

---

FACULTY PROSPECTUS 2007

**FACULTY  
OF  
ECONOMICS  
AND  
MANAGEMENT  
SCIENCE**



THE UNIVERSITY OF NAMIBIA

---

## NOTE

---

This Faculty Prospectus is valid for 2007 only. Regulations and curricula for 2007 may be amended. General regulations and information appear in the **General Information and Regulations Yearbook**.

Although the information contained in this Faculty Prospectus has been compiled as accurately as possible, Council and Senate accept no responsibility for any errors and omissions that may occur. The University retains the right to amend any regulation or condition without prior notice.

**(a) The information is correct up to 30 October 2007.**

The fact that particulars of a specific course or field of study have been included in this Faculty Prospectus, does not necessarily mean that such course or field of study will be offered in 2007 or any consecutive year.

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

# CONTENTS

---

NOTE .....	ii
CONTENTS .....	iii
FACULTY MISSION .....	vi
DEADLINES FOR THE 2004 ACADEMIC YEAR .....	viii
<b>PERSONNEL</b> .....	1
OFFICE-BEARERS AND ADMINISTRATIVE PERSONNEL .....	1
ACADEMIC PERSONNEL .....	1
<b>A. REGULATIONS</b> .....	3
<b>B. DIPLOMA IN LOCAL GOVERNMENT STUDIES</b> .....	3
B.1 ADMISSION REQUIREMENTS .....	3
B.2 DURATION OF STUDY .....	4
B.3 FURTHER STUDY POSSIBILITIES .....	4
B.4 CURRICULUM .....	4
B.5 EXAMINATION REGULATIONS .....	5
B.6 ACADEMIC ADVANCEMENT RULES .....	5
B.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY	
B.6.2 PASS REQUIREMENTS .....	5
<b>C. BACHELOR OF ACCOUNTING (B.ACC.) [12BACC]</b> .....	5
C.1 ADMISSION REQUIREMENTS .....	5
C.2 DURATION OF STUDY .....	6
C.3 CURRICULUM .....	6
C.4 COURSE CODES AND RESTRICTIONS ON COURSE .....	7
C.5 EXAMINATION REGULATIONS .....	8
C.6 ACADEMIC ADVANCEMENT RULES .....	8
C.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY	
C.6.2 PASS REQUIREMENTS .....	8
<b>D. BACHELOR OF ADMINISTRATION (B.Admin.) (12 BPAN)</b> .....	9
D.1 ADMISSION REQUIREMENTS .....	9
D.2 DURATION OF STUDY .....	9
D.3 CURRICULUM .....	9
D.4 COURSE CODES AND RESTRICTIONS ON COURSES .....	10
D.5 EXAMINATION REGULATIONS .....	11
D.6 ACADEMIC ADVANCEMENT RULES .....	12
D.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY	
D.6.2 PASS REQUIREMENTS .....	12
<b>E. BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) [12 BBAD]</b> .....	12
E.1 ADMISSION REQUIREMENTS .....	12
E.2 DURATION OF STUDY .....	13
E.3 CURRICULUM .....	13
E.4 COURSE CODES AND RESTRICTIONS ON COURSES .....	15
E.5 EXAMINATION REGULATIONS .....	16
E.6 ACADEMIC ADVANCEMENT RULES .....	16
E.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY	
E.6.2 PASS REQUIREMENTS .....	16
<b>F. BACHELOR OF ECONOMICS</b> .....	16
F.1 ADMISSION REQUIREMENTS .....	16
F.2 DURATION OF STUDY .....	17
F.3 CURRICULUM .....	17
F.4 COURSE CODES AND RESTRICTIONS ON COURSES .....	18
F.5 EXAMINATION REGULATIONS .....	19
F.6 ACADEMIC ADVANCEMENT RULES .....	19
F.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY	
F.6.2 PASS REQUIREMENTS .....	19

<b>G.</b>	<b>BACHELOR OF COMMERCE</b> .....	20
G.1	ADMISSION REQUIREMENTS .....	20
G.2	DURATION OF STUDY .....	20
G.3	CURRICULUM COMPILATION .....	20
G.4	COURSE CODES AND RESTRICTIONS ONCOURSES .....	24
G.5	EXAMINATION REGULATIONS.....	25
G.6	ACADEMIC ADVANCEMENT RULES .....	25
a)	G.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY	
b)	G.6.2 PASS REQUIREMENTS.....	25
<b>H.</b>	<b>POST GRADUATE PROGRAMMES</b> .....	25
H.1	MASTER OF ARTS (M.A. Political Studies).....	25
H.2	MASTER OF PUBLIC ADMINISTRATION (M.Admin.).....	25
H.3	MASTER OF SCIENCE: ACC & FINANCE .....	25
H.4	MASTER OF SCIENCE IN ECONOMICS .....	25
H.5	MASTER OF ARTS: SECURITY & STRATEGIC ISSUES.....	25
H.6	PhD PUB ADMIN & POL STUDIES.....	25
<b>I</b>	<b>SYLLABI</b> .....	26
I.1	COMMUNICATION AND STUDY SKILLS (UNAM CORE) .....	26
I.2	COMPUTER LITERACY .....	26
I.3	CONTEMPORARY SOCIAL ISSUES .....	27
I.4	COURSES FROM OTHER FACULTIES.....	27
I.4.1	INDUSTRIAL PSYCHOLOGY .....	27
I.5	DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX.....	27
I.5.1	FUNDAMENTALS OF ACCOUNTING.....	27
I.5.2	FINANCIAL ACCOUNTING.....	28
I.5.3	MANAGEMENT ACCOUNTING .....	29
I.5.4	BUSINESS STATISTICS.....	30
I.5.5	ACCOUNTING INFORMATION SYSTEM .....	31
I.5.6	AUDITING .....	31
I.5.7	TAXATION .....	32
I.5.8	COMPANY LAW AND PRACTICE .....	33
I.5.9	COMPUTERISED ACCOUNTING .....	33
I.5.10	BUSINESS RESEARCH AND REPORT WRITING .....	33
I.5.11	FINANCIAL MANAGEMENT .....	34
I.5.12	BUSINESS FINANCE.....	34
I.5.13	COMMERCIAL LAW .....	34
I.6	DEPARTMENT OF ECONOMICS .....	35
I.6.1	INTRODUCTION TO ECONOMICS .....	35
I.6.2	MICRO ECONOMICS .....	35
I.6.3	MACRO ECONOMICS .....	36
I.6.4	MATHEMATICS FOR ECONOMIST .....	36
I.6.5	ECONOMETRICS .....	37
I.6.6	INTERNATIONAL TRADE.....	38
I.6.7	INTERNATIONAL FINANCE .....	38
I.6.8	MONETARY ECONOMICS .....	39
I.6.9	FINANCIAL ECONOMICS .....	39
I.6.10	REGIONAL ECONOMICS .....	39
I.6.11	NAMIBIAN ECONOMY .....	40
I.6.12	PUBLIC ECONOMICS.....	40
I.6.13	DEVELOPMENT ECONOMICS .....	40
I.6.14	ECONOMIC THEORY AND POLICY.....	41
I.6.15	AGRICULTURAL ECONOMICS .....	42
I.6.16	HEALTH ECONOMICS.....	42
I.6.17	ENVIRONMENTAL ECONOMICS .....	42
I.6.18	TRANSPORT ECONOMICS .....	42
I.6.19	URBAN ECONOMICS.....	43
I.7	DEPARTMENT OF MANAGEMENT SCIENCE .....	43
I.7.1	BUSINESS MATHEMATICS .....	43
I.7.2	PRINCIPLES OF MANAGEMENT .....	43
I.7.3	ORGANIZATIONAL BEHAVIOUR .....	44
I.7.4	STRATEGIC MARKETING.....	44
I.7.5	HUMAN RESOURCES MANAGEMENT .....	45
I.7.6	MACRO ECONOMICS FOR BUSINESS.....	46

	I.7.7	INTERNATIONAL BUSINESS .....	47
	I.7.8	OPERATIONS MANAGEMENT .....	47
	I.7.9	ENTREPRENEURSHIP.....	47
	I.7.10	STRATEGIC MANAGEMENT.....	48
	I.7.11	MANAGERIAL ECONOMICS.....	49
	I.7.12	FINANCIAL MARKETS.....	49
	I.7.13	PROPERTY AND DEVELOPMENT FINANCE .....	49
	I.7.14	MANAGEMENT INFORMATION SYSTEM.....	50
I.8		DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES .....	50
	I.8.1	INTRODUCTION TO GOVERNMENT STUDIES.....	50
	I.8.2	PUBLIC SECTOR ACCOUNTING .....	51
	I.8.3	REGIONAL AND LOCAL GOVERNMENT .....	51
	I.8.4	WESTERN POLITICAL PHILOSOPHY .....	51
	I.8.5	AFRICAN POLITICAL PHILOSOPHY.....	52
	I.8.6	CONTEMPORARY AFRICAN POLITICS .....	52
	I.8.7	THE STATE IN AFRICA .....	52
	I.8.8	ORGANIZATION BEHAVIOUR .....	52
	I.8.9	PUBLIC POLICY .....	53
	I.8.10	NAMIBIAN POLITICS .....	53
	I.8.11	INTRODUCTION TO SOCIAL SCIENCE RESEARCH .....	53
	I.8.12	MUNICIPAL MANAGEMENT .....	53
	I.8.13	PUBLIC FINANCE .....	54
	I.8.14	PUBLIC ENTERPRISE MANAGEMENT .....	54
	I.8.15	CONFLICT AND DISPUTE RESOLUTION .....	54
	I.8.16	INTERNATIONAL POLITICAL ECONOMY .....	54
	I.8.17	INTERNATIONAL RELATIONS.....	55
	I.8.18	POLITICS OF GENDER .....	55
	I.8.19	ADMINISTRATIVE LAW .....	55
	I.8.20	DEVELOPMENT MANAGEMENT .....	55
	I.8.21	STRATEGIC PUBLIC MANAGEMENT.....	55
	I.8.22	COMPARATIVE PUBLIC MANAGEMENT .....	56
	I.8.23	RESEARCH METHODOLOGY.....	56
	I.8.24	POLITICAL ECONOMY OF SOUTHERN AFRICA .....	56
	I.8.25	COMPARATIVE POLITICS .....	56
	I.8.26	ELECTORAL SYSTEM AND VOTING BEHAVIOUR.....	57
I.9		DIPLOMA IN LOCAL GOVERNMENT STUDIES.....	57
I.10		MASTER OF ARTS (M.A. POLITICAL STUDIES) [12MPST] .....	63
		MASTER OF PUBLIC ADMINISTRATION (M.ADMIN) [12MPAN] .....	63
	I.10.1	MASTER'S DEGREE COURSES.....	63
	I.10.2	ELIGIBILITY FOR ADMISSION.....	63
	I.10.3	ENROLMENT IN SPECIAL COURSES .....	64
	I.10.4	DEPARTMENTAL POLICY .....	65
	I.10.5	COURSE STRUCTURE .....	66
	I.10.6	SYLLABI.....	67
I.11		MASTER OF SCIENCE ECONOMICS (Msc Eco).....	69
I.12		MASTER OF SCIENCE ACCOUNTING & FIN (12MSAF) .....	73
I.13		MASTER OF ARTS: SECURITY AND STRATEGIC STUDIES(12MSSS).....	78
I.13.1		ADMISSION REQUIREMENTS.....	78
I.13.2		DURATION.....	78
I.13.3		MODE OF DELIVERY.....	79
I.13.4		TEACHING METHODS.....	79
I.13.5		ASSESSMENT & EVALUATION.....	79
I.13.6		COURSE STRUCTURE.....	80
I.13.7		TUTION FEES.....	80
I.13.8		SYLLABI.....	80
I.14		CENTRE FOR PUBLIC SERVICE TRAINING (CPST).....	83
I.14		MASTER PROGRAMMES IN COLLABORATION WITH OTHER INSTITUTIONS.....	83

## **FACULTY MISSION**

---

The Faculty of Economics and Management Science working in support of the broader mission of the University of Namibia, and in response to National development needs, is offering various academic programmes. The Faculty consists of four departments: 1: Economics, 2: Management, 3: Accounting, Auditing and Income Tax, 4: Political and Administrative Studies, and a Centre for Public Service Training (CPST).

The objectives of the Faculty are:

- to promote excellence in teaching and research;
- to inculcate a critical disposition and an ability for creative problem-solving;
- to educate and train high level human resources in support of sustainable development and community service;
- to produce responsible citizens with a healthy respect for human dignity, and
- to mount seminars and short courses through the Centre for Public Service Training (CPST) for the civil service and the local Non-Governmental Organisation (NGO) sector with a view towards enhancing both capacity and performance.

The Faculty is offering four- YEAR BACHELORS degree programmes at undergraduate level and some programmes at post-graduate level. Master programmes are either offered by the Faculty or in collaboration with other Universities.

**The mission of the Faculty rests on the following domain, values and principles:**

1. The members of the Faculty of Economics and Management Science believe in a University whose purpose is the preservation, transmission, interpretation, and development of the cultural heritage of humans, and the acquisition and expansion of new knowledge and understanding.
2. The Faculty derives its strength from a unity of purpose combined with a diversity of outlook that requires it to examine every facet of life and to uphold the higher human values implicit in the arts, the humanities, and the sciences.
3. The Faculty will serve the needs of society but, in so doing, it will also be society's critic, encouraging independent thinking, free discussion, and the pursuit of truth.
4. The Faculty is jealous of its freedom which it will exercise without fear or favour, promoting in its members and students the spirit of courageous and emancipatory enquiry.

## CORE DATES ACADEMIC YEAR - 2007

---

### FIRST SEMESTER

---

08 Jan	University opens
29 Jan - 09 Febr	Registration (Last day for Late Reg: 16 February)
18 Jan	Lectures resume
<b>12 February</b>	<b>Lectures commence for FIRST SEMESTER</b>
02 April	EASTER BREAK starts
10 April	Lectures resume after Easter Break
<b>01 June</b>	<b>Lectures end for FIRST SEMESTER</b>
05 June	First Opportunity Exams commence (Sem I modules)
22 June	First Opportunity Exams end (Sem I modules)
10 July	Second Opportunity Exams commence (Sem I modules)
27 July	Second Opportunity Exams end (Sem I modules)

### SECOND SEMESTER

---

<b>30 July</b>	<b>Lectures commence for SECOND SEMESTER</b>
<b>17 September</b>	<b>SPRING BREAK starts</b>
24 September	Lectures resume after Spring Break
<b>09 November</b>	<b>Lectures end for SECOND SEMESTER</b>
<b>13 November</b>	<b>First Opportunity Exams commence (Sem II &amp; Year mod)</b>
30 November	First Opportunity Exams end (Sem II & Year mod)
<b>14 December</b>	<b>Academic Year ends &amp; University closes (until 08 Jan 2008)</b>
09 January 2008	Second Opportunity Exams commence (Sem II & Year mod)
26 January 2008	Second Opportunity Exams end (Sem II & Year mod)

## DEADLINES FOR THE 2007 ACADEMIC YEAR

---

### (i) GENERAL

Last day for Late Registration ( <i>Late fee payable</i> ).....	16 February
Last day for approval of exemption(s).....	16 February
Last day for approval of retention of continuous assessment mark.....	16 February
Last day for approval of module(s) & qualification changes .....	16 February
Last day to submit outstanding documentation.....	31 May
Last day to apply for enrolment cancellation.....	19 October

### (ii) CANCELLATIONS

#### Semester I modules

Last day to cancel Semester I modules ..... 11 May

#### i) Semester II modules

Last day to cancel Semester II modules ..... 19 October

#### Double modules

(a double module normally extends over one academic year)

Last day to cancel Double modules ..... 19 October

### (iii) FINANCE

#### Semester I modules

Last day to cancel with 100 % credit..... 28 February

Last day to cancel with 50 % credit..... 30 March

#### ii) Semester II modules

Last day to cancel with 100 % credit..... 10 August

Last day to cancel with 50 % credit..... 14 Sept

#### Double modules

(a double module normally extends over one academic year)

Last day to cancel with 100 % credit..... 28 February

Last day to cancel with 50 % credit..... 01 June



# PERSONNEL

---

## OFFICE-BEARERS AND ADMINISTRATIVE PERSONNEL

---

<b>Dean:</b>	Dr. H Riruako: B.A. Pre- Law (Marshall Univ. USA), M.P.A (Marshall Univ, USA), PGD Foreign Trade (Maastricht School of Management), PhD (UWC, SA)
<b>Deputy Dean:</b>	Vacant
<b>Faculty Officer:</b>	Ms SB Alfred: Diploma - Mrkgt (Polytechnic),PGD Gender & Dev. Studies(UNAM), B-Tech-Marketing (Polytechnic),
<b>Dean Secretary :</b>	Mrs J Fillemon :Dip. in Commerce(Polytechnic), B.B.A (Human Resources (UNAM)
<b>Typist:</b>	Vacant

General enquiries regarding the Faculty of Economics and Management Science and the qualifications offered by the Faculty must be directed to:

**The Faculty Officer**  
**Faculty of Economics and Management Science**  
**University of Namibia**  
**Private Bag 13301**  
**WINDHOEK**  
**Namibia**

**Telephone:** (+ 264 61) 206-3987

**Fax:** (+ 264 61) 206-3914

**E-mail:** [salfred@unam.na](mailto:salfred@unam.na)

**Matters regarding specific subjects and departments must be addressed to the relevant Head of Department.**

## ACADEMIC PERSONNEL

---

### DEPARTMENT OF ACCOUNTING, AUDITING AND INCOME TAX

#### **Head of Department**

**and Senior Lecturer:** Mr U Maamberua: HND(Bus), PGD (IRD), Msc (Acc& Mang Sci) (Soton), MBA (Herroit-Watt), LLM (Eccn Law) (UNAM), MIMst, Aisnt AM.

**Professor:** Prof J Hayes: BCom(Hons) CA (SA ) (Nam)

**Senior Lecturer:** Dr Paliwal

**Senior Lecturer:** Mr C W Miller: B.Compt (Hons) (Unisa), C.A. (SA), C.A. (Nam)

**Lecturer:** Ms T Chata : BBA (Solusi, Byo), MSc Admin (Andrews University, US)

**Lecturer:** Mr R H Thomas: BSc (UNAM) MBA (Maastricht University)

**Assistant Lecturer:** Mr A Hengari: Cert Int Buss Law(Howard) Bluris, LLB (UWC)

**Assistant Lecturer:** Ms H Nambahu (B.Acc) (UNAM)

**Assistant Lecturer:** Mr P Swartz: Bcom (UNAM) Hons Bcompt(UNISA) PGD Management (Mancosa)

### DEPARTMENT OF ECONOMICS

#### **Head of Department:**

**and Lecturer:** Dr O Kakujaha-Matundu: M.A. (Univ. of Botswana), B.A. (UNAM) PhD Development Studies (ISS,Netherlands)

**Senior lecturer:** **Prof S. Ikhide**

**Senior Lecturer:** Dr S. Karuaihe : M.Sc. (Addis Ababa University), B.Comm. (UNAM)

**Lecturer:** Dr.A Rahim: MSc. (Leningrad Finance and Economics Institute), PhD. (Bremen University)

**Lecturer:** **Ms J Mumangeni** MA Economics (University of Botswana), B.Econ (UNAM)

**Lecturer:** Mr E. Naimhwaka: M.Econ, (Stellenbosch), B.Econ Honours(UNV Stellenbosch), B.Comm (UNAM),

**Lecturer:** Mr G Harupara: Msc. Economics (Addis Ababa Univ), B.Econ(UNAM).

## DEPARTMENT OF MANAGEMENT SCIENCE

### **Head of Department**

- and Lecturer: Mr M Tjueza: Diploma Development Administration (South Devon College, UK), **Higher Nat Dip Public Administration (Brighton University, UK), PGD. Human Resources (Curtin University,UK), MBA (Edithowan University, Australia).**
- Asso-Professor:** Prof. J Odada : B.A. (Maths and Econ), M.A. Econ, PhD. Econ (University of Nairobi).
- Asso- Professor:** Prof. S Azadeh-Ghamsari: B.Com (Ateneo), M.B.A. (San Carlos)
- Lecturer:** Dr H Villet: B.A (UWC), M.A, PhD. (Ohio University).
- Lecturer:** Mrs LN Awene, B.Econ (UNAM) MBA Wales (UK) MA Trade and Development (University of New Castle) Australia
- Lecturer: Mac Hengari, Master of Science (Economics), University of Surrey, UK, Masters of Business Administration, University of Bristol, UK.
- Lecturer: Mr. Ronald Patrick Kurtz: Bachelor of Science (Microbiology) University of Cape Town; Bachelor of Science (Med) (Hons.) SA., University of Cape Town, SA., Bachelor of Business Administration(Hons), University of Stellenbosh, SA., and Masters of Business Administration, University of Stellenbosh, SA.
- Assistant Lecturer: Mr. Jeremiah Tjatindi Tjiveta: Certificate in Industrial Merchant, Eckert Berufsschule-Germany, Higher National Diploma in Business Studies, Curtin University-Australia, Master of Social Science (Development Studies)-Edith Cowan University, Australia.

## DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES

### **Head of Department**

- (Acting) and Lecturer:** Mr P Kaapama, N Dip. Pub Admin (Polytechnic of Namibia), MSc. Dev Admin (University of Bristol, UK)
- Professor:** Prof A du Pisani: B.A. (Hon) M.A. (US), Ph.D. (UCT)
- Asso-Professor:** Prof P van Rooyen: Ph.D. (US)
- Senior Lecturer:** Dr T O Chirawu: B.A. (Lincoln), M.A. (UMAS), Ph.D. (Howard)
- Senior Lecturer:** Mr V L Tonchi: B.A. (UCLA), MPA (Montana)
- Senior Lecturer:** Dr H Riruako: B.A. Pre- Law (Marshall Univ. USA), M.P.A (Marshall Univ, USA), PGD Foreign Trade (Maastricht School of Management), PhD. (UWC, SA)
- Asso-Professor:** Dr P.B Mihyo: LL.B./LL.M.(University of Dar es Salaam, Phd (University of Dar es Salaam)/(University of Warwick, Coventry, UK)
- Senior Lecturer:** Dr B. Mutumba: Ph.D. (UNAM), M Admin (UNAM), B Admin (UNAM), Diploma in Urban Management (IHS, Netherlands)
- Lecturer:** **Lecturer:** Mr L Blaauw B.A. (UNAM),B.A. Hons (Rhodes Univ.); M A(Rhodes Univ)

## CENTRE FOR PUBLIC SERVICE TRAINING (CPST)

- Director: Dr B. Mutumba Ph.D. (UNAM), M Admin (UNAM), B Admin (UNAM), Diploma in Urban Management (IHS, Netherlands)
- Office Administrator:** Vacant

## UNAM/ISS MASTERS IN PUBLIC POLICY AND ADMINISTRATION

- Coordinator :** Dr H Riruako: B.A. Pre- Law (Marshall Univ. USA), M.P.A (Marshall Univ, USA), PGD Foreign Trade (Maastricht School of Management), PhD. (UWC, SA)
- Administrative Officer:** MS L Olivier

## **A. REGULATIONS**

---

These regulations should be read in conjunction with the General Information and Regulations Yearbook.

### **COURSES OF STUDY**

---

The Faculty may award the following diploma and degrees:

Diploma in Local Government Studies 12DLGS  
Bachelor of Accounting B.Acc. 12BACC  
Bachelor of Administration B.Admin. 12BPAN  
Bachelor of Commerce B.Com.12BCMM  
Bachelor of Economics B.Econ. 12BECN  
Bachelor of Business Administration B.B.A. 12BBAD  
Master of Arts (Political Studies) M.A. (Pol. Studies) 12MPST  
Master of Administration M.Admin. 12MPAN  
Master of Science in Accounting & Finance (12MSAF)  
Master of Science Economics 12MSEC  
Master of Arts: Security and Strategic Studies(12MSSS)  
P.H.D. Public Administration 12DPAN  
P.H.D. Political Studies12DPST

## **B. DIPLOMA IN LOCAL GOVERNMENT STUDIES (12DLGS)**

---

### **OVERALL PURPOSE:**

---

The aims of the Diploma in Local Government programme are to:

- Provide overall support to decentralization and democratization – particularly at the level of the local state – in Namibia;
- Support local authorities' capacity building in a focused manner by offering a dedicated and demand-oriented academic programme;
- 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;
- Gain experience from alternative teaching and learning methods by utilizing e-Learning applications where possible;
- Establish focused and mutually beneficial working relations between the University of Tampere (UTA) and UNAM in the provision of academic education in the area of local government studies; and
- Utilize the experiences and expertise of the School of Public Management and the Department of Local Government Studies of the UTA in providing education that contributes to the long-term consolidation of local government.

### **B.1. ADMISSION REQUIREMENTS**

---

To register for the Diploma in Local Government, a candidate must hold a valid IGCSE Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at IGCSE with grade D.

A candidate should obtain a minimum of 22 points on the UNAM Evaluation Point Scale to be admitted. However, if a minimum of 22 points is obtained, it does not necessarily ensure and/or guarantee admission. Entrance is based on availability of places and awarded on the basis of merit.

The University 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 the relevant examinations as set out in the General Regulations. A special application form is available for this purpose.

Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.

## **B.2. DURATION OF STUDY**

---

The Diploma in Local Government cannot be obtained in less than two years. The Diploma must be completed within three years of fulltime registration. **Students will follow the programmes in effect at the time of their most recent date of admission, transfer or readmission. The Faculty reserves the right to amend the curriculum at any time for academic and professional reasons.**

## **B.3. FURTHER STUDIES POSSIBILITIES:**

---

A student who has completed a Diploma in Local Government will be exempted from all first year courses offered in any degree programme in the Faculty of Economics and Management Science except for Business Mathematics and English. A student who only completed first year of the Diploma will not be granted any credit/exemption in any degree programme in the Faculty of Economics and Management Science.

## **B.4. CURRICULUM**

---

The curriculum for the Diploma in Local Government Studies consists of TWENTY FOUR courses: TWELVE (12) courses must be offered on the first-year level  
TWELVE (12) courses must be offered on the second-year level

### **Year 1**

---

<b>Semester One</b>		<b>Semester Two</b>	
<b>UCG2110</b>	English for General Communication	<b>UCG2110</b>	English for General Communication
<b>PLG2111</b>	Introduction to Local Government	<b>PMG2112</b>	Managing Local Government Institutions
<b>EPG2111</b>	Principles of Economics for Local Government Practitioners	<b>PGF2112</b>	Local Government Finance and Budgeting
<b>ABN2111</b>	Basic Numeracy and Statistics	<b>PGA2112</b>	Local Government Accounting 1
<b>UCC3109</b>	Computer Literacy	<b>PRG2112</b>	Basics of Research in Local Government
<b>PLD2111</b>	Local Democracy and Citizen Participation	<b>PSG2112</b>	Local Government Systems in Namibia

**Contact hours: 672**

### **Year 2**

---

<b>Semester One</b>		<b>Semester Two</b>	
<b>PLF2231</b>	Legal Framework of Local Government in Namibia	<b>PSM2232</b>	Local Government Strategic Management
<b>PSP2231</b>	Service Provision, Ethics and Resource Control	<b>PMM2232</b>	Project Development and Management
<b>PPF2231</b>	Local Government Policy Formulation and Evaluation	<b>PMS2232</b>	Management Support Systems and Information Networks
<b>PGA2231</b>	Local Government Accounting II	<b>PLA2232</b>	Local Sustainable Development
<b>PHM2231</b>	Human Resources Management at Local Government Level	<b>PLD2232</b>	Local Government Auditing Theory and Practice
<b>PEG2231</b>	Basics of Local e-Government and Knowledge Management	<b>PCP2232</b>	City Planning and Infrastructure Issues

**Contact hours: 672**

**TOTAL CONTACT HOURS: 1344**

## **B.5 EXAMINATION REGULATIONS**

---

For detailed examination, promotions and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

## **B.6 ACADEMIC ADVANCEMENT RULES**

---

### **B.6.1 MINIMUM REQUIREMENT FOR RE-ADMISSION INTO THE FACULTY:**

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

- 5 courses by the end of the **FIRST YEAR**
- 11 courses at the end of the **SECOND YEAR**

A student may not register for the second year if his or her School Examination Certificate (IGCSE, HIGCSE, Senior Certificate) is still outstanding.

### **B.6.2 PASS REQUIREMENTS**

---

A student advances to the following academic level of study when at least 2/3 of the courses of the curriculum for a specific year has been passed. If a student passed only 1/3 of the full curriculum of a specific year, he/she may not register for any courses on the following high level. In all cases prerequisites for courses have to be passed before a student can proceed to register for courses that requires a prerequisite.

- 9 courses out of the 12 courses prescribed for Year 1
- All courses prescribed for the curriculum.

A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the semester mark and the examination mark. The weight ratio between semester and examination mark is 50:50 respectively.

#### **Pass with Distinction**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

**Practicals and Class Attendance: The attendance of lectures and practical classes is compulsory. No exemption from class attendance shall be given to a student because of employment.**

## **C. BACHELOR OF ACCOUNTING (B.ACC.) [12BACC] (full-time)**

---

The **BACHELOR OF ACCOUNTING** degree is a Full Time programme offered in two batches: **DAY and EVENING**.

The BAcc Degree is a single major programme, which seeks to provide academic foundation for students intending to pursue careers in the accounting profession or financial service sector.

The Degree provides technical and theoretical skills and an understanding, which will give the successful candidate a sound foundation for his/her chosen career. The development of transferable skills and competencies is embodied in the courses within the Degree structure and graduates should emerge from the programme possessing effective communication, intellectual and interpersonal skills.

The programme will be offered in two batches. There will be the normal daytime batch and an evening batch. This arrangement will enable the University to provide education to Namibians who are interested in pursuing a Bachelor of Accounting degree but cannot attend lectures during the day due to their work commitment.

### **C.1 ADMISSION REQUIREMENTS**

---

To register for the Bachelor of Accounting degree, a candidate must hold a valid IGCSE Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at IGCSE (English as a Second Language) grade C or better, or a grade D or better at IGCSE (English First Language) level.

A candidate should obtain a minimum of 25 points on the UNAM Evaluation Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and/or guarantee admission. Entrance is based on availability of places within the Department and awarded on the basis of merit.

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. Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.

## C.2. DURATION OF STUDY

---

The Bachelor of Accounting degree cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full and part-time registration. **Students will follow the programmes in effect at the time of their most recent date of admission, transfer or readmission. The Faculty has the right to amend the curriculum for academic and professional reasons.**

## C.3. CURRICULUM

---

The curriculum for the B.Acc degree consists of THIRTY EIGHT (38) courses Please note that the 39<sup>th</sup> course is optional (All3471 Internship).

TEN (10) courses must be offered on the first-year level

TEN (10) courses must be offered on the second-year level

TEN (10) courses must be offered on the third-year level

NINE (9) courses must be offered on the fourth-year level

**NB: Please note that students holding a three year Diploma in Accounting or in any related field from the Poly- tech of Namibia or any other recognised tertiary institution may be exempted from all first year courses as determined by the department except for Business Mathematics (BCM3111/2) if they did not offer Mathematics.**

### Year 1

---

Semester 1		Semester 2	
<b>UCE311 9</b>	English Communication and Study Skills	<b>UCA3119</b>	English for Academic Purposes
<b>MPP3111</b>	Principles of Management	<b>BCM3112</b>	Business Mathematics
<b>UCC3109</b>	Computer Literacy	<b>AFE3112</b>	Fundamentals of Accounting
<b>BCM3111</b>	Business Mathematics	<b>EIE3112</b>	Introduction to Economics
		<b>UCI3109</b>	Contemporary Social Issues
		<b>PIG3112</b>	Introduction to Government Studies

Contact hours: 448

### Year 2

---

Semester one		Semester Two	
<b>AFE3231</b>	Financial Accounting I	<b>AFE3232</b>	Financial Accounting I
<b>ACL3231</b>	Commercial Law I	<b>ACL3232</b>	Commercial Law II
<b>ABA3231</b>	Business Statistics	<b>ABA3232</b>	Business Statistics
<b>EIM3231</b>	Micro Economics	<b>AAM3232</b>	Management Accounting I
<b>EAM3231</b>	Macro Economics	<b>AIS3202</b>	Accounting Information Systems

Contact hours: 532

### Year 3

---

Semester One		Semester Two	
<b>AFE3351</b>	Financial Accounting II	<b>AFE3352</b>	Financial Accounting II
<b>ATP3351</b>	Tax Law and Practice I	<b>ATP3352</b>	Tax Law and Practice II
<b>AUA3351</b>	Auditing I	<b>AUA3352</b>	Auditing I
<b>AAM3351</b>	Management Accounting II	<b>ACA3302</b>	Computerised Accounting
<b>ACP3351</b>	Company Law & Practice	<b>ABR3302</b>	Business Research and Report Writing

Contact hours: 504

## Year 4

Semester One		Semester Two	
<b>AFE3471</b>	Financial Accounting III	<b>AMF3472</b>	Financial Management
<b>AUA3471</b>	Auditing II	<b>AFE3472</b>	Financial Accounting III
<b>ABF3471</b>	Business Finance	<b>AUA3472</b>	Auditing II
<b>ACT3471</b>	Comparative Taxation	<b>AAM3472</b>	Management Accounting III

**Contact hours: 448**

A student may register for a maximum of THIRTEEN (13) courses during a particular academic year. Courses that are repeated and those followed for non-degree purposes are included in the allowable maximum of thirteen courses.

**TOTAL CONTACT HOURS: 1932**

## C.4 COURSE CODES AND RESTRICTIONS ON COURSES

A student will not be admitted to a specific course if s/he does not meet the requirements for the particular course.

**Before a student can continue with a course on second, third or fourth- year, the preceding relevant course must be passed.**

### Course/s

### Pre-requisites

#### Year 1

<b>UCE 3119</b>	English Communication and Study Skills	<b>UCE3119</b>	English Communication and Study Skills
<b>UCA3119</b>	English for Academic Purposes		
<b>UCC3109</b>	Computer Literacy		
<b>UCI 3109</b>	Contemporary Social Issues		
<b>BCM3111/2</b>	Business Mathematics		
<b>AFA3112</b>	Fundamentals of Accounting		
<b>EIE3112</b>	Introduction to Economics		
<b>MPP3111</b>	Principles of Management		
<b>PIG3112</b>	Introduction to Government Studies		

#### Year 2

<b>AFE 3231/2</b>	Financial Accounting I	<b>AFE 3112</b>	Fundamentals of Accounting
<b>ACL 3231</b>	Commercial Law I		
<b>ABA 3231/2</b>	Business Statistics I	<b>BCM3111/2</b>	Business Mathematics
<b>EIM 3231</b>	Micro Economics	<b>EIE 3112</b>	Introduction to Economics
<b>EAM 3231</b>	Macro Economics	<b>EIE 3112</b>	Introduction to Economics
<b>AAM 3232</b>	Management Accounting I	<b>AFA3112</b>	Fundamentals of Accounting
<b>ACL 3232</b>	Commercial Law II		
<b>AIS 3202</b>	Accounting Information Systems	<b>AFA3112</b>	Fundamentals of Accounting

#### Year 3

<b>AFE 3351/2</b>	Financial Accounting II	<b>AFA 3231/2</b>	Financial Accounting I
<b>ATP 3351</b>	Tax Law and Practice I		
<b>AAM 3351</b>	Management Accounting II	<b>AMA 3222</b>	Management Accounting I
<b>AUA 3351/2</b>	Auditing I	<b>AFE3231/2</b>	Financial Accounting I/II
<b>ACP 3351</b>	Company Law & Practice	<b>ACL3231/2</b>	Commercial Law I & II
<b>ATP 3352</b>	Tax Law and Practice II		
<b>ACA 3302</b>	Computerised Accounting		
<b>ABR 3302</b>	Business Research and Report Writing		

## Year 4

<b>AFE 3471/2</b> Financial Accounting III	<b>AFE 3351/2</b> Financial Accounting II
<b>AUA 3471/2</b> Auditing II	<b>AUA 3351/2</b> Auditing I
<b>ABF 3471</b> Business Finance	<b>AFE3351/2</b>
<b>ACT 3471</b> Comparative Taxation	<b>ATP3351/2</b>
<b>AMF 3472</b> Financial Management	<b>AFE3351/2</b>
<b>AAM 3472</b> Management Accounting III	<b>AAM3351</b> Management Accounting II

## C.5 EXAMINATION REGULATIONS

For detailed examination, promotions and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

## C.6 ACADEMIC ADVANCEMENT RULES

### C.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

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

- 5 courses by the end of the **FIRST YEAR**
- 11 courses at the end of the **SECOND YEAR**
- 16 courses at the end of the **THIRD YEAR**
- 22 courses at the end of the **FOURTH YEAR**

A student may not register for the second year if his or her School Examination Certificate (IGCSE, HIGCSE, Senior Certificate) is still outstanding.

### C.6.2 PASS REQUIREMENTS

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

- **7 courses** out of the 10 courses prescribed for **Year 1**
- **7 courses** out of the 10 courses prescribed for **Year 2**
- **7 courses** out of the 10 courses prescribed for **Year 3**
- **All courses** prescribed for the curriculum.

A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the semester mark and the examination mark. The weight ratio between semester and examination mark is 50:50 respectively.

#### **Pass with Distinction**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

**Practicals and Class Attendance: The attendance of lectures and practical classes is compulsory.**

**No exemption from class attendance shall be given to a student because of employment.**



## D. BACHELOR OF (PUBLIC) ADMINISTRATION (B.Admin.) [12BPAN]

---

The B. Admin. programme is designed to educate students for effective careers in management of business firms, the public service or other non-profit seeking organisations. This objective is sought through the development of knowledge and skills of three types: (a) conceptual, (b) human, (c) technical/operational.

### D.1 ADMISSION REQUIREMENTS

---

To register for the Bachelor of Administration degree, a candidate must hold a valid IGCSE Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at IGCSE (English as a Second Language) grade C or better, or a grade D or better at IGCSE (English First Language) level.

A candidate should obtain a minimum of 25 points on the UNAM Evaluation Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and/or guarantee admission. Entrance is based on availability of places within the Department and awarded on the basis of merit.

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 entry examination as set out in the General Regulations. A special application form is available for this purpose.

Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.

### D.2. DURATION OF STUDY

---

The Bachelor of Administration degree cannot be obtained in less than FOUR years. **A candidate holding a three- year diploma in Public Administration or in any related field from the Polytechnic of Namibia or any other recognized institution may be allowed to complete the degree in two years and may be exempted from first year courses as determined by the department except for Business Mathematics (BCM3111/2) and English Communication and Study Skills (UCE/A3119).** The degree must be completed within SIX YEARS of full-time registration. **Students will follow the programmes in effect at the time of their most recent date of admission, transfer or readmission. The Faculty has the right to amend the curriculum for academic and professional reasons.**

### D.3. CURRICULUM

---

The curriculum for the B. Admin degree consists of **FOURTY(40)** courses

**TEN (10) courses** must be offered on the first-year level

**TEN (10) courses** must be offered on the second-year level

**TEN (10) courses** must be offered on the third-year level

**TEN (10) courses** must be offered on the fourth-year level

Semester 1  
Year 1

Semester 2

<b>UCE3119</b> English Communication and Study Skills	<b>UCA3119</b> English for Academic Purposes
<b>MPP3111</b> Principles of Management	<b>BCM3112</b> Business Mathematics I
<b>UCC3109</b> Computer Literacy	<b>AFE3112</b> Fundamentals of Accounting
<b>BCM3111</b> Business Mathematics I	<b>EIE3112</b> Introduction to Economics
	<b>UCI3109</b> Contemporary Social Issues
	<b>PIG3112</b> Introduction to Government Studies

Contact hours: 448

**Year 2**

Semester1		Semester 2	
<b>PSE3231</b>	Public Sector Accounting	<b>PSE3232</b>	Public Sector Accounting
<b>PLR3231</b>	Regional and Local Government	<b>PLR3232</b>	Regional and Local Government
<b>MBO3231</b>	Organisation Behaviour	<b>PBO3232</b>	Organization Behavior
<b>PNP3231</b>	Namibian Politics	<b>PCP3232</b>	Contemporary African Politics
<b>PSR3231</b>	Introduction to Social Science Research	<b>PPP3232</b>	African Political Philosophy

**Contact hours: 560**

**Year 3**

Semester 1		Semester2	
<b>MHM3351</b>	Human Resource Management	<b>MHM3352</b>	Human Resource Management
<b>PFP3351</b>	Public Finance	<b>PPE3352</b>	Public Enterprise Management
<b>PPP3351</b>	Public Policy	<b>PPP3352</b>	Public Policy
<b>PSA3351</b>	The State in Africa	<b>PPI3352</b>	International Political Economy
<b>PIR3351</b>	International Relations	<b>PPW3352</b>	Western Political Philosophy

**Contact hours: 560**

**Year 4**

Semester 1		Semester 2	
<b>PLA3471</b>	Administrative Law	<b>PMD3472</b>	Development management
<b>PSS3471</b>	Political Economy of Southern Africa	<b>PMS3472</b>	Strategic Public Management
<b>MMI3471</b>	Management Information System	<b>PCP3472</b>	Comparative Politics
<b>PMR3471</b>	Research Methodology	<b>PMM3472</b>	Municipal Management
<b>Elective</b>		<b>Elective</b>	

**Contact hours: 504**

Students should offer two electives amongst the following:

**Political Science:**

- PVB3471** Electoral Systems and Voting Behaviour
- PPG3472** Politics of Gender

**Public Administration:**

- PPC3471** Comparative Public management
- PDR3472** Conflict and Dispute resolution

**Total contact hours: 1960**

**D.4 COURSE CODES AND RESTRICTIONS ON COURSES**

A student **will not be admitted to a specific course** if s/he does not meet the requirements for that particular course.

Before a student can continue with a course on second, third or fourth- year, the preceding relevant course must be passed.

Course/s	Pre-requisite/s
<b>Year 1</b>	
<b>UCE 3119</b> English Communication and Study Skills	<b>UCE3119</b> English Communication and Study Skills
<b>UCA3119</b> English for Academic Purposes	
<b>UCC3109</b> Computer Literacy	
<b>UCI 3109</b> Contemporary Social Issues	

<b>BCM3111/2</b>	Business Mathematics	
<b>AFA3112</b>	Fundamentals of Accounting	
<b>EIE3112</b>	Introduction to Economics	
<b>MPP3112</b>	Principles of Management	
<b>PIG3112</b>	Introduction to Government Studies	

### Year 2

Course/s		Prerequisite/s
<b>PSE3231/2</b>	Public Sector Accounting	<b>AFA 3112</b> Fundamentals of Accounting and <b>PIG3112</b> Introduction to Government Studies
<b>ABA 3231</b>	Business Statistics	<b>BCM3111</b> Business Mathematics
<b>PLR3231/2</b>	Regional and Local Government	<b>PIG3112</b> Introduction to Government Studies
<b>MBO3231</b>	Organisation Behaviour	<b>PIG3112</b> Introduction to Government Studies
<b>PNP3231</b>	Namibian Politics	<b>PIG 3112</b> Introduction to Government Studies
<b>PBO3232</b>	Organizational Behaviour	<b>PIG3112</b> Introduction to Government Studies
<b>PCP3232</b>	Contemporary African Politics	<b>PIG3112</b> Introduction to Government Studies
<b>PPP 3232</b>	African Political Philosophy	<b>PIG3112</b> Introduction to Government Studies
<b>PSR3231</b>	Introduction to Social Science Research	<b>PIG3112</b> Introduction to Government Studies

### Year 3

Course/s		Prerequisite/s
<b>PPP3351/2</b>	Public Policy	<b>PIG3112</b> Introduction to Government Studies
<b>MHM3351/2</b>	Human Resource Management	<b>MPP3112</b> Principles of Management
<b>PFP3351</b>	Public Finance	<b>PSE3231/2</b> Public Sector Accounting
<b>PSA3351</b>	The State in Africa	<b>PIG3112</b> Introduction to Government Studies
<b>PPE3352</b>	Public Enterprise Management	<b>PIG3112</b> Introduction to Government Studies
<b>PII3352</b>	International Political Economy	<b>PIG3112</b> Introduction to Government Studies
<b>PIR3351</b>	International Relations	<b>PIG3112</b> Introduction to Government Studies
<b>PPW3352</b>	Western Political Philosophy	<b>PIG3121</b> Introduction to Government Studies

### Year 4

Course/s		Prerequisite/s
<b>PLA3471</b>	Administrative Law	<b>PIG3112</b> Introduction to Government Studies
<b>PMD3472</b>	Development Management	<b>PIG3112</b> Introduction to Government Studies
<b>PSS3471</b>	Political Economy of Southern Africa	<b>PIG3112</b> Introduction to Government Studies
<b>MMI3471</b>	Management Information System	<b>PIG3112</b> Introduction to Government Studies
<b>PMS3472</b>	Strategic Public Management	<b>PIG3112</b> Introduction to Government Studies
<b>PCP3472</b>	Comparative Politics	<b>PIG3112</b> Introduction to Government Studies
<b>PMR3471</b>	Research Methods	<b>BCM3111/2</b> Business Mathematics and <b>ABA3231</b> Business Statistics
<b>PVB3471</b>	Electoral Systems and Voting Behavior	<b>PIG3112</b> Introduction to Government Studies
<b>PGG3472</b>	Politics of Gender	<b>PIG3112</b> Introduction to Government Studies
<b>PPC3471</b>	Comparative Public Management	<b>PIG3112</b> Introduction to Government Studies
<b>PDR3472</b>	Conflict and Dispute Resolution	<b>PIG3112</b> Introduction to Government Studies
<b>PMM3472</b>	Municipal Management	<b>PIG3112</b> Introduction to Government Studies

## D.5 EXAMINATION REGULATIONS

For detailed examination, promotion and re-examination rules, consult the [General Information and Regulations Yearbook](#). A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form of continuous assessment takes. Examinations will be administered at the end of each semester.

## D.6 ACADEMIC ADVANCEMENT RULES

---

### D.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO FACULTY

---

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

- **5 courses** by the end of the **FIRST YEAR**
- **11 courses** at the end of the **SECOND YEAR**
- **16 courses** at the end of the **THIRD YEAR**
- **22 courses** at the end of the **FOURTH YEAR**

A student may not register for the second year if his or her School Leaving Certificate (IGCSE, HIGCSE, Senior Certificate) is still outstanding.

### D.6.2 PASS REQUIREMENTS

---

A student advances to the following academic level of study when at least 2/3 of the courses of the curriculum for a specific year has been passed. If a student passed only one third ( $\frac{1}{3}$ ) of the full curriculum of a specific year, he/she may not register for any course on the following high level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that requires a prerequisite.

- **7 courses** out of the 10 courses prescribed for **Year 1**
- **7 courses** out of the 10 courses prescribed for **Year 2**
- **7 courses** out of the 10 courses prescribed for **Year 3**
- **All courses** prescribed for the curriculum.

A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the semester mark and the examination mark. The weight ratio between semester and examination mark is 50:50 respectively.

#### **Pass with Distinction**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

**Practicals and Class Attendance: The attendance of lectures and practical classes is compulsory.**

**No exemption from class attendance shall be given to a student because of employment.**

## E. BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) [12 BBAD] (Full-time)

---

The Bachelor of Business Administration degree is a Full Time programme offered in two batches: **DAY and EVENING.**

The curriculum for the B.B.A. degree consists of THIRTY NINE (39) courses

**TEN (10) courses** must be offered on the first-year level

**TEN (10) courses** must be offered on the second-year level

**NINE (9) courses** must be offered on the third-year level

**TEN (10) courses** must be offered on the fourth-year level

The Faculty offers four concentrations of the Bachelor of Business Administration (B.B.A.) degree namely,

**B.B.A. (HUMAN RESOURCES MANAGEMENT)**

**B.B.A. (MARKETING MANAGEMENT)**

**B.B.A. (ENTREPRENEURSHIP)**

**B.B.A. (BANKING AND FINANCE)**

The specialization will be indicated on the degree certificate.

## E.1. ADMISSION REQUIREMENTS

---

To register for the Bachelor of Business Administration degree, a candidate must hold a valid IGCSE Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at IGCSE (English as a Second Language) grade C or better, or a grade D or better at IGCSE (English First Language) level.

A candidate should obtain a minimum of 25 points on the UNAM Evaluation Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and/or guarantee admission. Entrance is based on availability of places within the Department and awarded on the basis of merit.

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. Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.

## E.2. DURATION OF STUDY

The Bachelor of Business Administration degree cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration. **Candidates holding a three-year diploma in business administration or in any related field from the Polytechnic of Namibia or any other recognized institution may be exempted from all first year courses as determined by the Department, except for Business Mathematics (BCM3111/2) and English Communication and Study Skills if they do not offer it. Students will follow the programmes in effect at the time of their most recent date of admission, transfer or readmission. The Faculty has the right to amend the curriculum for academic and professional reasons.**

## E.3 CURRICULUM

### Year 1

Semester 1		Semester 2	
<b>UCE3119</b>	English Communication and Study Skills	<b>UCA3119</b>	English for Academic Purposes
<b>MPP3111</b>	Principles of Management	<b>AFE3112</b>	Fundamentals of Accounting
<b>UCC3109</b>	Computer Literacy	<b>EIE3112</b>	Introduction to Economics
<b>BCM3111</b>	Business Mathematics	<b>BCM3112</b>	Business Mathematics
		<b>UCI3109</b>	Contemporary Social Issues
		<b>PIG3112</b>	Introduction to Government Studies

Contact hours: 448

### Year 2

Semester 1		Semester 2	
<b>AFE3231</b>	Financial Accounting I	<b>AFE3232</b>	Financial Accounting I
<b>ACL3231</b>	Commercial Law I	<b>ACL3232</b>	Commercial Law II
<b>ABA3231</b>	Business Statistics	<b>ABA3232</b>	Business Statistics
<b>EIM3231</b>	Micro Economics	<b>EIM3232</b>	Micro Economics
<b>MBO3231</b>	Organizational Behaviour	<b>MBO3232</b>	Organizational Behaviour

Contact hours: 560

### Year 3

**Students must take all the core courses and the courses listed under their area of specialization**

Semester 1		Semester 2	
<b>EMU3351</b>	Monetary Economics	<b>EFE3352</b>	Financial Economics
<b>MMO3351</b>	Operations Management	<b>MMO3352</b>	Operations Management
<b>MME3351</b>	Macro Economics for Business	<b>MME3352</b>	Macro Economics for Business
<b>Specialisation I</b>		<b>ABR3302</b>	Business Research and Report Writings
		<b>Specialisation II</b>	

Contact hours: 476

Students must offer listed courses from their intended area of specialisation among the courses below. **Students taking Banking and Finance should offer all four courses listed under Banking and Finance and Operations Management (MMO3351) only, and do not have to offer Operations Management (MMO3352)**

**(1) HUMAN RESOURCES MANAGEMENT**

**MHM3351** Human Resources Management I  
**MHM3352** Human Resources Management II

**(2) MARKETING MANAGEMENT**

**MSM3351** Strategic Marketing I  
**MSM3352** Strategic Marketing II

**(3) ENTREPRENEURSHIP**

**MRE3351** Entrepreneurship I  
**MRE3352** Entrepreneurship II

**(4) BANKING AND FINANCE**

**AFE3351** Financial Accounting II  
**AFE 3352** Financial Accounting II  
**ATP3351** Tax Law and Practice  
**ATP3352** Tax Law and Practice

**YEAR 4**

**FOURTH -YEAR STUDENTS IN 2003 WILL NOT SPECIALIZE.**

Semester 1		Semester 2	
<b>Specialisation III</b>		<b>Specialisation IV</b>	
<b>MST3471</b>	Strategic Management	<b>MST3472</b>	Strategic Management
<b>MBI3471</b>	International Business	<b>MBI3472</b>	International Business
<b>MMI3471</b>	Management Information System	<b>MMA3472</b>	Managerial Economics
<b>Elective</b>		<b>Elective</b>	

**Contact hours: 560**

**Total Contact Hours: 2044**

Students should offer two courses from their area of specialization.

**(1) HUMAN RESOURCES MANAGEMENT**

**MHM3471** Human Resources Management III  
**MHM3472** Human Resources Management IV

**(2) MARKETING MANAGEMENT**

**MSM3471** Strategic Marketing III  
**MSM3472** Strategic Marketing IV

**(3) ENTREPRENEURSHIP**

**MRE3471** Entrepreneurship III  
**MRE3472** Entrepreneurship IV

**(4) BANKING AND FINANCE**

**ABF3471** Business Finance  
**AMF3472** Financial Management

**ELECTIVES:**

**The following Electives can only be taken by students majoring in Banking and Finance.**

**MMF3471** Financial Markets

**MPD3472** Property and Development Finance

**Students majoring in other areas can take any other courses offered in the different specialisations in the third year provided they fulfil the prerequisites of such course/s.**

## **E.4 COURSE CODES AND RESTRICTIONS ON COURSES**

A student will not be admitted to a specific course if s/he does not meet the requirements for the particular course.

Before a student can continue with a course on second, third or fourth- year, the preceding relevant course must be passed.

### **Course/s**

### **Pre-requisites**

#### **Year 1**

<b>UCE 3119</b> English and Study Skills	<b>UCE3119</b> English Communication and Study Skills
<b>UCA3119</b> English for Academic Purposes	
<b>UCC3109</b> Computer Literacy	
<b>UCI 3109</b> Contemporary Social Issues	
<b>BCM3111/2</b> Business Mathematics	
<b>AFE3112</b> Fundamentals of Accounting	
<b>EIE3112</b> Introduction to Economics	
<b>MPP3111</b> Principles of Management	
<b>PIG3112</b> Introduction to Government Studies	

#### **Year 2**

<b>Courses/s</b>	<b>Prerequisite/s</b>
<b>AFE 3231/2</b> Financial Accounting I	<b>AFE 3112</b> Fundamentals of Accounting
<b>ACL 3231</b> Commercial Law I	
<b>ABA 3231/2</b> Business Statistics I	
<b>EIM 3231/2</b> Micro Economics	
<b>ACL 3232</b> Commercial Law II	
<b>MBO3231/2</b> Organizational Behaviour	
	<b>BCM3111/2</b> Business Mathematics
	<b>EIE 3112</b> Introduction to Economics
	<b>MPP3111</b> Principles of Management

#### **Year 3**

<b>Course/s</b>	<b>Prerequisite/s</b>
<b>MHM3351/2</b> Human Resource Management	<b>MBO3231/2</b> Organizational Behaviour
<b>MMO3351/2</b> Operations Management	
<b>MME3351/2</b> Macro Economics for Business	
<b>MSM3351/2</b> Strategic Marketing	
<b>ABR 3302</b> Business Research and Report Writing	
<b>MRE3351/2</b> Entrepreneurship	
	<b>BCM3111/2</b> Business Mathematics
	<b>EIE3112</b> Introduction to Economics
	<b>MBO3231/2</b> Organization Behaviour
	<b>MBO3231/2</b> Organization Behaviour

#### **Year 4**

<b>Course/s</b>	<b>Prerequisite/s</b>	
<b>MRE3471/2</b> Entrepreneurship	<b>MRE3351/2</b> Entrepreneurship	
<b>MST3471/2</b> Strategic Management		
<b>ABF 3471</b> Business Finance		
<b>AFM 3472</b> Financial Management		
<b>MMI3471</b> Management Information System		
<b>MHM3471/2</b> Human Resources Management		
<b>MPD3472</b> Property and Development Finance		
<b>MMF3471</b> Financial Markets		
		<b>MOB3231/2</b> Organization Behaviour
		<b>MOM3351</b> Operations Management
	<b>MOM3351</b> Operations Management	
	<b>ABR3302</b> Business Research and Report Writing	
	<b>MHM3351/2</b> Human Resources Management	

## **E.5 EXAMINATION REGULATIONS**

---

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

## **E.6 ACADEMIC ADVANCEMENT RULES**

---

### **E.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

---

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

- **5 courses** by the end of the **FIRST YEAR**
- **11 courses** at the end of the **SECOND YEAR**
- **16 courses** at the end of the **THIRD YEAR**
- **22 courses** at the end of the **FOURTH YEAR**

A student may not register for the second year if his or her School Examination Certificate (IGCSE, HIGCSE, Senior Certificate) is still outstanding.

### **E.6.2 PASS REQUIREMENTS**

---

A student advances to the following academic level of study when at least 2/3 of the courses of the curriculum for a specific year has 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 courses on the following higher level. In all cases prerequisite for courses have to be passed before a student can proceed to register for courses that requires a prerequisite.

- **7 courses** out of the 10 courses prescribed for **Year 1**
- **7 courses** out of the 10 courses prescribed for **Year 2**
- **6 courses** out of the 9 courses prescribed for **Year 3**
- **All courses** prescribed for the curriculum.

**A candidate passes a course if a final mark of 50% is obtained.** The final mark consists of the semester mark and the examination mark. The weight ratio between semester and examination mark is 50:50 respectively.

**Pass with Distinction**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

**Practicals and Class Attendance: The attendance of lectures and practical classes is compulsory.**

**No exemption from class attendance shall be given to a student because of employment.**

## **F. BACHELOR OF ECONOMICS (B.ECON.) [12 BECN]**

---

### **F.1. ADMISSION REQUIREMENTS**

---

To register for the Bachelor of Economics degree, a candidate must hold a valid IGCSE Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at IGCSE (English as a Second Language) grade C or better, or a grade D or better at IGCSE (English First Language) level.

A candidate should obtain a minimum of 25 points on the UNAM Evaluation Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and/or guarantee admission. Entrance is based on availability of places within the Department and awarded on the basis of merit.

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. Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.



## F.2. DURATION OF STUDY

The Bachelor of Business Economics degree cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration. **Candidates holding a three-year diploma from the Polytechnic of Namibia or any other recognized institution may be exempted from all first year courses as determined by the Department, except for Business Mathematics (BCM3111/2) and English Communication and Study Skills if they do not offer it. Students will follow the programmes in effect at the time of their most recent date of admission, transfer or readmission. The Faculty has the right to amend the curriculum for academic and professional reasons.**

## F.3 CURRICULUM

The curriculum for the B.ECON. degree consists of **THIRTY THREE (33)** courses

**TEN (10)** courses must be offered on the first-year level

**NINE (9)** courses must be offered on the second-year level

**EIGHT (8)** courses must be offered on the third-year level

**SIX (6)** courses must be offered on the fourth-year level

### Year 1

Semester 1		Semester 2	
<b>UCE3119</b>	English Communication and Study Skills	<b>UCA3119</b>	English for Academic Purposes
<b>MPP3111</b>	Principles of Management	<b>AFE3112</b>	Fundamentals of Accounting
<b>UCC3109</b>	Computer Literacy	<b>EIE3112</b>	Introduction to Economics
<b>BCM3111</b>	Business Mathematics I	<b>BCM3112</b>	Business Mathematics
		<b>UCI3109</b>	Contemporary Social Issues
		<b>PIG3111</b>	Introduction to Government Studies

Contact hours: 448

### Year 2

Semester 1		Semester 2	
<b>EEM3231</b>	Mathematics for Economist	<b>EEM3232</b>	Mathematics for Economist
<b>EIM3231</b>	Micro Economics	<b>EIM3232</b>	Micro Economics
<b>ABA3231</b>	Business Statistics	<b>ABA3232</b>	Business Statistics
<b>EAM3231</b>	Macro Economics	<b>EAM3232</b>	Macro Economics
<b>EVU3231</b>	Advanced Computer Literacy		

Contact hours: 504

### Year 3

Semester 1		Semester 2	
<b>ETM3351</b>	Econometrics	<b>ETM3352</b>	Econometrics
<b>EUP3351</b>	Public Economics	<b>EDE3352</b>	Development Economics
<b>EIT3351</b>	International Trade	<b>EIF3352</b>	International Finance
<b>EMU3351</b>	Monetary Economics	<b>EFE3352</b>	Financial Economics

Contact hours: 448

### Year 4

Semester 1		Semester 2	
<b>PMR3471</b>	Research Methods	<b>ENE3472</b>	Namibian Economy
<b>EPT3471</b>	Economic Theory & Policy	<b>EPT3472</b>	Economic Theory & Policy
<b>Elective</b>		<b>Elective</b>	

Contact hours: 336

**Total Contact Hours: 1736**

Students should offer two electives one in each semester from the following:

These electives will be offered by the department depending on the expertise available.

<b>ERG3471</b> Regional Economics	<b>ERG3472</b> Seminar in Regional Economics
<b>EEA3471</b> Agricultural Economics	<b>EEA3472</b> Seminar in Agricultural Economics
<b>EER3471</b> Environmental Economics	<b>EER3472</b> Seminar in Environmental Economics
<b>PMD3401</b> Project Development and Management	<b>EPM3472</b> Seminar in Project Management and Planning
<b>EEH3471</b> Health Economics	<b>EHE3472</b> Seminar in Health Economics
<b>EET3471</b> Transport Economics	<b>EET3472</b> Seminar in Transport Economics
<b>EEU3471</b> Urban Economics	<b>EEU3472</b> Seminar in Urban Economics

## F.4 COURSE CODES AND RESTRICTIONS ON COURSES

---

A student will not be admitted to a specific course if s/he does not meet the requirements for the particular course.

Before a student can continue with a course on second, third or fourth- year, the preceding course of the relevant subject must be passed.

### Year 1

Course/s	Pre-requisites
<b>UCE 3119</b> English Communication and Study Skills	
<b>UCA3119</b> English for Academic Purposes	
<b>UCC3109</b> Computer Literacy	
<b>UCI 3109</b> Contemporary Social Issues	
<b>BCM3111/2</b> Business Mathematics	
<b>AFE3112</b> Fundamentals of Accounting	
<b>EIE3112</b> Introduction to Economics	
<b>MPP3111</b> Principles of Management	
<b>PIG3112</b> Introduction to Government Studies	

### Year 2

Course/s	Pre-requisites
<b>EEM3231/2</b> Mathematics for Economists	<b>BCM3111/2</b> Business Mathematics
<b>EIM3231/2</b> Micro Economics	<b>EIE 3112</b> Introduction to Economics
<b>ABA3231/2</b> Business Statistics	<b>BCM3111/2</b> Business Mathematics
<b>EAM3231/2</b> Macro Economics	<b>EIE3112</b> Introduction to Economics
<b>EVU3231</b> Advanced Computer Literacy	

### Year 3

Course/s	Pre-requisites
<b>ETM3351</b> Econometrics	<b>EEM3231/2</b> Maths for Economists
<b>EUP3351</b> Public Economics	<b>For all other courses the prerequisites are:</b>
<b>EIT3351</b> International Trade	<b>EIM3231/2</b> Micro Economics
<b>EDE3352</b> Development Economics	<b>EAM3231/2</b> Macro Economics
<b>EIF3352</b> International Finance	
<b>EMU3351</b> Monetary Economics	
<b>EFE3352</b> Financial Economics	

## Year 4

Course/s	Pre-requisites
<b>PMR3471</b> Research Methods	<b>ABS3221/2</b> Business Statistics
<b>EPT3471/2</b> Economic Theory & Policy	<b>For all other courses the prerequisites are:</b>
<b>EII3472</b> Internship	<b>BCM3111/2</b> Business Mathematics
<b>EEA3471</b> Agricultural Economics	<b>EIM3221/2</b> Micro Economics
<b>EEH3471</b> Health Economics	<b>EAM322/2</b> Macro Economics
<b>EER3471</b> Environmental Economics	
<b>EET3471</b> Transport Economics	
<b>PMD3401</b> Project Development and Management	
<b>EEU3472</b> Urban Economics	
<b>ERG3471</b> Regional Economics	
<b>ENE3472</b> Namibian Economy	

## F.5 EXAMINATION REGULATIONS

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

## F.6 ACADEMIC ADVANCEMENT RULES

### F.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY

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

- **5 courses** by the end of the **FIRST YEAR**
- **11 courses** at the end of the **SECOND YEAR**
- **14 courses** at the end of the **THIRD YEAR**
- **18 courses** at the end of the **FOURTH YEAR**

A student may not register for the second year if his or her School Examination Certificate (IGCSE, HIGCSE, Senior Certificate) is still outstanding.

### F.6.2 PASS REQUIREMENTS

A student advances to the following academic level of study when at least 2/3 of the courses of the curriculum for a specific year has been passed. If a student passed only one third ( $\frac{1}{3}$ ) of the full curriculum of a specific year, he/she may not register for any course on the following high level. In all cases prerequisite for courses have to be passed before a student can proceed to register for a course that requires a prerequisite.

- **7 courses** out of the 10 courses prescribed for Year 1
- **6 courses** out of the 9 courses prescribed for Year 2
- **5 courses** out of the 8 courses prescribed for Year 3
- **All courses** prescribed for the curriculum.

**A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the semester mark and the examination mark. The weight ratio between semester and examination mark is 50:50 respectively.**

#### **Pass with Distinction**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

**Practicals and Class Attendance: The attendance of lectures and practical classes is compulsory. No exemption from class attendance shall be given to a student because of employment.**

## **G. BACHELOR OF COMMERCE (B.COM) [12 BCMM]**

---

The bachelor of commerce (B.com) degree offers students an opportunity to pursue a double major course combination. The option which the student intends to take, will determine the courses, which s/he has to take from the second year to the fourth year. Upon successful completion of the b.com degree programme, a student will have her/his degree option indicated on the certificate.

The Faculty offers five options in the Bachelor of Commerce degree (B.Com.) namely:

**B.COMM. (ACCOUNTING AND ECONOMICS)**

**B.COMM. (BUSINESS MANAGEMENT AND INDUSTRIAL PSYCHOLOGY)**

**B.COMM. (PUBLIC MANAGEMENT AND ECONOMICS)**

**B.COMM. (PUBLIC MANAGEMENT AND INDUSTRIAL PSYCHOLOGY)**

**B.COMM. (BUSINESS MANAGEMENT AND ACCOUNTING)**

### **G.1. ADMISSION REQUIREMENTS**

---

To register for the Bachelor of Business Administration degree, a candidate must hold a valid IGCSE Certificate or any other equivalent qualification. English is a compulsory subject and should normally be obtained at IGCSE (English as a Second Language) grade C or better, or a grade D or better at IGCSE (English First Language) level.

A candidate should obtain a minimum of 25 points on the UNAM Evaluation Point Scale to be admitted. However, if the minimum of 25 points is obtained, it does not necessarily ensure and/or guarantee admission. Entrance is based on availability of places within the Department and awarded on the basis of merit.

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. Please read this in conjunction with the Academic Conditions in the General Information and Regulations Yearbook.

### **G.2. DURATION OF STUDY**

---

The Bachelor of Commerce degree cannot be obtained in less than FOUR years. The degree must be completed within SIX YEARS of full-time registration. **Candidates holding a three-year diploma from the Polytechnic of Namibia or any other recognized institution may be exempted from all first year courses as determined by the Department, except for Business Mathematics (BCM311/2) and English Communication and Study Skills if they do not offer it. Students will follow the programmes in effect at the time of their most recent date of admission, transfer or readmission. The Faculty has the right to amend the curriculum for academic and professional reasons.**

### **G.3 CURRICULUM**

---

#### **Year 1**

<b>Semester 1</b>		<b>Semester 2</b>	
<b>UCE311 9</b>	English Communication and Study Skills	<b>UCA3119</b>	English for Academic Purposes
<b>MPP3111</b>	Principles of Management	<b>AFE3112</b>	Fundamentals of Accounting
<b>UCC3101</b>	Computer Literacy	<b>EIE3112</b>	Introduction to Economics
<b>BCM3111</b>	Business Mathematics I	<b>BCM3112</b>	Business Mathematics
		<b>UCI3109</b>	Contemporary Social Issues
		<b>PIG3111</b>	Introduction to Government Studies

Contact hours: 448

**NB: Please note that students from other faculties wanting to major in courses offered by the Faculty of Economics and Management Science should only take courses listed under the Bachelor of Commerce Programme within the given year.**

## Year 2

Semester 1	Semester 2
Elective Elective Elective Elective Elective	Elective Elective Elective Elective Elective

**Contact hours: 504**

Students should take all the courses listed below depending on their intended field of specialisation as indicated under options offered in the B. Comm programme.

**B.COMM. BUSINESS MANAGEMENT AND INDUSTRIAL PSYCHOLOGY** (Students must offer 8 electives)

**B.COMM. ACCOUNTING AND BUSINESS MANAGEMENT** (students must offer 9 Electives)

**B.COMM. ACCOUNTING AND ECONOMICS** (Students must offer 10 Electives)

**B.COMM. PUBLIC MANAGEMENT AND ECONOMICS** (Students must offer 10 Electives)

**B.COMM. PUBLIC MANAGEMENT AND INDUSTRIAL PSYCHOLOGY** (Students must offer 7 Electives)

### (1) BUSINESS MANAGEMENT

**MBO3231** Organizational Behaviour

**MBO3232** Organizational

**ABA3231** Business Statistics

**ABA3232** Business Statistics

**ACL3231** Commercial Law I

### (2) ACCOUNTING

**AFE3231** Financial Accounting I

**AFE3232** Financial Accounting I

**ABA3231** Business Statistics

**AAM3232** Management Accounting I

**AIS3202** Accounting Information System

### (4) PUBLIC MANAGEMENT

**PSE3231** Public Sector Accounting

**PSE3232** Public Sector Accounting

**PLR3231** Regional and Local Government

**PLR3232** Regional and Local Government

**ABA3231** Business Statistics

### (3) ECONOMICS

**EEM3231** Maths for Economist

**EIM3231** Micro Economics

**EIM3232** Micro Economics

**EAM3231** Macro Economics

**EAM3232** Macro Economics

### (5) INDUSTRIAL PSYCHOLOGY

**PSG3111** Foundations of Psychology

**PSG3112** Social Psychology

**PSG3111** Psychopathology

## Year 3

---

Elective Elective Elective Elective Elective Elective	Elective Elective Elective Elective Elective
--	--

### Contact hours: 420

Students should take all the courses listed below (from two options) depending on their intended field of specialisation as indicated under options offered in the B. Comm programme.

**B.COMM. BUSINESS MANAGEMENT AND INDUSTRIAL PSYCHOLOGY** (Students must offer 11 electives)

**B.COMM. ACCOUNTING AND BUSINESS MANAGEMENT** (students must offer 9 Electives)

**B.COMM. ACCOUNTING AND ECONOMICS** (Students must offer 10 Electives)

**B.COMM. PUBLIC MANGEMENT AND ECONOMICS** (Students must offer 10 Electives)

**B.COMM. PUBLIC MANAGEMENT AND INDUSTRIAL PSYCHOLOGY** (Students must offer 11 Electives)

### (1) BUSINESS MANAGEMENT

**MHM3351** Human Resource Management I

**MHM3352** Human Resource Management II

**MSM3351** Strategic Marketing I

**MSM3352** Strategic Marketing II

**MMO3351** Operations Management

### (2) ACCOUNTING

**AFE3351** Financial Accounting II

**AFE3352** Financial Accounting II

**AAM3351** Management Accounting II

**ABR3302** Business Research and Report Writing

**ACA3302** Computerised Accounting

### (3) ECONOMICS

**EUP3351** Public Economics

**EIT3351** International Trade

**EMU3351** Monetary Economics

**EDE3352** Development Economics

**EIF3352** International Finance

### (4) PUBLIC MANAGEMENT

**MHM3351** Human Resources Management I

**MHM3352** Human Resources Management II

**PPP3351** Public Finance

**PPP3351** Public Policy

**PPP3352** Public Policy

### (5) INDUSTRIAL PSYCHOLOGY

**PSI3211** Psychology of Work and Labour Relations

**PSI3231** Organizational/ Personnel Psychology

**PSI3311** Consumer Psychology

**PSG3352** Therapeutic Psychology

**PSG3372** Advanced Psychopathology

**PSG3372** Research Methodology and Methods

## Year 4

---

Elective Elective Elective Elective Elective	Elective Elective Elective Elective Elective
--	--

**Contact hours: 420**

**Total Contact Hours: 1792**

Students should take all the courses listed below (from two options) depending on their intended field of specialisation as indicated under options offered in the B. Comm programme.

**B.COMM. BUSINESS MANAGEMENT AND INDUSTRIAL PSYCHOLOGY** (Students must offer 8 electives)

**B.COMM. ACCOUNTING AND BUSINESS MANAGEMENT** (students must offer 9 Electives)

**B.COMM. ACCOUNTING AND ECONOMICS** (Students must offer 8 Electives)

**B.COMM. PUBLIC MANGEMENT AND ECONOMICS** (Students must offer 8 Electives)

**B.COMM. PUBLIC MANAGEMENT AND INDUSTRIAL PSYCHOLOGY** (Students must offer 7 Electives)

### (1) BUSINESS MANAGEMENT

**MST3471** Strategic Management  
**MST3472** Strategic Management  
**MRE3351** Entrepreneurship I  
**MRE3352** Entrepreneurship II  
**MMO3302** Operations Management

### (2) ACCOUNTING

**AFE3471** Financial Accounting III  
**AFE3472** Financial Accounting III  
**ABF3471** Business Finance  
**AAM3472** Management Accounting III

### (3) ECONOMICS

**EPT3471** Economic Theory & Policy  
**EPT3472** Economic Theory & Policy  
**PMR3471** Research Methods  
**ENE3472** Namibian Economy

### (4) PUBLIC MANAGEMENT

**PLA3471** Administrative Law  
**PMR3471** Research Methods  
**PMS3471** Strategic Public Management  
**PAD3472** Development Administration

### (5) INDUSTRIAL PSYCHOLOGY

To be admitted to fourth-year a student must satisfy the following requirements:

- a pass in Foundations of Psychology(**PSG3111**) and in Social Psychology(**PSG3112**)
- a pass of at least **four other Psychology modules** in the third year.

Students must take the following courses:

**PSG3410**Advanced Research Methodology and Methods  
**PSI3410** Advanced Organisational Psychology  
**PSG3430** Developmental Psychology of Adulthood and Old Age

## G.4 COURSE CODES AND RESTRICTIONS ON COURSES

A student will not be admitted to a specific course if s/he does not meet the requirements for the particular course. Before a student can continue with a course on second, third or fourth- year, the preceding relevant course must be passed.

### Year 1

Course/s	Pre-requisites
<b>UCE 3119</b> English Communication and Study Skills <b>UCA3119</b> English for Academic Purposes <b>UCC3101</b> Computer Literacy <b>UCI 3101</b> Contemporary Social Issues <b>BCM3111</b> Business Mathematics <b>BCM3112</b> Business Mathematics <b>AFE3112</b> Fundamentals of Accounting <b>EIE3112</b> Introduction to Economics <b>MPP3111</b> Principles of Management <b>PGP3112</b> Introduction to Government Studies	

### Year 2

<b>AFE 3231/2</b> Financial Accounting I <b>ACL 3231</b> Commercial Law <b>ABS 3231/2</b> Business Statistics I <b>EIM 3231/2</b> Micro Economics <b>EAM3231/2</b> Macro Economics <b>MBO3231/2</b> Organizational Behaviour <b>EEM3231/2</b> Maths for Economist <b>AAM3232</b> Management Accounting I <b>AIS3202</b> Accounting Information System <b>PLR3231/2</b> Regional and Local Government <b>PSE3231/2</b> Public Sector Accounting	<b>AFE 3112</b> Fundamentals of Accounting  <b>BCM3111/2</b> Business Mathematics <b>EIE 3112</b> Introduction to Economics <b>EIE3112</b> Introduction to Economics <b>MPM3111</b> Principles of Management <b>BCM3111</b> Business Mathematics <b>AFE3112</b> Fundamentals of Accounting <b>AFE3112</b> Fundamentals of Accounting <b>PGP3112</b> Introduction to Government Studies <b>AFE3112</b> Fundamentals of Accounting
--	--

### Year 3

<b>MHM3301/2</b> Human Resource Management <b>EUP3351</b> Public Economics <b>EIT3351</b> International Trade <b>MSM3351/2</b> Strategic Marketing <b>EMU3351</b> Monetary Economics <b>EDE3352</b> Development Economics <b>EIF3352</b> International Finance <b>AFE3351/2</b> Financial Accounting II <b>AAM3351</b> Management Accounting II <b>ACA3302</b> Computerised Accounting <b>ABR 3302</b> Business Research and Report Writing <b>PPP3351/2</b> Public Policy <b>PPF3351</b> Public Finance	<b>MPP3111</b> Principles of Management <b>See B Econ</b> <b>See B Econ</b> <b>MPP3111</b> Principles of Management <b>See B Econ</b> <b>See B Econ</b> <b>See B Econ</b> <b>See B Econ</b> <b>AFE3231/2</b> Financial Accounting I <b>AAM3232</b> Management Accounting II  <b>PGP3112</b> Introduction to Government Studies <b>PGP3112</b> Introduction to Government Studies
--	--

### Year 4

<b>MRE3471/2</b> Entrepreneurship <b>MST3471/2</b> Strategic Management <b>EPT3471/2</b> Economic Theory & Policy <b>PRM3472</b> Research Methodology <b>MIS3472</b> Management Information System <b>ABF3471</b> Business Finance	<b>MPP3111</b> Principles of Management <b>MPP3111</b> Principles of Management <b>See B Econ</b>  <b>MPP3111</b> Principles of Management <b>See BBA &amp; BACC</b>
---	---



<b>AFE3471/2</b>	Financial Accounting III	<b>AFE3351/2</b>	Financial Accounting II
<b>AAM3472</b>	Management Accounting III	<b>AAM3351</b>	Management Accounting II
<b>PLA3471</b>	Administrative Law	<b>PGP3112</b>	Introduction to Government Studies
<b>PMS3471</b>	Strategic Public Management	<b>PGP3112</b>	Introduction to Government Studies
<b>PAD3472</b>	Development Administration	<b>PGPS3112</b>	Introduction to Government Studies

## **G.5 EXAMINATION REGULATIONS**

---

For detailed examination, promotion and re-examination rules, consult the General Information and Regulations Yearbook. A candidate will be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 40%. The Faculty determines the number and form continuous assessment takes. Examinations will be administered at the end of each semester.

## **G.6 ACADEMIC ADVANCEMENT RULES**

---

### **G.6.1 MINIMUM REQUIREMENTS FOR RE-ADMISSION INTO THE FACULTY**

---

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

- **5 courses** by the end of the **FIRST YEAR**
- **11 courses** at the end of the **SECOND YEAR**
- **16 courses** at the end of the **THIRD YEAR**
- **22 courses** at the end of the **FOURTH YEAR**

**A student may not register for the second year if his or her School Examination Certificate (IGCSE, HIGCSE, Senior Certificate) is still outstanding.**

### **G.6.2 PASS REQUIREMENTS**

---

A student advances to the following academic level of study when at least 2/3 of the courses of the curriculum for a specific year has 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 courses on the following high level. In all cases prerequisite for courses have to be passed before a student can proceed to register for a course that requires a prerequisite.

- **7 courses** of the 10 courses prescribed for Year 1
- **7 courses** out of the 10 courses prescribed for Year 2
- **7 modules** out of the 10 courses prescribed for Year 3
- **All courses** prescribed for the curriculum.

**A candidate passes a course if a final mark of 50% is obtained. The final mark consists of the semester mark and the examination mark. The weight ratio between semester and examination mark is 50:50 respectively.**

**Pass with Distinction**

A candidate shall pass a course with distinction if she/he obtains a final mark of 80%.

**Practicals and Class Attendance : The attendance of lectures and practical classes is compulsory.**

**No exemption from class attendance shall be given to a student because of employment.**

## **H. POST GRADUATE PROGRAMMES**

---

- H.1 MASTER OF ARTS (M.A. Political Studies)**
  - H.2 MASTER OF PUBLIC ADMINISTRATION (M.Admin.)**
  - H.3 MASTER OF SCIENCE ACCOUNTING AND FINANCE**
  - H.4 MASTER OF SCIENCE ECONOMICS**
  - H.5 MASTER OF ARTS: SECURITY & STRATEGIC ISSUES**
  - H.6 PhD PUB ADMIN & POL STUDIES**
-

See the General Information and Regulations Yearbook for information regarding admission to study; definition of terms [dissertation; thesis and mini thesis]; renewal of entry; duration of study; requirements for obtaining Master's degrees; examination; thesis/mini theses; conferment of degree; publication of the thesis/mini theses and degree with distinction.  
For further information see I.9.5 of this prospectus.

## **I. SYLLABI**

---

### **I.1. ENGLISH COMMUNICATION AND STUDY SKILLS UCE/A3119**

---

#### **FIRST YEAR COURSES**

##### **English Communication and Study Skills UCE3119**

**Equivalent: CSS0101/2**

##### **Introduction to General English and Academic Communication.**

- Language functions (Language use in various context)
- Basic reading; skimming and scanning
- Writing sentences and paragraphs
- Listening and taking short notes
- General speaking
- Library information skills
- Basic concepts of language usage
- Dictionary skills
- Vocabulary development

##### **English for Academic Purposes UCA3119**

**Equivalent: CSS0103**

##### **Introduction and Application of Communication Skills in English**

- Developing reading skills
- Writing coherent paragraphs
- Interpretation and explanation of graphics in writing
- Listening to lecturers and taking notes
- Giving presentations on general topics

### **I.2. COMPUTER LITERACY UCC3109**

---

#### **UNAM CORE**

##### **Computer Literacy UCC3101**

2 Lectures per week

15 weeks

Integers, common fractions, decimal fractions, powers, scientific notation, ratio and rate, percentages, base numbers including binary numbers, arithmetic and geometric progressions.

### **I.3. CONTEMPORARY SOCIAL ISSUES UCI3109**

---

#### **UNAM CORE**

##### **Contemporary Social Issues UCI3101**

2 Lectures per week

15 Weeks

## **I.4. COURSES FROM OTHER FACULTIES**

---

### **I.4.1. INDUSTRIAL PSYCHOLOGY**

---

#### **PSG3111 Foundations of Psychology**

This module will introduce students to the major themes of Psychology as a discipline. Furthermore, major areas of psychology such as cognition, emotion and motivation will be covered.

#### **PSG3132 Social Psychology**

This module will introduce students to the social basis of behaviour in a multi-cultural society. Students will become familiar with the following: group processes & dynamics, social categorization, concepts of socialization, conflict and conflict management.

#### **PSI3211 Psychology of Work and Labour Relations**

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.

#### **PSI3241 Organisational/Personnel Psychology**

Students will gain a basic understanding of the approaches in organisational and personnel psychology. Specific subjects will include leadership theories, interactive behaviour and conflicts, communication, decision-making and processes of human resources development such as job analysis, job description, recruitment and selection.

#### **PSI3311 Consumer Psychology**

This module will introduce students to the results of consumer research, specifically consumer behaviour, consumer needs and motivation, consumer perception and attitudes, consumer decision making in the context of the social environment. These contents will be taught against the background of various psychological approaches to personality and human behaviour. The ethics of consumer behaviour and consumer psychology will be considered.

#### **PSG32523212 Research Methodology and Methods**

Students will be familiarised with different research traditions, and with basic research criteria i.e. validity, reliability, norms and objectivity. Basic statistical procedures and techniques which will include inferential statistics and hypothesis testing will be introduced.

#### **PSG3211 Developmental Psychology of Adulthood**

This paper will serve to familiarize students with various approaches to human development, specifically as these pertain to early, middle and late adulthood. So-called critical life events such as marriage, divorce, first employment, unemployment, retirement and death and their relevance for development will be dealt with.

#### **PSG3410 Advanced Research Methodology and Methods**

Students will learn how to conceptualize a research project and will develop the skills which would enable them to carry out a research project. Students will develop an understanding of different research paradigms such as positivism and against that background will become familiar with quantitative methods (including statistical methods such as factor analysis, regression analysis, analysis of variance) as well as with qualitative methods for research.

#### **PSI3440 Advanced Personnel Psychology**

Students will deal intensively with major aspects of organisational psychology such as interactive behaviour and conflicts within organisational cultures, organization theories and organisation development.

## **I.5 DEPARTMENT OF ACCOUNTING, AUDITING AND TAXATION**

---

### **FIRST YEAR MODULE**

#### **I.5.1 FUNDAMENTALS OF ACCOUNTING AFE3112**

---

**Equivalent: APA0101/2/3**

4 lecture hours per week for 14 weeks

1 X 2-hour examination paper

**Course Description:** This course introduces the basic accounting principles and procedures, including the need for accounting in business and its relevance to society, accounting principles, concepts and conventions, recording transactions in the general and special journals, posting of journals to the general and other ledgers and extraction of a trial balance, preparation of financial statements with adjustments and worksheets for a sole proprietor, rectification of errors, non-current assets and depreciation, valuation of inventory and compiling a bank reconciliation statement. Other topics include owner's equity and the form of enterprise, compiling financial statements from incomplete records and income and expenditure accounts for non-profit making entities. Other topics include owner's equity and the form of enterprise, compiling financial statements from incomplete records and income and expenditure accounts for non-profit making entities.

## **SECOND YEAR MODULES**

### **I.5.2 FINANCIAL ACCOUNTING**

---

#### **FINANCIAL ACCOUNTING I AFE3231**

**Equivalent:** AFA3201/2

4 Lecture hours per week for 14 weeks

1 X 2-hour examination paper.

**Course Description:** This course introduces the forms of enterprises and specialised topics in accounting. Topics include: detailed partnership accounts, close corporations, income and expenditure accounts for non-profit making entities, manufacturing accounts, hire purchase transactions, investments and investment accounts, insolvency accounts for individuals and partnerships, constructing financial statements from incomplete records, department accounts, joint ventures, and consignment accounts, and branch accounts.

#### **FINANCIAL ACCOUNTING I AFE3232**

**Equivalent:** AFa3203

4 Lecture hours per week for 14 weeks

1 X two-hour examination paper

**Course description:** This course deals with annual financial statements of companies. Topics include: Company accounts - overview of financial reporting for companies AC000 and AC100, accounting for share transactions including dividends, bonus share issues and share capital reduction and redemptions, accounting for debenture transactions including sinking funds and redemptions, 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 directors' report content and format.

## **THIRD YEAR MODULES**

#### **FINANCIAL ACCOUNTING II AFE 3351**

**Equivalent:** AFA3301/2

4 Lecture hours a week for 14 weeks

1 X 3 hour examination paper

**Course Description:** This course deals with the Generally Accepted Accounting Principles (GAAP). Topics include: valuation and presentation of inventories in the context of historical cost accounting AC108, depreciation and depletion accounting AC106 and AC114, fixed assets movement schedule, cash flow information AC118, and earnings per share information AC104 and diluted earnings per share and headlines earning per share, taxation in financial statements AC102 including current and deferred taxation, accounting changes and error corrections AC103, contingencies and post balance sheet events AC107, Investments in associated companies AC110, theory and background of consolidation, consolidation at the date of liquidation, inter-group financial transactions, consolidation when the subsidiary's capital includes preference shares.

#### **FINANCIAL ACCOUNTING II AFE3352**

**Equivalent:** AFA3303

4 Lecture hours a week for 14weeks

1 X 3-hour examination paper

**Course description:** This course deals with Group Financial Statements and some aspects of statements of GAAP. Topics include: complex groups and minority interests, interim acquisition of equity interests, changes in degree of control, insolvent subsidiaries, consolidated cash flow information, alternative forms of group financial statements, taxation in group accounts, accounting for construction contracts AC109, accounting for leases AC113 and AC105, accounting for effects of changes in foreign exchange rates including branches, and consolidated statements AC112 and ED128, accounting for intangible assets: research and development, goodwill and trade marks ED120, accounting for retirement benefits AC116, and complex aspects of deferred tax liabilities and assets AC102.

#### **FOURTH YEAR MODULES**

##### **FINANCIAL ACCOUNTING III AFE3471**

**Equivalent:** AFA3401/2/

4 Lecture hours a week for 14 weeks

1 X 3-hour examination paper

Course Description: This course continues to discuss the statements of GAAP. Topics include: Leases (AC105), Operating leases - incentives (AC415), Construction contracts, AC109), Effects of changes in foreign exchange rates (AC112), Disclosure of effects of changing prices on financial results (AC201), Foreign exchange - capitalisation of losses resulting from severe currency devaluations (AC411), Employee benefits (AC116), Accounting for post retirement benefits other than pensions (AC305), Dividend matters, Preference shares, Sundry aspects, Complex groups, Interim acquisition of interest, Insolvent subsidiaries, Alternative forms of group statements, Investments in associates, Accounting for investments in associates (AC110), Elimination of unrealised profits and losses on transactions with associates (AC403), Equity accounting method - recognition of losses (AC420), Investments in joint ventures, Change in degree of control, Consolidated cash flow statement, Consolidations - special purpose entities (AC412)

##### **FINANCIAL ACCOUNTING III AFE3472**

**Equivalent:** AFA03403

4 lecture hours a week for 14 weeks

1 X 3-hour examination paper

Course description: This course will deal with the more advanced aspects of financial accounting. It deals with issues currently confronting accounting professionals. This requires an examination of the orthodox view of a theory, its construction and verification. The role of measurement theory in such an examination is analysed. Ideas developed are applied in general to issues debated in selected accounting literature. Topics include: use of DPS and EPS data in valuation of shares, capital reconstruction schemes, liquidation accounts including liquidator's final statement of accounts, price level changes and capital maintenance approaches, financial statement analysis and applications, liquidation, merger and consolidation, purchase method, pooling of interest method for business combinations, acquisition of subsidiaries. Equity method and cost method, inter-company profits and losses, changes in ownership interest in a subsidiary, indirect and mutual holdings and other special problems h1 consolidations and preparation of consolidated financial statements. Attention will also be directed to accounting for corporate bankruptcy liquidation and reorganization, estate and trusts, and foreign currency transactions. Accounting theory and practice relating to corporate consolidations, governmental and not-for-profit organizations. Theory of business combinations and preparation of consolidated financial statements; accounting for foreign currency translations, accounting for changes in price level, accounting during reorganizations and restructurings.

#### **I.5.3 MANAGEMENT ACCOUNTING**

---

##### **SECOND YEAR MODULE**

##### **MANAGEMENT ACCOUNTING I AAM3232**

**Equivalent:** AMA3201/2

4 Lecture hours per week for 14 weeks

1 X 2-hour examination

**Course description:** This course is designed to introduce students to the concepts, techniques and application of cost and management accounting. Management, controller, and management accounting information, costs concepts and information system today, forecasting and cost behaviour analysis, cost

accumulation and cost systems, cost systems design: job-order costing and process costing, 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, activity-based costing.

### **THIRD YEAR MODULE**

#### **MANAGEMENT ACCOUNTING II AAM3351**

**Equivalent: AMA3203 AND AMA3401**

4 Lecture hours per week for 14 weeks

1 X 3-hour examination.

This course introduces the managerial-cost accounting models available for planning, controlling, and evaluating operations. Budgeting for profit making, cash budgets, identifying and tracking product costs, standard costing: the development and utilization of unit standard costs and variance analysis, input mix, yield and factor productivity, balanced scorecard; cost-volume-profit analysis: marginal and full cost analysis for single and multiple products; management reporting and decision making: relevant/differential cost analysis; economic evaluation of capital budgets and expenditures; net present value, profitability index, and internal rate of return rule under uncertainty; joint and by-product costing, spoilage, reworked units and scrap, decentralisation and transfer pricing decisions, operational and back-flush costing.

### **FOURTH YEAR MODULE**

#### **MANAGEMENT ACCOUNTING III AAM3472**

**Equivalent: AMA3402/3**

4 Lecture hours per week for 14 weeks

1X 3-hour examination

Course Description: This course deals with the development of analytical skills using management accounting problems and the behavioural implications of using managerial accounting methods in decision-making. Case analysis of both manufacturing and service organizations is used extensively in this course. Topics include: budgetary processes and related performance evaluation techniques, cost volume to profit relationships, and product costing methods. Constrained optimisation: linear programming, integer programming, and transportation, network analysis, queuing theory, simulation, decision theory: risk and probabilities, control and organisations, responsibility accounting and its application, cost management: quality, time and theory of constraints, relevant cash flows: costs and revenues, determining prices and product profitability, cost of capital, advanced aspects of capital budgeting, learning curves, performance measurement and contemporary issues in management accounting.

## **I.5.4 BUSINESS STATICS**

---

### **SECOND YEAR MODULES**

#### **BUSINESS STATICS ABA3231**

**Equivalent: ABS3201/2**

4 Lecture hours per week for 14 weeks

1 X 2-hour examination

**Course Description:** This course introduces the students to the fundamentals of statistics. Topics include: The nature of statistical analysis, Collection of data; presentation of data; frequency distributions, graphical presentation of frequency distributions; measures of central tendency; measures of dispersion/variation; probability theory and probability distributions, binomial, poisson, exponential, normal approximation to binomial and poisson distribution.

#### **BUSINESS STATICS ABA3232**

**Equivalent: ABS3203**

4 Lecture hours per week for 14 weeks

1 X 2-hour examination paper

**Course Description:** This course is a continuation ABS 3221. Topics include: sampling distributions; parameter estimation; hypothesis testing, confidence intervals; regression and correlation analysis, analysis of variance, time series analysis, chi-square, linear and exponential growth index numbers, and time series, non-parametric statistics.

## **I.5.5 ACCOUNTING INFORMATION SYSTEM AIS3202**

---

### **SECOND YEAR MODULE**

#### **Equivalent: AIM3401/2**

2- lecture hours per week for 14 weeks  
1 x 2-hour examination paper

**Course Description:** This course covers the principles of systems analysis and design as related to accounting information systems. This involves a basic discussion of the various methodologies for the development of accounting information systems and description of information systems and their components. Elements of PROLOG programming language and its use in systems analysis and design. Here the student will be able to try, operate, and understand the use of computer hardware and software as a tool to assist the accountant in his/her job to create financial statements and other reports for the management. It is also the aim of this course that the student will be able to see for him/herself the general controls and application controls that ought to be present in a computerized system. Because of the dynamic nature of the discipline, their contents also change considerably from year to year. This course introduces microcomputer applications related to the major accounting systems. Topics include: general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries and preparation of financial statements. Upon completion students should be able to use a computer accounting package to solve accounting problems. Systems Development Life Cycle, systems structure, The manual and automated records, documents, procedures and controls used in accounting systems; designing, installing, and evaluating accounting information systems. Also included in how the accounting information system functions as a subsystem of the overall management information system.

## **I.5.6 AUDITING**

---

### **THIRD YEAR MODULES**

#### **AUDITING I AUA3351**

##### **Equivalent: AAU3301/2**

4 - lecture hours per week for 14 weeks  
1 X 3-hour examination paper

**Course Description:** To introduce students to the basic audit theory and audit practice. This includes auditing concepts and -approaches as well as general accepted auditing standards. They must be able to apply this knowledge at elementary level with regard to a company dealing in goods and services. 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 (Incl 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 I AUA 3352**

##### **Equivalent: AAU3303**

4-lecture hours per week for 14 weeks  
1 X 3-hour examination

**Course Description:** 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 computerised 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.

## **FOURTH YEAR MODULES**

### **AUDITING II AUA 3471**

**Equivalent: AAU3401/2**

4-lecture hour per week for 14 weeks

1 X 3 -hour examination

**Course Description:** 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 programme (SAAS 210), Analytical procedures in the planning of an audit (SAAS 520), Related parties (SAAS 550), Initial engagements: opening balances (SAAS 510) and Using the work of another auditor (SAAS 600)), Performing of the audit process: Fieldwork of the cycles (Revenue/receipts cycle (Including the work of internal auditors (SAAS 610) and Management representations (SAAS 580), Purchase/payments together with Monetary unit sampling, Inventory (including Estimation sampling for variables and SAAS 620 "Using the work of an expert"), financial cycle (including SAAS 540 " Audit of Accounting estimates") Students should be shown how to deal with more advanced auditing problems than was covered in the second year. Completion of the audit and reporting (Subsequent events (SAAS 560), Going Concern (SAAS 570), Contingent Liabilities, General Review and evaluation (SAAS 520). Reporting ((SAAS 700, 710) also reporting on other documents containing audited financial statements), Introduction and overview (Common Law, The South 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 (Outline, interpretation, application and administration of the companies act, Types of Companies and conversions, Formation of companies, Share capital and shares, Offering of shares and the prospectus, administration, Directors, Remedies of Members, Auditors, Accounting and Disclosure, Take-overs, Reorganisations 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.

### **AUDITING II AUA3472**

**Equivalent: AAU3403**

4-lecture hours per week for 14 weeks

1 X 3 hour –examination paper

**Course Description:** This course covers Aspects of Internal Control of its Importance to the Auditor and Computer Auditing and the Use of the Computer in the Execution of the Audit Process. Topics include: Internal control (SAAS 400 & 401& 4011) and its influence on the Auditor, Internal Control Structures – EDP General Controls, Internal Control Structures – EDP Application Controls (SAAS 4013), The Auditor's Approach to Internal Control Systems, Computer-assisted audit techniques (SAAS 4012), Auditing of computer programs, Auditing of computer Files and databases (SAAS 4014, 4015), Auditing of computer processing, Auditing of a Fully computerised sales Cycle, The use of the computer in the audit process (Sampling, for analytical review, audit administration).

## **I.5.7 TAXATION**

---

### **THIRD YEAR MODULES**

#### **TAX LAW AND PRACTICE I ATP3351**

**Equivalent: ATX3301/2**

4 lecture hours per week for 14 weeks

1 X 3-hour examination paper

**Course Description:** This course introduces the student to the taxation in general and the Namibian Tax Act in particular, and taxation of individuals. Topics include: gross income, special inclusions, exemptions, general deduction formula, specific deductions, trading stock, dividends, foreign exchange, taxation of individuals, fringe benefits, and non-residents.



## **TAX LAW AND PARCTICE II ATP3352**

**Equivalent: ATX3303**

4 Lecture hours per week for 14 weeks

1 X 3-hour examination paper

This course deals with the taxation of different classes of tax-payers not covered in ATP 3331. Topics include: taxation of partnerships, companies and close corporations, farming operations, estates and trusts, co-operative societies, insurance companies, mining operations, employees tax and provisional tax, tax avoidance and tax evasion, returns, assessments, objection appeal, VAT and double taxation agreements.

### **FOURTH YEAR MODULE**

#### **COMPARATIVE TAXATION ACT3471**

4 Lecture hours per week for 14 weeks

1 X 3-hour examination paper

**Course Description:** This course examines several tax policy issues related to the income tax systems of developed and developing countries and evaluates alternative approaches to these issues. It will review how a country's particular circumstances may influence the design of tax rules. Topics include introduction to tax policy, comparative tax systems within SADC, COMESA, EEU, and NAFTA. Basic principles of international tax, differences in residence rules, international double taxation relief, basic operation of double tax treaties with particular emphasis on the SADC region using the OECD Model). VAT within SADC/COMESA, tax practice focusing on SADC's initiative to harmonise taxation within the region.

## **I.5.8 COMPANY LAW AND PRACTICE ACP3351**

---

### **THIRD YEAR MODULE**

**Equivalent: LCL3300**

4 lecture hours per week for 14 weeks

1x 3-hour examination paper

**Course Description:** Acquisition of legal personality, types of companies, inception, memorandum and articles, capacity and representation of the company, members and the registers of the company, share capital, reduction of share capital, transfer of shares, offer of shares and the prospectus, financial assistance for the purchase of shares, general meetings, groups of companies, directors, Annual financial statements, office of the auditor, majority rule and minority interest, re-organisation, arrangement and compromises, alteration in control, judicial management and liquidation, dissolution and de-registration.

## **I.5.9 COMPUTERISED ACCOUNTING ACA3302**

---

### **THIRD YEAR MODULE**

**Equivalent: AIM3403**

2 lecture hours per week for 14 weeks

1x 3-hour examination paper

**Course Description:** This course provides students with a realistic approach to computerized accounting principles, a working knowledge of computer spreadsheets and their use in accounting, using Microsoft Excel as a tool for calculation, analysis, and reporting through applications and exercises, financial statements and other financial reports will be created. Accounting concepts will be reinforced, and the software will be utilized to make business decisions. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems, use of computer spreadsheets, use of modern computer accounting packages.

## **I.5.10 BUSINESS RESERCH AND REPORT WRITING ABR3302**

---

### **THIRD YEAR MODULE**

2 lecture hours per week of 14 weeks

1x 3-hour examination paper

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. Topics include: what is research, research in business, the role and types of research, problem identification and problem statements, literature review, desk research, hypothesis construction and testing, research design, primary and secondary data sources, data collection, questionnaire construction, the role of parametric and non-parametric statistics, data analysis, interpretation and presentation of arguments in a rational manner, implications of findings, reading and writing research proposal and report (including the problems, background, objective, contents, methods, conclusion, discussion, reference.)

### **1.5.11 FINANCIAL MANAGEMENT AMF3472**

---

#### **FOURTH YEAR MODULES**

##### **Equivalent: AFM3402/3**

4 lecture hours per week for 14 weeks

1 X 3-hour examination paper

**Course Description:** The subject matter of financial management, sources of capital, financial institutions, interest rates theory, money and capital markets, the stock exchange market valuations, financial statement analysis, Beaver financial ratio analysis and business failure, capital structure, dividend policy, mergers, acquisitions and reconstructions, leasing, the cost of capital, financial planning and control, financial engineering, foreign exchange market, working capital management, modern portfolio management theory, capital budgeting techniques, and cases in financial management, valuation models, risk management and the role of the stock exchange; raising equity and debt finance; interest rate determination, term structure and duration; swaps, futures and options; overseas finance and investment and international financial management.

### **1.5.12. BUSINESS FINANCE ABF3471**

---

##### **Equivalent: AFM3401**

4-lecture hours per week for 14 weeks

1 X 3-hour examination paper

**Course Description:** This course is designed to help the student to survey the concepts of basic finance discipline and examine the basic mathematics of finance in such topics as time value for money, discounting and compounding, present value and future value computations, statistics of risk and return computations which includes standard deviation, variance, co-variance, beta; basic cash flow computations, dividend growth models and acquaint students with money and capital markets and institutions.

### **1.5.13. COMMERCIAL LAW 1 ACL3231**

---

#### **SECOND YEAR MODULES**

##### **Equivalent: LCL3200**

4-lecture hours per week for 14 weeks

1 X 3-hour examination paper

**Course Description:** Introduction to the theory of law, the concept "Law", sources of law, division of the law, administration of justice, the principles of natural justice, general principles of the Law of Contract, breach of contract, remedies for breach of contract

##### **COMMERCIAL LAW II ACL3232**

##### **Equivalent: LCL3200**

4-lecture hours per week for 14 weeks

1 X 3-hour examination paper

**Course Description:** Special contracts: deed of Sale; Deed of Lease; Negotiable instruments; Labour law; The Law of Partnership, formation of a partnership, rights and duties of partners, dissolution of partnership, The Close Corporation.

## **I.6. DEPARTMENT OF ECONOMICS**

---

### **FIRST YEAR MODULE**

#### **I.6.1 INTRODUCTION TO ECONOMICS**

---

##### **INTRODUCTION TO ECONOMICS EIE 3112**

**Equivalent: EPE0101/2/3**

4 Lectures per week

14 weeks

1x2 hour exam paper

Concept of scarcity and wants, market organization of economies, production Possibility curve.  
Demand, supply and elasticities.  
Theories of costs, production and price determination under various industry structures, concept of efficiency.  
Market failure, private and social cost, public goods.  
Linkage of various sectors at an aggregate level, national income accounting.  
Determination and fluctuations of aggregate economic activity under different supply conditions.  
Inflation and Unemployment  
Money supply and monetary policy.

#### **I.6.2 MICRO ECONOMICS**

---

##### **MICRO ECONOMICS EIM3231**

**Equivalent: EMI3201**

**4 Lectures**

14 weeks

1x2 hour exam paper

Demand and consumer behaviour- utility analysis, law of diminishing marginal utility, indifference curve analysis. Production and cost analysis in the long run- isoquants, isocosts, choice of input combination, short-run and long-run average costs. Market structures and firm behaviour, perfect competition, monopoly behaviour, monopolistic competition, oligopoly. Factor markets-wage determination, economic rent, interest rate

##### **MICRO ECONOMICS EIM3232**

**Equivalent: EMI3202/3**

**4 Lectures**

14 weeks

1 x 2 hour exam paper

Application of supply and demand analysis-Commodity tax and market equilibrium, Quantity rationing, Cartels as monopoly. Allocative efficiency and market structure-Pareto efficiency, failure to achieve Pareto efficiency (externalities, public goods, increasing returns to scale, monopoly), public policy to correct market inefficiency, monopoly and monopsony in the labour market, public policy in the labour market. Choice under uncertainty-expected utility, risk preference

### **I.6.3 MACRO ECONOMICS**

---

#### **MACRO ECONOMICS EAM3231**

**Equivalent: EMA3201**

**4 Lectures**

14 weeks

1 x 2 hour exam paper

National income accounting-discussion of three approaches and identities, Price indices, Real vs. nominal variables, annualization of growth rates. Basic consumption, saving and investment functions; government sector-its composition, revenue and expenditure, government's saving, investment, and borrowing; Aggregate demand, Keynesian model of income determination, and various multipliers, equilibrium in the goods market and IS-model, Effects of fiscal policy. Money demand and its determinants; money supply, its creation and determinants (deposit creation, open market operations, money multiplier, government budget constraint); equilibrium in the money market and the LM curve. AD with IS-LM model, effects of various monetary and fiscal policies in closed economy; AD and AS analysis of output and price determination under varying supply conditions in a closed economy (Classical vs. Keynesian). Exchange rate determination in fixed and flexible regimes; Balance of payment accounting- and its relation with exchange rate and reserves; real exchange rate, its determinants, and Big Mac Index. Effect of trade on goods and money markets, internal and external balance; capital mobility, balance of payment curve (BP) and its determinants; effects of fiscal and monetary policies on alternative assumptions of capital mobility and exchange rate regimes. Business cycles-definition and measurement issues, Sources of various impulses, Keynesian theory of business cycle. Growth accounting, Neo-Classical and Endogenous theories of growth, growth experiences from few economies and policies involved.

#### **MACRO ECONOMICS EAM3232**

**Equivalent: EMA3202/3**

**4 Lectures**

14 weeks

1 x 2 hour exam paper

Objectives of macroeconomic policies, and macroeconomic indicators.

Labour market-determination of wage; aggregate supply, wages, prices and employment.

Inflation and unemployment-types, their costs and determinants; natural rate of unemployment, its determinants and policies to reduce it; Inflation indexation; alternative policies to reduce inflation; Phillips curve and its augmented version. Money, deficits and inflation-quantity theory and factors effecting its variables; Fisher's equation; deficits, money growth and inflation tax; hyperinflation experiences and policies used. Budget deficits and the public debt, measurement issues, burden of the debt; Barro-Ricardo problem; Social-security and budget. Financial instruments and markets; an overview of global financial market; term structure of interest rates.

Stabilization policies and their effectiveness; rules, discretion and time consistencyIn depth data analysis

from Namibian National Accounts, SARB-bulletins, IFS, The Economist's economic indicators.

### **I.6.4 MATHEMATICS FOR ECONOMISTS**

---

#### **MATHEMATICS FOR ECONOMISTS EEM3231**

**Equivalent: EME3201**

**4 Lectures**

14 weeks

1 x 2 hour exam paper

Economic applications of graphs and functions-Supply and demand analysis, National income determination, IS-LM analysis. Functions with two independent variables-utility function, long-run production functions, graphic representations of functions of two variables (Indifference curves and Isoquants). Linear algebra-determinants, solving simultaneous linear equations-graphical method, elimination method, determinants method; vectors and matrix algebra, basic matrix operations, matrix expression of a set of linear equations, use of matrix algebra in economics, Input-output analysis. Linear programming-graphical approach, Simplex algorithm

#### **MATHEMATICS FOR ECONOMISTS EEM3232**

**Equivalent: EME3202/3**

4 Lectures

14 weeks

1 x 2 hour exam paper

Economic applications of Power, Exponential and Logarithmic functions-Investment appraisal, geometric series, loan repayments

Differentiation-derivative of a function, rules of differentiation, marginal concepts, partial differentiation, unconstrained optimization, total differentials and total derivatives, constrained optimization and the Lagrange multiplier, differentiation of logarithmic and exponential functions

Integral calculus-indefinite integral, rules of integration, integration by substitution, integration by parts, economic applications, definite integral, area under a curve, properties of definite integral, consumer and producer surplus, a note on income distribution and Lorenz curve

### **THIRD YEAR MODULES**

#### **1.6.5 ECONOMETRICS**

---

##### **ECONOMETRICS ETM3351**

**Equivalent: EMT3301**

4 Lectures

14 weeks

1 x 3 hour exam paper

A review of statistics-expectation, variance, joint probability distribution and covariances, conditional probability distribution and conditional expectation.

A review of probability distributions such as Normal, Chi-square, T and F with a real data set.

Economic vs. Econometric models, Usage and application of econometric models.

Simple classical linear regression model-Ordinary least square method, assumptions of CLRM, standard errors of estimators, properties of estimators, hypothesis testing of estimated coefficients and equation, R and R-bar squares.

Multiple regression model with three variables-OLS method, assumptions of the model, standard errors of estimators, properties of estimators, hypothesis testing, R-squares, F-statistics, hypothesis testing with restrictions on individual or a set of coefficients; Matrix treatment of Multiple regression model, consequences of violations of CLRM assumptions.

Functional forms- various forms used in estimation and their appropriateness; marginal and elasticity derivations and interpretation in each case; effects of change in scale and units of measurement.

Multicollinearity- causes; theoretical and practical consequences on estimators, detection and possible remedies.

Dummy variables- its significance, intercept and slope dummies and dummy variable trap, more than one intercept dummy variables with more than two categories, interaction dummies; parameter stability –Chow vs. Dummy variable tests, More uses of dummy variables- outliers, seasonality.

Heteroscedasticity- its nature and consequences; detection by using t, F and Chi-square statistics, correction for heteroscedasticity with emphasis on specification problems.

Autocorrelation- its nature, consequences, detection by using DW and Chi-square statistics, First and higher order autocorrelations, Durbin's h-statistic, Correction methods for autocorrelation with emphasis on specification problems.

## **ECONOMETRICS ETM3352**

**Equivalent: EMT3302/3**

4 Lectures

14 Weeks

1X 3hour examination

Types of specification errors- omission of a relevant variable, inclusion of an irrelevant variable, errors of measurement in dependent and independent variables. Distributed lag models- an introduction to Koyck model, error correction models. Detection of specification errors by using various diagnostic tests. Attributes of a good model and model selection criteria. Time series econometrics- spurious regression problem, stationary vs non stationary series, Random Walk model, difference stationary vs trend stationary, Dickey-Fuller Unit root tests, cointegration- its meaning, condition, Engle-Granger and its augmented test, error-correction mechanism. Forecasting- with classical models, forecast performance statistics.

## **1.6.6 INTERNATIONAL TRADE EIT3351**

---

**Equivalent: EIE3301**

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Theories of international trade- Classical, absolute advantage, comparative advantage, Heckscher-Ohlin; Trade patterns and its effect on consumption and production. Gains and losses from trade- short and long run effects, implications of H-O theory, problems with H-O model. Alternative theories of trade- Economies of scale, imperfect competition models. Growth and trade-sources of economic growth and effect of technology on trade, effects of growth on small and large countries' terms of trade and factor accumulation. Trade policies- Effects of tariff on producers, consumers, revenue and welfare, non-tariff barriers to trade, protectionism, exportism. Customs Union- nature of trading, basic theory of customs unions, consumption and dynamic effects of union, trade blocks in the recent trend.

Trade policies in developing economies. Trade and environmental concerns. UN and World's trade organizations- their history, objectives, achievements and failures.

## **1.6.7 INTERNATIONAL FINANCE EIF3352**

---

**Equivalent: EIE3302/3**

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Balance of payments accounts and international investment position. Foreign exchange market- spot exchange rate determination, arbitrage; hedging and speculating using forward exchange market; covered interest arbitrage and covered interest parity; uncovered interest parity; market's and government's role in determination of foreign exchange, effects of balance of payment on exchange rate, effective exchange rate. Determinants of balance of payments-elasticity approach, J-curve, absorption approach, monetary approach. Exchange rate in the short-run- its determination, effect of asset market, expectational factors, exchange rate overshooting, currency substitution. Exchange rate in the long-run- purchasing power parity; money, price level and inflation effects on exchange rate. Fixed exchange rate-internal and external balance, monetary and fiscal policy with varying degree of capital mobility.

Flexible exchange rate-internal balance, monetary and fiscal policy with varying degree of capital mobility.

Exchange rate arrangements- a bit of history, and the current trends and practices.

International financial crises-Mexican crisis, Asian crisis, Russian crisis.

## **I.6.8 MONETARY ECONOMICS EMU3351**

---

### **Equivalent: EMO3301**

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Money-nature, definitions and the value of money, role of money in the modern economy

Demand for money-classical approach, Keynesian analysis, Post-Keynesian developments, monetarist approach, empirical evidence

The supply of money-money multiplier approach, credit counterpart approach, Central Bank and the creation of credit, empirical evidence

Inflation, Interest Rate, Exchange rate-market theories of inflation, non-market theories of inflation, inflation in the international context, empirical evidence, determinants of interest rate, determinants of the Balance of Payments, theories of Exchange Rate determination, empirical evidence

Monetary theory and monetary policy-monetary transmission mechanisms and the channels of monetary influence, classical system and the neutrality of money, Keynesian system and Monetarism, instruments, targets and objectives of monetary policy, broad problems of implementing macroeconomic policies, techniques of monetary control, empirical evidence on the effectiveness of monetary policy

Commercial Banking-development of banking in Namibia, operations and performance of commercial banks, process of commercial bank deposit creation, portfolio characteristics of commercial banks, bank failures

Central Banking-functions of a central bank, central Banking in USA and UK, central Banking in Africa, Bank of Namibia, role of banking in economic development

International Banking- scope of international banking activities, services offered by international banks, problems and the future of international banking

## **I.6.9 FINANCIAL ECONOMICS EFE3352**

---

### **Equivalent: EMO3302/3**

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Financial intermediation in Namibia-building societies, insurance companies, pension funds, unit trusts, commercial banks, Bank of Namibia

Actors in the financial system- consumers, businesses, and government in the financial markets

Instruments of financial markets- treasury bills, government securities, negotiable certificates of deposits (NCD), commercial papers, bankers acceptances, repurchase agreements (REPOs)

Corporate finance and risk management- hedging instruments, corporate financing instruments, corporate financing techniques, Namibian Stock Exchange

International financial system- World Bank, The International Monetary Fund, African Development Bank; Structural Adjustment Programme and stabilization policy of the IMF; sources of IMF funds; international debt crisis and reform proposals; IMF borrowing facilities and Special Drawing Rights (SDR); operations of the World Bank; international liquidity and the problems facing the international monetary system; social, economic and demographic forces and trends shaping the financial system an the challenges and opportunities presented by recent trends

## **I.6.10 REGIONAL ECONOMICS ERG3471**

---

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Classical and contemporary theories of integration, cost and benefits of integration, regional institutions-SADC, COMESA, West African Unions, AU-their objectives and achievements, regional income, its determination and growth, regional unemployment and disparities, interregional trade, migration, capital

flows and investment, regional cooperation projects, regional policy instruments and evaluation of policies, small and medium enterprises and technological progress, costs and benefits of single currency, Experiences from European integration.

### **I.6.11 NAMIBIAN ECONOMY ENE3472**

---

4 Lectures

14 Weeks

1x 3-hour examination paper

Structure and performance of Namibian economy-National accounts, balance of payments, CPI, Employment, HIES, Population census.

Trade and agreements: SACU, SADC, WTO, Lome - in historical perspective, absolute and comparative advantage and alternative theories, effects of tariff.

Savings and Investment- private and public, foreign, financial institutions.

Land reform- Institutions, economics of property rights, experiences from elsewhere.

Monetary aspects- institutions, instruments and limitations, monetary policy and CMA.

Fiscal aspects- Taxation; revenue, expenditure and borrowing; public debt.

Employment- Human capital, minimum wages and unions, discrimination, unemployment problems and policies.

Poverty- state, policies to combat poverty, policies on rural and regional development, agriculture and human capital.

Public services- Education and health, public infrastructure.

### **I.6.12 PUBLIC ECONOMICS EUP3351**

---

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Introduction- framework of welfare economics, economic role of government, form of state intervention in the economy, economic effects of government policies, size of government and measurement problems, tools of Public Economics, criteria for policy evaluation

Taxation- classification of taxes, principles of tax design, tax analysis (Efficiency, Incidence, Revenue productivity), tax evasion and tax avoidance, tax reform in developing Countries

Government production-types of government production, management of nationalized industries, pricing and profitability in the private and public sectors

The government sector and stabilization- Keynesian view, changes in government spending, multiplier, changes in taxation, balanced budget multiplier, some problems with fiscal policy

Government borrowing and monetary conditions-Public Sector Borrowing Requirement (PSBR), PSBR and the money supply, recent developments in debt management

### **I.6.13 DEVELOPMENT ECONOMICS EDE3352**

---

**Equivalent: EDP3302/3**

4 Lectures per week

14 weeks

1 x 3 hour exam paper

The concept and measurement of development-the nature of development economics, growth and development, the measurement of development, the main features of LDCs

Domestic barriers to development and policies, dualism

Growth, poverty and income distribution

Population and development

Unemployment

Agricultural transformation and rural development

Education and Human capital formation –experiences



Theories of economic growth and development- theories of capital accumulation, classical theory, Keynesian theory, Harrod-Domar model, Neo-classical model, dual economy models, Lewis theory of development, Rostow's stages of economic growth.

Urbanization and rural urban migration

Financing development-domestic resources means, foreign resources, debt crisis

Development planning- definition, arguments for and against, models of planning, stages of planning, problem of planning in LDCs, project appraisal and cost-benefit analysis, balanced and unbalanced growth.

Industrial development- reasons for, industry vs. agriculture, industrialization and trade strategies, technology and choices available.

## **I.6.14 ECONOMIC THEORY AND POLICY**

---

### **ECONOMIC THEORY& POLICY EPT3471**

**Equivalent: ETP3401**

4 Lectures

14 weeks

1 x 3 hour exam paper

Consumption and Saving Functions- inter-temporal theory of consumption, permanent income and life-cycle models of consumption, empirical works on consumption and saving.

Investment functions- definition, measurement problems; Neo-classical, accelerator, capital-stock adjustment, Tobin's q and Credit rationing theories of investment; residential investment and business cycles.

National income accounting and open economy- saving (S), investment (I), and current account; S and I, and International investment; S and I, and balance of payment accounting.

Government Sector-Government saving and investment, Government budget and current account, crowding in and out through government's interaction with private sector, Ricardian equivalence and its policy relevance, government deficit and exchange rate regime, inflation tax and seigniorage.

Business cycles- characteristics, impulse propagation approach to shocks, Keynesian approach and its defense through inventory propagation and multiplier-accelerator models, new-Keynesian model, Political business cycle theory, new-Classical models.

Macroeconomic policy issues- macroeconomic models, policy targets and instruments, Lucas critique, rules vs. discretion.

Macroeconomic policies in developing economies.

Structural adjustment programmes- tools and targets, experiences from various economies.

Growth and productivity experiences of various countries with emphasis on Africa.

### **ECONOMIC THEORY& POLICY EPT3472**

**Equivalent: ETP3402/3**

4 Lectures

14 weeks

1 x 3 hour exam paper

Estimating consumer demand functions- Linear Expenditure System (LES), Indirect Addilog Demand System (IADS), calculating demand elasticities, income and substitution effects

Estimating production functions- Cobb-Douglas production function, constant elasticity of substitution (CES) production function, supply elasticities, technical change and returns to scale estimation, productivity measures and growth accounting.

Measuring market concentration and monopoly distortions, market structure and firm behaviour and performance.

Estimating labour demand and supply functions, wage elasticity of labour supply

Behaviour under risk and uncertainty: Expected utility, risk preference, measuring risk, market for risky assets, mean-variance model.

Measuring income distribution and welfare changes

### **I.6.15 AGRICULTURAL ECONOMICS EEA3471**

---

4 Lectures

14 weeks

1 x 3 hour exam paper

Introduction to Agricultural marketing, Orientation to marketing issues, Development and importance of agricultural marketing, price movements on various agricultural commodities, analytical framework for market and marketing problems study, aspects of market research, government policies, agricultural development and policy, role of agriculture in economic development, economics of subsistence agriculture in underdeveloped areas, theories and models of agricultural development, international commodity markets and organizations.

### **I.6.16 HEALTH ECONOMICS EEH3471**

---

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Basic health care economics tools and institutions, health and medical care and spendings, demand for medical services, medical care production and costs, benefit and cost analysis, health care systems and institutions, objectives of health care providers, profit maximization in perfectly competitive and imperfect markets, non-profit goals, government and health care programmes, private health insurance industry, physician and hospital and pharmaceutical industries, health care reform, proposals of health care reform, international health care watch dogs.

### **I.6.17 ENVIRONMENTAL ECONOMICS EER3471**

---

4 Lectures per week

14 weeks

1 x 3hour exam paper

Market failure, public goods, common resources, externalities  
Cost-Benefit Analysis, Discounting and inter-generational equity  
Valuation methods  
Management of renewable and non-renewable resources, resource rents, property rights  
Old and new debates on environmental problems  
Policy instruments for environment management  
Economic sustainability-definitions, planning and policy implementation for a better environment  
Environmental accounting  
Development, economic growth and the environment  
International environmental issues- trade and the environment, international treaties.

### **I.6.18 TRANSPORT ECONOICS EET3471**

---

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Introduction  
The Economic functions of transport and mobility  
An example of an analysis of road programme  
Roads and agricultural modernisation  
Personnel mobility  
Road Planning  
Evolution of road networks  
Introduction of qualitative criteria  
Cost-benefit analysis in developing countries  
Social investment criteria

The impact of rural roads on poverty alleviation  
Transport and development  
Empirical evidence

The transport demand and supply  
The measurement of urban travel demand  
Value of time, choice of mode and the subsidy issue in urban transportation  
Production and cost function models  
Pricing and investment policies

### **1.6.19 URBAN ECONOMICS EEU3471**

---

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

Market forces in the existence and development of cities, urban migration and economic growth, land rent and urban land use, land use in the mono-centric cities, general equilibrium land use, sub-urbanization and modern cities, land use controls and zoning, response to urban problems, urban poverty and public policy, housing policies, urban problems and local government, overview of local government, voting with ballots and feet, local government revenue, crime and punishment

## **1.7 DEPARTMENT OF MANAGEMENT SCIENCE**

---

### **FIRST YEAR MODULES**

#### **1.7.1 BUSINESS MATHEMATICS BCM3111**

---

**Equivalent: MBM0101**

4 Lectures per week  
14 weeks  
1x 3hour examination paper

Operations on whole numbers, integers, rational numbers and real numbers; powers and surds.  
Introduction to Sets; set notation; operations on sets; Venn-diagrams.  
Introduction to Algebra; operations involving algebraic expressions; removing brackets; factorizing.  
Mathematical formulae: geometric shapes (perimeter, area and volume); logarithms; number sequences; compound interest (including annuities)  
Equations and inequalities: linear; quadratic, simultaneous equations; logarithmic equations, cubic equations and inequalities.  
Introduction to functions; function notation; the linear function and straight line graph; the quadratic function and parabola; exponential functions with graphs; linear programming (graphical method only).

#### **BUSINESS MATHEMATICS BCM3112**

**Equivalent: MBM0102/3**

4 lectures per week  
14 weeks  
1x 3hour examination paper

Functions: Remainder and factor theorem with applications i.e. drawing graphs of cubic functions.  
Derivatives: Definition; differentiation rules; higher order derivatives, application of derivatives (maxima and minima, stationary points, price elasticity) functions of more than one variable.  
Integration: Definition; integration rules; applications of integrals; numerical integration (trapezium rule)  
Matrices: Definition; matrix operations; inverse of matrix, Gauss reduction; applications.

## **I.7.2 PRINCIPLES OF MANAGEMENT MPP3111**

---

**Equivalent: MPM0101/2/3**

4 lectures per week

14 weeks

1x 3hour examination paper

An introduction to the business environment with the study of business world, business management and business organization. A through study of the general Management to introduce the student to understand the dynamic of management with concentration on the functional areas of planning, organizing, leading and controlling. A comprehensive introduction to marketing, which includes the integrated marketing strategy, and marketing instruments. An introduction to human Resources functions, with a concentration on the human resources training and development.

### **SECOND YEAR MODULES**

## **I.7.3 ORGANIZATIONAL BEHAVIOUR MB3231**

---

**Equivalent: MOB3231**

4 lectures per week

14 weeks

1x 3hour examination paper

A conceptual framework for behavioural sciences as applied to management and organizations. Determinants of individual performance, motivation, leadership, communication, Organizational theory and behaviour: the interaction between the organization, on the one hand, and its environment and members, on the other hand; groups and group conflict in organizational settings; organizational culture and design, and organizational processes, i.e. managing growth and decline, decision-making, change and innovation.

### **ORGANIZATIONAL BEHAVIOUR MBO 3232**

**Equivalent: MOB3203**

4 lectures per week

14 weeks

1x 3hour examination paper

The dynamic of the process of integration and disintegration that s taking place in our society. Recognizing the defects and limitations in dominant forms of leadership, such as Authoritarian, Paternalistic, Know-it-all, manipulative, and the need for a more profound leadership style. Articulating a conceptual framework of moral leadership based on a commitment to service-oriented leadership, personal and social transformation, the investigation of truth, a conviction of the essential nobility of the human being, transcendence, and the development of capabilities. Initiating a process of individual learning centered on the development of moral leadership capabilities.

### **THIRD YEAR MODULES**

## **I.7.4 STRATEGIC MARKETING I MSM 3351**

---

**Equivalent:MSM3302 and MMC3301**

4 lectures per week

14 weeks

1x 3hour examination paper

Overview of marketing; consumer needs and wants. The Product mix; Social Responsibility, ethics, consumer behaviour; consumer purchase decision process; psychological influences; socio-cultural influences; organizational buyer; Implementation – obtaining resources; Marketing Communication. Marketing Communication process; Integrated Marketing Communication.

## **STRATEGIC MARKETING II MSM 3352**

**Equivalent: MSM3303**

4 lectures per week

14 weeks

1x 3hour examination paper

The Strategic Marketing Process, The Marketing Environment: Examining and Responding to the Marketing Environment; Competitive Forces; Economic Forces; Political Forces; Legal and Regulatory Forces; Technological Forces; Information Systems and Marketing Research; Product Concepts; Developing and Managing Products; Wholesaling; Retailing; Personal Selling and sales Promotion.

## **FOURTH YEAR MODULES**

### **STRATEGIC MARKETING III MSM 3471**

---

4 lectures per week

14 weeks

1x 3hour examination paper

Strategic Market Planning, Strategic Mission and Strategic Goals; Environmental Scanning, Market opportunities Analysis; Marketing Strategy; Creating the Marketing Mix; Marketing Research, Marketing Implementation and Control; Creation of the Marketing Plan; and Students to present an analytical paper on the subject matter.

### **STRATEGIC MARKETING IV MSM 3472**

4 lectures per week

14 weeks

1x 3hour examination paper

In depth discussions of Marketing operations in the International set-up of Globalisation – with an emphasis on the analysis of Markets internationally, e.g. World trade organizations; Creating the Marketing Plan; for a specific Product and Market; Politics; Urbanization; Environmental Factors; and poverty alleviation. The students will have a choice to present an analytical paper on the subject or, will have to create a Marketing Plan for a specific Product and Market.

## **I.7.5 HUMAN RESOURCES MANAGEMENT I MHM 3351**

---

**Equivalent: MHR3301**

4 lectures per week

14 weeks

1x 3hour examination paper

General Introduction to Human Resources Management: To provide the student with an overview of the field of human resources management in order to develop an interest in and understanding of this applied behavioural science. Topics will include: workforce demographics in Southern Africa and Namibia in particular; Human resources – past and present; human resource functions; the HR department and its role; the structure of human resource departments; current issues in HR management; international HR; and professionalism of HR management

### **HUMAN RESOURCES MANAGEMENT II MHM 3352**

**Equivalent: MHR3302**

4 lectures per week

14 weeks

1x 3hour examination paper

Human Resources Provisioning: To explore the underlying theories and practices in human resources provision. Topics will include: the human resource planning process: forecasting; goal setting and strategic planning; affirmative action and the planning process; job analysis, job descriptions and job specifications. Recruitment: recruitment process; recruitment strategies; recruitment sources; methods of recruitment; cost – benefit analysis of recruitment; recruitment and the law; affirmative action and recruitment. Selection: selection decisions; selection and the law; steps in the selection process; evaluating ability and motivation. Placement and induction: objectives of induction; reasons for the lack of effective induction; responsibility for

induction; scope of induction; approaches to induction; planning designing and implementing an induction programme.

#### **FOURTH YEAR MODULES**

##### **HUMAN RESOURCE MANAGEMENT III MHM3471**

4 lectures per week

14 weeks

1x 3hour examination paper

Human Resources Maintenance: To explore the underlying theories and practices in human resource maintenance. Topics include: Performance Management: performance criteria; performance objectives; the appraisal process; common rater errors; appraisal methods and instruments; the appraisal interview. Compensation: compensation objectives; job evaluation; pay systems; guidelines for incentive plans; benefits; total benefit planning. Health and Safety: employer health care programmes; safety programmes; NOSA. Labour relations: organized labour (trade unions, employee organizations); ILO; the legal framework (Labour Act, Affirmative Action). Collective bargaining; discipline, grievances and dismissal.

##### **HUMAN RESOURCE MANAGEMENT IV MHM 3472**

4 lectures per week

14 weeks

1x 3hour examination paper

Human Resources Development: To explore the underlying theories and practices in human resources development. Topics include: employee training: the purposes of training and development (T & D); T & D priorities; systems approach to T & D; responsibility for T & D; training needs analysis (TNA); workforce diversity training. Management development: successful T & D programmes for managers; career management: development planning systems; succession planning; e-learning and career development.

#### **I.7.6 MACRO ECONOMICS FOR BUSINESS MME3351**

---

##### **Equivalent: MME3301**

4 lectures per week

14 weeks

1x 3hour examination paper

Scope and methodology of macroeconomics. Measurement of: factor-cost and market-price gross domestic product (GDP); net national income (NNI); net national product (NNP); gross national product (GNP). Nominal GDP versus real GDP; consumer price index (CPI); GDP deflator; inflation. The level of economic activity: production equilibrium; income disposition equilibrium; stable equilibrium. Keynesian expenditure multipliers and full employment. Theories of consumption (the Keynesian absolute income theory, the life-cycle theory and permanent-income theory). Theories of investment (marginal efficiency theory and the accelerator theory).

##### **MACRO ECONOMICS FOR BUSINESS MME 3352**

##### **Equivalent: MME3302**

4 lectures per week

14 weeks

1x 3hour examination paper

Product market equilibrium and the IS-curve. Money market equilibrium and the LM-curve. The IS-LM framework: fiscal policy multiplier; and monetary policy multiplier; crowding-out effects; effectiveness of fiscal and monetary policy measures. The AD-AS framework. Inflation, unemployment and stabilization measures.

## **I.7.7 INTERNATIONAL BUSINESS MBI3471**

---

### **Equivalent: MIB3303**

4 lectures per week

14 weeks

1x 3hour examination paper

This course will highlight the significance of national differences in political, technological, economic, social and cultural environment on the structure, conduct, and performance of international businesses. The aim is to introduce a conceptual framework that will help students to critically analyse issues relating to international business environment. Students will also be exposed to assumptions, tools, theories, models and language of international business. The specific topics to be covered are: overview of international business; country specific environments (cultural, social, economic and political); global trade environment and implications for international business; international and multilateral organizations (roles and functions); international trade theories and practice; international trade agreements.

### **INTERNATIONAL BUSINESS MBI3472**

4 lectures per week

14 weeks

1x 3hour examination paper

This course looks at the functional/strategic aspects of international business. The aim is to help students develop analytical skills to constructively analyse issues relating to the practical situations faced by international businesses as well as issues relating to strategies, structures and decision-making in international business. The specific topics to be covered are: strategic collaborations of international businesses; international human resource management; international production and marketing; financial issues in international businesses; and international business economics fundamentals.

## **I.7.8. OPERATIONS MANAGEMENT MMO 3351/2**

---

### **Equivalent: MOM3301 for MMO3351**

**MOM3302/3 for MMO3352**

4 lectures per week

14 weeks

1x 3hour examination paper

Design of operation: quality management; process strategy; location and layout strategy; work measurement; productivity measurement; process control. Management of operations: inventory management; project management; scheduling; supply chain management. Quantitative methods: linear programming; transportation models; waiting line models; learning curves.

### **THIRD AND FOURTH YEAR MODULES**

## **I.7.9. ENTREPRENEURSHIP I MRE3351**

---

### **(b) Equivalent: MER3401**

4 lectures per week

14 weeks

1x 3hour examination paper

This basic course in Entrepreneurship is designed to take students through the entrepreneurial development process, providing theory, practical applications and procedures on how to establish, structure and finance a new business entity. It teaches students the pros and cons of various forms of businesses; how to appraise business risks and returns, and imparts necessary skills to start, own and/or manage a small business venture. Through lectures, course assignments, individual and group discussions and supervised field work, the course spurs students to think creatively, to innovate and generate project and business ideas from opportunities in the environment and provides techniques to translate these business prospects into viable value added products and services.

### **ENTREPRENEURSHIP III MRE3352**

**Equivalent: MER3402/3**

4 lectures per week  
14 weeks  
1x 3hour examination paper

This is an advanced course in entrepreneurship for mature students and working adults who have a strong desire to start, own and/or operate their own small businesses now or later; or who wish to join and/or advance in the management of an established firm. Through lectures, case studies and individual research projects, students are taught contemporary marketing, financing and valuation practices, and are required to complete a business plan, project proposal for an existing enterprise or to market own business or project idea.

### **ENTREPRENEURSHIP III MRE3471**

4 lectures per week  
14 weeks  
1x 3hour examination paper

Entrepreneurship is a life-long, self-developing and commercially oriented skill. This advanced course aims to educate mature students and working persons on how to recognize, develop and mobilize their entrepreneurial attributes. It provides them with techniques and best industry practices for rolling out business ventures from scratch; growing enterprises; and successfully managing on-going businesses at various stages in the business cycle. The course combines lectures, case studies, class discussions, individual and group exercises and prepares students to undertake feasibility studies, and to develop project documents, project proposals, and business plans.

### **ENTREPRENEURSHIP IV MRE3472**

4 lectures per week  
14 weeks  
1x 3hour examination paper

This is an advanced course for final year students and working adults who desire to own or operate a small business, or to join the management of an established firm or who are already engaged in owning and/or operating a medium size business. Through lectures, case studies and individual research projects, students are exposed to the strategic issues and logistics of operating a modern business, including business communications, team building and the competitive relations, requirements and transitions between the various legal forms of enterprises and the attitudinal shifts from worker to management, to entrepreneur and to being full fledged investors. All students will be required to develop a professional business plan, feasibility study or a project document to assist an existing enterprise or to market own business/project idea.

## **I.7.10. STRATEGIC MANAGEMENT MST 3471**

---

**Equivalent: MSM3401**

4 lectures per week  
14 weeks  
1x 3hour examination paper

This course in strategic management is designed to take final year students through the strategic management and planning processes – policy & strategy conception, formulation, elaboration, implementation, monitoring and evaluation; providing comparative theories, applications, procedures and practices used in and by modern and competitive businesses. Through a series of linked modular lectures, course assignments, individual and group discussions, students learn to be creative thinkers; how to engage, evolve and apply SWOT, strategic and tactical analyses, how to prepare and translate corporate vision and mission statements and to analyze and interpret public policy, when to advocate and undertake reform of corporate structures, business processes and systems. Students will be expected to undertake individual research or internship with an existing firm and produce either a strategic plan, project document, management or performance audit.



## **STRATEGIC MANAGEMENT MST3472**

**Equivalent: MSM3402**

4 lectures per week

14 weeks

1x 3hour examination paper

This is an advanced course for final year students. In addition to lectures, case studies and course work, students will be assigned individual and group tasks that underscore and simulate contemporary management issues facing modern businesses in both public and private sectors so that they can develop competitive, strategic solutions and alternatives. Students will be expected to undertake and prepare a professional strategic plan, or a project document, feasibility study or a management audit.

---

## **I.7.11. MANAGERIAL ECONOMICS MMI 3471/2**

**Equivalent: MME3401/2**

4 lectures per week

14 weeks

1x 3hour examination paper

Scope of managerial economics. Relationships of managerial economics to other disciplines. Basic process of decision making. Demand curve and demand function. Estimation of demand curve. Business forecasting: survey techniques; linear trends; non-linear trends; seasonal and cyclical variations; forecasting techniques. Production analysis: production function; optimal utilization of an input; optimal combination of inputs; returns to scale; specific production functions; technological change and industrial innovation; production planning.

---

## **I.7.12. FINANCIAL MARKETS MMF3471**

4 lectures per week

14 weeks

1x 3hour examination paper

Analysis of the characteristics and nature of the financial markets and the application and uses of the financial instruments within the markets: the pricing of futures, forwards, forward exchange contracts, forward rate agreements and interest rate swaps; the mechanics of the futures market; the nature and characteristics of option pricing models (put-call parity, Black-Scholes model, and binomial model); application of futures, options and forward contracts in hedging, speculation and arbitrage activities; interpretation of recent trends in the Namibian and South African money markets, the impact of monetary policy and bank regulation on the money market, the issue and trading of the money market instruments including derivatives in the market as well as transactional costs, the driving forces that determine interest rates in the money market, the use of instruments in managing interest rate risks; interpretation of recent trends in the Namibian and South African capital markets, the impact of monetary policy and bank regulation on the capital market, the issue and trading of capital market instruments including derivatives in the market as well as transaction costs, the driving forces that determine interest rates in the capital market; the use of instruments in managing interest rate risks; interpretation of recent trends in the Namibian and South African foreign exchange markets, the impact of monetary policy, bank and exchange control regulations on the foreign exchange market.

---

## **I.7.13. PROPERTY AND DEVELOPMENT FINANCE MPD3472**

4 lectures per week

14 weeks

1x 3hour examination paper

Overview of development finance: issues in development finance; issues in financial liberalization; interest rates, savings and financial savings. Monetary Control and financial reform: financial liberalization and stabilization policy debates; budget deficits, money supply and inflation; monetary control in developing countries; problems of money supply control after liberalization; financial distress; main issues of financial distress; theoretical approaches to causes of financial distress; financial liberalization policy and financial distress. Development banks: role of development banks; inherent difficulties in development banks; successful examples of development banking; current problems of development banks. External finance and development (foreign aid): the meaning and definition of official development assistance; distinction between concessionary loans and grants; evaluating the impact of aid on growth and domestic savings;

evaluating the impact of aid using the 'Dutch Disease' analytical framework. External finance and development (external debt): the nature and significance of the 'debt crisis'; similarities and differences between the recent crisis and past ones; main policy lessons emerging from the recent crisis; the meaning, measurement, consequences and determinants of capital flight from debtor countries. Property Finance: the types of property that may be mortgaged; the mortgage process and the role players as well as the types of funding involved; identification of the various role players in the mortgage lending process, their functions, duties, responsibilities and rights; the various phases within the life-cycle of a mortgage loan (i.e. from application to settlement, from application to further advances, and from application to foreclosure); why banks take security, what constitutes good security, different types of mortgage bonds, the procedure for the release of security and the cancellation of mortgage bonds, expropriation of fixed property and its effect on a bank security; the concept of group housing scheme and the effect of an employee resigning from the scheme (employer); and estates theory; estate planning principles, concepts, techniques and strategies.

#### **I.7.14. MANAGEMENT INFORMATION SYSTEM MMI3471**

---

**Equivalent: AIM3402/3**

4 lectures per week

14 weeks

1x 3hour examination paper

This is one of the capstone courses in the management sciences field. In any organization, information, its flow and management is critical, and students will be taught how to identify the different types of information and systematize and optimally manage the information using information technology. In the introduction, the course will cover the evolution of the MIS concept, the importance of information and its management. It will further assess the impact of MIS on individuals, groups, organizations and society at large. In greater detail, the following will be covered: the technical foundations of information systems; the various systems development cycles; frameworks and methods for systems analysis and design; effective management utilization of information systems resources.

#### **I.8. DEPARTMENT OF POLITICAL AND ADMINISTRATIVE STUDIES.**

---

##### **FIRST YEAR MODULES**

#### **I.8.1 INTRODUCTION TO GOVERNMENT STUDIES PIG3111**

---

**Equivalent: PGS0101/2/3**

4 Lectures per week

14 weeks

1 x 3 hour exam paper

This is an inter-disciplinary course that focuses on introductory aspects of Public Administration and Political Science. Public Administration aspects include: an exploration of the conceptual framework of the discipline, its distinctiveness, evolution and theories. It also includes the generic functions of Public Administration; environmental and ethical issues; and government institutions, processes and approaches. Political Science aspects include the constitution, the state, government, and civil society. State formation and civil society in Namibia will be explored against the background of changing socio-political and demographic factors.

## **SECOND YEAR MODULES**

### **I.8.2 PUBLIC SECTOR ACCOUNTING PSE3231**

---

**Equivalent: PSA3201**

4 lectures per week

14 weeks

1 x 3 hour exam paper

Nature of public sector accounting for non-profit organizations in general; techniques of public sector financial management; financial accounting techniques; budgetary accounting, cash accounting, accruals accounting and fund accounting; local government accounting; financial reporting within public sector organizations; performance measurement; and annual reports and accounts.

### **PUBLIC SECTOR ACCOUNTING PSE3232**

**Equivalent: PSA3202/3**

4 lectures per week

14 weeks

1 x 3hours exam paper

Management accounting and control; financial planning, capital budgets and revenue budgets; investment appraisal and options; break-even analysis, cost-benefit analysis, cost-effectiveness analysis, and linear programming. Auditing: theory and practice. History of auditing; auditing principles; planning of audits; and types of audits.

### **I.8.3 REGIONAL AND LOCAL GOVERNMENT PLR3231**

---

**Equivalent: PRL3201**

4 lectures per week

14 weeks

1 x 3 hour exam paper

Decentralization; Regional and Local Government: A conceptual framework and comparative analysis of local government models from selected countries in Europe, the Americas, Asia and Africa.

### **REGIONAL AND LOCAL GOVERNMENT PLR3232**

**Equivalent: PRL3202/3**

4 lectures per week

14 weeks

1 x2 hour paper

Regional and Local Government constitutional and other statutory provisions, structural considerations and relations with other governmental units, NGOs and private sector organizations, i.e. inter-and extra-governmental relations. The internal dynamics of regional and local government units in Namibia; urban and rural local government; administration and management issues; and community participation.

### **I.8.4 WESTERN POLITICAL PHILOSOPHY PPW3352**

---

**Equivalent: PWP3201**

4 Lectures per week

14 weeks

1 x 3hour examination paper

This course examines the development and denotation of concepts such as the state, community, nation, power and authority, and normative ideas such as liberty, justice, obligations, rights and equality with reference to the work of various Western philosophers. A rigorous analysis of some of their major texts will be undertaken with a view to demonstrating both the coherence of these works in their contemporary discourse and their relevance for understanding the political dilemmas of our time. An examination of the

ideas of Machiavelli, Hobbes, Locke, Rousseau, Hegel and Marx with special emphasis on the origins of the modern state, conceptions of rights, and the nature and limits of community.

### **I.8.5 AFRICAN POLITICAL PHILOSOPHY PPP3232**

---

**Equivalent: PAP3202**

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

The historical dynamics between Western and African philosophy are explored, with reference to core concepts such as self-determination, nation, power, race/racism, ethnicity/culture, gender and normative ideas such as liberty, justice, obligations, rights and equality. These ideas are contextualised by relating them to concomitant social movements that have informed and been informed by them. The contemporary discourse and trends within African thought is explored in the works of Achebe, Akoko, Boduntin, Eze, Hountondji, Keith, Masolo, Mazrui, Appiah and Soyinka; critiques of contemporary mainstream African thought include feminist and post-modernist viewpoints.

### **I.8.6 CONTEMPORARY AFRICAN POLITICS PCP3232**

---

**Equivalent: PCA3203**

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

An overview of contemporary African politics, with a focus on the social categories relevant to the study of colonial and post-colonial politics: ethnicity, race, class, gender, culture, sub-nationalism. Party rule, military and bureaucratic systems of rule, and the debate on the post-colonial state are also emphasized. Democratisation in Africa. Case-study illustrations are drawn primarily from Africa

### **I.8.7 THE STATE IN AFRICA PSA3351**

---

4 Lectures per week  
14 Weeks  
1x 3hour examination paper

Debates on the State in Africa from a diversity of theoretical perspectives such as, modernisation/development theory, structuralism, Neo-Marxism, post-modernism, 'failure of state theories', the 'vampire state' and the 'non-emancipatory state'.

### **I.8.8 ORGANIZATION BEHAVIOUR PBO3232**

---

**Equivalent: AVU0100**

4 Lectures per week  
14 Weeks  
1x2hour examination paper

Organizations and organization behaviour; the uniqueness of public bureaucracies. Micro-organization processes; group dynamics; organization culture, motivation, leadership, communication, decision making and management of conflict and change.

## **THIRD YEAR MODULES**

### **I.8.9 PUBLIC POLICY PPP3351**

---

**Equivalent: PPO3301**

4 lectures per week

14 weeks

1 x 3 hour exam paper

Theory and practice of public policy; conceptual framework, rationale, policy levels, scope and the arena of public policy and policy actors. Practical policy making; meta policy making. The generic process model of policy making with emphasis on policy initiation and estimation.

**PUBLIC POLICY PPO3352**

**Equivalent: PPO3302/3**

4 lectures per week

14 weeks

1 x 3 hour exam paper

Policy making: Policy selection and adoption. Strategies for policy implementation and evaluation. Policy analysis and evaluation. An analysis of selected policies in Namibia and elsewhere.

### **I.8.10. NAMIBIAN POLITICS PNP3231**

---

4 lectures per week

14 weeks

1 x 3 hour exam paper

The course introduces the student to the political history of the country focusing on: pre-colonial, colonial, and post colonial administrations with a preface on political and economic theories applied thereto; evaluate the role of the U.N.O. in bringing about independence, and the post colonial politics with emphasis on the democratization and decentralization processes; and assess the value of Namibia's membership in regional, continental and international organizations in terms of national development.

### **I.8.11 INTRODUCTION TO SOCIAL SCIENCE RESEARCH PSR3231**

---

4 lectures per week

14 weeks

1 x 3 hour exam paper

This is a full semester course designed to introduce the student to the basics of social science research, namely theory, the purpose and value of research, definition of terms, instruments commonly used for data collection and analysis and, use of case studies relevant to developing countries. It also introduces the student to the application of these concepts on social science research processes, and technicalities of report writing such as citation and referencing.

### **I.8.12 MUNICIPAL MANAGEMENT PMM3472**

---

4 lectures per week

14 weeks

1 x 3 hour exam paper

Most African countries place decentralization and the establishment of strong municipalities at the top of their agenda for attaining economic development and good governance. Achievement of the twin objectives conjures the imperative to establish a functional and effective system for managing municipalities. Hence, in order to comprehend the necessities of responsive service delivery, the course will cover the issues of habitat agenda; linking poverty and good governance in terms of service provision and capacity to pay for the services; managing waste, sanitation, water, and environmental degradation; and partnership for

development. To ensure success it is necessary to look at developmental theories and how they could be best applied to African situations.

### **I.8.13 PUBLIC FINANCE PFP3351**

---

**Equivalent: PPF3302**

4 lectures per week  
14 weeks  
1 x 3 hour exam paper

Theory and practice of Public Finance. The role of the government within the national economy. Public financial institutions in Namibia. Fiscal Policy. Monetary policy. National accounts. State Revenue and Expenditure. Taxation: principles, classification, and analysis. Framework for analyzing public expenditure. Public debt: Public sector borrowing requirement (PSBR) and Debt management.

### **I.8.14 PUBLIC ENTERPRISES MANAGEMENT PPE3352**

---

**Equivalent: PEM3303**

4 lectures per week  
14 weeks  
1 x 3 hour exam paper

Public Enterprise: rationale for establishing public enterprises; public enterprise types, and structure; managing public enterprises; the privatization and commercialization debate; performance, control and accountability; Namibia public enterprise system.

### **I.8.15 CONFLICT AND DISPUTE RESOLUTION PDR3472**

---

4 lectures per week  
14 weeks  
1 x 3 hour exam paper

The course surveys the political and economic hegemonic systems in a global context with the aim to identify specific causes of conflicts, leading to the debate on policy making and policy priorities, peace keeping management, functional approaches to conflict resolution and sustenance of international security. Factors to be discussed will include the dynamics of internal security for nation-states; intra-states security; imperatives of peace and economic growth; and the question of purposive alliance, coalitions and collectivism in the face of the constant threats to the existing deterrence measures that have been put in place by many nations worldwide.

### **I.8.16 INTERNATIONAL POLITICAL ECONOMY PPI3352**

---

**Equivalent: PPE3302**

4 Lectures per week  
14 weeks  
1X 3hour exam paper

This course explores the genesis of the global economy, with emphasis on the decline of feudalism, the rise of the state-system and the doctrine of mercantilism. Approaches to the study of the International Political Economy (IPE) are offered: structuralism, neo-realism, transnationalism. The course also discusses the structure of the world economy: the politics of world trade, the North/South divide, the WTO, IFI's (IMF and the World Bank). Neo-Liberal Economics. The debt crisis. NICs and Africa in the world economy.

### **I.8.17 INTERNATIONAL RELATIONS PIR3351**

---

**Equivalent: PIW3301**

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

This course introduces conceptual discourses on the nature of world society and the sociology of the global system. The development of the modern state system is outlined, and alternative ways of analysing world politics explored: realism, pluralism, structuralism, neo-realism, post-modernism, feminism and normative theory. The global commons are emphasized throughout. Africa is considered in a global political economy context and in competing theoretical perspectives.

### **I.8.18 POLITICS OF GENDER PPG3472**

---

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

This module will examine the historical evolution and role of GENDER in the politics of selected African countries (including Namibia), with special emphasis on party structures, NGOs as well as the state.

### **I.8.19. ADMINISTRATIVE LAW PLA3471**

---

**Equivalent: PAL3401**

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

Defining law and administrative law; democracy and the separation of power; concepts of legality, natural justice, reasonableness, and the right to be heard; state contractual and delictual liability; civil society and interest representation; the role of the constitution; the role of the ombudsman, attorney-general, auditor-general, and administrative tribunals.

### **I.8.20. DEVELOPMENT MANAGEMENT PMD3472**

---

**Equivalent: PDA3402**

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

Administration and development. Internal and external constraints on development. Development theories, decentralisation and coordination. Community participation strategies. Development planning and budgeting. Managing urban development. Rural development: concepts, approaches, and lessons. External assistance, self-help, and sustainable development initiatives.

### **I.8.21. STRATEGIC PUBLIC MANAGEMENT PMS3471**

---

**Equivalent: PSM3403**

4 Lectures per week  
14 weeks  
1 x 3hour exam paper

Defining strategic management in the public sector; decision-making and strategic planning; the strategic management process; strategy formulation (focus on mission, objectives, environmental scanning,

organizational assessment, strategy selection and choice; implementation, and evaluation; managing change; public and private sector synergy; ethics and strategy; globalization and strategic management; cases in strategic public management.

### **1.8.22 COMPARATIVE PUBLIC MANAGEMENT PPC3471**

---

**Equivalent: PCM3401**

4 lectures per week  
14 weeks  
1 x 3 hour exam paper

History of Public Management and an analysis of concrete situations in the management of the public sector. Portrays clash of forces, personalities and issues in attempting to solve management problems. Special focus is made on cases that deal with the management of public enterprises, international organizations and the reform of administrative systems.

### **1.8.23. RESEARCH METHODOLOGY PMR3471**

---

**Equivalent: PRM3402**

4 Lectures per week  
14 weeks  
1 x 2 hour exam paper

Research methods; introducing scientific methods of research; processes and procedures of research that include quantitative and qualitative data collection and analysis. Data collection instruments and ethics in research. Hypothesis formulation and testing; operationalisation of research, research design; measurement, reliability, validity, sources of error and sampling. Writing a research proposal and research report.

### **1.8.24 POLITICAL ECONOMY OF SOUTHERN AFRICA PSS3471**

---

**Equivalent: PPS3401**

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

The course deals with contemporary developments in Southern Africa such as regional formation (SADC, COMESA, SACU), peace and security, state consolidation, democratization, sustainable development and examines southern Africa's position in the global political economy with reference to SAP's and the politics of foreign aid.

### **1.8.25 COMPARATIVE POLITICS PCP 3472**

---

4 Lectures per week  
14 weeks  
1 x 3 hour exam paper

A capita selecta exploration of democratisation and constitutionalism in Africa from a diversity of perspectives with a focus on the conditions for democracy, democratic transition, and consolidation. This course will mine the nexus between democracy and constitutionalism.



## **I. 8.26 ELECTORAL SYSTEM AND VOTING BEHAVIOR PVB3471**

---

**Equivalent: PES3402**

4 Lectures per week

14 weeks

1 x 3 hour exam paper

Analysis of the voting behaviour of individuals and its relationship to electoral and party systems. Examples from Namibia and elsewhere will be examined and compared.

## **I.9. DIPLOMA COURSES**

### **INTRODUCTION TO LOCAL GOVERNMENT PLG2111**

---

4 contact hours per week for 14 weeks

1x 3 hour examination

#### **Purpose**

To acquaint students with the nature, scope and general theories of local government.

#### **Content**

- Local government studies in the field of social sciences
- Multi-disciplinary approach to local government studies
- Introduction to the idea of local self-government
- Key actors in local government

### **LOCAL DEMOCRACY AND CITIZEN PARTICIPATION PLD2111**

---

4 contact hours per week for 14 weeks

1x 3 hour examination

#### **Purpose**

To familiarise students with the theories of democracy and expose them to the concepts and dynamics of citizen participation

#### **Content**

- Introduction to theories of democracy
- Special features of local democracy
- Representative system of local government
- Direct democracy
- New forms of democracy: participatory, deliberate and inclusive democracy
- Corporatism and associative democracy
- Means of increasing citizen involvement and participation

### **LOCAL GOVERNMENT SYSTEMS IN NAMIBIA PSG2112**

---

4 contact hours per week for 14 weeks

1x 3 hour examination

#### **Purpose**

To introduce students to the systems of regional and local government in Namibia and make them understand the environment within which the systems operate

#### **Content**

- Administrative system during the colonial era
- The post-independence era: creation of sub-national government structures
- Structures of regional and local government
- Functions of Regional and Local Government
- Regional and local government's environment

- Central-local relations
- Central-regional relations
- Regional-local relations

---

### **PRINCIPLES OF ECONOMICS FOR LOCAL GOVT PRACTITIONERS EPG2111**

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To provide students with the basic micro- and macroeconomics concepts and the knowledge required to understand how the Namibian economy operates

***Content***

Nature and scope of economics. Economics: systems, participants in the economy and their interrelations. Demand and supply, elasticity, price controls, effects of taxes. Production and costs. Market forms: perfect competitive markets, labour market, distribution, concepts of efficiency and welfare. National accounts, income determination, inflation, unemployment and economic growth, fiscal and monetary economics.

---

### **BASIC NUMERACY AND STATISTICS ABN2111**

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To provide students with arithmetical and statistical knowledge that is essential for local government research and interpreting quantitative data.

***Content***

Exercise in arithmetical operations, set operations, simple linear functions and equations. Collection of data, presentation of data, frequency distributions, geographical presentation of frequency distributions. Measures of central tendency and measures of dispersion. Probability theory: sampling and probability distribution.

---

### **COMPUTER LITERACY UCC3109**

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To introduce students to computers and develop their skills in utilizing these devices in processing information

***Content***

Computers: their capabilities and limitations. Hardware and software concepts. An introduction to database, systems analysis and design. Concepts of networks: internet and e-mail. Practical exercises in processing and securing information

---

### **MANAGING LOCAL GOVERNMENT INSTITUTIONS PMG2112**

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To empower students with public administration and management skills so that they can utilize the knowledge gained in managing local government institutions in an effective and efficient manner

***Content***

The nature, contents and scope of public administration. The theoretical framework of public administration. The new Public Management (NPM), rationale and approaches. The shift from administering to managing local government institutions. Ethical and environmental issues. The functions and skills of managing local government institutions.

## **LOCAL GOVERNMENT FINANCE AND BUDGETING PGF2112**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

### ***Purpose***

To enable students to develop an understanding of the basic concepts of local government finance and budgeting.

### ***Content***

Local government finance theory. The role of government, taxation and public goods. Local government expenditure, assessment rates, sources of revenue and financing. Functions of the department of finance, financial reporting, internal auditing and legislative controls. Municipal accounting system, standardization of financial statements financial planning, strategic financial management project, financial management and decision-making. Financial planning based on medium term expenditure framework. Approaches to budgeting preparation of budgets and costing of local government services. Budget integration, budget analysis and financial statement analysis. Purchase and stores management, capital finance of local authorities, performance reporting.

## **THE LEGAL FRAMEWORK OF LOCAL GOVERNMENT PLF2231**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

### ***Purpose***

To familiarise students with the fundamentals of local public law

### ***Content***

A discussion of juridical regulations and the rights and duties of local authorities. Special themes include:

- Juridical regulations in a changing society
- Local government reform initiatives
- Constitutional and legislative provisions
- Unionization and the process of collective bargaining
- Employee relations and settling disputes

## **LOCAL GOVERNMENT ACCOUNTING I PGA2112**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

### ***Purpose***

To provide students with the basic knowledge of local government accounting practices

### ***Content***

Local government accounting practices: local government accounting distinguished from commercial general accounting, local government for accounting and control, financial statements, statements of various local government funds, cost accounting and standardization of financial depreciation accounting, rectification of accounting errors.

## **BASICS OF RESEARCH IN LOCAL GOVERNMENT PRG2112**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

### ***Purpose***

To expose students to the basic knowledge and skills required in conducting research with emphasis on research in local government studies

### ***Content***

- Introduction to research methods
- Basics of quantitative methodology
- Background of qualitative methodology (hermeneutics,phenomenology,discourse analysis,etc)
- Dialectic and realistic methodologies
- Case studies and action research

- The research Proposal
- The research Paper/Report

---

### **LOCAL GOVERNMENT STRATEGIC MANAGEMENT PSM2232**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

**Purpose**

To provide students with knowledge of strategy formulation, implementation and evaluation

**Content**

Strategic management in local government: nature content and scope. Strategic management and strategic planning. Processes of strategic development, implementation and evaluation. Exploring corporate strategy. Performance measurement and benchmarking. Decision making matrices: the Montanari and the Maslin Multi- Dimensional Matrix (MMDM). Partnering as a corporate strategy, quality service management control and best value Mapping and re-mapping organizational culture.

### **SERVICE PROVISION, ETHICS AND RESOURCE CONTROL PSP2231**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

**Purpose**

To familiarise students with the fundamentals of service provision, ethical consideration and resource control in order to enable them to appreciate the need for accountability and responsibility when serving communities and maintaining the resources of local government institutions.

**Content**

Public service transformation and service delivery. Equity, effectiveness, efficiency adequacy and appropriateness of service provision. Citizen participation in service delivery. Measuring performance and client satisfaction. Ethics defined and rationale .Ethical guidelines in public management: societal values: preference satisfaction, welfare improvement. Norms of justice or fairness and moral right. Ethical dimensions of personal and professional judgements of local government officials. Corruption, consequences and handling corruption. Code of ethics and cases used for ethical consideration. The allocation and control of resources: keeping records: resource maintenance and audits.

---

### **LOCAL GOVERNMENT POLICY FORMULATION AND EVALUATION PPF2231**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

**Purpose**

To equip students with policy knowledge that will enable them to understand local government issues related to policy-making advocacy and analysis

**Content**

Public policy: definition content and scope. Traditional policy theories and typologies .Rationality and policy discourse models. Impact of environment factors and policy actors. The Generic Process Model (GPM) of policy making: theoretical and practical considerations. The Role of local government managers in policymaking.

---

### **LOCAL GOVERNMENT ACCOUNTING II PGA2231**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

**Purpose**

To equip students with the accounting skills required to prepare, analyze and interpret financial statements of a local government organization

**Content**

Measurement focus and basis of accounting, the reporting entity, local government operating statement of accounts, the balance sheet, appropriation statement, provisions statements, reserves statements, capital statements, funds statements, estimated and actual income and expenditure, accounting for local government, operating activities, accounting for general capital assets and capital projects, accounting for general long-term liabilities and debt services, accounting for agency and trust funds, fund accounting.

Budgetary accounting: preparation, analysis and interpretation of a comprehensive annual financial reports. Issues in local government financial reporting, accounting and reporting for routine and non-routine activities of local government.

---

**Section 1.02 HUMAN RESOURCE MANAGEMENT AT LOCAL GOVERNMENT LEVEL PHM2231**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To provide students with appropriate knowledge that would enable them to manage local government human resources

***Content***

Defining Human Resource Management (HRM). The changing environment of HRM. The strategic role of HRM. Equal employment opportunity: recruitment, selection, placement and induction. Performance appraisal, training and development. Managing organizational renewal, compensation, managing careers and fair treatment. Establishing and comparing HR systems.

---

**BASICS OF LOCAL e-GOVERNMENT AND KNOWLEDGE MANAGEMENT PEG2231**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To provide students with a sound grounding in e-Governance and knowledge management issues and indicate their applicability to local government.

***Content***

- Introduction to the concepts of e-government, digital government and on-line government
- Global discourse on e-government and e-governance
- Internal organisation: e-administration as the core of e-governance
- External relation: electronic service management, e-democracy and e-governance
- Models of local e-government
- e-government strategies at national, regional and local levels
- Applications and operational concepts of e-government

---

**PROJECT DEVELOPMENT AND MANAGEMENT PMM2232**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To provide students with knowledge that will help them to understand and manage projects in local authorities

***Content***

Generic project management skills such as project planning, team building, logical framework analysis, project budgeting, project implementation, monitoring and evaluation and project termination. The management of project resources and assessing project viability.

---

**MANAGEMENT SUPPORT SYSTEMS AND INFORMATION NETWORKS PMS2232**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

***Purpose***

To introduce students to the fundamentals of management information systems and develop their skills in the utilization of specified software packages

***Content***

Information processing. Information systems development and management information networks. Designing and applying information systems to local government institutions

**Section 1.03 LOCAL SUSTAINABLE DEVELOPMENT PLD2232**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

**Purpose**

To familiarize students with some critical issues that are relevant to promoting local government economic development and to provide students with a working knowledge of NGOs and Development Aid as well as familiarize them with the role of communities in the development process

**Content**

Approaches to sustainable urban and rural development, strategic planning, tactical economic decision-making, evaluating economic development strategies and projects, urban and rural planning and economic development. 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. Development Aid defined: rationale and types of aid.technical knowledge of handling aid. NGOs, definition, importance, historical context, types and relations with government institutions. The legal and institutional framework of NGOs. Mobilising communities for sustainable development. Community participation and empowerment.

**LOCAL GOVERNMENT AUDITING THEORY AND PRACTICE PLA2232**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

**Purpose**

This course provides one with the basic knowledge of local government auditing theory and practice.

**Content**

The theory and philosophy of auditing, audit objectives and procedures, the audit process, internal auditing, the role, rights and responsibilities of an internal and external auditor, statutory and professional requirements for an internal audit function, internal controls and internal audit working papers, corporate governance, professional codes of conduct, environmental auditing, computer auditing.

**CITY PLANNING AND INFRASTRUCTURE ISSUES PCP2232**

---

4 contact hours per week for 14 weeks  
1x 3 hour examination

**Purpose**

To familiarize students with theoretical and practical aspects of city planning and the role of towns in development.

**Content**

Cities and their environment, imaging towns and cities. How cities have coped with growth and other cataclysmic events. Planning scenarios to respond to town growth and urbanization. Issues in urban housing, transportation and development. Infrastructural issues.

## **I.10 MASTER OF ARTS (M.A. POLITICAL STUDIES) [12MPST] MASTER OF PUBLIC ADMINISTRATION (M.ADMIN) [12MPAN]**

### **Section 1**

#### **I.10.1 Master's Degree Courses**

- (a) Master's degree course by research that culminates in a thesis, in accordance with guidelines by the Postgraduate Studies Committee (as approved by Senate).
- (b) Master's Degree involving one academic year of coursework study, followed by written examinations at the end of each course, and up to one academic year of research and writing a mini - thesis.

#### **I.10.1.2 Period of registration**

The admitted candidates for both research based and taught Master's degree courses will have the option of doing their Master's studies on a full time or part time basis. **Full time candidates shall complete their Master's degree programmes within two academic years. Part time students will be allowed up to three academic years to complete their programme.** An extension of the registration period of up to one academic year beyond the stipulated deadlines, may be granted by the **FACULTY**, giving full reasons. Consent of the supervisor is a precondition for an extension of the registration.

#### **I.10.1.3 Assessment**

Both coursework and written examinations will be assessed on the basis of a course credit system. Under this system one credit unit will be equivalent to ten contact hours. A three credit course will thus amount to 30 contact hours between the student and lecturer. An equivalent of 30 credits (inclusive of credit for the dissertation) must be completed before a candidate is awarded a Master's degree. Final examinations will be given at the end of each course (i.e., at the end of the semester when the course is completed). Course credits will be retained for four academic years. Suitably qualified and experienced co-supervisors may be appointed from within Ministries and other institutions of higher learning

### **I.10.2. Eligibility for Admission and other requirements.**

#### **I.10.2.1 Master's Degree**

- (1) Prospective candidates must be in possession of a good Bachelor's degree with at least a B-grade average, a Postgraduate Diploma, or an Honours degree in a relevant discipline from a recognised institution of higher learning.
- (2) Candidates without a Bachelor's degree or a Postgraduate Diploma, but who hold a qualification from an approved institution of higher learning, deemed to be equivalent to a Bachelor's degree from UNAM, may also be considered for admission.
- (3) Students applying from another university may be required, over and above the official transcript, to submit relevant examples of their work, e.g. term papers, long essays etc.
- (4) Candidates in the coursework M.A./M.Admin programme will be able to register every second academic year.
- (5) In addition to the above, prospective applicants will be interviewed and assessed by the Department.

#### **I.10.2.2 Submission of Application**

- (1) All certified copies of applications for postgraduate studies at UNAM shall be submitted to the Postgraduate Studies Committee, with a copy to the relevant Faculty Officer, where the study will be undertaken.
- (2) The applicant must attach **certified copies** of his/her degree certificates and transcripts, together with a non-refundable application (processing) fee.

### **I.10.2.3 Registration of the selected candidates**

- (1) Candidates who are registered in programmes involving coursework and mini-thesis will be required to enroll in recommended faculty core and elective courses, as outlined in the Faculty Prospectus.
- (2) Candidates who are to be registered for postgraduate studies by research will be required to submit to the relevant Department, a comprehensive research proposal, indicating the suggested research topic, defining the research problem to be explored, the research methods and structure of the research, before the registration process is completed. The Postgraduate Studies Committee will provide guidelines on the writing of Master's and Doctoral research proposals.
- (3) The Postgraduate Studies Committee will, in consultation with the Faculty, recommend to Senate the appointment of supervisors to guide prospective thesis candidates.

### **I.10.3 Enrolment in special Courses**

#### **I.10.3.1 Sandwich Postgraduate Training**

- (1) Where the staffing strength and the teaching and research experience and equipment for postgraduate education can be complemented through co-operation linkage agreements with other relevant institutions, sandwich postgraduate programmes will be established.
- (2) Through sandwich agreements, some of the registered candidates will undertake part of their education in suitable institutions abroad and in the region, and also benefit from co-supervisors from institutions with whom UNAM will establish cooperation linkage agreements.

#### **I.10.3.2 Coursework evaluation and grading**

- (1) Candidates who are registered for coursework shall appear for examinations at the end of each course, using procedures approved by Senate.
- (2) Before a candidate can proceed to the thesis research phase (in the case of the coursework and dissertation students), he/she must first successfully pass the coursework examinations.
- (3) Candidates must pass all semester courses with at least a sixty (60%) percent average to qualify for advancement to candidacy. A maximum of two courses may be supplemented when final marks fall between 55-59. A maximum grade of 60% may be earned in the supplementary examination. Students with grades below 54% may retake the course in the subsequent cycle up to a maximum of two classes.
- (4) Candidates who have failed three courses in a year or have supplemented, repeated courses and still remain below the sixty percent (60) grade will be discontinued from the programme.

#### **I.10.3.3 Thesis/Research PHD and MA degrees**

If a student only wishes to register for the Thesis, s/he should register for:

**PMD6679** (THESIS ONLY)  
MINI THESIS (M.ADMIN) **PMT6672**  
MINI THESIS (M. POL) **PMP6672**  
PHD DISSERTATION **PDT8799**

- (1) Candidates who successfully complete the coursework phase, or those who are registered for postgraduate study by thesis research alone, shall undertake research in an approved topic, and in the end write a thesis (MA.) or Dissertation (PHD). A candidate must submit a research proposal by the end of February during the year he/she is required to write the thesis/dissertation.



Masters level candidates “**by research**” may be required to register and pass up to two course related to their thesis at the discretion of the Faculty Executive and are required to register and pass **ADVANCED RESEARCH METHODOLOGY (PAR6179)**. Doctoral candidates by research are expected to hold a valid MA degree from an acceptable university with a 70% average. Some exceptions might be made in concurrence of the Faculty Executive, but only in exceptional circumstances and some relevant coursework may be required. PHD candidates are also required to register and pass **ADVANCED RESEARCH METHODOLOGY (PAR6179)**.

- (2) The candidates shall be assigned supervisors to guide them in their research programmes, and shall write their thesis/dissertation in accordance with the guidelines provided by the Postgraduate Studies Committee as approved by Senate.
- (3) As a standard practice, every thesis/dissertation shall be accompanied by a declaration stating that it has not been submitted for a similar degree in any other university.
- (4) The thesis/dissertation must contain an abstract of not more than 300/400 words, respectively, indicating the general findings of the research, and the major conclusions reached. It must also be satisfactory as regards format and literacy presentation.
- (5) Every Master's thesis/ PHD Dissertation submitted shall be examined by at least two specialists approved by Senate on recommendation by the Postgraduate Studies Committees. At least one of these specialists must be external to UNAM. The supervisors could be one of the examiners.
- (6) The examiners shall be required to submit a detailed assessment of the thesis/ dissertation, and also write a definite recommendation on whether the degree should be awarded to the candidate unconditionally, or whether the degree should be awarded subject to specified corrections/revisions, or whether the thesis/dissertation should be referred back to the candidate for re-writing and re-submission, or whether the thesis/ dissertation should be rejected outright.
- (7) In instances where the examiners of the thesis/dissertation disagree in their recommendations, the Postgraduate Studies Committee shall study the case and recommend to Senate the appointment of an additional independent examiner to serve as referee on the thesis/dissertation.
- (8) Postgraduate candidates, who disagree with the results of the examination as approved by Senate, may present an appeal, giving reasons and evidence to support the appeal. Senate will then have the thesis/dissertation examined by an Appeals Committee.
- (9) Candidates who are registered by thesis/dissertation alone will normally appear for VIVA VOCE examinations. This will be conducted in accordance with the procedures approved by Senate on recommendation by the Postgraduate Studies Committee.

#### **I.10.4 Departmental policy**

- (1) At Master's level courses are conducted on a tutorial basis. Effectively this means that student participation and contributions - in the form of attendance, completion of reading and written assignments, oral presentations and tutorial discussion - are vital to the success of each course and of the programme as a whole. Accordingly, such participation and contributions are considered obligatory for all Master's students. In cases of continuing inadequate attendance and performance such students may be refused further access to seminars/tutorials and / or participation in second semester courses offered in this Department.
- (2) Where students are unavoidably prevented from attending a seminar/tutorial or completing a written assignment as scheduled, they have an obligation to inform the lecturer/supervisor concerned directly.
- (3) Every postgraduate candidate shall be assigned a supervisor nominated by the Department and approved by Senate on recommendation by the Postgraduate Studies Committee. This shall be both for lectures and independent research courses.
- (4) Supervisors will discharge their duties and responsibilities within guidelines provided by the Postgraduate Studies Committee as approved by Senate.
- (5) The Department will appoint a suitably-qualified Master's Course Convenor to assist students with general arrangements such as library needs, submission dates and individual research proposals.
- (6) Academic integrity is fundamental to every facet of the scholarly process and expected of every student in all academic work. Integrity involves firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual efforts of both oneself and others.

## **SECTION 2: ACADEMIC REQUIREMENTS**

---

### **I.10.5 Course Structure: Master's Degree by coursework**

The Master's Degree (M.A. & M. Admin.) by coursework consists of:

One academic year of:

(A) **SIX** Departmental core courses in the following areas of concentration:

#### **M.A. POLITICAL STUDIES**

YEAR ONE

SEMESTER ONE

- (1) **PCP6171** The Study of Comparative Politics
- (2) **PAR6179** Advanced Research Methods
- (3) **PPG6171** The Politics of Global Change and Governance

SEMESTER TWO

- (4) **PPS6172** The Politics of Southern Africa
- (5) **PSC6172** State and Civil Society in Africa
- (6) **PMC6172** International Mediation and Conflict Transformation

YEAR TWO:

SEMESTER ONE

**Plus ANY TWO** electives from the following courses or any two courses from Public Administration or any other elective approved by the Head of Department.

- (1) **PIC6271** International and Comparative Politics
- (2) **PES6271** Political Economy of Southern Africa
- (3) **PAP6271** African Politics
- (4) **PFP6271** Comparative Foreign Policy

SEMESTER TWO

**PMP6672** Thesis

#### **MASTER OF PUBLIC ADMINISTRATION**

##### **YEAR ONE: SEMESTER 1**

**PAM 6171** Public Management and Administrative Reform

**PEP 6171** Economics and Public Finance

**PRM 6171** Human Resource Management.

##### **YEAR ONE: SEMESTER 2**

**PPA 6172** Public Policy Analysis

**PAR 6179** Advanced Research Methods

**POB6172** Organization Management and Behaviour

**YEAR TWO: SEMESTER 1**

Two electives from the following courses:

**PPM 6271** Project Development: Planning and Management.

**PGP 6271** Government and Private Sector Relations

**PRL 6271** Regional and Local Government Management

**PSI 6271** Strategic Management Information Systems

## **YEAR TWO: SEMESTER 2**

### **PMT6672 THESIS**

Students enrolled in the M.Admin and M.A Pol programmes are required to complete eight semester courses plus thesis in two years. In the first year students are required to take six courses, three per semester. In the second year students are required to take two courses in semester one and a thesis in the second semester.

#### **Thesis information**

Research and completion of a thesis of between 20 000 - 30 000 words applies to both M.A. Political Studies and M.Admin.

### **I.10.6 Core courses: syllabi**

#### **I.10.6.1 M.A. POLITICAL STUDIES**

The programme is designed as a balanced introduction to the scholarly study of four areas of democratisation in multi-ethnic and cultural societies.

#### **The Study of Comparative Politics PCP6171**

This course surveys the field of comparative politics with respect to methods, concepts and performance. The course focuses on comparative political change and democratisation in multi-ethnic and cultural societies.

#### **Comparative Foreign Policy PFP6271**

This course surveys the theoretical literature with case-studies of the foreign policies of select countries: the United States, South Africa, Nigeria, Namibia and the Federal Republic of Germany. Depending on student interest other case studies may be chosen.

#### **The Politics of Global Change and Governance PPG6171**

This course explores the rising phenomenon of globalism and investigates the principal challenges of global governance: conflict; migration; human rights; the environment and regional integration.

#### **The Politics of Southern Africa PPS6172**

This course aims to encourage students to confront some of the issues facing Southern Africa in reconstructing its relations with a post-cold war world.

#### **State and Civil Society in Africa PSC6172**

This course explores the nexus between the State and Civil Society in select African countries.

#### **International Mediation and Conflict Transformation PMC6172**

This course explores traditional and new approaches to international negotiations and mediation and locate these within an expanded (global) security agenda.

#### **I.10.6.2 Core Courses: Syllabi: M.ADMIN.**

This programme is designed to prepare students for careers in the civil service as well as to enhance professionalism to those in the public service and are in positions of middle and upper level management. It also offers career opportunities to students interested to become lecturers and researchers.

##### **Human Resources Management PRM6171**

Human resource planning and development; Performance Management in public sector organisations; Old and new Personnel Management trends in the public and development sector; Human resource development; Management training; Career development and staff empowerment; Current issues in human resource management policies and practices in Namibia; Decision making; Power and conflict resolution in public sector organisations; as well as Union and labour relations.

##### **Economics and Public Finance PEP6171**

Basic issues in economics and development. An assessment of different economic systems. The Private Sector: Market mechanisms and the efficient use of national resources. The Public Sector: government expenditure and revenue in theory and practice; the role of government in managing resources; the significance of fiscal and monetary policies; International finance, debts and balance of payments. Public Finance in the Namibian economy.

##### **Advanced Research Methods PDR6179**

Fundamentals of decision making; probability theory, descriptive and inferential statistics, such as organising and arranging data generated by management information systems, sampling, distributions, correlation and multiple regression. Forecasting, linear programming, simulations and computer applications. Research Methods: Fundamentals of empirical research; design and structure of research, data collection; data processing and analysis.

##### **Public Management and Administrative Reform PAM6171**

The New Public Management (NPM) as a paradigm shift from public administration; Public Management theories; public and private managers - a professional synthesis; comparing public managers and public management systems; public managers and public service transformation; efficiency and effectiveness; affirmative action policies; management of training; the management of finance; customer care and public relations; contracting out and quality management. Selected cases from commonwealth countries. Issues in public management and administrative reform in Namibia.

##### **Government and Private Sector Relations PGP6272**

The environment of government and private sector relations; economic systems and the policy framework of extra-governmental relations. Conventional analysis of government and private sector relations; bargaining processes on the application of policy instruments such as taxation; subsidies; and other regulatory instruments. Intensive analysis of the main elements of the bargaining relationship. Development of negotiating skills in public managers. The science and practice of negotiation. Analysis of normative methods of negotiation developed by the Harvard Negotiation, Project and other common processes of negotiation. Specific Namibian issues on negotiation and government and private sector relations.

##### **Strategic Management Information Systems PSI6272**

An overview of information systems; creating public management information systems; systems investigation, analysis design implementation; management; maintenance and review. Computer applications; and practical issues of public management information systems in Namibia.

## **Public Policy Analysis PPA6172**

The meaning of policy analysis. Modes of policy argument. Methods for policy analysis: structuring policy problems, forecasting policy alternatives, recommendation, monitoring and evaluation of policy outcomes. Case studies in policy analysis.

## **Regional and Local Government Management PRL6272**

The importance of regional and local government bodies. The development of Local Government system in Africa. The local government system in Africa. Council-staff relations. Staffing local government units. Inter-governmental relations. Local government finance. Local government involvement in development planning. Local government elections. Citizen participation in local government. Co-operation among local governments and with NGO's. Assisting self-help projects.

## **Project Development: Planning and Management PPM6272**

Project identification, formulation and appraisal. Organizational and Administrative feasibility of project monitoring and evaluation of project effectiveness. Community and citizen participation.

# **I.11 MASTER OF SCIENCE ECONOMICS (Msc Eco) 12MSEC**

## **I.11.1 Admission requirements**

- 1) A candidate must have a Bachelor's degree in Economics from a recognized institution of higher learning with at least a B grade average.
- 2) A candidate without a Bachelor's degree, but who holds a qualification from an approved institution of higher learning deemed to be equivalent to a Bachelor's degree in Economics from Unam may also be considered for admission.
- 3) A prospective student may be interviewed and assessed by the Department of Economics before recommending the applicant to the Postgraduate Studies Committee.
- 4) Eligibility of a candidate to the programme will be determined by the Postgraduate Studies Committee. Submission of an application doesn't necessarily ensure an admission.

## **I.11.2 Duration**

**The Master of Science in Economics cannot be obtained in less than two years. The degree must be completed within THREE YEARS of part time registration.**

## **I.11.3 CURRICULUM**

	<b>First Semester</b>	<b>Second Semester</b>
<b>First year</b>	<b>EMT6171</b> Microeconomic Theory I	<b>EMT6172</b> Microeconomic Theory II
	<b>EMA6171</b> Macroeconomic Theory I	<b>EMA6172</b> Macroeconomic Theory II
	<b>EME6171</b> Mathematical Economics	<b>EAE6172</b> Applied Econometrics I
<b>Second year</b>	<b>Elective I</b>	<b>Work on thesis</b>
	<b>Elective II</b>	<b>Work on thesis</b>
	<b>ERM6271</b> Research Methodology	<b>EMT6272 Thesis</b>

## Electives

Students should offer two electives amongst the following:

1. Public Sector Economics (**EPE6271**)
2. International Economics (**EIE6271**)
3. Monetary Economics (**EME6271**)

### I.11.4 Assessment and Evaluation of Students:

- 1) For each taught semester course, there will be at least two pieces of work towards continuous assessment involving either tests or other forms of evaluation, and a three-hour final examination at the end of the semester (as postulated by Unam regulation). Both coursework and written examinations will be assessed on the basis of a course credit system, in which one credit unit is set equivalent to ten contact hours.
- 2) Unam's regulation to postgraduate study will be binding in the allocation of marks between continuous assessment and final examination and others such as, examination regulations, class attendance, academic integrity, requirement for successful completion of a course and the ranking to be achieved.
- 3) Final examination on foundation courses such as Microeconomic Theory, Macroeconomic Theory, Applied Econometrics and Mathematics courses will be both internally and externally examined. Final examination on the electives will be evaluated by first and second examiners internally, where first examiner will be the instructor and second examiner as allocated by the Department.
- 4) Candidates must pass all semester courses (including thesis) with at least a sixty (60%) average to qualify for successful completion of their M.Sc. degree in Economics. A maximum of three courses may be supplemented when final marks fall between 50-59 %. Students with below 50% must reregister for the course in the subsequent cycle up to a maximum of three semester courses.
- 5) A student who has failed in more than three courses in a year (i.e. attained below 59%) will be discontinued from the programme.
- 6) Before a candidate can proceed to the thesis research phase, s/he must first successfully pass the coursework examinations.
- 7) With regards to the thesis, a student must submit a four-page proposal to the Department on the topic of his/her interest within a fortnight of commencement of second semester in the second year. A supervisor will be assigned by the Department. The thesis on completion as deemed by the supervisor must be defended in front of a committee of three individuals (selected by the Department) that will judge the acceptability and quality of the research and assign a mark accordingly.
- 8) A student will be conferred the degree of "Master of Science in Economics" upon successful completion of all the requirements as outlined above.

### I.11.5 Tuition and Fees:

The cost of the programme is N\$15900.00 per annum, and this is subject to review annually.

### I.11.6 Syllabi:

#### **MICROECONOMIC THEORY I: Consumer Behavior and Production Theory**

4 Lecture hours per week for 14weeks  
1x 3hour examination

Theories of production and individual choice (Decision making under uncertainty, information economics, incentive, and contract theory); markets and competition; tools of comparative statistics and their application to price theory. Introduction to game theory: various models of equilibrium, which correspond to different ways that the agents might make their decisions, and various kinds of games---static games, dynamic games, and games of incomplete information.

## **MICROECONOMIC THEORY II : General Equilibrium & Welfare Economics**

4 Lecture hours per week for 14weeks  
1x 3hour examination

Market Failure: incomplete markets, externalities, public goods. General equilibrium: Arrow-Debreu economies, general equilibrium economies with incomplete markets, informational asymmetries, increasing returns, and imperfect competition. Mathematical techniques to study existence, regularity, welfare properties of equilibria. Applications provided with special emphasis on financial markets, fiscal policy, and regulation.

## **MACROECONOMIC THEORY I:**

4 Lecture hours per week for 14weeks  
1x 3hour examination

An overview of national income accounting (SNA) and accounting identities, consumption, investment behaviour and aggregate demand; inflation, unemployment and nominal rigidities and aggregate supply (Keynesian analysis); monetarism and new classical analyses, open economy macroeconomics- balance of payments; effects of fiscal, exchange rate and monetary policies.

## **MACROECONOMIC THEORY II:**

4 Lecture hours per week for 14weeks  
1x 3hour examination

An overview of dynamic optimization, Solow's growth model; overlapping-generation models; endogenous growth theory; business cycle theories- Keynesian, real-business cycle theories; microfoundation of nominal adjustment; fiscal, monetary policies and political economy of stabilization; rational expectation models and their tests, structuralist proposal.

## **MATHEMATICAL ECONOMICS:**

4 Lecture hours per week for 14weeks  
1x 3hour examination

Sets, functions, limits; matrix algebra with eigen quantities and matrix decomposition; derivative, differential and optimization of functions with one variable; partial derivatives, total derivatives and optimization with many variables; implicit function theorem and its application; constrained and unconstrained optimization; integration-definite and indefinite; first and second order linear difference and differential equations; phase diagrams; saddle path; optimization in dynamic model.

## **APPLIED ECONOMETRICS**

4 Lecture hours per week for 14weeks  
1x 3hour examination

Classical linear regression model with least square, problems of CLRM- multicollinearity, autocorrelation, heteroscedasticity, specification errors; distributed lag models; maximum likelihood, GLS, GMM estimators and their properties; LM, likelihood ratio tests,

Simultaneous equation models- identification, order and rank tests and their estimation; panel data models- fixed and random effects; qualitative dependent variables- probit, logit, tobit, multinomial- models; stationary and non-stationary time series; unit root tests; cointegration and error correction modeling.

## PUBLIC SECTOR ECONOMICS

4 Lecture hours per week for 14weeks  
1x 3hour examination

This syllabus will contain: **Theory of Taxation:** Review of a good tax, equality, efficiency and productivity of a tax; tax incidence and incentive effects; theory of optimal taxation. **Tax Policy:** Overview of Tax Design, direct and indirect taxation and tax reforms, African taxation and tax reform studies and experiences. **Public Debt:** Causes, Measurement and financing of fiscal deficits; Domestic and external debt, debt and economic growth; overview of public debt in Africa. **Project Appraisal and Management:** Basic concepts & Methodology of Project Appraisal; Financial; Economic and social cost-benefit analysis of Development Projects; conceptual tools (shadow exchange rate, accounting ratio etc.); technique of classic approaches. Logical Framework Analysis; Environmental Impact Assessment; quality control in projects; and the principles of project risk management. **Economic Policy:** Structural reforms and adjustment in developing and transitional economies; financial crises: policy failures and policy responses within and outside the affected region including the need for global regulations; socio-economic indicators; socio-economic development policies on - education, health, housing, population, gender, poverty reduction (including micro-financing); trade and environmental issues.

## MONETARY ECONOMICS

4 Lecture hours per week for 14weeks  
1x 3hour examination

**Monetary economics:** The financial intermediation process; financial development versus economic development; the "stylised facts" of the impact of financial development on economic development; a critique of the McKinnon-Shaw hypothesis; regulation and deregulation; credit rationing; the informal financial sector; financial crisis; financial policy; studies of the financial intermediation process in Africa. International Financial Institutions and Policy: The international payments mechanism; a review of the Gold Standard, the Bretton Woods system, the Dollar Standard and the current payments system; programming models; stabilization policies and packages; IMF/ World Bank and Africa; monetary unions. **Financial economics and Corporate Finance:** Expected utility and prospect theory; measurement of risk; investment opportunities and optimum portfolio choice; asset pricing- its theories, asset analysis; market efficiency and the law of one price; option pricing; international investing. Valuation of financial and real assets; corporate financing and planning; theories on capital structure and corporate strategy; incentives, information and corporate control; corporate ethics and global corporate responsibility.

## INTERNATIONAL ECONOMICS:

4 Lecture hours per week for 14weeks  
1x 3hour examination

**International trade:** structure of world trade and gains from; trade and its linkages to growth, development and income distribution; regional economic integration and gains from; international investment; institutions and agreements; trade and commercial policies and roles of interest groups; international labour standards; debates and agreements with respect to trade and environmental issues; controversies of trade policy and recent globalization debate. **International finance:** Historical overview of international monetary standard and current regimes; bop and its adjustment; exchange rate determination in various systems- fixed, flexible prices, rational expectation and near rationality models; exchange rate volatility and its effect on finance and real sectors; stabilization policies; issues of foreign debt; global capital market, FDI and international portfolio diversification; supervision of offshore financial institutions; world financial institutions and policy issues concerning financial market regulation and liberalization; financial crises in emerging markets.



## **RESEARCH METHODOLOGY:**

4 Lecture hours per week for 14weeks  
1x 3hour examination

General introduction; anatomy of a research work; literature survey; research design-survey techniques, model building; data collection, analysis and validation of a model; report writing and norms; research ethics. Computer based applied econometrics exercises.

The assessment of research methods course will have two components: (i) an examination on research methods in general and (ii) a proposal for the thesis that a student will write.

Since the course will be offered just like any other course (4 hours/week) a component of applied econometrics has been added. Students will have practical exercises which will involve econometric analysis using econometric packages i.e., they will be expected to at least spend two hours per week in the computer lab (the Department of Economics has a well equipped computer lab).

## **THESIS:**

Students who successfully complete the coursework phase, shall undertake research in an approved topic. A candidate must submit a research proposal by the end of the first semester during the year he/she is required to write the thesis. The Postgraduate Studies Committee must approve the thesis proposal beforehand.

By the time a student is taking the thesis course, he/she should have formulated a research topic, have a proposed outline and done some preliminary research on the subject during the course of his/her studies. The student's supervisor helps the student synthesize his/her ideas into a cohesive work of research coupled with original hypotheses that should be supported by data and its application when warranted.

## **I.12 MASTER OF SCIENCE IN ACCOUNTING & FINANCE (12MSAF)**

### **I.12.1 Admission requirements**

- (1) A candidate must have a Bachelor's degree in Accounting from the University of Namibia with at least a B grade average or Upper Second Class.
- (2) A candidate without a Bachelor's degree, but who holds a qualification from an approved institution of higher learning deemed to be equivalent to a Bachelor's degree in Accounting from University of Namibia may also be considered for admission.
- (3) A prospective student may be interviewed and assessed by the Department of Accounting before recommending the applicant to the Postgraduate Studies Committee.
- (4) Eligibility of a candidate to the programme will be determined by the Postgraduate Studies Committee. Submission of an application doesn't necessarily ensure an admission.

### **I.12.2 Duration**

**The Master of Science in Accounting & Finance cannot be obtained in less than two years. The degree must be completed within THREE YEARS of full- time registration.**

### **I.12.4 Curriculum**

<b>Year</b>	<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
First year	<b>AFA6111</b> Applied Financial Accounting	<b>AFA6112</b> Corporate Financial Analysis & Valuation
	<b>AMA 6131</b> Advanced Management Accounting	<b>AAG6132</b> Auditing and Corporate Governance
	ACF6151 Corporate Finance	ATT6152 Taxation and Tax Planning
	AQM6171 Advanced Quantitative Methods	ARM6172 Research Methodology

Second year	APS6251 Applied Public Sector Accounting	Thesis
	AFI6271 International Investment & Finance	

## ELECTIVES

Students should offer two electives either from group one or two as indicated hereunder:

### Group one

**ADR6211** Derivatives and Risk Management

**ASM6231** Strategic Management

### Group two

**ARE6211** Real Estate & Property Management

**APM6231** Portfolio Management

## I.12.4 Assessment and Evaluation of Students:

- (1) For each taught semester course, there will be at least two pieces of work towards continuous assessment involving either tests or other forms of evaluation, and a three-hour final examination at the end of the semester (as postulated by Unam regulation). Both coursework and written examinations will be assessed on the basis of a course credit system, in which one credit unit is set equivalent to ten contact hours.
- (2) A candidate can be admitted to the examination in a course if he/she has obtained the required continuous assessment mark of 50%. Unam's regulation to postgraduate study will be binding in the allocation of marks between continuous assessment and final examination and others such as, examination regulations, class attendance, academic integrity, requirement for successful completion of a course and the ranking to be achieved.
- (3) Final examination on foundation courses such as Microeconomic Theory, Macroeconomic Theory, Applied Econometrics and Mathematics courses will be both internally and externally examined. Final examination on the electives will be evaluated by first and second examiners internally, where first examiner will be the instructor and second examiner as allocated by the Department.
- (4) Candidates must pass all semester courses (including thesis) with at least a sixty (60%) average to qualify for successful completion of their M.Sc. in Accounting and Finance. A maximum of three courses may be supplemented when final marks fall between 50-59 %. Students with below 50% must reregister for the course in the subsequent cycle up to a maximum of three semester courses.
- (5) A student who has failed in more than three courses in a year (i.e. attained below 60%) will be discontinued from the programme.
- (6) Before a candidate can proceed to the thesis research phase, s/he must first successfully pass the coursework examinations.
- (7) With regards to the thesis, a student must submit a four-page proposal to the Department on the topic of his/her interest within a fortnight of commencement of second semester in the second year. A supervisor will be assigned by the Department. The thesis on completion as deemed by the supervisor must be defended in front of a committee of three individuals (selected by the Department)

that will judge the acceptability and quality of the research and assign a mark accordingly.

- (8) A student will be conferred the degree of "Master of Science in accounting & Finance" upon successful completion of all the requirements as outlined above.
- (9) The University of Namibia's Postgraduate Studies rules and regulations shall apply in all cases where the rules are not explicitly stipulated in this programme.

## **I.12.5 Tuition and Fees:**

The cost of the programme is N\$30 000.00 per annum, and is subject to review annually.

## **I.12.6 CURRICULUM**

### **AFA6111 APPLIED FINANCIAL ACCOUNTING**

4 Lecture hours per week for 14 weeks

1 x 3 hour examination

Overview of accounting in Namibia, Namibian accounting framework including the accounting bases and general principles, accounting standards and guidelines; Recognition and measurement, reporting and disclosure requirements, the accounts of companies and public corporations, preparation of published accounts in Namibia, financial reports and reporting requirements and regulations, outline of the taxation regulations and practices, business combination, business bankruptcy, accounting for future contracts, changes in capital structure, consolidation of a group of companies and foreign currency operations. International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).

### **AMA6131 ADVANCED MANAGERIAL ACCOUNTING**

4 Lecture hours per week for 14 weeks

1 x 3 hour examination

Managerial accounting and the business environment, information for management planning and control, standard costing and budgetary control, cost behaviour and decision making, statistical analysis of costs and cost drivers, relevant information for decision making, linear programming and transportation method, joint and by-product costing, pricing policy, current management accounting practices including ABC, JIT, Target costing, Kaizen costing, BSC, TQM, value chain analysis and strategy, and customer profitability and cost analysis; performance evaluation including EVA and transfer pricing, long-term investment decisions and Case studies in Managerial Accounting.

### **ACF6151 CORPORATE FINANCE**

4 Lecture hours per week for 14 weeks

1 x 3 hour examination

Introduction to corporate finance, risk and returns, valuation concepts, financial instruments/securities, strategic investment decisions, strategic financing decisions, sources of long-term financing, capital structure, working capital management and financing; financial analysis and planning, special topics including derivatives and risk management, bankruptcy, reorganization, liquidation, mergers and acquisitions, divestitures, multinational financial management and pension plan management; dividends, lease financing and project finance; Return on Investment for SOEs, parastatals, etc., and emerging financial markets.

### **AQM6171 ADVANCED QUANTITATIVE METHODS**

4 Lecture hours per week for 14 weeks

1 x 3 hour examination

Basic financial mathematics, basic statistics concepts, sampling and estimation, hypothesis testing and statistical inference, regression analysis, correlation analysis, time series analysis, advanced topics on financial modelling, multi-co linearity, and nonparametric analysis.

## **AFA6112 CORPORATE FINANCIAL ANALYSIS AND VALUATION**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

A framework for business analysis, business strategy analysis, the company and its industry, accounting analysis, financial analysis, valuation or prospective analysis; valuation principles, techniques and practice; other factors affecting valuation; valuation of business under special situations; business valuation models, cash flow valuation, free cash flow valuation, application of financial statement analysis and valuing new economy.

## **AAG6132 Auditing and Corporate Governance**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

An overview of auditing, materiality and risk, internal control, methodologies of examining financial statements, reporting, auditing IT systems; Standards of independence, Integrity, and objectivity; Auditors' Statement of Professional Ethics; Auditing Computerized Accounting; Historical development of the system of corporate governance, Agency theory, the Kings Report on Corporate Governance principles/codes, Agency framework for evaluation of alternative corporate governance system; Business Ethics, earnings management and window dressing, executive compensation; The position, power, duties, responsibilities and ethical issues of Directors, Secretary, Auditor and Board Committees; Disclosure of information, and Rights of Shareholders; Case studies in recent issues in corporate failures due to lack of Corporate Governance.

## **ATT6152 TAXATION AND TAX PLANNING**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

Namibian tax framework, applications in corporate governance and management decision making; general features of selected taxes in Namibia including stamp duty, corporate tax, personal income tax, tax agreements, transfer duty, land tax, VAT, customs and excise duties, petroleum tax; International Tax Planning; Tax havens, Tax incentives for investments and current issues in tax exemptions for Export Processing Zones, National and Regional tax reforms, WTO related reforms, Tax harmonization within regional trading blocks etc.

## **ARM6172 Research Methodology**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

Introduction to the procedures, techniques, standards, and resources for conducting research in accounting and finance; basic statistics for research; formulation a research topic, research problem; literature review, validity and reliability, and research design, conceptualization of research questions, hypotheses, research designs, sampling; data collection methods and measurement of outcomes; data analysis and interpretation of results, report and proposal writing, practical limitations and ethical issues related to research; integration of theory and practice using basic and applied research for pragmatic problem solving. The course will culminate in the preparation a research proposal under the guidance of a supervisor.

## **ADR6211 DERIVATIVES AND RISK MANAGEMENT**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

Derivatives Assets and Markets, Pricing and Trading Strategies of Options, Pricing and Trading Strategies for Options and Futures, Hedging Strategies for Options and Futures, Interest Risk Management, Swaps, Derivatives Mishaps and What we can gained from them; Basic concepts of risk management; risk management process including risk identification, risk measurement, risk control and applications of risk

management; risk and insurance including property and liability insurance, and life and health insurance; Risk minimization, the natural and other hedging methods, international diversification and risk minimization, and Financial re-engineering to minimize risk.

### **ASM6231 Strategic Management**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

An overview of strategic management, corporate strategy, strategy formulation, strategy implementation and evaluation, financial implications on strategy, the 4Ps of marketing; environmental analysis and diagnosis, internal scanning and analysis, strategy formulation and implementation; business plan, financial plan: developing financial and investment strategies, financial contracting, constructing a financial plan, major asset classes, asset allocation, monitor and review, financial planning and compliance.

### **APS6251 APPLIED PUBLIC SECTOR ACCOUNTING**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

The nature of public sector accounting, government accounting and accountability instruments in Namibia, bases of government accounting, Budgeting and budgetary control, understanding cost behaviour, capital budgeting, investment appraisal and long-term financing, managing short-term resources and obligations, accountability and control, accounting for central and local governments, SOEs and parastatals; financial statement analysis, financial condition analysis; public sector auditing; the International Public Sector Accounting Standards (IPSAS).

### **AFI6271 INTERNATIONAL INVESTMENT AND FINANCE**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

International Financial Institutions, International Money and Capital Markets, financial instruments and indicators, analyzing and decision-making related to international business, evaluating the chances of entering money markets, environmental and organizational factors that influence the business of multinational corporations (political, cultural, legal and economic environments), the role of international commerce unions in trading transactions, international strategies, international task management (marketing, production, accounting, financing, human resources); Foreign Exchange rate changes, offshore financing, external vs domestic borrowing options, and interest rates and currency swaps.

### **ARE6211 REAL ESTATE AND PROPERTY MANAGEMENT**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

Real Estate Laws including Estate Agents Act 112 of 1976 as amended, Property Management- farming, industrial and residential property; Negotiation skills, Real Estate Appraisal, Real Estate Finance, Real Estate Mathematics, Residential Construction and Real Estate Investment Analysis.

### **APM 6231 PORTFOLIO MANAGEMENT**

4 Lecture hours per week for 14 weeks  
1 x 3 hour examination

Review of basic investment and asset pricing concepts and models, institutional and individual investors and their objectives and strategies of meeting those objectives, common stock analysis and portfolio management, managing risk and return through diversification, portfolio optimization and asset market equilibrium, fixed income analysis, portfolio management, asset allocation and performance evaluation.

## **ATH6212 THESIS**

A student, who has successfully completed the coursework phase, shall undertake research in an approved topic in accounting and/or finance. A student must submit a research proposal early in the first semester of the academic year in which he/she is required to write the thesis. A student can only officially register for the thesis course after acceptance of his/her research proposal by the Postgraduates Studies Committee.

By the time a student embarks on the thesis course, he/she should have formulated a research topic, have a research proposal and done some preliminary research on the subject during the course of his/her studies. The student's supervisor will help the student synthesize his/her ideas into a cohesive work of research coupled with original hypotheses/research questions that should be supported by data and its application where necessary.

Thesis work should prove a student's independent ability to develop and investigate an issue within the field of accounting and finance. The emphasis lies in the critical choice of method, in the creation of a relevant theoretical frame of reference, and in an extensive analysis of the theoretical and empirical material available. The candidate should make a contribution to the literature in a chosen subject or problem area. The methodological approach must be clearly connected to the problem area and the different parts must be well integrated. The thesis should be about 80 pages and the student should use a scientific research method and a presentation will be made in front of an audience. Prerequisites include writing a proposal (about 10 pages) to be approved by a supervisor and the Postgraduate Studies Committee.

### **I.13. MASTER OF ARTS IN SECURITY STRATEGIC STUDIES (MA SSS)**

---

The aim of this multidisciplinary MA programme in security and strategic studies is to enhance the expertise in defence management by equipping participants with appropriate strategic management skills to contribute effectively to the broad fields of development policy, operational research, procurement, support, budgeting and contracting, resource management and forward planning in the security sector.

This programme is designed for senior members of the security sector, especially the armed forces and employees of other bodies/organizations whose operations call for specialized knowledge in defence and security matters. It offers participants advanced preparation for further career development in strategic studies, international relations, foreign policy, security sector governance and management. The course is, therefore, appropriate for members of the armed forces, police force, correctional services, intelligence agencies and employees of the Ministry of Foreign Affairs especially members of the diplomatic corp.

#### **I.13.1 Admission requirements**

1. A candidate must have a very good Bachelors degree with at least a B-grade average, from the University of Namibia, or any other University, OR a good Postgraduate Diploma from a recognized institution of higher learning.
2. A candidate without a Bachelor degree, but who holds a qualification from a recognized institution of higher learning deemed to be equivalent to a Bachelor degree from the University of Namibia may also be considered for admission; provided that he/she has accumulated at least three years relevant experience in the security sector.
3. A prospective student may be interviewed and assessed by the Department of Political and Administrative Studies before recommending his/her application to the relevant UNAM structures.

#### **I.13.2 Duration**

The Master of Arts in Security and Strategic Studies (MA SSS) cannot be obtained in less than two years of full-time study. The degree programme must be completed within three years of registration.

### **I.13.3 Mode of Delivery**

The MA SSS is a tailor-made programme that lasts two years and leads to a Masters degree from the University of Namibia. Graduation requires the completion of 240 credits in line with the NQA guidelines, and this can be achieved through 9 taught semester modules each accounting for 20 credits, and a research-based mini thesis in which the candidate should demonstrate ability to gather, analyse, and present a concise academic document worth 60 credits.

The programme will be delivered at the main campus of the University of Namibia through block-release study periods, in order to economize on the availability of the teaching staff that will be sourced from sister institutions in Namibia and beyond. The programme is organized into four (4) academic semesters, of which the first three will be dedicated to course work, while the fourth one will be reserved for the preparation and writing of a mini - thesis.

### **I.13.4 Teaching Methods**

Teaching methods include lectures, discussions, seminars, case studies, student presentations, group projects, simulations exercises, and guest speakers from the security sector, the academia and government.

### **I.13.5 Assessment and Evaluation of Students:**

1. For each course taught, there will be two modes of assessment comprising continuous assessment and a written examination.
2. A candidate can be admitted to the examination in a course if he/she has obtained the required continuous assessment (CA) mark of 50%. The University of Namibia's regulations for postgraduate studies will be binding in all other cases such as examination, class attendance, academic integrity, and requirement of successful completion of a course and the grading to be achieved.
3. Final examination on each course will be both internally and externally moderated. Continuous Assessment Marks will account for 50% of the final marks. The Final examination will account for the other 50%. The pass mark for each course is 50%
4. Candidates must pass all the courses including the mini thesis with at least a fifty percent (50%) to qualify for the award of the MA SSS degree. A maximum of three courses may be supplemented per year provided that the final marks obtained is in the range of 45-49%. Students with below 50% must reregister for the course in the subsequent cycle. A student may reregister for up to a maximum of three semester courses.
5. A student who has failed (i.e. attained below 50%) in more than three semester courses will be dropped from the programme.
6. A candidate must first successfully pass all coursework examinations before he/she can proceed to write the mini thesis.
7. With regards to the mini thesis, a candidate must submit a research proposal by the end of the third academic cycle, which should be presented in a Departmental Seminar with the whole class and staff in attendance. The Department will assign a supervisor to each student. The candidate will, upon completion of the thesis as deemed by the supervisor, be required to defend it in front of a committee of three members of the academia (selected by the Department) that will judge the acceptability and quality of the research and assign a mark accordingly. The Committee must reach a consensus. The mini thesis will have one supervisor, an internal examiner and an external examiner. The 'internal examiner' can be any one of the lecturers involved in the programme provided she/he meets and adheres to UNAM's selection criteria.
8. A candidate will be conferred the MA SSS degree upon successful completion of all the requirements outlined above.
9. The University of Namibia's Postgraduate Studies rules and regulations shall apply in all cases where the rules are not explicitly stipulated in this programme.

### I.13.6 COURSE STRUCTURE

Year	SEMESTER I	SEMESTER II
First Year	Core Courses	Core Courses
	PIH 6111 Human Security	PDG 6112 Democratic Security Sector Governance
	PWP 6131 Contemporary World Politics	PSE 6152 Security Sector Economics
	PSM 6151 Strategic Management	PAM 6172 Security Sector Management
Second Year	SEMESTER I	SEMESTER II
	Core Courses	
	PPP 6211 Public Policy Process and Analysis	PTH 6292 Mini Thesis
	PFP 6231 Comparative Foreign Policy	
	PRM 6271 Research Methodology	

#### Exemptions:

A student who has done any of the courses included in this curriculum at Masters level may [get exemption up to a maximum](#) of two courses. This is subject to recommendation of the same by the HOD and final approval by [the Dean](#) as per the University exemption regulations.

### I.13.7 Tuition Fees

The cost of the programme is N\$50,000 for the full duration of the programme, and this is subject to review annually.

### I.13.8 SYLLABI

#### **DEMOCRATIC SECURITY SECTOR GOVERNANCE (PDG 6112)**

**56 contact hours**

**1 x 3 hour examination**

Democratic governance of the security sector — key discourses and considerations; historical and comparative analysis of different patterns and

roles of the security sector in a democracy — African and Western perspectives; Democratic civil-military relations — covering themes such as parliamentary oversight of the national security domain; security sector reform (SSR) — comparative experience; as well as the implications of common regional and international security arrangements on domestic democratic governance processes. Legal, constitutional ethical and morals limits to the use of force in contemporary democracies.



## **CONTEMPORARY WORLD POLITICS (PWP 6131)**

**56 contact hours**

**1 x 3 hour examination**

Theories and practices of world politics, covering themes such as unipolarity, bipolarity and multi-polarity; the notion of limited war; challenges to state sovereignty, interventionism, regional conflicts and security cooperation; integration, alliances as well as other agencies which impact on world politics. With reference to select case studies the course will also pay particular attention to various issues in contemporary world politics, such as globalisation, regionalism, and the governance of global security.

## **PUBLIC POLICY PROCESSES AND ANALYSIS (PPP 6211)**

**56 contact hours**

**1 x 3 hour examination**

Public policy analysis as a component of the policy process, modes of policy argument, methods of policy analysis, evidence based policy making, structuring policy problems, forecasting policy alternatives, recommendations monitoring and evaluation of policy outcomes. These will be applied in the context of case studies dealing with public policy analysis within and across the security sectors and its constitutive units, as well as interfaces with other public policy domains.

## **COMPARATIVE FOREIGN POLICY (PEP 6231)**

**56 contact hours**

**1 x 3 hour examination**

The course will survey the processes for the organization, control and execution of foreign policies of select countries; the major powers, middle powers and new nations from the perspective of foreign policy; Critical analysis of the foreign policies of African States - contexts of their formulation and implementation in comparative perspective; Namibian foreign policy: the strategic calculus of foreign policy; diplomacy; Namibian foreign policy; the making and the execution of Namibian foreign policy. Interface between foreign policy and policies in other arenas such as defence, public safety, labour, trade, intelligence and development.

## **HUMAN SECURITY (PIH 6111)**

**56 contact hours**

**1 x 3 hour examination**

Human security as a social construct; the broad dimensionality of human security—its various meanings, its scope, its coherence and policy relevance; the contested nature of human security and its relationship to human development; gender dimensions; the interrelationship between human and/or economic development and state and/or national security; (for example in respect of energy and resource security, economic statecraft and economic security; the emergence of non-traditional security issues, such as international crime, demographic change, poverty, and environmental degradation; human security-globalisation and regionalism.

## **SECURITY SECTOR MANAGEMENT (PAM 6172)**

**56 contact hours**

**1 x 3 hour examination**

The management of various security functions — such as resource management:

diversity management, organizational behaviour and leadership; management of information technology; operations management; logistics; human resource management, and intra-governmental management.

### **SECURITY SECTOR ECONOMICS (PSE 6152)**

**56 contact hours**

**1 x 3 hour examination**

Application of economic methods of reasoning to security sector policy issues and to questions of resource allocation; Micro- and macro-economic analysis in the context of public finance; security sector budgeting. Specific topics include the economics of alliances, arms races, budget distributions, weapons procurement, human resource planning, economic warfare, disarmament and conversion. Elementary economic concepts will be employed to develop approaches to structuring complex problems of resource allocation, risk management and uncertainty. The course also examines the effect of various activities in the security sector on economic performance at the national, regional and industrial levels; smart procurement; comparative budgeting, planning, weapons procurement, alternative provision, burden sharing in alliances, implications of changes in technology; sector technology strategies; technology transfer and sharing; globalisation; Namibia's -development framework — Vision 2030.

### **STRATEGIC MANAGEMENT (PSM6151)**

**56 contact hours**

**1 x 3 hour examination**

An overview of strategic management, strategic planning approaches and methods innate to national security policy formulation; military and defence planning; strategy formulation: alternative approaches to strategy formulation as well as control issues; environmental scanning and scenario planning; strategy implementation and evaluation: how strategy is aligned with structure, control and reward systems.

### **RESEARCH METHODOLOGY (PRM 6271)**

**56 contact hours**

**1 x 3 hour examination**

Introduction to the procedures, techniques, standards, academic writings and resources for conducting research; basic statistics for research; formulating a research topic and research problem; literature review, validity and reliability; research designs; hypotheses; sampling; data collection methods and measurement of outcomes; data analysis and interpretation of results; report and proposal writing; practical limitations and ethical issues related to research; integration of theory and practice using basic and applied research for pragmatic problem solving. The course will culminate in the preparation of a research proposal under the guidance of a supervisor(s).

### **MINI THESIS (PTH 6292)**

A student who has successfully completed the coursework phase, shall undertake research on an approved topic in security and defence related issue. A student must submit a research proposal by the end of the first semester of the academic year in which he/she is required to write the thesis. A student can only officially register for the thesis course after acceptance of his/her research proposal by the Postgraduate Studies Committee of the University.

By the time a student embarks on the mini thesis course, he/she should have formulated a research topic, have a research proposal and done some preliminary research on the subject during the course of his/her studies. The students supervisor will help the student synthesize his/her ideas into a cohesive work of research coupled with original hypotheses/research questions that should be supported by data and its application where necessary

Thesis work should prove a candidate's independent ability to develop and investigate an issue within the field of strategic defence. The emphasis lies in the critical choice of method, in the creation of a relevant theoretical frame of reference, and in an extensive analysis of the theoretical and empirical material available. The candidate should make a contribution to the literature in a chosen subject or problem area.

The methodological approach must be clearly connected to the problem area and the different parts must be well integrated. The thesis should be about 80 pages and the student should apply relevant scientific research methodologies and theoretical concepts. Prerequisites include writing a proposal through the normal procedures as required by the Postgraduate Studies Committee.

#### **I.14. THE CENTRE FOR PUBLIC SERVICE TRAINING (CPST)**

---

Mission statement:

The CPST exists to enhance efficiency and effectiveness, develop human resources, and to build institutional capacity in order to contribute to national development through training and research, towards improved service delivery by the public and private sector organisations.

The Centre of Public Service Training is an integral part of the Faculty of Economics and Management Sciences responsible for professional training and institutional capacity building of public, private and non governmental organisations in Namibia. Furthermore, it enhances and builds capacity in the domains of policy formation and analysis, research, and democratic governance.

The foregoing is ensured through the means listed below:

- short, modular courses directed at staff members, supervisors and senior management;
- development of customised training and research materials;
- contributing to the existing body of knowledge through research that is tailor-made to complement the efforts of its stakeholders in the governance process; and
- consultancy services to improve the capacity within government, private sector and non governmental organisations for programme formulation and implementation.

#### **I.15. MASTER PROGRAMMES IN COLLABORATION WITH OTHER INSTITUTIONS**

##### **UNAM- Institute of Social Studies (ISS)**

The University of Namibia and the Institute of Social Studies in Netherlands is offering a Masters Degree Programme in Public Policy and Administration. This programme is designed for: (a) middle- level and senior government and public sector administrators, planners and decision- makers who want to improve their analytical and administrative capabilities; (b) those engaged in teaching and research in this field; (c) officers of non- government organizations who interact with and aim influence state agencies while themselves formulating and executing programmes of public action. It is also suitable for staff in policy think-tanks, evaluation and monitoring units, and policy professionals.