADC region will also be compared.		
Labour Market Theories and Policies		LCLM2511
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module description:		
This module examines labour markets in general with particular emphasis on those in Southern Africa, especially Namibia. The module examines labour market structures, skills profiles, unemployment and under-employment, particularly amongst women, youth and low-skilled workers. The labour market will be examined against the background of economic structures with a view of identifying possible areas of intervention.		
Leadership Development		CMLD2512
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module description:		
This module aims to develop students' understanding about the importance of leadership in any organisation, leadership theories, leadership features, styles and functions such as how to motivate staff to higher levels of performance, communication styles, problem solving and critical thinking, emotional intelligence development, managing change, handling conflict and negotiations, leading meetings as well as understanding the impact of one's personality type on your leadership.		
Namibian Labour Laws and Policies		LCNL2512
NQA level: 4	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module examines the Namibian and SADC labour laws and policies. It will also focus on the Namibian Labour Act (2007) in particular and draw comparisons with selected countries in the SADC region. The module will examine how the notion of "social partnership" and "tripartism" is conceived and implemented.		
Research, Monitoring and Evaluation of Programmes		HSRE2511
NQA level: 5	Credits: 16	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module description:		
The module introduces students to an overview of the research, monitoring and evaluation processes of programmes. It includes steps involved in research, participatory monitoring and evaluation of communication interventions and programmes; It explains basic terms and concepts in research; writing a research monitoring and evaluation proposal; ethics and principles governing research; choosing sample size, designing data collection tools; data collection and work plan; using research results to write simple reports.		

DIPLOMA IN PUBLIC RELATIONS

13DPPR

Aim

The aim of the Diploma in Public Relations is to improve skills for those intending to work in public relations, corporate communications, advertising and event planning. The programme will develop para-professional level public relations workers who can either work under qualified professionals in the industry or have the ability to start up their own public relations consultancy companies. Holders of this Diploma will have abilities and skills in writing, planning special events, office management, speech writing and media law. They will also have the capacity for decision-making under pressure as well as the ability to play sub-professional managerial roles.

Programme Overview

The Diploma in Public Relations is a two-year level 5 diploma offered via distance education with a combination of video conferencing, telephone tutoring and vacation school sessions. Distance students would normally take three years to complete the diploma, with a maximum period of four years allowed for completion.

This diploma provides introductory training to potential public relations practitioners. It will give them the practical skills required for entry level public relations work. Students can then work under qualified professionals in the industry to build on experience or to continue studies to graduate and then post-graduate level. A distance programme in Public Relations allows current practitioners without qualifications to gain a formal qualification without leaving work. It also allows potential students from all over the country to study a popular and dynamic programme and explore the career opportunities it can open for them.

Admission requirements

- A NSSC or equivalent qualification, obtained in not more than three (3) examination sittings, with a minimum score of 22 in five (5) subjects on the UNAM Evaluation Scale English is a compulsory subject and should have been obtained at English as a First/Second Language NSSC Ordinary Level, symbol D or higher.
- A candidate can be admitted to the programme through the University's Mature Age Entry Scheme.

Assessment policy

Module assessment is based on continuous assessment by means of written tests, tutor-marked assignments, and practical work, and a written examination at the end of a module. For modules worth 8 credits, students must submit one assignment of 100 marks, while for modules of 16 credits they must submit two assignments of 100 marks.

You will be admitted to the examination on a continuous assessment mark of 40%. To complete the module successfully you should obtained a minimum mark of at least 40% in the examination and a final mark of at least 50%. The ratio of the continuous assessment mark to the examination mark is 60:40. If you failed the first opportunity examination with a final mark between 45 – 49% , then you will be admitted to the second opportunity examination that will take place in January the following year.

Re-admission Rules

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

- 3 modules (or the equivalent of 48 credits) at the end of the first year of registration
- 7 modules (or the equivalent of 112 credits) at the end of the second year of registration
- 12 modules (or the equivalent of 192 credits) at the end of the third year of registration
- 18 modules (or the equivalent of 288 credits) at the end of the fourth year of registration.

Curriculum

NOTE:

Students should register for either English for General Communication or for English Communication and Study Skills and English for Academic Purposes, subject to the exemption guidelines from the Language centre.

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One and Two				
ULEG2410	English for General Communication*, or	4	32		

	Semester One				
ULCE3419	English Communication and Study Skills	4	16		
UCLC3409	Computer literacy	4	8		
UCSI3429	Contemporary Social Issues	4	8		
HISP2431	Introduction to Mass Media	4	16		
HISP2451	Introduction to Public Relations	4	16		
HISF2411	Basics of Professional Writing	4	16		
	Semester Two				
ULEA3419	English for Academic Purposes	4	16	ULCE3419	English Communication and Study Skills
HISP2412	Integrated Marketing Communications	4	16		
HISP2452	Introduction to Advertising	4	16		
HISF2472	Office Management and Practice	4	16		
HISP2432	Media Liaison and Speech Writing	4	16		
Year 2	Semester One				
HISP2551	Media Theories and Practice	5	16		
HISP2571	Consumer Behaviour and Advertising Strategies	5	16		
HISF2531	Basics of Desktop Publishing	5	16		
HISP2531	Public Relations and Writing Skills	5	16		
	Semester Two				
HISP2532	Advanced Writing	5	16		
HISP2572	Basics of Media Laws	5	16		
HISP2512	Planning of Public Relations Campaigns and Special Events	5	16		
HISF2572	Field Work Placement	5	16		

Syllabi

UNAM Core:

Computer Literacy

UCLC3509

NQF level: 5 Credits: 8

Module assessment: CA 100%

Prerequisites: None

Module description:

The module covers the following topics. Introduction to Computers: hardware and software, types and categories of computers, usage of Computer devices and peripherals. Working with the windows operating system: File Management, working with multiple programs, using the recycle bin. Using a word processor: formatting a text and documents, spelling check, grammar and thesaurus tools, inserting tables, auto-shapes, clip arts, charts, and mail merge. Spreadsheet: worksheets and workbooks, ranges, formulas and functions, creating graphs, charts, and printing the workbook. Databases: creating tables, relationships, queries, forms and reports. Presentation software: slide layout and master, animations, auto-content wizard and templates. Communication tools: introduction to the Internet, web browsers, search engines, downloading and uploading files, creating and sending messages, email etiquette, internet security, and digital signatures.

Contemporary Social Issues**UCSI3529****NQF:** 5**Credits:** 8**Module Assessment:** CA (50%) Examination (50%) - 1x2 hour paper**Prerequisite:** None**Module Description:**

This module raises awareness on the need for a personal, national and global ethics. The main objectives of the course is to help students reflect on the social moral issues; to discover themselves in a learner-centered, contextual, religious and life related setting. It also stimulates students for critical thinking and helps them to appreciate their values, standards and attitudes.

Furthermore it orientates students with regards to the epidemiology of HIV/AIDS; the prevalence of the disease on Namibia, Africa and Internationally. It also informs students on the psycho social and environmental factors that contribute to the spread of the disease, the impact of HIV/AIDS on their individual lives, family and communities at large. The unit further seeks to enhance HIV/AIDS preventive skills among students by means of paradigm shift and behavior change and also to impart general introductory knowledge on gender, to make students aware, as well as sensitize them towards gender issues and how they affect our society, Sub-Region and continent at large.

English Communication and Study Skills**ULCE3519****NQF Level:** 5 **Credits:** 16**Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper**Pre-requisites:** None**Module description:**

This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.

English for Academic Purposes**ULEA3519****NQF level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module description:**

This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.

English for General Communication**ULEG2410****NQA level:** 4 **Credits:** 32**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module attempts to assist students to improve their general English proficiency. It is intended for students registered for diploma modules. The main goal of this module is, therefore, to develop the reading, writing, listening and speaking skills of students in order for them to perform tasks in an academic meaning system.

The general module description and expected outcomes of the English for General Communication (ULEG 2410) module focuses on the skills needed by students to perform cognitive academic tasks in an academic environment.

Other Syllabi:

Advanced Writing		HISP2532
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description: The module content includes concepts such as copy editing and use of appropriate reference guides (thesaurus, dictionary, etc.) to ensure correctly edited material for publication. In addition students are introduced to the principles of news order and style guides for various publications.		
Basics of Desktop Publishing		HISF2531
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description: This modules includes <ul style="list-style-type: none">Tools used in desktop publishing - Contrast, Colour, Balance, Repetition, Alignment' Transparency; Production process – Templates, Runs, Editing, Budget, Planning,Publisher environment – Tools, File types, WizardsUsing MS Publisher for Print –Brochures, Calendars, Business Cards, FlyersWeb sites - Basic HTML, Web design tools, Practical- design and hosting of web sites		
Basics of Media Laws		HISP2572
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description: The module in particular will define the concepts of defamation, libel, copyright, obscenity, slander and malicious publication. Laws regarding media in Namibia, including the Namibian constitution will be covered. Ethical issues regarding the activities of public relations practitioners and advertisers will receive particular attention, including an outline of the PRISA Namibia code of conduct, the Advertising Standards Authority of South Africa and other relevant international standards and codes. Namibian and African case studies of best and worst practice public relations and advertising will be critically analysed. Module content also includes concepts such as legal aspects of media regulation, ethical issues surrounding advertising and public relations content, and ethical code of conduct for advertisers and public relations professionals.		
Basics of Professional Writing		HISF2411
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description: This module will focus on the informative, descriptive, argumentative and journalistic writing. It will demonstrate the writing process, brainstorming and building mind maps. It will also cover dictionary use; demonstrating a more detailed use of a dictionary, punctuation and correct APA referencing.		
Consumer Behaviour and Advertising Strategies		HISP2571
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description: This module shows how the theoretical areas in consumer behaviour have informed advertising and the general marketing of goods and services. It explains in detail the various areas in consumer behaviour that have a strong impact on marketing such as market segmentation, motivation, family decision-making, culture, consumer loyalty, diffusion of innovation and online and cellular marketing.		
Field Work Placement		HISF2572
NQA level: 5	Credits: 16	Module assessment: CA (100%) (Field Work and Field Work Report)
Prerequisites: None		
Module Description: The field work is a supervised project in which the department, host institutions, and the student are directly involved. The field work is determined by the Department in close and continuous consultation with host institutions. Students are required to carry out field work and data collection with a host organisation for research into a particular work-related topic/issue. This research will contribute towards an extensive piece of writing. The field work paper will apply the theories and concepts learnt in class.		

Integrated Marketing Communications		HISP2412
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module introduces students the concepts of integrated marketing communications (IMC) and shows the broader picture of where public relations fits into overall marketing. It explains the separate components of IMC such as advertising, public relation, direct marketing, sales promotions, personal selling, sponsorship and e-communication. It will show how these components can be combined to improve the marketing efforts of companies		
Introduction to Advertising		HISP2452
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module will provide a foundation for an understanding of the relationship between advertising and public relations. It allows students to explore their creativity through practical application of advertising strategies and advertisement design. The module will provide student with the skills to analyse advertisements. It also gives an outline of the historical, legal, ethical and research aspects of advertising. It will allow students to plan and design advertisements for particular audiences.		
Introduction to Mass Media		HISP2431
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The module includes concepts such as the media environment in Namibia, including media ownership patterns, the methodology of a newsroom structure and news flow, as well as media entrepreneurship. The course also looks at the interface between culture and the media, strengths and weaknesses of the various media, media as a business, media deadlines and beats, media as an effective tool for public relations or advertising campaigns, the structure of a newsroom, where journalists gain story ideas, new media developments, media entrepreneurship, as well as the seeking of employment in the media.		
Introduction to Public Relations		HISP2451
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The module focuses on organisational communication, community relations, crisis communication, media relations, corporate identity and reputation management and communications planning.		
Media Liaison and Speech Writing		HISP2432
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module will introduce students to the requirements of the public relations industry regarding the media. This will include the giving of interviews on both radio and television, using the media and ensuring coverage of events, as well as the writing and delivering of speeches.		
Media Theories and Practice		HISP2551
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
Course content includes concepts such as media economics, globalization of the media and the uses and effects of mass communication are covered. The course includes an historical background on the development of the media, with a focus especially on Namibian media history.		
Office Management and Practice		HISF2472
NQA level: 4	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
The content includes office functions, design and equipment, receptionist/secretarial duties, human relations and interpersonal skills, personal supervision and supervision of employees, office records and systems and postal, electronic and mobile communication.		

Public Relations Writing Skills		HISP2531
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
Students will practice the following: media release writing, media pitch letter writing, newsletter article writing, feature article writing with focus on company or product, discursive writing with a focus on issues specific to particular industries, personality profile writing, informative writing with a focus on issues specific to particular industries and advertorial writing.		
Planning Public Relations Campaigns and Special Events		HISP2512
NQA level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module will focus specifically of planning PR campaigns giving students practice in planning campaign as well as discussing case study examples of campaigns by local, regional and international companies. The course will also give students an understanding of how to plan events – gala dinners, media conferences, cocktail functions, promotional events and workshops.		

FACULTY OF MEDICAL AND HEALTH SCIENCES
BACHELOR OF NURSING SCIENCE (ADVANCED PRACTICE)
70BNSC

NOTE: The programme is busy phasing out and no new intake in the programme will be allowed in 2012, or for students who did not register in 2011.

Aim

The aim of this degree programme is to develop students as leaders in the nursing profession by providing a systematic and coherent introduction to the knowledge, principles, concepts, research methods and problem-solving techniques of Nursing Science.

Programme overview

The degree programme is a five-year part-time degree taken through a combination of correspondence study and face-to-face tutorials. It consists of a number of different majors, which you can select to enable you to register for an additional qualification with the Namibian Nursing Board. The modules are arranged sequentially and provide a study programme in which the content is developed progressively to prepare for post-graduate studies or research. You will be required to acquire, understand and assess information from a wide range of sources, and demonstrate intellectual independence, analytical rigour and critical thinking.

Entry requirements

To register for this degree you should have a basic nursing degree or diploma, and provide proof of your current registration with the Nursing Council of Namibia as a registered Nurse and Midwife, or with the professional statutory body in your country, or be authorised by the Ministry of Health and Social Services as a nurse and midwife.

Assessment and promotion requirements

Formative and summative assessment is done and students should pass the first year modules before they can proceed to the second year modules. For example they must pass Community Health I before proceeding with Community Health II.

Module assessment is based on continuous assessment by means of tutor-marked assignments, and a written examination at the end of the module. To complete the module successfully you should obtain a minimum mark of at least 40% in the examination, and a final mark of at least 50%.

The curriculum

Students are advised to register for not more than three double modules per year

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1					
ULCE3419	English Communication & Study Skills	4	16	ULEG2410	English for General Purposes
HSOG3511	Foundations of Sociology	5	16		
HPSG3511	Introduction to Psychology	5	16		
CPIG3571	Government Studies	5	16		
	Semester Two				
ULEA3419	English for Academic Purposes	4	16		
HSOG3552	Social Problems	5	16		
HPSG3532	Social Psychology	5	16		

CMPP3579	Principles of Management	5	16		
	Semester One and Two				
NNED3690 NHSM3690	Nursing Education I, or Health Service Management I	6	24		
Year 2	Semester One				
CPPP3771	Public Policy 1	7	16		
	Semester Two				
HSOG3632	Sociology of Development	6	16		
HPSG3732	Applied Psychology	7	16		
	Semester One and Two				
NNEP3790	Nursing Ethos and Professional Practice	7	24		
NSCF3790	Scientific Foundations of Nursing	7	24		
NCHN3790	Community Health Nursing Science II	7	24		
NNED3790 NHSM3790	Nursing Education II, or Health Service Management II	7	24		
Year 3	Semester One				
HPSI3731	Psychology of Work and Labour	7	17		
	Semester One and Two				
HSOZ3820	Sociology of Health	8	16		All first and second year Sociology modules
NCHN3850	Community Health Nursing Science III	8	32		
NNED3850 NHSM3850	Nursing Education III, or Health Service Management III	8	32		
MNRM3810	Research Methodology in Health Sciences	8	32		
MNRM3880	Research Project	8	8	MNRM3810	Research Methodology in Health Sciences

NOTE:

- Students should register for English Communication & Study Skills or English for Academic Purposes in their first year of registration. A student must complete second year Sociology modules before commencing with third (3) year majors.
- Students who register for the degree for the first time in 2008 should not register for Social Research in their second year, but for the Research Methodology in Health Sciences module in their third year.

The Syllabi

UNAM Core Modules:

English Communication and Study Skills		ULCE3519
NQF Level: 5	Credits: 16	Module Assessment: CA (60%) Examination (40%) - 1 x 3 hour paper
Pre-requisites: None		
Module description: This module is aimed at assisting students in the development of their reading, writing and speaking and listening skills, in order to cope with studying in a new academic environment and in a language which may not be their first language. The module also focuses on study skills that students need throughout their academic careers and beyond. The module serves as an introduction to university level academics, where styles of teaching and learning differ from those at secondary schools in that more responsibility is placed on the student. The module therefore, focuses on the skills that students need throughout their academic careers and beyond.		

English for Academic Purposes		ULEA3519
NQF level: 5	Credits: 16	Module assessment: CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None		
Module description: This module develops a student's understanding, and competencies regarding academic conventions such as academic reading, writing, listening and oral presentation skills for academic purposes. Students are required to produce a referenced and researched essay written in formal academic style within the context of their university studies. Students are also required to do oral presentations based on their essays. The reading component of the course deals with academic level texts. This involves students in a detailed critical analysis of such texts. The main aim is therefore, to develop academic literacy in English.		

Nursing Syllabi

Community Health Nursing Science II		NCHN3790
NQF level: 7	Credits: 24	Module assessment: CA (50%) Examination (50%) - 2x3 hours paper
Prerequisites: None		
Module description: This module aims to develop student's understanding of community nursing approach aiming at optimal health for all, promoting the health status of the child, adult, aged and high risk groups. The handling of health problems and situations; The principles of health interventions, PHC approaches in assessment, diagnosing and treatment, policy and legislation regarding the control of medicine, the nursing practice, referral systems/procedures and rehabilitation in the community. The development of skills to render nursing care in the communities;		

Community Health Nursing Science III		NCHN3850
NQF level: 8	Credits: 32	Module assessment: CA (50%) Examination (50%) - 3x3 hours paper
Prerequisites: Community Health Nursing Science II – NCHN3790		
Module description: This module prepares the student to conduct epidemiological studies, manage all aspects of health care services that are within the scope of practice of the registered community health nurse, and the application of the nursing process in the daily practice of the community health nurse.		

Health Service Management I		NHSM3690
NQF level: 6	Credits: 24	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module description: This module aims to develop a student's knowledge, understanding and skills regarding health services management related to: the historical and theoretical foundations of nursing management; the management process related to a nursing unit, professional practice in health care service management and clinical nursing research.		

Health Service Management II		NHSM3790
NQF level: 7	Credits: 24	Module assessment: CA (50%) Examination (50%) - 2x3 hours paper
Prerequisites: None		

Module description:

This module aims to equip the student with skills and knowledge to prepare the student for human resources management on district, regional and national level

Health Service Management III		NHSM3850
NQF level: 8	Credits: 32	Module assessment: CA (50%) Examination (50%) - 3x3 hours paper
Prerequisites: Health Service Management II – MHSM3790		
Module description:		
This module focuses on skills and strategies needed by the strategic nurse manager, at an executive level and thus aims to equip the student with skills and knowledge to operate on strategic management level		
Nursing Education I		NNED3690
NQF level: 6	Credits: 24	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description		
This module develops a student's understanding of the history of nursing education in Namibia, the legislation that controls the profession, aims of nursing education, learner centered paradigm, teaching strategies and media, creating conducive learning environments, assessment and general and creative principles underpinning effective teaching in theory and practice.		
Nursing Education II		NNED3790
NQF level: 7	Credits: 24	Module assessment: CA (50%) Examination (50%) - 2x3 hours paper
Prerequisites: None		
Module Description:		
This module develops a student's understanding of curriculum development on issues such as specific terminology, different curriculum theories and models, process and stages of curriculum development and methods and principles that underpin effective clinical nursing education.		
Nursing Education III		NNED3850
NQF level: 7	Credits: 32	Module assessment: CA (50%) Examination (50%) - 3x3 hours paper
Prerequisites: Nursing Education II – NNED3790		
Module Description:		
This module develops a student's understanding of philosophies and theories that underpin nursing and nursing education, contemporary issues in nursing education and teaching and learning dynamics – for example, improvement of reading and writing skills, participative teaching, designing marking, grading and moderating tests and examination papers.		
Nursing Ethos and Professional Practice		NNEP3790
NQF level: 7	Credits: 24	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module aims to contribute to the professional development of registered nurses as practitioners who practice nursing within the philosophical/ethical and legal framework of the nursing profession.		
Scientific Foundations of Nursing		NSCF3790
NQF level: 7	Credits: 24	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		
Module Description:		
This module prepares the registered nurses to apply concepts of anatomy, physiology and pathophysiology of the human body. This module will therefore focus on selected topics in anatomy and physiology that specifically relate to situations of cardiac and respiratory emergencies, fluid and electrolyte disorders as well as derangements of the nervous and endocrine systems. Sexually transmitted diseases and HIV/AIDS will also be presented in this module		
Research Methodology in Health Sciences		MNRM3850
NQF level: 8	Credits: 32	Module assessment: CA (50%) Examination (50%) - 1x3 hours paper
Prerequisites: None		

Module Description:

The module prepares the student to conduct research by applying all the research steps as an individual or a member of a research team. The ultimate goal is to prepare students to provide evidenced-based care that promotes quality outcomes for patients, families, health care providers and the health system. The module furthermore prepares the student to use research findings in promoting and understanding of patients' and families' experiences with health and illness and to implement effective interventions to promote health.

Research Project**MNRM3880****NQF level:** 8 **Credits:** 8**Module assessment:** CA (100%) Research Project**Co-requisites:** Research Methodology in Health Sciences – MNRM3850**Module Description:**

The objective of this module is to assess students' ability to conduct research in their field of study. Students are expected to choose a topic and following the scientific research methods conduct the research and prepare a research report. This module provides students with an opportunity to develop research skills through completion of a minor research project. Students have to prepare a research proposal and get it approved from the supervisor. Conduct the research and write a brief report. The report must include: A clear identification of your policy issue and its importance or relevance to the welfare of society, a clear theoretical analysis of the issues involved, presentation of some type of empirical evidence and conclusion

*Other Syllabi***Applied Psychology****HPSG3732****NQF level:** 7 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module will be tailored to the needs of students who are interested in the practice of psychology in various fields. Themes to be addressed will include counselling skills, interview skills, negotiation skills, and the presenting of workshops.

Foundations of Sociology**HSOG3511****NQF level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description**

This module serves as a guide to the foundations of the discipline. While introducing the student to basic concepts, theories, fields and applications of international sociology, it focuses on Namibian Society. Sociology is shown with its different faces - its history of origins, the classical and contemporary interpretations of social action, social structure and social change. As well, the course reflects on the principal social institutions, such as family, state, economy, education, and religion. It emphasizes the analysis and the impact of social inequality, such as class, race and gender.

Government Studies**CPIG3571****NQF level:** 5 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description**

This module focuses on the introductory aspects of public administration and political science. The approach to this module is twofold. On the one hand it covers the conceptual framework of public administration, its evolution, theories, the generic functions of public administration as well as environmental and ethical issues, government institutions, processes and approaches, while on the other hand the module covers the constitution, state and its formation, government and civil society.

Introduction to Psychology**HPSG3511****NQF level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description**

During this module students will become familiar with the major themes of psychology as a discipline. Major areas of psychology such as cognition, emotion and motivation will be covered.

Principles of Management**CMPP3579****NQF level:** 5 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None

Module Description

This is an introductory module in Business Management. Specific topics would include an introduction to business management and entrepreneurship, the different types of business and the business environment will be discussed. A general discussion of principles of general management, which would include all different functions, such as planning, organizing, leading and controlling will be a part of this course. An introduction to operations management and financial management are part of this course.

Psychology of Work and Labour Relations**HPSI3731****NQF level:** 7 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

Students will become familiar with the psychological meaning of work, especially as this pertains to employment/unemployment, work and time, work and stress, work motivation, job attitudes and satisfaction, and the psychological impact of new technologies. In addition, students will learn about the processes and issues of labour relations such as cooperation and conflict between work parties, collective bargaining, negotiation and dispute resolution.

Public Policy 1**CPPP3771****NQF level:** 7 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description**

The module seeks to inculcate in students a sense of appreciation of the need and the complexity of [public] policy process; and to provide an understanding of policy theories and conceptual framework and rationale; to facilitate academic discussions on policy functions, processes, scope, domains and arena, levels, quality of actors, and the instruments for implementation and evaluation; and the role of public policy in national development and international co-existence.

Social Problems**HSOG3552****NQF level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description**

This module shall analyse various key social problems with the goal of determining sociological causes and policy solutions. Subjects discussed include poverty and inequality, crime, HIV/AIDS, violence in the media, alcohol abuse, the land issue, impact of globalisation and technology and society students must also produce an original research project based on one of the above stated or a related social problem.

Social Psychology**HSPG3532****NQF level:** 5 **Credits:** 16**Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description**

This module gives a student an understanding of the social basis of behaviour in a multicultural society. Students will become familiar with concepts such as the self in a social world; social beliefs and judgments; attitudes; types of social influence; group behaviour and influence; leadership and decision-making; prejudice and discrimination; aggression; affiliation, attraction and love; pro-social behaviour.

Sociology of Development**HSOG3632****NQF level:** 6 **Credits:** 16**Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

Key theories, themes and case studies on social and economic development will be introduced to the student with the intention of explaining the causes of underdevelopment and, alternatively, successful development. Classical, modernisation, dependency, organizational, regulationist and post-material theories will be critically examined. Historical dimensions of development will be included in relation to: rise of industrial societies; colonial impacts; the emergence of the global economy. Themes will be: measuring development and poverty, international aid, Asian economies including China, population, urbanization and migration, politics and development, NGO and inter-governmental assistance, sustainable development. These will be applied to Namibian contexts, including explanations and solutions to restricted development in the African continent. Group work will be undertaken.

**UNIVERSITY OF NAMIBIA
CENTRE FOR EXTERNAL STUDIES**

NOTIFICATION OF CHANGE OF ADDRESS AND/OR EXAMINATION CENTRE

Surname:.....

First names:

Student number:									
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Programme:.....

OLD ADDRESS

POSTAL ADDRESS

RESIDENTIAL ADDRESS

NEW ADDRESS

POSTAL ADDRESS

RESIDENTIAL ADDRESS

Old Telephone Number

New Telephone Number

Home:	Home:
Work:	Work:

My examination centre will be:

Magisterial District:

.....

SIGNATURE

.....

DATE

**UNIVERSITY OF NAMIBIA
CENTRE FOR EXTERNAL STUDIES**

AMENDMENT OF PROGRAMMES AND ADDITIONS/CANCELLATIONS OF MODULES

Surname:.....

First names:

Student number:									
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Programme:.....

Postal Address:

Tel Number: **Cell Number:** **Fax Number:**.....

Addition of Modules:

Cancellation of Modules:

Reason for Cancelling:.....

Signature:..... **Date:**

Approved: **Date:**