

UNIVERSITY OF NAMIBIA

CENTRE FOR EXTERNAL STUDIES

PROSPECTUS 2010

NOTE

This Prospectus is only valid for 2010 as regulations and syllabi may be amended for 2011. The general regulations and further information appear in the General Information and Regulation Prospectus.

Although the information contained in this Prospectus has been compiled as accurately as possible, it is possible that errors and omissions have inadvertently occurred, for which we apologise in advance. The University reserves the right to amend any regulation or stipulation without notice. The information is correct up to 30 October 2009.

The fact that particulars of a specific module or programme have been included in this Prospectus does not necessarily mean that the module or programme will be offered in 2010.

This Prospectus must be read in conjunction with the *General Information and Regulations Prospectus 2010*.

ACADEMIC CALENDAR

12	January	Second Opportunity Examination commence
28	January	Registration for first-year students starts
1	February	Registration for senior students starts
5	February	CES: Examinations Committee
22	February	Late registration starts
22	February	Vacation school starts: Bachelor of Nursing Science - orientation
24	February	Late registration ends
26	February	Vacation school ends: Bachelor of Nursing Science
27	February	General Orientation of distance students in Windhoek and Oshakati
5	March	Orientation of Tutor Markers
6	March	Orientation SDEML Project Work (Windhoek)
12	March	Last day to cancel with 100% credit – First semester & double modules
6	April	Vacation school starts: All certificate programmes, Diploma HIV/Aids Counselling, Diploma in Labour and Employment Studies, Diploma in Adult Education, B Ed (Adult Education)
9	April	Vacation school ends: All certificate programmes, Diploma HIV/Aids Counselling, Diploma in Labour and Employment Studies, Diploma in Adult Education, B Ed (Adult Education)
16	April	Last day to cancel with 50% credit – First semester modules
26	April	Vacation school starts: All post-graduate and specialised diplomas, B Acc, BBA, B Ed and MASTEP
30	April	Vacation school ends: All post-graduate and specialised diplomas, B Acc, BBA and B Ed
30	April	Last day to change examination centres at regional centres (First Opportunity examinations – First Semester)
7	May	Vacation school ends: MASTEP
7	May	Last day to cancel Semester 1 modules
5	June	Last day to cancel with 50% credit – Double modules
7	June	Last day for payment of first semester modules
7	June	CES Science Practicals start
11	June	CES Science Practicals end
15	June	First opportunity examinations: First semester modules commence (Until 3 July)
5	July	Vacation school starts: BNSC
9	July	Vacation school ends: BNSC
9	July	CES: Examinations Committee
23	July	Announcement of First Opportunity examination marks
27	July	Start of rectifications of second semester and modules registered at the beginning of the year
31	July	End of rectifications of second semester registered at the beginning of the year
31	July	Last day for appeals: First opportunity examinations
31	July	Last day to submit outstanding documentation
6	August	Last day to cancel with 100% credit for second semester modules
30	August	Vacation school starts: All post-graduate and specialised diplomas, B Acc, BBA B Ed
13	September	Vacation school starts: All certificate programmes, Diploma HIV/Aids Counselling, Diploma in Labour and Employment Studies, Diploma in Adult Education, B Ed (Adult Education)
17	September	Vacation school ends: All certificate programmes, Diploma HIV/Aids Counselling, Diploma in Labour and Employment Studies, Diploma in Adult Education, B Ed (Adult Education)
30	September	Last day to submit assignments (second semester, double modules)
30	September	Last day to change examination centres at regional centres
4	October	BNSc Skills Workshop (Windhoek)
9	November	First opportunity examinations: Second semester and Double Modules
29	November	B Ed Science practical sessions start
8	December	CES Examinations Committee

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PERSONNEL

Director's Office

Director	Dr G Frindt: HED (WTC), B Ed (UNAM), M Ed (UOFS), D Ed (UWC)
Deputy Director	Ms R M Shikongo: RN, Rm, Rt, Cn, R Na, B Curr(UNISA); B Curr Prox; Prax Hons (UNAM); M Ed PHC (Manchester)
Secretary	Ms I Dieterich

Department of Student Support

Windhoek Campus:

Senior Lecturer	(Vacant)
Senior Lecturer	Dr H Nekongo-Nielsen: B Sc St. Paul's College (VA), M Sc Long Island University (NY), Ph. D. (UWC) – Secondment to UNESCO until June 2010
Lecturer	Ms F Beukes: Dipl in Educ (Teachers Coll. Khomasdal), Further Dipl in Educ. (RAU), B Ed (Hons) (RAU), M. Ed. (UJ)
Lecturer	Dr A Brown: B Ed. (UNAM), MA, SEN (Leeds), Ed. D. (Birmingham)
Lecturer	Ms E Venter: M Soc Sc (UF)
Assistant Lecturer	Mr A Visagie: BSc, Higher Dipl. in Educ. (PG) (UWC), Adv. Dipl. in Educ. (UNAM)

Northern Campus:

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

Rundu Centre:

Lecturer	Mr N Mbukusa: BA, PGC in Education (AU USA); B.Phil. Ed. (Exeter) MA (Univ. of London)
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Department of Materials Development & Instructional Design

Windhoek Campus:

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

Department of Continuing Education

Windhoek Campus:

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

Administrative Staff

Windhoek Campus:

Assistant Registrar	Ms CM Slabbert
Administrative Co-coordinators	Ms WA Davies Ms MJ Marthinussen
Senior Distance Education Officers	Mr NC Beukes Ms B Jansen

Distance Education Officers	Ms S Gaes
	Ms C Kaereho
	Ms R Persendt
	Ms E Scheepers
Stores and Dispatch Officer	Mr J Manale
Administrative Officer	Ms C Engelbrecht
Clerical Assistant - Stores	Ms N Mutenda
General Assistant	Ms A Cloete

Northern Campus:

Distance Education Officer:	Ms AF Felix
Regional Administration and Student Support Officer	Mr W lindjembe
Stores and Dispatch Officer:	Vacant

UNAM Regional Centres:

Regional Administration and Student Support Officers:	
Gobabis	Ms L Siebert
Katima Mulilo	Mr S Tatalife
Keetmanshoop	Ms D Titus
Khorixas	Ms E Bedeker
Otjiwarongo	Ms R du Preez
Rundu	Mr I Mundumbu
Swakopmund	Ms M Engelbrecht
Tsumeb	Ms J Joseph
Clerical Assistant: Rundu	Ms P Ndjamba

Welcome

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

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

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

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

Studying at the Centre for External Studies

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

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

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

Method of Instruction

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

In order to make it easier for students to digest study materials, each course is divided into modules and each module is divided into units with activities for the students to be able to assess their own understanding of the module. Supplementary reading is

recommended in the form of a reader that will be supplied with the study material or a prescribed textbook that should be bought by the student or borrowed from the library. Where modules are accompanied by audiocassettes, these are supplied to students.

Study Materials

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

Library Services

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

Student Support Services

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

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

GENERAL INFORMATION

Programmes

The centre offers the following programmes:

- Degrees:** Bachelor of Accounting
Bachelor of Business Administration
Bachelor of Education (Adult Education)
Bachelor of Education
Bachelor of Nursing Science (Advanced Practice)
- Diplomas:** Diploma in Adult Education and Community Development
Diploma in Education (Specialisation, Biology, Mathematics, or Physical Science)
Diploma in HIV/AIDS Management and Counselling
Diploma in Local Government Studies
Post-graduate Diploma in Education*
Professional Diploma in Education
Specialised Diploma in Education (Home Economics or Fashion and Fabrics)*
Specialised Diploma in Educational Management and Leadership*
- Certificates:** Certificate in Accounting and Auditing
Certificate in HIV/AIDS Counselling
Certificate in Mid-level Management
Certificate in Taxation and Management

*** NO INTAKE IN 2010**

Enquiries

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

Written enquiries

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

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

E-mail: ces@unam.na

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

Always provide the following particulars in your correspondence:

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

Telephonic enquiries

General enquiries in connection with registrations, exemptions and cancellations:

Telephone: (061) 206 3609 or 206 3705 or 206 3177 - Student Information

Fax: (061) 206 3617

Enquiries in connection with study material:

Telephone: Windhoek – 061-206 3080

Fax: Windhoek – 061-206 3617

Enquiries in connection with examinations:

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

Fax: Windhoek – 061-206 3639

Enquiries in connection with financial matters:

Telephone: Windhoek – 061-206 3191

Fax: Windhoek – 061-206 3704

Face-to-Face enquiries

You can visit the Centre for External Studies in Windhoek at the University Campus for all enquiries.

Location: F- Block (Old Library), Windhoek Campus

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

The following are contact details for UNAM Centres:

Gobabis	Old Mutual Building, Gobabis P O Box 1183 Telephone (062) 562268 Fax (062) 562289
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Katima Mulilo	Community Library, Katima Mulilo P O Box 2535 Telephone (066) 253587 Fax (066) 253588
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Keetmanshoop	Teacher's Resource Centre, Keetmanshoop P O Box 1727 Telephone & Fax (063) 222210
<i>Opening hours:</i>	Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30
Khorixas	Jan Pick Centre, Khorixas P O Box 108 Telephone & Fax (067) 331028
<i>Opening hours:</i>	07:30 to 13:00 (Monday, Wednesday, Friday) 14:00 to 16:30 (Tuesday, Thursday)

Northern Campus in Oshakati

P O Box 2654
Telephone (065) 223 2000 of 223 2268 or 223 2269
Fax (065) 223 2271/223 2283

Opening hours: Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

Otjiwarongo

1st floor Brumme Hotel
25 Hage Geingob Street, Otjiwarongo
P O Box 558
Telephone (067) 302213
Fax (067) 303675

Opening hours: Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

Rundu

Markus Siwarongo Street
P O Box 857, Rundu
Telephone & Fax (067) 255185

Opening hours: Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

Swakopmund

Klimas Building, Swakopmund
P O Box 65
Telephone (064) 404343
Fax (064) 405261

Opening hours: Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

Tsumeb

Tsumeb Teachers' Resource centre
P O Box 1084, Tsumeb
Telephone & Fax (067) 220288

Opening hours: Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

REGULATIONS

Admission

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

Entry requirements

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

Direct entry:

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

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

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

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

Unam Evaluation Scale:

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

Mature Age Entry Scheme:

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

secondary education, in other words, Grade 10 or Standard 8. Finally, you need to have at least 5 years work experience relating to the field in which you are seeking entry. For example, 5 years teaching experience if you wish to register for the Bachelor of Education degree.

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

Registration

A person who wishes to register as a student at the University of Namibia should complete the official registration form for a particular year, sign it, and pay the prescribed fees. Such a person must also provide documentary proof that all admission requirements have been met for the study module for which a student wishes to register. Failure to produce documentation may result in students being refused registration and forfeiting their tuition fees in accordance with the stipulation on refunds upon discontinuance of studies as set out in the Fees Prospectus. The University may set a final registration date for a specific academic year after which a student may no longer register. The Centre for External Studies may refuse any application for registration if the student's completed registration form, the prescribed fees and/or the required documentary proof do not reach the Centre by 24 February 2010.

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

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

A student who was previously registered at another tertiary institution and did not obtain a degree, diploma or certificate at the end of his/her last year of registration, must submit a satisfactory certificate of conduct and an original academic record issued by the Registrar of the previous institution before the end of July 2010. Failure to do so may result in the cancellation of your registration in accordance with the stipulation on refunds upon discontinuance of studies as set out in the Fees Prospectus.

Registration periods

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

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

Re-registration

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

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

Concurrent Registration

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

Changing Registration and Cancellations

Students who wish to change or cancel their studies at the University must complete the prescribed form. Remember that cancellation could only be made once the cancellation form has been properly filled in and submitted to CES. (See the form for **Addition/Cancellation of Modules or Programmes** at the back of this Prospectus.) Students are also referred to the section in the Prospectus in connection with refunds upon discontinuance of studies. Note that the closing dates for module and qualification

changes are 24 February 2010. Students can rectify second semester modules registered during the registration period from 27 July 2010 up to 31 July 2010. The closing date for applications for module exemptions is 24 February 2010.

Students should note the following dates for refunds after cancellations:

	First Semester modules	Double modules	Second Semester Modules
(100% refund)	12 March 2010	12 March 2010	6 August 2010
(50% refund)	16 April 2010	5 June 2010	3 September 2010
(No refund)	From 17 April 2010	From 6 June 2010	From 4 September 2010

In the case of a change of address, students are requested to complete the form for the change of address and/or examination centre (See the form for **Notification of Change of Address and/or Examination Centre** in the back of this Prospectus.) Students should note that the last date for changing of their examination centre is 30 April for the June examination, and 30 September for the November 2010 and January 2011 examinations.

Assessment

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

Assignments

Each module provided to students has to be assessed in the form of assignments and/or tests. Marks gained for assignments and/or tests form part of the final assessment for the module. Assignments are also a vital form of tutoring and teaching through the feedback received from tutors on an individual basis. Since assignments received from students are used as a teaching tool, marker-tutors are therefore advised to give the necessary advice and encouragement in the form of comments on the assignment on how students may improve and make progress towards being successful in their modules. In addition, personnel of the Department of Student Support will moderate all marked assignments to ensure uniformity and quality of the assessment process. At the beginning of each year, students are provided with a list of all tutors' telephone numbers as well as the times that tutors will be available for support. Students are advised to make use of this service.

Submission of assignments

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

Final due dates for submitting assignments:

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

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

For record keeping and to ensure that assignments reach CES in good time, students should submit their completed assignments to the Centre for External Studies through the University regional centres. Students living in the vicinity of Windhoek who prefer to hand in assignments personally should hand them in at the offices of the Centre for External Studies and located in the F-Block by placing it in the assignment box provided for that purpose. **Assignments should never be submitted to individual tutors or other staff members.** Students could submit assignments electronically to the following email address: cesassignments@unam.na

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

- The envelopes provided for this purpose by the Centre for External Studies are not of a standard size and extra postage is therefore required. Students are advised to always supply sufficient stamps when posting their assignments.
- Express mail is more reliable than ordinary mail and students who use express post for mailing their assignments should pay the costs attached to this service.
- The University takes no responsibility for assignments lost in the mail and will not pay penalties for assignments with insufficient postage. NAMPOST will unfortunately return such assignments unmarked to the students.

Completion of assignment covers

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

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

Returning of assignments:

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

Re-submission of assignments:

CES' policy makes provision for re-submission of assignments. An assignment may be re-submitted by a student who obtained a mark of less than 50% in a particular assignment, provided that the student pays the prescribed re-submission fee of N\$80.00. Please note that the maximum mark a student can obtain for a re-submitted assignment is only 55%.

Final due dates for re- submitting assignments:

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

NOTE: Students who wish to re-submit assignment two and/or three should note that they will not be allowed to sit for the first opportunity examinations.

Examinations

Examination system

The University implemented a new examination system at the beginning of 2008. This system is known as first and second opportunity examinations. The first opportunity examination for first semester modules is in June every year, and in November for second semester and double modules. Students who fail modules in the first opportunity examination can re-write during the second opportunity examination, subject to a final mark between 45 and 49%, and subject to the institution's subminimum rule of 40% examination mark. This examination will take place in January the following year. Students should note that no special examinations will take place in this new examination system, but students can decide when they are ready to sit for the examinations.

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

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

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

Examination arrangements

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

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

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

NOTE: Students should note that the last date for changing of their examination centre is 30 April for the June examination, and 30 September for the November examination.

Examination Centres

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

Examination Results

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

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

Fees

The University Council levies tuition fees per module as approved for a particular year. (See the Information, **Regulations and Fees Prospectus** for 2010 for the approved fees.)

Payment of Fees

Students will pay the prescribed fees for each module or programme for which they enrol and should settle their account for first semester modules by 30 June 2010, and all outstanding debt by 15 October 2010. These fees and registration will stay valid for the approved registration period for the module. If a student failed a module, they have to register again for the module and pay the prescribed fees.

Students who pay in full for all modules enrolled for at registration will receive a discount as approved by the Office of the Bursar for 2010. (See the Information, **Regulations and Fees Prospectus** for 2010 for the approved fees). On enrolment, students should pay at least half of their total fees for the modules they are enrolling for in that year as well as the required registration fee. These students will receive their study material for their registered modules. Cancellation of modules during the 100% refund period will only be effected on return of all issued study material.

Failure to Pay

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

FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

CERTIFICATE IN ACCOUNTING AND AUDITING 12CAAU

Introduction

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

Aim

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

Programme overview

The programme is a one-year certificate, but we recommend that students should complete it over a two-year period on distance. The certificate offers 11 modules. Four modules will be offered in the first semester and five modules in the second semester. One double module, namely Basic Business Mathematics will be offered during the first and second semester.

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

Admission requirements

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

To register for the certificate a candidate should:

- be in possession of a Grade 10 certificate or any other equivalent qualification and have five (5) years related working experience **OR**
- be in possession of a grade 12 certificate, with a minimum of 17 points in five subjects on the UNAM point scale including English with at least an E symbol,

The Centre, in consultation with the Faculty of Economics and Management Science 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 Information and Regulations Prospectus. A special application form is available for this purpose.

Assessment and promotion requirements

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

Articulation

Successful completion of the certificate allows entry into the Diploma in Accounting and Auditing. After successful completion of the certificate, students may be exempted from Computer Literacy and Contemporary Social Issues modules on a case by case basis. The Diploma in Accounting and Auditing is not available on distance for 2010.

The Curriculum

Code	Module	NQF level	Credits
	Semester One		
UCEC1311	English Communication for Certificate Purposes	3	16
CAGE1311	Government Accounting A	3	16
CAGA1311	Government Auditing A	3	16
CAFA1311	Introduction to Financial Accounting A	3	16
	Semester Two		
UCSI3429	Contemporary Social Issues	4	8
UCLC3409	Computer Literacy	4	8
CAGE1312	Government Accounting B	3	16
CAGA1312	Government Auditing B	3	16
CAFA1312	Introduction to Financial Accounting B	3	16
	First and Second Semester		
CABS1300	Basic Business Mathematics	3	16

The Syllabi

Basic Business Mathematics

CABS1300

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows:

Set operations, simple linear functions and equations, simple differentiation, matrix algebra, number system, basic arithmetic, interest calculations.

Computer Literacy

UCLC3409

NQF level: 4 **Credits:** 8 **Module assessment:** Continuous assessment 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues

UCSI3429

NQF: 4 **Credits:** 8 **Module assessment:** CA 50% Examination 50% - 1x2 hours paper

Prerequisite: None

Module description:

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

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

English Communication for Certificate Purposes
UCEC1311

NQA level: 3 **Credits:** 16 **Module assessment:** CA 60% Examination 40% - 1 x 2 hour paper

Pre-requisites: None

Module description:

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

Government Accounting A
CAGE1311

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: The nature of government accounting and financial reporting, the relationship between financial and government accounting, the legal framework of government accounting, constitutional requirements, the State Finance Act, treasury instructions, capital vs. fund accounting, cash accounting, modified cash basis of accounting, accrual accounting budgetary accounting and the vote system, incremental and zero base budgeting, programmed budgeting, vote and ledger accounting, vote heads, accounting for expenditure, forward planning, the general ledger, subsidiary ledgers, reconciliation between them.

Government Accounting B
CAGE1312

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: the funds control flow system, performance measurement, outsourcing decisions, government income and expenditure statement, government balance sheet, budgetary accounts, local government accounts, compiling of final accounts, standard subdivisions in accounts, the asset register, bank reconciliation account, state revenue fund, accounting for capital projects expenditure, financial statements and rolling over budget, accounting for return on government investment, accounting for government guarantees,

Government Auditing A
CAGA1311

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: To introduce students to basic auditing concepts and principles. The legal framework of government auditing (article 127 (2) of the Namibian Constitution and Section 27 (1) of the State Finance Act 1991 (Act 31 of 1991), requirement of tabling the audit report (SFA Section 27 (4)), the role of parliament in government audit, procedures of preparation for an audit: a comparison of government and private sector, auditing principles, setting up audit procedures for government, the instruction from the Auditor-General, the relationship between internal auditor and Auditor-General, the audit report, the scope of the Auditor-General's report compared to the scope in private sector audit, types of audit reports, the separation of accounting and auditing responsibilities, the main similarities and differences in accounts audited for various ministries, audit independence.

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: To introduce students to the basic audit theory. This includes auditing concepts and approaches as well as general accepted auditing standards. Topics to include: The need for auditors, The role of auditing in corporate management (as per the King Reports on corporate governance), The history and development of the audit profession, procedures to regulate the profession and to set standards (Including SAAS100, 200 and code of professional standards), the duties and responsibilities of the professional auditor in general and specifically with regards to fraud and error.

Introduction to Financial Accounting A**CAFA1311**

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Introduction to accounting, Purpose and function of accounting, Scope of accounting, The Accounting equation and the elements of financial statements, The basic principles of accounting, Recording in the various journals, Posting to the General Ledger, Compiling the Trial Balance, Adjustments of final accounts, Post adjustments of final accounts, Preparation of financial statements.

Introduction to Financial Accounting B**CAFA1312**

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Accounting for current and non-current assets, Accounting for current and non-current liabilities, Preparation of bank reconciliation statement, Methods and procedures for recording depreciation, Methods and procedures for valuing and recording inventory, Prepare financial statements from incomplete records.

**CERTIFICATE IN MID-LEVEL MANAGEMENT
70DMID**

Aims

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

Programme overview

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

Admission requirements

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

Assessment and promotion requirements

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

The new curriculum

Code	Module	NQF level	Credits
	Semester One		
UCEC1311	English Communication for Certificate Purposes	3	16
DCEI1481	Introduction to Business and Management	4	12
DCEO1481	Operational Management	4	12
	Semester Two		
DCEM1482	Marketing and Sales	4	12
DCEH1482	Human resource management	4	12
DCEL1482	Leadership Development	4	12
DCEA1482	Basic Accounting and Financial Control	4	12

The Syllabi

English Communication for Certificate Purposes

UCEC1311

NQF Level: 3 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 2 hour paper
Prerequisites: None

Module description:

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

Introduction to Business and Management**DCEI1481**

NQF Level: 4 **Credits:** 12 **Module Assessment:** CA 50% Examination 50% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module develops a student's understanding, skills and dispositions regarding management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management e.g. planning, organizing, leading and control. The influence of African culture on management; skills required by managers, development management theories as well as managing of diversity and ethics are part of the module. How to dealing with HIV/AIDS in the workplace will also be discussed.

Operational Management**DCEO1481**

NQF Level: 4 **Credits:** 12 **Module Assessment:** CA 50% Examination 50% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module will provide students with the opportunity to understand the importance of planning in the work place. It focuses on the different types and levels of planning, the various barriers to planning and how to take action to ensure that the different plans are implemented. In addition, the module will provide students with an overview of operations management, productivity, operating in a global environment, forecasting, as well as the design of goods and services. Students will also examine issues in quality management as well as theories and practices of project management.

Marketing and Sales**DCEM1482**

NQF Level: 4 **Credits:** 12 **Module Assessment:** CA 50% Examination 50% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module will introduce students to concepts and techniques associated with marketing and sales. The module will include topics such as the purpose of marketing, the marketing mix process, theories and practices of marketing, selling techniques, promotion, and distribution and pricing of products. The purpose and types of advertising, customer service and the role of a public relations specialist will also be discussed.

Human Resource Management**DCEH1482**

NQF Level: 4 **Credits:** 12 **Module Assessment:** CA 50% Examination 50% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module is intended to provide an introduction to human resources management, management by objectives, socialisation, recruitment, selection and placement, training and development, comparison and purpose of affirmative action Act and the new Labour Act. Attention will also be given to disciplinary procedures.

Leadership Development**DCEL1482**

NQF Level: 4 **Credits:** 12 **Module Assessment:** CA 50% Examination 50% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module focuses on leadership in an organisation. Topics that will be covered include: leadership theories, leadership features, styles and functions such as how to motivate staff to higher levels of performance, communication styles, problem solving and critical

thinking, emotional intelligence development, managing change, handling conflict and negotiations, leading meetings as well as understanding the impact of ones personality type on your leadership.

Basic Accounting and Financial Control**DCEA1482**

NQF Level: 4 **Credits:** 12 **Module Assessment:** CA 50% Examination 50% - 1 x 2 hour paper

Prerequisites: None

Module description:

The objective of this module is to develop students' understanding, skills and knowledge regarding basic concepts and theories of financial accounting and control in the workplace. Topics such as budgeting, record keeping, the elements of financial statements, cash transactions, bank reconciliations and the accounting cycle will be discussed, while the nature and mechanism of internal control will also be dealt with.

CERTIFICATE IN TAXATION AND MANAGEMENT 12CMAT

Introduction

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

Aim

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

Programme overview

The programme is a one-year certificate, but we recommend that students should complete it over a two-year period on distance. The certificate offers 8 modules. Two semester modules will be offered in the first semester and three semester modules in the second semester. Three modules will be offered over the first and second semester period.

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

Admission requirements

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

To register for the certificate a candidate should:

- be in possession of a Grade 10 certificate or any other equivalent qualification and have five (5) years related working experience **OR**
- be in possession of a grade 12 certificate, with a minimum of 17 points in five subjects on the UNAM point scale including English with at least an E symbol,

The Centre, in consultation with the Faculty of Economics and Management Science 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 Information and Regulations Prospectus. A special application form is available for this purpose.

Assessment and promotion requirements

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

Articulation

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

Curriculum

Code	Module	NQF level	Credits
	Semester One		
UCEC1311	English Communication for Certificate Purposes	3	16
CAFA1311	Introduction to Financial Accounting A	3	16

	Semester Two		
UCSI3429	Contemporary Social Issues	4	8
UCLC3409	Computer Literacy	4	8
CAFA1312	Introduction to Financial Accounting B	3	16
	First and Second Semester (Double module)		
CABS1300	Basic Business Mathematics	3	16
CMMA1310	Management	3	32
CATA1310	Introduction to Taxation	3	32

The Syllabi

Basic Business Mathematics CABS1300

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows:

Set operations, simple linear functions and equations, simple differentiation, matrix algebra, number system, basic arithmetic, interest calculations.

Computer Literacy UCLC3409

NQF Level: 4 **Credits:** 8 **Module assessment:** Continuous assessment 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues UCSI3429

NQF Level: 4 **Credits:** 8 **Module assessment:** CA 50% Examination 50% - 1 x 2 hour paper

Prerequisites: None

Module description:

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

English Communication for Certificate Purposes

LCEC1311

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 60% Examination 40% - 1 x 2 hour paper

Prerequisites: None

Module description:

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

Introduction to Financial Accounting A

CAFA1311

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Introduction to accounting, Purpose and function of accounting, Scope of accounting, The Accounting equation and the elements of financial statements, The basic principles of accounting, Recording in the various journals, Posting to the General Ledger, Compiling the Trial Balance, Adjustments of final accounts, Post adjustments of final accounts, Preparation of financial statements.

Introduction to Financial Accounting B

CAFA1312

NQF Level: 3 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Accounting for current and non-current assets, Accounting for current and non-current liabilities, Preparation of bank reconciliation statement, Methods and procedures for recording depreciation, Methods and procedures for valuing and recording inventory, Prepare financial statements from incomplete records

Introduction to taxation

CATA1310

NQF Level: 3 **Credits:** 32 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

Introduction to the Income Tax Act No 24 of 1981, source or residence principles on which a tax system may be based: analysis of all the income of the taxpayer in order to determine what constitutes gross income, true source and deemed source, capital and revenue nature of income, specific inclusions, calculating normal tax payable, identification of exempt income, establishing the general and special deductions to calculate taxable income, determining the taxable income of individuals, general and specific deductions allowed for individuals, fringe benefits, tax evasion and avoidance, other types of tax: VAT (value added tax), customs and excise, assessment rates, land tax, petroleum tax, transfer duty, stamp duty, airport tax.

Management

CMMA1310

NQF Level: 3 **Credits:** 32 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

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

DIPLOMA IN LOCAL GOVERNMENT STUDIES

12DLGS

Aim

The Diploma in Local Government is a two year programme, and aims to provide overall support to the decentralization and democratization effort, particularly at the level of the local state in Namibia. The Diploma support local authorities capacity building in a focused manner by offering largely tailor made and demand oriented academic programmes. It also aims to increase the interest of the students at higher educational institutions in local government by providing a separate Diploma in Local government for those who pass the required study modules.

Programme Overview

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

Admission Requirements

Only those candidates who hold a valid NSSC or any other equivalent qualification will be allowed to register for the programme. Other requirements include at least a D grade in English, and a minimum of 22 points on the UNAM Evaluation point Scale. The faculty reserves the right to interview candidates before admission. Admission could also be considered for persons who qualify through the Mature Age Entry Scheme upon successful completion of relevant examinations set out in the General Regulations. A special application form is provided for that purpose. Furthermore, applicants in possession of a Certificate in Local Government offered by NAMCOL will be admitted to the programme on condition that there will not be any module exemption.

Exemptions

Students who have completed the Certificate in Local Government offered by NAMCOL will be admitted to the programme but will not receive exemption for any modules in the diploma.

The candidates who successfully complete the programme will be exempted from all equivalent first year modules offered in the Faculty of Economics and Management Science except for Business Mathematics and the English core modules. A student who has completed only one year of the programme **will not** be admitted into any degree programme offered by the Faculty.

Assessment and Promotion Requirements

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

A candidate passes a module with distinction if she/he obtains a final mark of 80%.

Academic Advancement Rules

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

Minimum Requirements for Re-admission

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

- 3 modules (48 credits) at the end of the second year of registration of which at least 1 (16 credits) must be none-core.
- 7 modules (112 credits) at the end of the third year of registration.
- 18 modules (288 credits) at the end of the fourth year of registration.

Curriculum

The curriculum for the Diploma in Local Government Studies comprises of ONE (1) Double module FIFTEEN (15) FULL AND TWO (2) HALF MODULES that facilitate accrual of 288 CREDITS upon completion of the programme. .

Code	Module	Credits	NQA level	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester 1				
CPLG2471	Introduction to Local Government	16	4		
CEPG2471	Principles of Economics for Local Government	16	4		
CABN2471	Basic Numeracy and Statistics	16	4		
UCLC3409	Computer Literacy	8	5		
	Semester 2				
CPFG2472	Local Government Accounting I	16	4	CABN2471	Basic Numeracy and Statistics
CPGF2472	Local Government Finance and Budgeting	16	4		
UCSI3429	Contemporary Social Issues	8	4		
CPLD2472	Local Governance	16	4		
	Semester 1 and 2				
ULEG2410	English for General Communication	32	4		
Year 2	Semester 1				
CPLF2571	Legal Framework	16	5		
CPPF2571	Local Government Policy Formulation & Evaluation	16	5		
CPGA2571	Local Government Accounting II	16	5	CPFG2472	Local Government Accounting I

CPHM2571	Human Resource Management	16	5		
CPLA2571	Local Sustainable Development	16	5		
	Semester 2				
CPSM2572	Local Government Strategic Management	16	5		
CPMM2572	Project Development and Management	16	5		
CPLD2572	Local Government Auditing Theory	16	5		
CPCP2572	Urban Planning and Infrastructure Issues	16	5		

Syllabi

Unam Core:

Computer Literacy

UCLC3409

NQA level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues

UCSI 3429

NQA Level: 4 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour examination paper

Prerequisite: None

Module Description:

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

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

English for General Communication

ULEG2410

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

Prerequisites: None

Module Description:

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

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

All other syllabi:

Basic Numeracy and Statistics	CABN2471
NQA Level: 4 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper	
Prerequisites: None	
Module Description:	
This is a foundation course that focuses on basic mathematics and statistics. The focus includes concepts and probability theories.	
Human Resource Management in Local Government	CPHM2571
NQA Level: 5 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper	
Prerequisites: None	
Module Description:	
The module focuses on the strategic role of the human resource management function at local government level. and seeks to develop the student's understanding, scholarly disposition and critical thinking skills on the strategic role of human resource management at local government level. These include: the changing environment of human resource management; employment equity recruitment; induction; selection; placement; performance appraisal; training and development, managing organisation renewal; compensation; managing careers and fair treatment, not to mention the conceptual framework for human resource management and the relevant provisions of the Local Authorities Act of 1992 and its amendments, will add to the scope of this module.	
Introduction to Local Government	CPLG 2471
NQA Level: 4 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper	
Prerequisites: None	
Module Description:	
The module focuses on political decentralisation and decentralized structures of government, local government roles and responsibilities, and the principles of urban governance namely: sustainability in all dimensions of local development' service provision; subsidiary of authority and resources to the closest appropriate level consistent with efficient and cost effective delivery of services; equity of access to decision-making processes and the basic necessities of community life; efficiency in the delivery of public services and in promoting local economic development; transparency and accountability of decision-makers and all stakeholders; civic engagement and citizenship with all citizens participating in and contributing to the common good; and security of individuals and their living environment.	
Legal Framework of Local Government in Namibia	CPLF2571
NQA Level: 5 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper	
Prerequisites: None	
Module Description:	
This module focuses on the fundamentals of local public law with specific reference to the legal framework of local government in Namibia. To that end, an overview of the formal institutional arrangements subject to the Namibian Constitution is presented in order to understand the power relations between the central government and the sub-national governments in Namibia. The module further amplifies the supremacy of the Constitution over the local public administration and specifies the juridical regulations, powers, duties and functions of sub-national governments. Topics covered in this module include: the Constitution; regional and local government; constitutional context of local government in Namibia; Division of functions to various levels of government; determination of sub-national governments; law making powers of sub-national governments; the executive powers of sub-national governments; national legislation and sub-national governments; control measures; the Code of Conduct and the Standing Rules of Order for councillors; determination of sub-national government policy; and administrative-law rules at sub-national government; not to mention the Regional Councils Act, Act 22 of 1992; Local Authorities Act, 23 of 1992 and its amendments.	

Local Governance	CPLD2472
<p>NQA Level: 4 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper Prerequisites: None Module Description: This module focuses on democracy and good governance by introducing the students to concepts on government [democracy, liberal democracy, participatory democracy, pluralism, etc.] It thus, looks at state formations and formation of government institutions: regional and local government structures, their mandates and nature of operations, types of inter and intra-government relation. Centralisation, decentralization, de-concentration, delegation, devolution, and federalism will be discussed in detail. Case studies that include Namibia will constitute part of the course content.</p>	
Local Government Accounting I	CPFG 2472
<p>NQA Level: 4 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper Prerequisites: CABN2471 Basic Numeracy and Statistics Module Description: This Module offers a broad academic knowledge on the Local Government accounting administration and control. It also deals with the cost and management accounting applicable to the activities of local governments, mainly focusing on internal reporting and management decision making. It also probes the tenets of financial planning and reporting requirements of local government accounts.</p>	
Local Government Accounting II	CPGA2571
<p>NQA Level: 5 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper Prerequisites: Local Government Accounting II – CPFG2472 Module Description: This Module deals with the standardization of local government financial statements developed over the years, the objectives attached to the statements and how the published annual financial statements of local authorities are compiled and what the contents of these statements entail. The other key areas dwelt on in this module are why certain financial statements are prepared for internal purposes only and the purpose of each.</p>	
Local Government Auditing Theory and Practice	CPLD2572
<p>NQA Level: 5 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper Prerequisites: None Module Description: The module seeks to provide descriptive study of auditing theory and practice at Local Government level. To that end, it focuses on auditing systems and practices. These include measurement of performance used to assess and verify value for money in local government. It also seeks to enhance students' understanding of the accountability of municipalities and counties. Additionally, the course takes cognisance of the fact that practices in auditing and accounting grew out of new management paradigms in the public sector with the object to achieve accountability, effectiveness, and efficiency.</p>	
Local Government Finance and Budgeting	CPGF2472
<p>NQA Level: 4 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper Prerequisites: None Module Description: The module introduces students to the concepts of public finance by focusing on local government finance, linking costs incurred and services delivered. It also explores aspects of budgeting, sources of revenue, and monitoring and controls systems in local government. Additionally, it discusses the role of councillors in financial management.</p>	
Local Government Policy Formulation and Evaluation	CPPF2571
<p>NQA Level: 5 Credits: 16 Module Assessment: CA (50%) Examination (50%) – 1x3 hour paper Prerequisites: None</p>	

Module Description:

The module aims to impart specialized skills on policy focusing on specific areas, namely the definition of policy; content and operational scope of public policy; policy theories and typologies; the rational behind policy formulation; knowing who the policy stakeholders are and what roles they play in the policy process; and the synergy between public policy formulation and formation.

Local Government Strategic Management**CPSM2572**

NQA Level: 5 **Credits:** 16 **Module Assessment:** CA (50%) Examination (50%) – 1x3 hour paper**Prerequisites:** None**Module Description:**

This course introduces students to strategic management theories and their application to the public sector; and seeks to provoke critical debate on the feasibility of applying the private sector strategic management theories in the public sector. The course also focuses on the application of strategic management in local government institutions with emphasis on issues of strategy development processes, bench marking, public private partnerships and strategic management and the regulatory environment.

Principles of Economics for Local Government Practitioners**CEPG 2471**

NQA Level: 4 **Credits:** 16 **Module Assessment:** CA (50%) Examination (50%) – 1x3 hour paper**Prerequisites:** None**Module Description:**

This Module offers concepts and basic micro and macroeconomics. It was designed to inculcate knowledge and skills necessary to understand and apply in both the public and private sector, within any given economic scenario or phenomena. It also deals with the fiscal outlook and monetary economics at local government level, which largely applies to the Namibian decentralized government structure.

Project Development and Management**CPMM2572**

NQA Level: 5 **Credits:** 16 **Module Assessment:** CA (50%) Examination (50%) – 1x3 hour paper**Prerequisites:** None**Module Description:**

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

Urban Planning and Infrastructure Issues**CPCP2572**

NQA Level: 4 **Credits:** 16 **Module Assessment:** CA (50%) Examination (50%) – 1x3 hour paper**Prerequisites:** None**Module Description:**

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

BACHELOR OF ACCOUNTING 12BACC

Aim

The Bachelor of Accounting is a single major programme, which aim is to provide an academic foundation for students intending to pursue career in the accounting profession or financial service sector.

Programme Overview

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

The degree provides technical and theoretical skills and an understanding, which will provide students a sound foundation for their chosen career. The development of transferable skills and competence is embodied in the modules within the degree structure and graduates should emerge from the programme possessing effective communication, intellectual and interpersonal skills.

Admission requirements

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

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

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

Assessment and promotion requirements

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

A candidate passes a module with distinction if she/he obtains a final mark of 80%.

Academic advancement rules

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

- 6 modules (equivalent to 96 credits) from the 9 modules (equivalent to 144 credits) prescribed for **YEAR 1**
- ALL outstanding first year modules, plus 6 modules (equivalent to 96 credits) from the 9 modules (equivalent to 144 credits) prescribed for **YEAR 2**
- ALL outstanding second year modules, plus 6 module (equivalent to 96 credits) from the 9 modules (equivalent to 144 credits) prescribed for **YEAR 3**

Minimum requirements for re-admission

- A student will not be re-admitted into the Faculty if s/he has not passed at least:
- 2 modules (equivalent to 36 credits) by the end of the **FIRST YEAR**
- 5 modules (equivalent to 80 credits) by the end of the **SECOND YEAR**

- 9 modules (equivalent to 144 credits) at the end of the **THIRD YEAR**
- 14 modules (equivalent to 224 credits) at the end of the **FOURTH YEAR**
- 18 modules (equivalent to 288 credits) at the end of the **FIFTH YEAR**
- 24 modules (equivalent to 384 credits) at the end of the **SIXTH YEAR**

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

Exemptions

A student joining the Bachelor of Accounting Degree after completing the **Diploma in Accounting and Auditing** or the **Diploma in Taxation and Management** from the University of Namibia or any equivalent qualification may be exempted from certain year 1 modules of the degree program on a case by case basis. The following modules will be exempted provided that the student had obtained at least 60% in the concerned subject during the diploma:

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

A student joining the Bachelor of Accounting Degree after completing the **Advanced Diploma in Accounting and Auditing** or the **Advanced Diploma in Taxation and Management** from the University of Namibia or any equivalent qualification may be exempted from certain year 1 and year 2 modules of the degree program on a case by case basis. The following modules will be exempted provided that the student had obtained at least 60% in the relevant subject during the Advanced Diploma:

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

Curriculum

Code	Module	Credits	NQA level	Prerequisite Code	Prerequisite Module
Year 1	Semester 1				
CEMI3571	Basic Microeconomics	16	5		
UCLC3409	Computer Literacy	8	4		

ULCE3419	English Communication and Study Skills	16	4		
CAFE3511	Fundamentals of Accounting A	16	5		
CMPP3579	Principles of Management	16	5		
	Semester 2				
CEMA3572	Basic Macroeconomics	16	5		
CBCM3579	Business Mathematics	16	5		
UCSI3429	Contemporary Social Issues	8	4		
ULEA3419	English for Academic Purposes	16	4		
CAFE3512	Fundamentals of Accounting B	16	5		
Year 2	Semester 1				
CABA3631	Business Statistics A	16	6	CBCM3579	Business Mathematics
CACL3631	Commercial Law A	16	6		
CAFÉ3631	Financial Accounting 1A	16	6	CAFE3511/2	Fundamentals of Accounting 1A & 1B
CAAM3651	Management Accounting 1A	16	6		
	Semester 2				
CABA3632	Business Statistics B	16	6	CBCM3579	Business Mathematics
CACL3632	Commercial Law B	16	6		
CAIS3652	Computerized Accounting Systems	16	6	CAFE3511/2	Fundamentals of Accounting 1A & 1B
CAFÉ3632	Financial Accounting 1B	16	6	CAFE3511/2	Fundamentals of Accounting 1A & 1B
CAAM3652	Management Accounting 1B	16	6		

Year 3	Semester 1				
CAUA3751	Auditing 1A	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CACP3751	Company Law and Practice A	16	7	CACL3631/2	Commercial Law A & B
CAFÉ3751	Financial Accounting 2A	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CAAM3751	Management Accounting 2A	16	7	CAAM3631/2	Management Accounting 1A & 1B
CATP3751	Taxation 1A	16	7	CAFE3631/2	Financial Accounting 1A & 1B
	Semester 2				
CAUA3752	Auditing 1B	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CABR3752	Business Research Methods	16	7		
CAFÉ3752	Financial Accounting 2B	16	7	CAFE3631/2	Financial Accounting 1A & 1B
CAAM3752	Management Accounting 2B	16	7	CAAM3631/2	Management Accounting 1A & 1B
CATP3752	Taxation 1B	16	7	CAFE3631/2	Financial Accounting 1A & 1B
Year 4	Semester 1				
CAUA3871	Auditing 2	16	8	CAUA3751/2	Auditing 1A & 1B
CAFÉ3871	Financial Accounting 3A	16	8	CAFE3751/2	Financial Accounting 2A & 2B
CAMF3871	Financial Management A	16	8		
CAMT3870	Mini Thesis	16	8		
	Semester 2				
CAFÉ3872	Financial Accounting 3B	16	8	CAFE3751/2	Financial Accounting 2A & 2B
CAMF3872	Financial Management B	16	8		

CAFR3872	Financial Reporting and Accounting Ethics	16	8	CATP3751/2	Taxation 1A & 1B
CAMT3870	Mini Thesis	16	8	CABR3752	Business Research Methods

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

Syllabi

Unam Core:

Computer Literacy

UCLC3409

NQA level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues

UCSI 3429

NQA Level: 4 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour examination paper

Prerequisite: None

Module Description:

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

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

English Communication and Study Skills

ULCE3419

NQA level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper

Pre-requisites: None

Module description:

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

English for Academic Purposes

ULEA3419

NQA level: 4 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module description:

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

All other syllabi:

Auditing 1A **CAUA3751**

NQA level: 7 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAFE3631/2 Financial Accounting 1A and 1B

Module description:

The detailed contents are as follows: To introduce students to the basic audit theory and audit practice. This includes auditing concepts and approaches as well as general accepted auditing standards. Topics to include: The need for Auditors, The role of Auditing in Corporate Management (as per the King Reports on corporate governance), The History and development of the Audit Profession, Procedures to regulate the profession and to set standards (Including SAAS 100, 200 and Code of Professional Standards), The Duties and responsibilities of the Professional Auditor in general and specifically with regards to fraud and error (Auditors Act S 20), Fundamental Auditing, Concepts like: Audit Assurance (SAAS 120, 200, 240, 250); Audit Evidence (SAAS 500), Audit Materiality and Risk (SAAS 320, 400); Internal Control (SAAS) , 400); Different Audit Approaches, Quality Control for Audit work (SAAS 220); Documentation in an Audit Assignment (SAAS 230); An overview of the different, stages of an Audit (Planning (SAAS 210, 300, 310); Accumulation and evaluation of audit evidence and completion of the audit (SAAS 200, 240, 320, 400, 500, 700); Reporting on the audit of the Financial statements (SAAS 700).

Auditing 1B **CAUA3752**

NQA level: 7 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAFE3631/2 Financial Accounting 1A & 1B

Module description:

The detailed contents are as follows: This course introduces students to the performance of the audit process. Topics include: Fundamental Identification and Formulation of Audit Objectives, Tests of Control General principals & In an elementary computerized data processing system (SAAS 400), The use of an overall audit plan, The audit of the income/Expense cycle, The audit of the Purchase/payments cycle, The Audit of the Inventory Cycle, The Audit of the Sources of Finance, The Audit of the Provision of Finance.

Auditing 2 **CAUA3871**

NQA level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAUA3751/2 Auditing 1A & B

Module description:

The detailed contents are as follows: This course introduces students to the environment of an audit practice, the advanced theory of auditing and legal aspects of audit practice (covering all the Namibian Auditing Standards) and carrying out of the audits. Topics to include: Revision of most important Audit terminology (including Audit evidence which includes sampling procedures, Audit materiality and Audit risk), Detailed coverage of the audit process: Planning (including the overall audit plan and audit program (SAAS210), Analytical procedures in the planning of an audit (SAAS520), Related parties (SAAS550), Initial engagements: opening balances (SAAS510) and Using the work of another auditor (SAAS600), Performing of the Audit process: Fieldwork of the cycles (Revenue/receipts cycle (including the work of internal auditors (SAAS610) and Management representations (SAAS580), Purchase payments together with Monetary unit sampling, Inventory (including Estimation sampling for variables and SAAS620 "Using the work of an expert"), financial cycle (including SAAS540 "Audit of Accounting Estimates") Students should be shown how to deal with more advanced auditing problems than was covered in the third year. Completion of the audit and reporting and reporting (Subsequent events (SAAS560), Going concern (SAAS570), Contingent liabilities, General review and evaluation (SAAS520). Reporting (SAAS700, 710) also reporting on other African Auditing Standards, Legislation of relevance to the auditor), The Public Accountants' and Auditors' Act 80 of 1991 (Outline,, interpretation, application and administration of the public accountants' and auditors act, Registration, Practice and Offences, Powers and duties of Auditors). Company Legislation conversions, Formation of companies,

Share capital and shares, offering of shares and the prospectus, administration, Directors, Remedies of Members, Auditors, Accounting and Disclosure, Take-over, Reorganizations and regulation of securities, Winding up and Judicial Management) Close corporation Legislation (Formation, Registration, Deregistration and Conversion of CC, Membership, Internal and external Relations, Accounting, Disclosure and the Legal Requirements Applicable to the Accounting Officer, Liability of Members and Others.

Basic Macroeconomics**CEMA3572**

NQA level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour examination paper

Prerequisites: None

Module description:

This course introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

Basic Microeconomics**CEMI3571**

NQA level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour examination paper

Prerequisites: None

Module description:

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

Business Mathematics**CBCM3579**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module Description:

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

Business Research Methods**CABR3752**

NQA level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module description:

This course introduces students to business research and report writing with a focus on the nature of research in business management, accounting and finance disciplines. The detailed contents are as follows: Introduction to research, research in business, the role and types of research, Problem identification and problem statements, literature review, Hypothesis construction, and writing research proposal, Ethics in research, Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity), Measuring Complex Variables, Research design, primary and secondary data sources, data collection, questionnaire construction, Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling, Factors affecting sample size, Margin of error (confidence intervals), Data analysis: the role of parametric and non-parametric statistics, Types of statistics (descriptive, inferential), correlation and regression, Types of analysis (univariate, bivariate, multivariate) Hypothesis testing, Interpretation and presentation of research findings: written and oral presentations.

Business Statistics A

CABA3631**NQA level:** 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CBCM3579 Business Mathematics**Module description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).

Business Statistics B

CABA3632**NQA level:** 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CBCM3579 Business Mathematics**Module description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

Commercial Law A

CACL3631**NQA level:** 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Pre-requisite:** None**Module description:**

The detailed contents are as follows: Introduction to the theory of law, the definition of the concept of "law", the various sources of Namibian law, customs, legislation (statute), common law etc as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, the administration of justice in Namibia, the hierarchy of the Namibian courts, the general principles of natural justice the "audi alteram partem rule", the law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc, various forms of breach of contract: mora creditoris , mora debitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party.

Commercial Law B

CACL3632**NQA level:** 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) – 1 x 3 hour paper**Pre-requisites:** None**Module Description:**

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

Company Law and Practice

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

The detailed contents are as follows: Acquisition of legal personality, types of companies, the inceptions of a company and its constitutive documents (memorandum and articles of association). Capacity and representation of a company (ultra vires doctrine, turquand rule etc). Members and the register of the company. The share capital of a company, various classes and types of shares,

voting rights attached to shares, reduction of share capital. The transfer of shares, the transferability of shares, limitations in terms of articles of shareholders agreements. Transmission of shares on death or insolvency. Offer of shares and the prospectus. Offers in the primary market and secondary markets. Liability for untruths in the prospectus and sanctions to be imposed in terms of company legislation. General meetings, annual general meetings, and convening of meetings. Directors, the legal position of director and the board of directors. Annual financial statements. Majority rule and protections of minority interest. Reorganization, arrangement and compromises. Judicial management and liquidation of companies. Dissolution and de-registration of companies.

Computerized Accounting Systems

CAIS3631

NQA level: 6 **Credits:** 16 **Module assessment:** CA 50% Examination (50%) - 1 x 3 hour paper

Prerequisites: UCLC3409 Computer Literacy, CAFE3611/2 Fundamentals of Accounting A & B

Module description:

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

Fundamentals of Accounting A

CAFE3511

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, financial position and financial result, single and double entry systems; treatment of incomplete records, collecting and processing accounting data, the accounting cycle, journals, trial balance, introduction to VAT, pre- and post-trial balance adjustments, closing-off procedures, the financial result of service and trading entities, inventory systems, preparing financial statements for a sole proprietorship.

Fundamentals of Accounting B

CAFE3512

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module Description:

The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities, financial statements of non-profit organisations.

Financial Accounting 1A

CAFE3631

NQA level: 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAFE3511/2 Fundamentals of Accounting A & B

Module description:

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

Financial Accounting 1B

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

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

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

Financial Accounting 2A

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

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

Financial Accounting 2B

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

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

Financial Accounting 3A

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

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

Financial Accounting 3B

CAFE3872**NQA level:** 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFE3751/2 Financial Accounting 2A & 2B**Module description:**

This module deals with more advanced aspects of financial accounting such as issues currently confronting accounting professionals. The detailed contents are as follows: International financial reporting standards (IFRS), consolidated cash flows (IAS7), foreign operations, effects of changes in foreign exchange rates (IAS21), financial instruments – disclosure (IFRS7), presentation (IAS32), recognition and measurement (IAS39), capital reconstruction schemes, liquidations, mergers and acquisitions, accounting theory and practice relating to government and non-profit organizations.

Financial Management A**CAMF3871**

NQA level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** None**Module description:**

The detailed contents are as follows: This course examines the role of the finance function in the firm. The detailed contents are as follows; Financial statements analysis – ratio analyses, Du Pont Identity, sources and uses of cash, standardised financial statements, Time value of money – present and future values, discounted cash flow valuation, Risk and return – basics, returns, capital market efficiency, Capital asset pricing model and portfolio theory – expected returns and variances, portfolios, systematic and unsystematic risk, diversification and portfolio risk, Beta, security market line, Capital budgeting – Net present value, payback rule, discounted payback rule, average accounting return, internal rate of return, profitability index, project cash flows, incremental cash flows discounted cash flow analysis, cost cutting proposals, replacing an asset, setting the bid price, evaluating equipment with different lives, Business valuation – nature and purpose of the valuation and financial assets, models for the valuation of shares, the valuation of debt and other financial assets, practical considerations in the valuation of shares, Cost of capital – sources of finance and their relative costs, estimating the cost of equity, estimating the cost of debt and other capital instruments, estimating the overall cost of capital, capital structures theories and practical considerations.

Financial Management B**CAMF3872**

NQA level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** None**Module description:**

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

Financial Reporting and Accounting Ethics**CAFR3872**

NQL Level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** CAFÉ3751/2 Financial Accounting 2A & 2B**Module description:**

The detailed contents are as follows: Financial reporting and accounting theory, Preparation and presentation of financial statements, Preparation of qualitative disclosures for annual reports including director's report, New trends in financial reporting and corporate governance, Introduction to ethics for accountants and auditors, Accounting ethics and financial reporting, Case studies in ethical decision making related to accounting, tax and auditing matters, Managing ethical dilemmas

Management Accounting 1A**CAAM3651**

NQA level: 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** None**Module description:**

This course is designed to introduce students to the concepts, techniques and application of cost and management accounting. The focus is on accumulating cost information and preparing reports that help managers in decision making. The topics include cost systems design and cost accumulation, raw materials costs and stock management, labour costing and control, production overheads: budgeted, applied and actual, production overheads and service department cost allocation, direct and absorption costing models, job-order and process costing, activity-based costing.

The detailed contents are as follows: Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs, Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control

techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation, Accounting for overheads costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads, Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts, Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap, Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system.

Management Accounting 1B

CAAM3652

NQA level: 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Absorption and variable costing: introduction to variable and absorption cost models, difference between variable and absorption costing methods, variable costing and cost behaviour, calculating profit under variable and absorption costing methods, reconciliation of profits under variable and absorption costing methods, Cost volume profit analysis: Marginal costing and cost volume profit relationships, assumptions of CVP analysis, components of CVP model, contribution margin and break even point for single and multiple products; formula and graphic methods, target profits and analysing effect of changes in sales price, quantity and mix, operating leverage, Budgeting and profit planning: budgeting and budgetary control, fixed vs. flexible budgets, master budget, and other functional budgets, budgets and performance evaluation, Cash budget and contemporary issues in budgeting: budgeting cash receipts and payments, investing idle cash or financing cash shortages, budgeting and human factor, budgetary slack and padding the budgets, participative budgets, zero base budgeting, Standard costing: development and utilization of unit standard costs and variance analysis, material, labour, overhead and sales variances, reconciling budgeted, standard and actual profits, Management reporting and decision making: relevant and differential cost analysis, strategic cost analysis and opportunity costs, application of cost information in decision making including make or buy, sale or process further, accepting special orders, cost and profit indifference points, adding or deleting product lines and sales mix, Responsibility accounting and segment reporting: Responsibility accounting and responsibility centres, Decentralization: degree, advantages and disadvantages, methods of evaluating segment performance

Management Accounting 2A

CAAM3871

NQA level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAAM3651/2 Management Accounting 1A & 1B

Module description:

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

Management Accounting 2B

CAAM3752

NQA level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAAM3651/2 Management Accounting 1A & 1B

Module description:

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

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

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

Principles of Management**CMPP3579****NQA level:** 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1x 3 hour paper**Prerequisites:** None.**Module description:**

This is an introductory module in Business Management. Specific topics would include an introduction to business management and entrepreneurship, basic concepts of marketing, operations management, financial management and Human resources aspects that include different functions, such as planning, organizing, leading and controlling. An attempt for students to do case studies related will be made.

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

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

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

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

BACHELOR OF BUSINESS ADMINISTRATION 12BBAD

Aim

The aim of the Bachelor of Business Administration degree is to provide students with a professional education in business. This degree is aimed in particular to assist the students to conduct themselves effectively and efficiently within the increasingly global and diverse environment. The degree is designed to prepare students for the job market, and also to meet the prerequisites for most graduate programmes in business.

Programme overview

The Programme is a four-year degree programme offered over a six-year period through external studies.

Modules in the programme follow the existing curriculum and structures offered by the Faculty of Economics and Management Science. The modules have been developed to provide students with good writing and communication skills, as well as entrepreneurial skills. The programme will prepare the students to compete on local, regional and international levels. The students will also be exposed to a broad, but solid foundation of Business Administration.

The Bachelor of Business Administration degree programme includes a significant shift in teaching towards the inclusion of extensive case studies, which greatly enhances the learning process and assists the student to understand the real working environment. This degree focuses on basic business management skills that are adapted and applied to a local entrepreneurial context.

Entry requirements

To qualify for entry to the Bachelor of Business Administration degree you should meet the normal basic requirements for entrance to the undergraduate programmes of the University.

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

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

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

The University will consider other school leaving certificates, after evaluation of these certificates. Mature people with experience, but without a formal school qualification may seek entry through the Mature Age Entry Scheme. See page 12 of this Prospectus for more information on the Mature Age Entry Scheme.

Assessment and promotion requirements

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

Academic advancement rules

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

- 6 module out of the 9 modules prescribed for **YEAR 1**
- 6 module out of the 9 modules prescribed for **YEAR 2**
- 6 module out of the 9 modules prescribed for **YEAR3**
- ALL module prescribed for the curriculum

Re-admission to the programme

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

- 2 modules by the end of the **FIRST YEAR**
- 5 modules by the end of the **SECOND YEAR**
- 9 modules at the end of the **THIRD YEAR**
- 14 modules at the end of the **FOURTH YEAR**
- 18 modules at the end of the **FIFTH YEAR**
- 24 modules at the end of the **SIXTH YEAR**

The new curriculum

The curriculum for the B.B.A. degree consists of Thirty-Five (35) modules
NINE (9) modules equal to 144 credits must be offered on the first-year level
NINE (9) modules equal to 144 credits must be offered on the second-year level
NINE (9) modules equal to 144 credits must be offered on the third-year level
EIGHT (8) modules equal to 128 credits must be offered on the fourth-year level

The Faculty offers three specialisations namely in:

- Strategic Marketing
- Human Resource Management
- Banking and Finance

Code	Module	NQF level	Credits	Prerequisite Code	Prerequisite Module
Year 1	Semester One				
ULCE3419	English Communication and Study Skills	4	16		
CMPP3579	Principles of Management	5	16		
UCLC3409	Computer Literacy	5	8		
CAFÉ3511	Fundamentals of Accounting 1A	5	16		
CEMI3571	Basic Micro Economics	5	16		
Year One	Semester Two				
ULEA3419	English for Academic purpose	4	16		
CBCM3579	Business Mathematics	5	16		
CAFÉ3512	Fundamental of Accounting IB	5	16		
CEMA3572	Basic Macro Economics	5	16		
UCSI3429	Contemporary Social Studies	4	8		
Year 2	Semester One				
CMBO3671	Organizational Behaviour 1	6	16	CMPP3579	Principles of Management
CMBA3671	Business Accounting 1	6	16	CAFE3571/2	Fundamentals of Accounting A & B

CACL3631	Commercial Law A	6	16		
CABA3631	Business Statistics A	6	16		
	Semester Two				
CMBO3672	Organizational Behaviour 2	6	16	CMPP3579	Principles of Management
CMBA3672	Business Accounting 2	6	16	CAFE3571/2	Fundamentals of Accounting A & B
CACL3632	Commercial Law B	6	16		
CABA3632	Business Statistics B	6	16		
CMBE3671	Business Economics	6	16		
Year Three	Semester One				
CMMI3771	Managerial Economics	7	16		
CMSM3771	Marketing Management	7	16		
CMHM3771	Human Resource Management	7	16		
CMMO3771	Operations Management 1	7	16		
	Semester Two				
CMSM3772	Marketing Management	7	16		
CMHM3772	Human Resource Management	7	16		
CMRE3772	Entrepreneurship 1	7	16		
CMMO3772	Operations Management	7	16		
CMBR3772	Business Research Methodology	7	16		
Year Four	Semester One				
CMHM3871	Specialisations: Strategic Human Resource Management A	8	16		
or CMSM3871	or Strategic Marketing A	8	16		
or CMBF3871	or Banking & Finance A	8	16		
CMST 3871	Strategic Management A A	8	16		
CAMF3871	Financial Management A	8	16		
CMMI3871	Management Information System	8	16		

CMRP3870	Research Project	8	8		
Year Four	Semester Two				
CMHM3872	Strategic Human Resource management B	8	16		
	or				
CMSM3872	Strategic Marketing	8	16		
	or				
CMBF3872	Banking & Finance B	8	16		
CAMF3872	Financial Management B	8	16		
CMST3870	Strategic Management B	8	16		
CMRP3870	Research project	8	8		

The Old Curriculum – 70BDBA

The curriculum for the B.B.A. degree consists of Thirty-Nine (39) modules

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

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

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

TEN_(10) modules must be offered on the fourth-year level

The Faculty offers four specialisations namely in:

- Human Resources Management
- Marketing Management
- Entrepreneurship
- Banking and Finance

NOTE: *The old curriculum is phasing out, and all students with outstanding first, second and third year modules in 2010 should register for the equivalent module under the new curriculum.*

Year 1: Semester One		Semester Two	
UCE7119	Communication and Study Skills in English	UCA7119	English for Academic Purposes
		UCI7109	Contemporary Social Issues
MPP7119	Principles of Management	AFE7119	Fundamentals for Accounting
UCC7109	Computer Literacy	EIE7119	Introduction to Economics
BCM7119	Business Mathematics	BCM7139	Business Mathematics
		PIG7119	Intro to Government Studies

Year 2: Semester One		Semester Two	
AFE7239	Financial Accounting I	AFE7259	Financial Accounting I
ACL7239	Commercial Law I	ACL7259	Commercial Law II
ABA7239	Business Statistics	ABA7259	Business Statistics
EIM7219	Micro Economics	EIM7239	Micro Economics
MBO7239	Organisational Behaviour	MBO7259	Organisational Behaviour
Year 3: Semester One		Semester Two	
EMU7359	Monetary Economics	EFE7359	Financial Economics
MMO7359	Operations Management	MMO7379	Operations Management*
MME7359	Macro Economics for Business	MME7379	Macro Economics for Business
		ABR7309	Business Research & Report Writing
And Specialisation:			
Human Resource Management			
MHM7359	Human Resource Management I	MHM7379	Human Resource Management II
Or Marketing Management			
MSM77359	Strategic Marketing I	MSM7379	Strategic Marketing II
Or Entrepreneurship			
MRE7359	Entrepreneurship I	MRE7379	Entrepreneurship II
Or Banking and Finance			
AFE7359	Financial Accounting II	AFE7379	Financial Accounting II
ATP7359	Tax Law and Practice I	ATP7379	Tax Law and Practice II
* Students taking Banking and Finance do not have to offer MMO7379 Operations Management, but all modules under Banking and Finance.			
Year 4: Semester One		Semester Two	
MST7479	Strategic Management	MST7499	Strategic Management
MBI7479	International Business	MBI7499	International Business
MMI7479	Management Information Systems	MMA7479	Managerial Economics
And Specialisation			
Human Resource Management			
MHM7479	Human Resource Management III	MHM7499	Human Resource Management IV
Or Marketing Management			
MSM7479	Strategic Marketing III	MSM7499	Strategic Marketing IV

Or Entrepreneurship			
MRE7479	Entrepreneurship III	MRE7499	Entrepreneurship IV
Or Banking and Finance			
ABF7479	Business Finance	AMF7479	Financial Management
MMF7479	Financial Markets	MPD7479	Property and Development Finance

The Syllabi – New curriculum

UNAM Core Modules:

Computer Literacy **UCLC3409**

NQF level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues **UCSI3429**

NQF: 4 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour paper

Prerequisite: None

Module Description:

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

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

English Communication and Study Skills **ULCE3419**

NQF Level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper

Pre-requisites: None

Module description:

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

English for Academic Purposes **ULEA3519**

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

Prerequisites: None

Module description:

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

Accounting & Finance

Fundamentals of Accounting A **CAFE3511**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, financial position and financial result, single and double entry systems; treatment of incomplete records, collecting and processing accounting data, the accounting cycle, journals, trial balance, introduction to VAT, pre- and post-trial balance adjustments, closing-off procedures, the financial result of service and trading entities, inventory systems, preparing financial statements for a sole proprietorship.

Fundamentals of Accounting B **CAFE3512**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module Description:

The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities, financial statements of non-profit organisations.

Business Accounting 1 **CMBA3671**

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1x 3 hour paper

Prerequisites: Fundamentals of Accounting – CAFE 3571/2

Module Description:

The module provides an introduction to some aspects of financial reporting and financial decision-making in companies. Specifically the course deals with an overview of financial reporting for companies AC000 and AC100, balance sheet format and content AC101 and AC107, income statement: format, content, irregular items AC111 and AC 103, importance of corporate financial reporting, limitations of balance sheet and income statement and director's report content and format.

Business Accounting 2 **CMBA3672**

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1x 3 hour paper

Prerequisites: Fundamentals of Accounting – CAFE 3571/2

Module Description:

This module introduces cost accounting models available for planning, controlling and evaluating company operations. It covers aspects such as budgeting for profit-making, cash budgets, identifying and tracking product costs, unit standard costing and variance analysis, input mix, yield and factor productivity, balance score card, cost-volume-profit analysis, management reporting and decision-making. It also considers the time value of money and interest rates, risk and return, the investment decision: Net Present Value and the opportunity cost of capital as well as capital structure and dividend policy.

Business Statistics A **CABA3631**

NQF level: 6 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: CBCM3579 Business Mathematics

Module description:

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).

Business Statistics B

CABA3632**NQF level:** 6 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** None**Module description:**

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Sampling and Sampling distributions, Interval Estimation, Hypothesis Testing (mean and proportion), Inferences about population variances, Tests of goodness of fit and independence, Simple linear regression and index numbers.

Economics syllabi

Basic Micro Economics

CEMI3571**NQF Level:** 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** None**Module description:**

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

Module content includes: an introduction to microeconomics, demand and supply, market structures, Factor markets and introduction to international trade.

Basic Macro Economics

CEMA3572**NQF Level:** 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** None**Module description:**

This module introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

Business Economics

CMBE3672**NQF Level:** 6 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** None**Module description:**

This module deals with the economic nature of the firm; the economic analysis of the strategic options of firms, the impact of government policies on business as well as the relationship between the broader macro economy and business performance. Also the course explores the basic drivers of productivity at firm level and strategies to create sustainable economic value.

NQF Level: 7 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

The module aims to show how Business Economics explain and predicts phenomena relating to markets and firms; explore uses of Economics in the analysis of management problems and in managerial decision-making. It will also consider firm strategies in so far as they are informed by economics, especially in the domains of pricing and costing. The role of government and macroeconomic policies on business performance will also be considered.

Management Science

NQF Level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module Description:

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

NQF Level: 7 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module Description:

This module introduces students to business research and report writing with a focus on the nature of research in business management, accounting and finance disciplines. The detailed contents are as follows:

1. Introduction to research, research in business, the role and types of research,
2. Problem identification and problem statements, literature review, Hypothesis construction, and writing research proposal,
3. Ethics in research
4. Measurement: Defining "measurement", types of measurement (nominal, ordinal, interval, ratio), Measurement concerns (reliability, validity), Measuring Complex Variables
5. Research design, primary and secondary data sources, data collection, questionnaire construction,
6. Sampling theory and Procedures: Sampling basics, Non-probability samples, Probability samples, Multi-stage sampling, Factors affecting sample size, Margin of error (confidence intervals)
7. Data analysis: the role of parametric and non-parametric statistics, Types of statistics (descriptive, inferential), correlation and regression, Types of analysis (univariate, bivariate, multivariate) Hypothesis testing,
8. Interpretation and presentation of research findings: written and oral presentations

NQF Level: 6 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Pre-requisite: None

Module description:

The detailed contents are as follows: Introduction to the theory of law, the definition of the concept of "law", the various sources of Namibian law, customs, legislation (statute), common law etc as sources of Namibian law, direct and indirect sources of law, the various divisions of our law, the administration of justice in Namibia, the hierarchy of the Namibian courts, the general principles of natural justice the "audi alteram partem rule", the law of contract, definitions of a contract and the requirements for the conclusion of a valid contract: consensus, contractual capacity, lawfulness, possibility of performance, formality, termination of contractual relations: agreement, setoff, death, insolvency, suppressing impossibility etc, various forms of breach of contract: mora creditoris, mora

debitoris, defective performance, prevention of performance, repudiation, remedies for breach of contract, specific performance as a remedy for breach of contract and other potential remedies available to an aggrieved party.

Commercial Law B**CACL3632**

NQF level: 6 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Pre-requisites: None

Module description:

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

Entrepreneurship**CMRE 3772**

NQF level: 7 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 2 hour paper

Pre-requisites: None

Module description:

It is a broad module as detailed study will be covered in other entrepreneurial/business functions – such as Marketing, Finance, Operations and Human Resources. It is intended to acquaint students with:

- the concepts and theory of entrepreneurship
- entrepreneurial process (creativity; opportunities and challenges)
- alternative ways of entering entrepreneurship
- management of Small Businesses (growth and decline management)

Human Resources Management I**CMHM3771**

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

Pre-requisites: None

Module description:

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

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

Human Resource Management**CMHM 3772**

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

Pre-requisites: None

Module description:

The introduction of different approaches to employee relations e.g. unitary, pluralist and radical frames of reference, human resource management. The relevance of these to the development of an employee relations policy, the influence of the media on managements and employees' perceptions and the effect that this can have on diagnosing problems and on the eventual outcome of

a situation. Criteria for effective pay structures, job analysis and job evaluation. Introduction to industrial psychology, psychology of work and labour relations including the theory of psychometric testing will be covered.

Marketing Management	CMSM 3771
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NQF level: 7 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Pre-requisites: None

Module description:

The purpose of this module is to expose students to the subject terminology, marketing concepts, and the overview of marketing management, the marketing mix, the nature of goods and services; consumer needs and wants. The product mix, Social Responsibility, ethics, consumer behaviour, consumer purchase decision process; psychological influence; socio-cultural influences; Organizational Buyer; Marketing Communication process and Integrated Marketing Communication.

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

Pre-requisites: None

Module description:

Strategic Marketing Management develops a structured approach to understanding and managing the marketing function. By learning how successfully integrate the elements of the marketing function into strategic, cohesive plan the student will cover the following topics: Strategic Marketing Process, The marketing environment: Examining and responding to the marketing Environment, Competitive forces, Economic forces, Political forces, Legal and Socio-cultural forces; Technological forces, marketing research, developing and managing products, Personal selling and sales promotion, Wholesaling and Retailing.

Operations Management	CMMO 3771
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NQF level: 7 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Pre-requisites: None

Module description:

This module is designed to expose the student with the functional area of Operations Management. The course covers the foundations to Operations Management in both manufacturing and service industries. The course deals with both strategic and operational issues pertaining to operations management and highlights the competitive advantage that the operations function can provide to an organisation. The topics to be covered are operations strategy, design of goods and services, process management, quality management, forecasting layout and location strategies.

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

Pre-requisites: None

Module description:

This module is designed to expose the student with the functional area of Operations Management. The course covers the foundations to Operations Management in both manufacturing and service industries. The course deals with both strategic and operational issues pertaining to operations management and highlights the competitive advantage that the operations function can provide to an organisation. The topics to be covered are human resources and job design, supply chain management, project management, inventory management, aggregate planning and scheduling, enterprise resource planning and maintenance and reliability.

Organizational Behaviour I	CMBO3671
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NQF level: 6 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1x 3 hour paper

Prerequisite: Principles of Management CMPP 3579

Module description:

The module will focus on the following topics:

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

Organizational Behaviour 2
CMBO3671

NQF level: 6 **Credits:** 16 **Module assessment:** Continuous 50% Examination 50% - 1 x 3 hour paper

Prerequisite: Principles of Management – CMPP 3579

Module description:

The module will focus on the following topics:

Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change.

Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management.

Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics

Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.

Principles of Management
CMPP3579

NQF level: 5 **Credits:** 16 **Module assessment:** Continuous 50% Examination 50% - 1x 3 hour paper

Prerequisites: None.

Module description:

This is an introductory module in Business Management. Specific topics would include an introduction to business management and entrepreneurship, basic concepts of marketing, operations management, financial management and Human resources aspects that include different functions, such as planning, organizing, leading and controlling. An attempt for students to do case studies related will be made.

The Syllabi – Old curriculum

Accounting & Finance

Business Research and Report Writing
ABR7309

Half Module - Second Semester Module Equivalent: ABR3302

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

Module description

This module introduces students to business research and report writing with a focus on the nature of research in business management, accounting and finance disciplines. 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.)

Economics

Managerial Economics

MMA7479

Second Semester Module

Module Equivalent: MMA3472

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 hour paper

Module description

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.

Management Science

Business Finance

ABF7479

First Semester Module

Module Equivalent: ABF3471

Module Assessment:

Continuous 50% Examination 50% - 1 X 3 hour paper

Module description

This module 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.

Entrepreneurship III

MRE7479

First Semester Module

Module Equivalent: MRE3471

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 hour paper

Module description

Entrepreneurship is a life-long, self-developing and commercially oriented skill. This advanced module 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 module 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

MRE7499

Second Semester Module

Module Equivalent: MRE3472

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 hour paper

Module description

This is an advanced module 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.

Second Semester Module

Module Equivalent: AMF3472

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 hour paper

Module 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.

Financial Markets**MMF7479**

First Semester Module

Module Equivalents: MMF3471

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 hour paper

Module description

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.

Human Resource Management III**MHM7479**

First Semester Module

Module Equivalent: MHM3471

Module Assessment:

Continuous 50% Examination 50% - 1x 3 hour paper

Module description

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**MHM7499**

Second Semester Module

Module Equivalent: MHM3472

Module Assessment:

Continuous 50% Examination 50% - 1x 3 hour paper

Module description

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.

International Business	MBI7479
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First Semester Module Module Equivalent: MBI3471
Module Assessment: Continuous 50% Examination 50% - 1x 3 hour paper

Module description

This module 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.

International Business	MBI7499
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Second Semester Module Module Equivalent: MBI3472
Module Assessment: Continuous 50% Examination 50% - 1x 3 hour paper

Module description

This module 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.

Management Information Systems	MMI7479
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First Semester Module Module Equivalent: MMI3471
Module Assessment: Continuous 50% Examination 50% - 1x 3 hour paper

Module description

This is one of the capstone modules 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 module 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.

Property and Development Finance	MPD7479
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Second Semester Module Module Equivalent: MPD3472
Module Assessment: Continuous 50% Examination 50% - 1x 3hour paper

Module description

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.

Strategic Marketing III

MSM7479

First Semester Module

Module Equivalent: MSM3471

Module Assessment:

Continuous 50% Examination 50% - 1x 3 hour paper

Module description

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

MSM7499

Second Semester Module

Module Equivalent: MSM3472

Module Assessment:

Continuous 50% Examination 50% - 1x 3 hour paper

Module description

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.

Strategic Management

MST7479

First Semester Module

Module Equivalent: MST3471

Module Assessment:

Continuous 50% Examination 50% - 1x 3 hour paper

Module description

Strategy Formulation and implementation. Evaluation concepts and techniques. Analysis of organizations/industries; objective strategic decisions; justification of decisions.

Strategic Management

MST7499

Second Semester Module

Module Equivalent: MST3472

Module Assessment:

Continuous 50% Examination 50% - 1x 3 hour paper

Module description

This is an advanced module for final year students. In addition to lectures, case studies and module 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.

FACULTY OF EDUCATION – ADULT EDUCATION

DIPLOMA IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT 10DAED

Aim

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

Programme overview

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

Admission requirements

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

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

Assessment and promotion requirements

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

The new curriculum

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

EABM2410	Introduction to Business Management	4	32		
EAPT2400	Primer Design and Teaching	4	16		
EAML2400	Intro to Mathematics Literacy	4	16		
	Semester Two				
UCLC3409	Computer Literacy	4	8		
Year 2	Semester One				
ULCE3419	Eng Communication & Study Skills	4	16	ULEG2410	English for General Purposes
EAHP2501	Historical & Philosophical Foundations of Adult Education	5	8	EAF2480	Introduction to Foundations of Adult Education
EACD2501	Intro to Community Development	5	8		
EAHE2511	Health Education	5	16		
EACT2701	Communication and Technology	7	8		
	Semester Two				
ULEA3419	English for Academic Purposes	4	16	ULCE3419	English Communication & Study Skills
UCSI3429	Contemporary Social Issues	4	8		
EASP2512	Sociology and Psychology of Adult Education	5	16	EAF2480	Introduction to Foundations of Adult Education
EAYF2512	Youth and Family Life Education	5	16		
EAPP2502	Introduction to Programme Planning and Evaluation	5	8		
Year 3	Semester One				
EACS2611	Community Development Studies 1	6	16		
EANA2611	Needs Assessment in Community Development and Adult Education	6	16		
EAFI2701	Introduction to Educational Research	7	8		
EAAE2601	Environmental Education	6	8		
EAPE2601	Population Education	6	8		
	Semester Two				
EACS2612	Community Development Studies 2	6	16	EACS2611	Community Development Studies 1

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

The old curriculum

The approved content and curriculum of this two-year diploma will remain the same but will be distributed over three years on distance:

Year 1	
Semester One	
UCE7119	Communication & Study Skills in English
Double Modules	
EAD7119	Foundations of Adult Education and Community Development
EAD7139	Teaching Methods and Techniques
EAD7159	Introduction to Research and Evaluation
EAE7119	Practical Work, Attachment and Report
EAD7199	Basic Elements of Organisation and Administration of Adult Education & Community Development
EAD7179	Psychology of Adult Learning
Year 2	
Double Modules	
EAF7219	Media in Adult Education, or
EAF7239	Adult Literacy Programme
EAD7299	Gender Issues in Adult Education
EAD7259	Literacy and Primer Design
EAD7219	Introduction to Community Development
EAD7279	Needs Assessment in Adult Education & Community Development
EAD7239	Introduction to Programme Planning and Evaluation in Adult Education

The Syllabi – New Curriculum

UNAM Core Modules:

Computer Literacy

UCLC3409

NQA level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues

UCSI 3429

NQA Level: 4 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour examination paper

Prerequisite: None

Module Description:

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

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

English Communication and Study Skills

ULCE3419

NQA level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper

Pre-requisites: None

Module description:

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

English for Academic Purposes

ULEA3419

NQA level: 4 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module description:

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

English for General Communication

ULEG2410

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

Prerequisites: None

Module Description:

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

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

Adult Education Modules:

Communication & Technology

EACT2701**NQA level:** 7 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

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

Community Development Studies 1

EACS2611**NQA level:** 6 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

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

Community Development Studies 2

EACS2612**NQA level:** 6 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

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

Environmental Education

EAAE2601**NQA level:** 6 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

The aim of the module is to enable students to understand the theories and principles of environmental education teaching and management. The module will introduce the students to theoretical ecological concepts, issues and values in environmental education, conceptual understanding of issues in environmental education. The students will be equipped with skill and understanding for the application and evaluation of environmental action in a project, education and community development levels. The students will also be equipped with skills to present and manage the teaching of environment education to adult learners.

Gender and Adult Education

EAGA2602**NQA level:** 6 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None

Module Description:

The goal of this module is to develop student analytical and practical skills as gender and development practitioners. It will introduce students to theories and concepts on Gender and Adult Education. This module will contextualize recent feminist scholarship within African societies. It aims to explore how women have been constructed in language and practice and how this impacts on the position of women in African societies. Particular emphasis will be placed on the role of adult educators in raising of gender inequalities in society and in adult education.

Health Education**EAHE2511**

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

The ultimate goal of this module is to develop student understanding, skills and dispositions about issues that impact on their present health, the health of family as an organization and society at large. Principles of sanitation applied to household, community and water safety. Causes of poor health and accidents in the home and preventative management. The module presents the structure of the health care systems and utilizations of health care facilities.

Historical and Philosophical Foundations of Adult Education**EAHP2501**

NQA level: 5 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** EAFA2480 - Introduction to Foundations of Adult Education**Module Description:**

The module aims to explore how adult education's significance and purpose have evolved, with particular reference to the African context. In particular, the module will study the development of individual teachings philosophies and the significant philosophers in the field of adult education.

Introduction to Business Management**EABM2410**

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

This module develops a student's understanding, skills and dispositions regarding business and management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management, the influence of African culture on management; customer service issues; skills required by managers, development of management theories; managing of diversity, ethics, and the public image of a business as well as dealing with HIV/AIDS in the workplace.

Introduction to Community Development**EACD2501**

NQA level: 5 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module addresses the process of planned change at the community level. The aim of the module is to inform practitioners in a variety of fields (Urban planning, public health and agronomy) to infuse community development in the content of their technical specialty. The module is designed to introduce students to knowledge, principles and issues in community development. The knowledge gained will enable students to identify community development issues as a basis for planning adult education programmes in their communities.

Introduction to Educational Research**ECFI2701**

NQA level: 7 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None

Module Description:

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

Introduction to Foundations of Adult Education**Eafa 2480**

NQA level: 4 **Credits:** 24 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

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

Introduction to Mathematics Literacy**EAML2400**

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

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

Introduction to Programme Planning and Evaluation**EAPP2512**

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

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

Management of Adult Education**EAMA2602**

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

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

Needs Assessment in Community Development and Adult Education**EANA2611**

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

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

Population Education**EAPE2601**

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

Module Description:

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

Practical Attachment**EAPA2680**

NQA level: 6 **Credits:** 14 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

To give students an opportunity for field practice of lessons and theories learnt in the classroom. Students will be posted for work experience in relevant agencies or institutions within Namibia for a minimum period of six weeks. The students will be expected to be fully involved in the activities of the agency of attachment for the period of the exercise.

This module has been designed to provide supervised practice-based activities to demonstrate readiness for employment in different facets of learning teaching and management.

Primer Design and Teaching**EAPT2400**

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

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

Project Planning and Evaluation**EAPE2612**

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

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

Sociology and Psychology of Adult Education**EASP3512**

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

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

Teaching Methods in Adult Education**EATM2612**

NQA level: 6 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None

Module Description:

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

Youth and Family Life Education
EAYF2512

NQA level: 5 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

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

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

Adult Education Syllabi – Old Curriculum

Adult Literacy Programme
EAF7239

Module – First and Second Semester Module Equivalent: EAF2220

Module Assessment: Continuous 50% Examination 50% - 1 x 3 Hour Examination

Module description:

The module focuses on the introductory aspects of the different literacy methods. Examine the different approaches to literacy teaching and application of these methods and techniques to teaching adults. Such concepts as traditional, mass literacy etc. will be examined.

Gender Issues and Adult Education
EAD7299

Half Module - First and Second Semester

Module Equivalent: EAD2280

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 Hour Examination

Module description

The module will attempt to introduce students to basic concepts, practices and issues involved in Gender and Adult Education.

Concept of Gender; factors inhibiting females from active participation in Adult Education programmes; Literacy's role in women development; mechanisms for promoting women's involvement in Literacy and Adult Education programmes and projects; Evaluation of Women's Literacy programmes; current issues in Gender and Adult Education in Namibia.

Introduction to Community Development
EAD7219

Half Module - First and Second Semester

Module Equivalent: EAD2200

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 Hour Examination

Module description

Concepts of community, development, types of community, models in the organisation and administration of community development in Namibia, the role of Government and NGOs in Adult Education and Community Development activities in Namibia and SADC states.

Introduction to Programme Planning and Evaluation in Adult Education
EAD7239

Half Module - First and Second Semester

Module Equivalent: DAE2220

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 Hour Examination

Module description

The module seeks to introduce students to the basic concepts or processes of programme planning and evaluation, as well as relevant issues and concerns.

What is programme planning? What are its theoretical concerns? What are the processes? Principles of programme planning; case studies of plans in education and adult education; problems of education planning and programme implementation in Namibia

Literacy and Primer Design**EAD7259**

Half Module - First and Second Semester

Module Equivalent: EAD2240

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 Hour Examination

Module description

To familiarise learners with key concepts and issues in literacy studies and primer design especially for adult basic education with particular reference to Namibian context.

Examine the effect of literacy/illiteracy on the process of development, the meaning, types, forms and principles of primer design and construction. Uses of literacy for national development in Namibia. Language use in primer, gradation, psychological considerations, processing a primer, production and use in literacy.

Media in Adult Education**EAF7219**

Half Module - First and Second Semester

Module Equivalent: EAF2200

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 Hour Examination

Module description

This module seeks to introduce students to key issues in the adoption and utilisation of the media in the effective facilitation of content delivery in adult education programmes.

Concepts of media, mass media; media use - means and methods; types of media - print, electronic, etc.; utilisation of radio and television in programme delivery; general principles of application of media education.

Needs Assessment Survey in Adult Education and Community**EAD7279**

Half Module - First and Second Semester

Module Equivalent: EAD2260

Module Assessment:

Continuous 50% Examination 50% - 1 x 3 Hour Examination

Module description

To introduce students to the concepts, process and forms of Needs Assessment in Adult Education and Community Development.

Concept of Needs Assessment; Processes of Needs Assessment; Types of Needs Assessment Survey Data Analysis and Report Writing; Ethics and Standards in Needs Assessment; Issues in Ethics in Needs Assessment - Funding, Access to clients, Generation of Data, Implication and Effects of Findings for programme sponsors, Implementers and Beneficiaries.

BACHELOR IN EDUCATION (ADULT EDUCATION) 10BADE

Aim

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

Programme overview

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

Admission requirements

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

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

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

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

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

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

Assessment and promotion requirements

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

Programme requirements

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

Exemptions

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

Code	Semester One Module	Code	Semester Two Module
ULCE3419	English Communication and Study Skills	ULEA3419	English for Academic Purposes
UCSI3429	Contemporary Social Issues	EASP3512	Sociology and Psychology of Adult Education
EAHP3501	Historical & Philosophical Foundations of Adult Education	EAYF3512	Youth and Family Life Education
EAHE3511	Health Education	EAPP3502	Introduction to Programme Planning
EACD3501	Introduction to Community Development	UCLC3409	Computer Literacy
EACS3611	Community Development Studies 1	EACS3612	Community Development Studies 2
EANA3611	Needs Assessment in Community Development and Adult Education	EAPE3612	Project Planning and Evaluation
EAE3611	Environmental Education	EATM3612	Teaching Methods in Adult Education
EAPE3601	Population Education	EAMA3602	Management of Adult Education
EACT3701	Communication and Technology	EAGA3602	Gender and Adult Education
EAFI3701	Introduction to Educational Research		
	Semester One and Two module		
EAPT3400	Primer Design and Teaching		

The Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
ULCE3419	Eng Communication & Study Skills	4	16	ULEG2410	English for General Purposes
EAHP3501	Historical & Philosophical Foundations of Adult Education	5	8		
EACD3501	Intro to Community Development	5	8		
EAHE3511	Health Education	5	16		
EABM3511	Introduction to Business Management	5	16		

EACT3701	Communication and Technology	7	8		
	Semester Two				
ULEA3419	English for Academic Purposes	4	16	ULCE3419	English Communication & Study Skills
UCSI3429	Contemporary Social Issues	4	8		
EASP3512	Sociology and Psychology of Adult Education	5	16		
EAYF3512	Youth and Family Life Education	5	16		
EAPP3502	Introduction to Programme Planning and Evaluation	5	8		
UCLC3409	Computer Literacy	4	8		
	Semester One and Two				
EAPT3400	Primer Design and Teaching	4	8		
Year 2	Semester One				
EACS3611	Community Development Studies 1	6	16		
EANA3611	Needs Assessment in Community Development and Adult Education	6	16		
EAAE3611	Environmental Education	6	16		
EAPE3601	Population Education	6	8		
EACU3701	Curriculum Development in Adult Education	7	8		
	Semester Two				
EACS3612	Community Development Studies 2	6	16	EACS2611	Community Development Studies 1
EAPE3612	Project Planning and Evaluation	6	16		
EATM3612	Teaching Methods in Adult Education	6	16	EACT3702	Communication and Technology

EAMA3602	Management of Adult Education	6	8		
EAGA2602	Gender and Adult Education	6	8		
Year 3	Semester One				
EAFI3701	Introduction to Educational Research	7	8		
EALL3711	Lifelong Learning	7	16		
EAPS3711	Policy Studies in Adult Education	7	16		
EAET3711	Entrepreneurship	7	16	EABM3511	Introduction to Business Management
EAEC3711	Economics in Adult Education	7	16	EABM3511	Introduction to Business Management
	Semester Two				
EAFR3882	Educational Research	8	12	EAFI3701	Introduction to Educational Research
EAPP3802	Project Phase 1	8	8	EAFI3701	Introduction to Educational Research
EACA3712	Comparative Studies in Adult Education	7	16		
EAMD3712	Education for Marginalised Discourse	7	16		
EADE3712	Open and Distance Education	7	16		
Year 4	Semester One				
EAPP3889	Project Phase 2	8	12	EAPP3802, EAFI 3701	Project Phase 1, and Introduction to Educational Research
EAIN3811	Internship	8	16		
EAFM3810	Educational Technologist	8	16		
EAWP3811	Workplace Learning	8	16		

	Elective (Do one of the following two modules)				
EACS3711	Community Development 1, or	7	16	EACS3611, EACS3612	Community Development Studies 1 and 2
EAMH3811	Human Resource Management in Adult Education 1	8	16		
	Semester Two				
EAAL3812	Advance Literacy Studies	8	16		
EASC3802	Adult Education and Social Change	8	8		
ECFM3810	Educational Technologist	8	16	EACT3701	Communication and Technology
EAMP3812	Project Management	8	16		
	Elective (Do one of the following two modules)				
EACS3712	Community Development 2, or	7	16	EACS3711	Community Development 1
EAMH3812	Human Resource Management in Adult Education 1	8	16		

The Syllabi – New Curriculum

UNAM Core Modules:

Computer Literacy

UCLC3409

NQA level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues

UCSI3429

NQA Level: 4 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour examination paper

Prerequisite: None

Module Description:

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

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

English Communication and Study Skills **ULCE3419**

NQA level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper

Pre-requisites: None

Module description:

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

English for Academic Purposes **ULEA3419**

NQA level: 4 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module description:

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

Adult Education Modules:

Communication & Technology **EACT3701**

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

Prerequisites: None

Module Description:

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

Community Development Studies 1 **EACS3611**

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

Prerequisites: None

Module Description:

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

Community Development Studies 2 **EACS3612**

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

Prerequisites: None

Module Description:

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

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

Environmental Education**EAAE3611**

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

Prerequisites: None

Module Description:

The aim of the module is to enable students to understand the theories and principles of environmental education teaching and management. The module will introduce the students to theoretical ecological concepts, issues and values in environmental education, conceptual understanding of issues in environmental education. The students will be equipped with skill and understanding for the application and evaluation of environmental action in a project, education and community development levels. The students will also be equipped with skills to present and manage the teaching of environment education to adult learners.

Gender and Adult Education**EAGA3602**

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

Prerequisites: None

Module Description:

The goal of this module is to develop student analytical and practical skills as gender and development practitioners. It will introduce students to theories and concepts on Gender and Adult Education. This module will contextualize recent feminist scholarship within African societies. It aims to explore how women have been constructed in language and practice and how this impacts on the position of women in African societies. Particular emphasize will be placed on the role of adult educators in raising of gender inequalities in society and in adult education.

Health Education**EAHE3511**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

The ultimate goal of this module is to develop student understanding, skills and dispositions about issues that impact on their present health, the health of family as an organization and society at large. Principles of sanitation applied to household, community and water safety. The module also looks at causes of poor health and accidents in the home and preventative management. The module presents the structure of the health care systems and utilizations of health care facilities.

Historical and Philosophical Foundations of Adult Education**EAHP3501**

NQA level: 5 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: EAFA2480 - Introduction to Foundations of Adult Education

Module Description:

The module aims to explore how adult education's significance and purpose have evolved, with particular reference to the African context. In particular, the module will study the development of individual teachings philosophies and the significant philosophers in the field of adult education.

Introduction to Business Management**EABM3511**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

This module develops a student's understanding, skills and dispositions regarding business and management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management, the

influence of African culture on management; customer service issues; skills required by managers, development of management theories; managing of diversity, ethics, and the public image of a business as well as dealing with HIV/AIDS in the workplace.

Introduction to Community Development**EACD3501**

NQA level: 5 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

This module addresses the process of planned change at the community level. The aim of the module is to inform practitioners in a variety of fields (Urban planning, public health and agronomy) to infuse community development in the content of their technical specialty. The module is designed to introduce students to knowledge, principles and issues in community development. The knowledge gained will enable students to identify community development issues as a basis for planning adult education programmes in their communities.

Introduction to Educational Research**EAFI3701**

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

Prerequisites: None

Module Description:

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

Introduction to Programme Planning and Evaluation**EAPP3502**

NQA level: 5 **Credits:** 8 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

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

Management of Adult Education**EAMA3602**

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

Prerequisites: None

Module Description:

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

Needs Assessment in Community Development and Adult Education**EANA3611**

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

Prerequisites: None

Module Description:

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

Population Education**EAPE3601**

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

Prerequisites: None

Module Description:

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

Primer Design and Teaching**EAPT3400**

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

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

Project Planning and Evaluation**EAPE3612**

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

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

Sociology and Psychology of Adult Education**EASP3512**

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

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

Teaching Methods in Adult Education**EATM3612**

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

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

Youth and Family Life Education**EAYF3512**

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

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

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

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

Introduction

The Advanced Diploma in Educational Management and Leadership will be offered in 2010 for the first time. Many schools experience high failure rates that could be attributed to ineffective management and leadership styles. The turnover of educational leaders, the establishment of new schools, and the increase in demand of advanced knowledge in educational management and leadership has necessitated the revision of the existing programme from a Specialised Diploma into an Advanced Diploma to make it more responsive to the needs of the clientele.

Aim

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

Programme overview

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

Admission Requirements

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

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

Assessment and promotion requirement

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

The Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
UCLC3409	Computer Literacy	4	8		
UCLE3419	English for Communication and Study Skills				
EEET4589	English for Teachers 1	5	4		
ECFI4701	Introduction to Educational Research	7	8		
EFMG4781	Governance of Schools	7	12		

EFMH4781	Human Resource Management	7	12		
EFMP4781	Principles, Theory and Practice of Educational Management	7	3		
EFME4781	Effective Leadership in Schools	7	12		
EFMM4701	Project Phase 1	7	8		28 weeks individual supervision
	Semester Two				
EEET4602	English for Teachers 2	6	8	EEET4589	English for Teachers 2
ULEA3419	English for Academic Purposes	4	16	UCLE2419	English Communication and Study Skills
ECFR4882	Educational Research	8	12	ECFI4701	Introduction to Educational Research
EFMF4782	Financial Management for Educators	7	12		
EFME4782	Educational Policy Studies and the Education System	7	12		
EFMM4782	Monitoring School Effectiveness	7	12		
EFMC4782	Managing Change	7	12		
EFMM4702	Project Phase 2	7	8	ECFG4781	28 weeks individual supervision

The Syllabi

UNAM Core Modules:

Computer Literacy

UCLC3409

NQF level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

English Communication and Study Skills

ULCE3419

NQA level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper

Pre-requisites: None

Module description:

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

NQA level: 4 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module description:

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

Education Syllabi

Educational Research

ECFT3702

NQF: 8 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper

Prerequisite: ECFI3701 Introduction to Educational Research

Module Description:

The module requires students to broaden their knowledge and dispositions and apply concepts to practical situations. It focuses on designing and implementation of data collection instruments; recording information; organizing and analyzing quantitative and qualitative data and the presentation of research findings.

Effective Leadership in Schools

EFME4781

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper

Prerequisite: None

Module Description:

Whichever way, whatever institution, the key to winning is leadership. The purpose of this module is to equip students with necessary skills and knowledge to understand and analyze the complexities and nature of educational leadership.

Educational Policy Studies and the Education System

EFME4782

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper

Prerequisite: None

Module Description:

The module is designed to acquaint students with theoretical and practical knowledge of government policies and other guidelines regulating and directing the provision of education and the management of educational institutions.

English for Teachers 1

EEET3589

NQF: 5 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper

Prerequisite: ULCE3419 English Communication and Study Skills

Module Description:

This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.

English for Teachers 2

EEET3602

NQF: 2 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper

Prerequisite: EEET3502 English for Teachers 1

Module Description:

This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.

Financial Management for Educators

EFMF4782

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module provides students with an understanding of handling financial matters at schools. Principles of good financial management especially with regard to financial school management, planning and control in schools will be an important part of this module. This includes budgeting procedures and the acquirement of school stock. School managers also need to be creative business people and this module intends to teach the necessary business skills to generate funds.

Governance of Schools

EFMG4781

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module will enlighten principals and other stakeholders in administering, leading and governing schools in a legal and constitutional manner. The purpose of this module is to equip principals and other administrators of schools with managerial skills to enable them develop an understanding and insight into the nature and dimensions of school governance

Human Resource Management

EFMH4781

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module seeks to build your basic knowledge and understanding relating to various fields of educational human resource planning. It further aims to create good interpersonal relationships among stakeholders who are direct or indirect involved in human resource management in education.

Introduction to Educational Research

ECFI3701

NQF: 7 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper**Prerequisite:** None**Module Description:**

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

Managing Change

EMMC4782

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper**Prerequisite:** None**Module Description:**

Educators are seen as agents of change so that communities and societies can become better at different levels. Change is inevitable in a dynamic society and schools have to keep up with change at different levels. This Module is about making education/school leaders and managers aware of the changes that need to be initiated and managed in order to stay relevant to the needs of the society. The pressures for change and the sorts of change, such as changes in admission, curriculum, language policies, structural reforms and methodology, will be discussed. The evaluation of the change process will be studied.

Monitoring School Effectiveness

EFMM4782

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module provides students with skills and knowledge to understand how schools can be effectively run. This module will assist aspiring principals or those who are in leadership positions in schools to use educational management and leadership approaches and strategies to monitor school effectiveness.

Principles, Theory and Practice of Educational Management

EFMP4781

NQF: 7 **Credits:** 12 **Module Assessment:** CA (50%) Examination (50%) – 1 x 3 hours paper**Prerequisite:** None**Module Description:**

This module seeks to introduce and examine different school management principles and theories and how they could be applied to ensure effective management of schools. In addition, main functions of educational leaders and aspects of decision-making and problem solving will be critically analysed.

Project Phase 1

EFMM4701

NQF: 8 **Credits:** 8 **Module Assessment:** Continuous Assessment 100%**Prerequisite:** None**Module Description:**

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

Project Phase 2

EFMM4702

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

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

DIPLOMA IN EDUCATION (SPECIALISATION BIOLOGY, MATHEMATICS OR PHYSICAL SCIENCE) 70MAST

Aim

The aim of the Diploma in Education (specialisation Biology, Mathematics or Physical Science) is to train serving secondary teachers to teach one of these subjects effectively at the IGCSE level. Known as the Mathematics and Science Teachers' Upgrading Programme (MASTEP), the qualification enables junior and senior secondary teachers to prepare learners for the school leaving examinations.

Programme overview

MASTEP is a one-year programme offered over two-years through distance education. Enrolment into the programme takes place every second year. There are also compulsory residential sessions where teachers gain hands-on practical experience in laboratories and practice during microteaching.

Each teacher should take four modules, IGCSE subject content, IGCSE teaching methods, Communication Skills in English, and English for Academic Purposes. There is also a compulsory period of professional development placement in a Grade 11 class. After training, graduates should be able to:

- apply competently the knowledge, skills, values, principles, methods and procedures relevant to their specialised subject/learning area
- reflect on current practices relating to teaching, learning and assessment and see how there are new possibilities for these in their schools
- promote gender-sensitive teaching in school and awareness of health issues, particularly HIV-AIDS
- see links between theory and practice and use theory as a tool to understand, think about and solve problems in their schools and within broader educational contexts
- communicate effectively in visual, oral or written modes in the classroom, community and in their academic studies
- take a leadership role in enabling and fostering collegial and co-operative ways of working among educators
- take responsibility for themselves, their work, communities and the broader natural and social environment
- use technology appropriately in their workplace
- reflect on how scientific knowledge and skills contribute to the management, development and utilisation of natural and other resources.

Admission requirements

To qualify for MASTEP the following are required:

- A professional teaching qualification
- Two years appropriate teaching experience in the subject of study
- A pass in Grade 12 in the subject of study
- High aptitude in a selection test.

Assessment and Promotion Requirements

Assessment is based on three components - continuous assessment, a teaching portfolio and an examination. Each distance module (in all three modules) has a tutor-marked assignment (TMA). In addition, participants are tested during each residential session. There is also an examination at the end of the first year. All count towards the continuous assessment (CA). After professional development placement in a senior class, a portfolio of evidence is assessed and graded. Finally, there is a terminal examination to test content knowledge at the end of the programme. This is based on IGCSE papers. The weighing of the continuous assessment mark to the examination mark is 60:40.

Curriculum

Year 1			
Semester One		Semester Two	
ULCE3419	Com & Study Skills in English	ULEA3419	English for Academic Purposes
Double Modules			
MSB7119	Biology, or		
MSM7119	Mathematics, or		
MSP7119	Physical Science, or		
MTB7119	Teaching Methods of Biology, or		
MTM7119	Teaching Methods of Mathematics, or		
MTP7119	Teaching Methods of Physical Science		
CIT7259	Professional Development Placement		

The modular curriculum for the two-year modules in Biology, Mathematics and Physical Science follow a similar pattern as follows:

Year 1:

Subject content (3 modules)
Teaching methods (3 modules)
University Core Academic

Year 2:

Subject content (2 modules)
Teaching methods (2 modules)
Professional Development Placement (=1 module)

Placement tests may require a candidate to take an initial module Communication and Study Skills in English (UCE), before UCA. Professional Development Placement (PDP) 'teaching practice' takes place in the last six months of the programme. The content modules are based on IGCSE with many topics extended to HIGCSE.

The Syllabi

UNAM Core Modules:

English Communication and Study Skills

ULCE3419

NQA level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper

Pre-requisites: None

Module description:

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

English for Academic Purposes

ULEA3419

NQA level: 4 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module description:

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

School Subjects

Biology	MSB7119
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Two-Year Module	Module Equivalent: MSB7100
Module Assessment:	Continuous 60% Examination 40% - 2 x 2 hour exam

Module description

The whole IGCSE syllabus is covered. The content of the module is taught at HNGCSE level to give the teachers a better understanding and background to be able to teach IGCSE Biology. The module contents largely follow the published distance materials (which in turn follow the normal teaching sequence).

Module 1

Classification, diversity of organisms, cell structure, movement in and out of cells, transport in plant, nutrition in plants, nutrition in animals.

Module 2

Chemistry of carbohydrates, fats & proteins, enzyme, human digestion and enzymes, transport in humans, heart, blood & diseases, respiration, gaseous exchange in animals, excretion, homeostasis.

Module 3

Hormonal control in plants, taxis in invertebrates, nervous system/control in humans, effectors and behaviour, hormonal response and co-ordination in humans, chromosomes and DNA, structure of DNA & function, mitosis & asexual reproduction, mitosis.

Module 4

Sexual reproduction in plants, sexual reproduction in humans, STDs, protein synthesis, chromosomes, genetic & engineering and variation, selection and evolution, energy, populations, nutrient cycles & conservation, human influence on the environment.

Teaching Methods of Biology	MTB7119
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Double Module	Module Equivalent: MTB7100
Module Assessment:	Continuous assessment and portfolio 100%

Module description

This module is meant to introduce in-service teachers to the teaching approaches, patterns, knowledge and skills that will enable them to teach biology effectively at (H)/IGCSE level. The rationale is to expose teachers to the basic strategies and skills that are relevant to learner-centred or participatory teaching.

It covers teaching methods, teaching strategies, teaching media: construction and use, science in society, evaluation in the classroom, supervised teaching practice.

Mathematics	MSM7119
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Two-Year Module	Module Equivalent: MSM7100
Module Assessment:	Continuous 60% Examination 40% - 2 x 2 hour exam

Module description

The whole NGCSE syllabus is covered. The module contents largely follow the published distance materials (which in turn follow the normal teaching sequence). Later modules cover certain topics to HNGCSE level.

Module 1: Numbers

Number, set notation and language; Vulgar and decimal fractions, percentages, calculation rules and use of electronic calculator; Practical applications: money, length, mass and time calculations; Ratio, proportion, rate; Estimations.

Module 2: Algebra

Algebraic representation, formulae and manipulation of indices; Solutions of equations and inequalities;

Module 3: Algebraic graphs, function notation and linear programming

Graphs in practical situations; Draw and interpret algebraic graphs; Functions, inequalities and linear programming.

Module 4: Geometry

Geometrical terms and relationships, constructions; Circles and tangents, parallel lines, polygons; Symmetry in two dimensions; Loci for sets of points in two dimensions.

Module 5: Mensuration and trigonometry

Mensuration: perimeter and areas of simple geometrical shapes, arc length and sector area; volume of different geometrical bodies. Trigonometry: bearings, Pythagoras theorem, trigonometric functions; sine, cosine and area formula, simple trigonometric problems in 3 dimensions.

Module 6: Statistics, probability and transformation geometry

Statistics: tables, diagrams, averages; grouped and continuous data; dispersion and cumulative frequency; Probability: single and combined events. Vectors in two dimensions; matrix theory. Transformations: simple and combined.

Module 7: Further algebra

Polynomials, remainder theorem, factor theorem. Identities, equations and inequalities, discriminant of quadratic equations. Functions: domain, range, inverse and composite functions.

Module 8: Coordinate geometry and further trigonometry

Coordinate geometry: Cartesian coordinates, distance between two points, gradient and mid-point of line-segment, equation of a straight line. Trigonometry: trigonometry identities, various solutions.

Teaching Methods of Mathematics

MTM7119

Double Module

Module Equivalent: MTM7100

Module Assessment:

Continuous assessment and portfolio 100%

Module description

The aim of this module is to complement the work of the contents module in mathematics by:

- describing a wide range of different teaching methods and strategies and
- demonstrating how these can be used to promote Learner Centred Education
- reviewing teaching resources, the selection of relevant resources and the use of these in appropriate contexts
- emphasizing the importance of problem solving in mathematics learning
- considering the full range of assessment procedures and examination techniques with particular reference to IGCSE examinations
- showing how mathematics links to everyday life and ways to popularise the subject.

Physical Science

MSP7119

Two-Year Module

Module Equivalent: MSP7100

Module Assessment:

Continuous 60% Examination 40% - 2 x 2 hour exam

Module description

The module covers the whole IGCSE syllabus. In addition to content, it aims to equip teachers with the necessary teaching skills for effective teaching of Physical Science in grades 11 and 12 and to prepare learners for the NGCSE examinations. In some topics there are extensions taken from the H/IGCSE syllabus as background knowledge for improved understanding. Module contents follow the arrangement of existing distance materials, but instruction may follow a more logical sequence.

CHEMISTRY

Module 1

Particle nature of matter, states of matter, experimental techniques, purification techniques, atoms, elements and compounds, isotopes.

Module 2

Structure of Matter: bonding, intermolecular forces, macromolecules, stoichiometry, chemical reactions, energetics of reactions, rates of reactions, photochemistry: photosynthesis, reversible reactions.

Module 3

Acids and bases, preparation of salts, identification of ions and gases, Periodic Table.

Module 4

Metals: properties, reactivity series, extraction, alloys and uses.

Module 5

Air: composition, pollution - its origin, effects and prevention.

Water: test, purification, uses, pollution - soap/detergents and fertilizers.

Module 6

Organic Chemistry: structure and naming of compounds, homologous series, functional groups, reactions and uses of some examples, cracking of alkanes, fuels, polymerisation in synthetic and natural polymers and their uses, carbohydrates.

PHYSICS

Module 1

General Physics: measurement of length and time, distance, displacement, speed, average speed, velocity and acceleration, motion of bodies falling through uniform gravitational field with and without air resistance, terminal velocity, mass, use of balances, weight, forces and effects of forces, density, regular and irregular solids, Astronomy.

Module 2

Energy: major sources of energy, conversion and conservation of energy, work, power. Thermal physics: expansion, conduction, convection, and their measurement.

Electricity and magnetism: simple magnetism, electrostatics, current, electro-motive force, potential difference and resistance, Ohm's Law.

Module 3

Electric circuits and safety. Electromagnetic effects: electromagnetic induction, motors, transformers. Cathode ray, cathode ray oscilloscope and its application.

Module 4

Waves: wave front, speed, frequency, wavelength, amplitude. Sound as a longitudinal wave, the need of a medium, audible frequencies, relation of loudness to amplitude and pitch to frequency.

Module 5

Atomic and nuclear physics: radioactivity, radioactive decay, nature of alpha, beta and gamma rays, ionisation and penetrating abilities, experimentation using Geiger tube and counter. Uses, dangers and safety regarding radioactive sources.

Module 6

Light, reflection and refraction, refractive index, thin converging lens. Electromagnetic spectrum, uses and health hazards.

Teaching Methods of Physical Science

MTP7119

Double Module

Module Equivalent: MTP7100

Module Assessment:

Continuous assessment and portfolio 100%

Module description

The module complements the work undertaken during the content module by:

- Giving a wide range of different teaching methods and strategies
- Demonstrating how these can be used to promote Learner Centred Learning
- Reviewing teaching resources, the selection of relevant resources and how these may be used in different contexts
- Emphasising the necessity for practical work and how this may be carried out safely, including demonstrations, group work and project work
- Looking at the full range of assessment procedures and examination techniques leading to the construction of both tests and examinations
- Showing how work in schools links to outside bodies and how science can be promoted in Society.

Professional Development Placement

CIT7259

The award of the diploma is subject to satisfactory completion of a minimum of four weeks of Professional Development Placement.

**PROFESSIONAL DIPLOMA IN EDUCATION
10PDED**

Introduction

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

Aim

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

Programme overview

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

Admission requirements

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

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

Special admission requirements:

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

The Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
EEET4589	English for Teachers 1	5	4		
EFMC4781	History and Comparative Education	7	12		
EFMA4701	Educational Management	7	8		
ECFG4781	General Teaching Methodology	7	12		
ECFE4781	Assessment and Evaluation of Learning	7	12		
ECFI4701	Introduction to Educational Research	7	8		
EMFA4699	First Aid Education	6	0		

EPSI4701	Introduction to Inclusive Education	7	8		
EEOP4799	Teaching Practice Phase 1	7	3		
	Semester Two				
EEET4602	English for Teachers 2	6	8	EEET4589	English for Teachers 2
EPSH4682	Human Development and Learning	6	12		
EFMC4782	Philosophy and Sociology of Education	7	12		
ECFT4702	Classroom Communication and Technology	7	8		
EPSG4702	Introduction to Guidance & Counselling	7	8		
ECFC4702	Curriculum Development and Practice	7	8		
EETP4799	Teaching Practice Phase (PDED)	7	3		
	Semester One and Two				
	Teaching Methods School Subject 1*	7	16	ECFG4781	General Teaching Methodology, and all Level 6 School Subject Content
	Teaching Methods School Subject 2*	7	16	ECFG4781	General Teaching Methodology, and all Level 6 School Subject Content

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

The Syllabi

Assessment and Evaluation of Learning

ECFE4781

NQF: 7 **Credits:** 12 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

This module develops student's understanding, skills and dispositions regarding assessment and evaluation of learning and instruction issues such as: basic terminology, forms of assessment, designing different assessment tools, assessing module work, understanding national and subject specific assessment directives, qualities of well constructed tests / examination papers, marking practices, the analysis and interpretation of assessment results, feedback on assessment, evaluation of instructional elements.

Classroom Communication and Technology

ECFT4702

NQF: 7 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

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

Curriculum Development and Practice			ECFC4702
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
This module focuses on the study of theoretical and practical dimensions of curriculum and instructional development. Students become empowered practitioners in curriculum concepts, issues and processes at the <i>macro</i> (global and <i>national</i>), <i>meso</i> (regional, school and departmental) and the <i>micro</i> (classroom) levels of education.			
Educational Management			EFMA4701
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
There is growing research evidence showing that educational management is the major factor in school improvement and effectiveness and is about providing a culture within which teaching and learning prosper. It is on the basis of this that all student teachers should be equipped with theoretical and practical management and leadership competencies.			
English for Teachers 1			EEET4589
NQF: 5	Credits: 4	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: ULCE3419 English Communication and Study Skills, or equivalent			
Module Description:			
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.			
English for Teachers 2			EEET4602
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Co-requisite: EEET4589 English for Teachers 1			
Module Description:			
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.			
First Aid Education			EMFA4699
NQF: 6	Credits: 0	Module Assessment:	Continuous Assessment 100%
Prerequisite: None			
Module Description:			
First Aid accreditation			
General Teaching Methodology			ECFG4781
NQF: 7	Credits: 12	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
This module develops a student's understanding, skills and dispositions regarding teaching issues such as: aims of secondary education; learner-centred paradigm; lesson planning; teaching strategies and techniques; creating conducive learning environments; general and creative methods; principles underpinning effective teaching and classroom management.			

History and Comparative Education			EFMC4781
NQF: 7	Credits: 12	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
This course develops a student's understanding skills and dispositions regarding issues that relate to the historical development of formal education with specific emphasis on major land marks of change and tools which have helped to shape the present education system of the world in general and of Namibia in particular. It further examines the aims of education, education systems, determinants of education system and other critical issues in education.			
Human Development and Learning			EPSH4682
NQF: 6	Credits: 12	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
This module will enable B. Ed students to understand relationships amongst the development of cognition, affect, emotion and social reasoning in the context of learning in the classroom, school and community. The aim of this will be to provide students with the conceptual understanding of how the development of pre-primary, primary and secondary school learners influence their learning in a milieu of learner-centred education and life long self-directed learning. Grounded in the Namibian context and based on the National Professional Standards for teachers. The module will cover selected theories of human development and learning that are sensitive to the practice of education in a school environment characterised by the diversity of aptitude, need, adversity, resource and culture.			
Introduction to Educational Research			ECFI4701
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
This module focuses on issues of theory and methodology in educational research: types and purposes of research; formulation of research problems; literature studies; plan and design research investigations; understanding of data analysis techniques; apply referencing techniques; draft an outline for a research proposal.			
Introduction to Guidance and Counselling			EPSG4702
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
The aim of this module is to sensitise the teacher trainees to the educational and career needs of learners and to equip them with basic know-how and skills regarding guidance and counselling.			
Introduction to Inclusive Education			EPSI4701
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
This course will introduce the student to new responses to educational needs, and to learners with special educational needs. It aims to introduce students to international developments in education for learners with special needs, which are of importance to education in Namibia. It will further explore and investigate the development of education for learners with special needs in Namibia. Lastly, this course will provide students with sufficient information to deal with inclusion of learners with special needs in regular schools.			
Philosophy and Sociology of Education			EFMC4782
NQF: 7	Credits: 12	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			

Module Description:

This module develops and sharpens a student's thinking and encourages a critical disposition and discourse about issues related to education in particular and to the general well-being of the society in general. These issues include philosophical doctrines impacting on teaching and learning, authority, child-centred education, democracy, discipline, equality, freedom, morality, punishment, local political structures, voting issues, constitutional and historical developments, critical reading and thinking.

Teaching Methods of Life Skills**EPST4700**

NQF: 7 **Credits:** 16 **Module Assessment:** Continuous Assessment 50% Examination 50%

Co-requisite: ECFG4781 – General Teaching Methodology

Prerequisite: Major in Psychology (Bachelors Degree)

Module Description:

This module develops a student's understanding, skills and attitudes regarding the school subject Life Skills in aspects such as: aims of the subject; syllabus content of grades 8-12 NSSC; lesson planning; supporting of learning; general and creative methods; use of resources; instructional management; policy and practices; motivation and discipline.

Teaching Methods School Subject 1 & 2

NQF: 7 **Credits:** 16 **Module Assessment:** Continuous Assessment 50% Examination 50%

Co-requisite: ECFG4781 – General Teaching Methodology

Prerequisite: Level 6 School subject content

Module Description:

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

List of teaching methodologies offered on distance

Module	Code	Credits
Teaching Methods of Accounting	ECCA4700	16
Teaching Methods of Afrikaans	ECLA4700	16
Teaching Methods of Agriculture	ECAC4700	16
Teaching Methods of Biology	EMSB4700	16
Teaching Methods of Business Studies	ECCB4700	16
Teaching Methods of Design and Technology	EMST4700	16
Teaching Methods of Economics	ECCE4700	16
Teaching Methods of English	ECLE4700	16
Teaching Methods of Fashion and Fabrics	EMHF4700	16
Teaching Methods of French	ECLF 4700	16
Teaching Methods of Geography and Development Studies	ECSG4700	16
Teaching Methods of German	ECLG 4700	16
Teaching Methods of Home Economics	EMHH4700	16

Teaching Methods of History	ECSH4700	16
Teaching Methods of Life Skills	EPST4700	16
Teaching Methods of Mathematics	EMMM4700	16
Teaching Methods of Oshiwambo	ECLO4700	16
Teaching Methods of Otjiherero	ECLH 4700	16
Teaching Methods of Physical Education	EMPP4700	16
Teaching Methods of Physical Science	EMSP4700	16
Teaching Methods of Portuguese	ECLP4700	16
Teaching Methods of Silozi	ECLS 4700	16
Teaching Methods of Computer Studies	EMSC 4700	16

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

Teaching Practice Phase 1

EOP4799

NQF: 7 Credits: 3 Module Assessment: Continuous Assessment 100%

Prerequisite: None

Module Description:

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

Teaching Practice Phase 2 (PDED)

EETP4799

NQF: 7 Credits: 3 Module Assessment: Continuous Assessment 100%

Prerequisite: None

Module Description:

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

**POSTGRADUATE DIPLOMA IN EDUCATION
70PGDE**

Introduction

The Postgraduate Diploma in Education was offered in 2003 for the first time on distance.

Aim

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

Programme overview

The diploma is a one-year programme, normally offered over two years on distance. This programme concentrates on offering professional, educational modules similar to those provided in the Bachelor of Education degree. The teaching skills the students acquire in this programme together with the subject knowledge they had acquired in their undergraduate studies will equip them with sufficient knowledge and skills necessary for becoming competent teachers for the NSSC curriculum.

Admission requirements

To register as a candidate for the PGDE at UNAM, a student must hold a recognised degree, with the school subjects at a level as required by the National Qualifications Authority (NQA). (*One school subject at fourth year level and another school subject at third year level.*) In addition you should have completed all the outstanding modules in your first degree. All students should also pass a written English Proficiency Test prior to registration. This Proficiency Test may be taken at the UNAM Centres, preferably at least a month before registration. Candidates who may not perform to the required standards will have to take a supportive module that will have to be passed by the time they complete their studies.

The Curriculum

Year 1			
Semester One		Semester Two	
EIP7109	Teaching Practice Phase I	EIP7129	Teaching Practice Phase II
CAE7109	Assessment & Evaluation of Instruction	EMH7129	History of Education
CAG7129	General Teaching Methodology	CAC7109	Curriculum & Instructional Studies
CAR7109	Education Communication & Technology	EMS7109	Sociology of Education
		EMM7109	Educational Management
		EMP7109	Philosophy of Education
	Teaching Methods School Subject 1		Teaching Methods School Subject 1
	Teaching Methods School Subject 2		Teaching Methods School Subject 2
Double Module			
EEP7139	Educational Psychology.		
ESP7129	Introduction to Inclusive Education		
Electives: Select one of the following modules:			
Semester One		Semester Two	
EMC7109	Comparative Education	EST7109	Computers in Education

ESP7149	Intro to Guidance and Counselling	ESS7109	Sports and Games Coaching
CAC7129	Curriculum Theory, Design & Practice		
CAR7129	Educational Research and Statistics		
Double Modules: Elective – Select two of the following modules			
EST7139	Teaching Methods of Agriculture		
CAM7119	Teaching Methods of Geography		
CAM7139	Teaching Methods of History		
CAM7159	Teaching Methods of Development Studies		
CAM7179	Teaching Methods of Accounting		
CAM7199	Teaching Methods of Business Studies		
CAN7119	Teaching Methods of Economics		
CAN7139	Teaching Methods of English		
CAN7159	Teaching Methods of Oshindonga		
CAN7179	Teaching Methods of Khoekhoegowab		
CAO7119	Teaching Methods of Otjiherero		
CAO7139	Teaching Methods of Oshikwanyama		
CAO7159	Teaching Methods of German		
CAO7179	Teaching Methods of French		
CAO7199	Teaching Methods of Afrikaans		
EST7119	Teaching Methods of Biology		
EST7159	Teaching Methods of Physical Science		
EST7199	Teaching Methods of Mathematics		

NOTE: Please note that not all Teaching Methods will be available in 2009

The Syllabi

Faculty core

Teaching Practice Phase I

EIP7109

First Semester Module

Module Equivalent: EIP4109

Prerequisite: None

Module description

The Teaching Practice Phase 1 provides opportunities for the students to meet the learners in a classroom situation and try out various teaching methods and techniques at senior secondary schools. It further helps the students to interact with future colleagues and learn from their experiences and to apply theoretical knowledge in practical situation and to experience the tasks of teachers with regard to assessment, class and time managements, lesson preparation, etc. It is a vehicle for the student teacher to participate in extra-curricular activities and gain an insight into organisation and administration of senior secondary schools.

Second Semester Module

Module Equivalent: EIP4129

Prerequisite: None

Module description

The Teaching Practice II provides opportunities for the PGDE students to meet the learners in a classroom situation and use and try out various teaching methods and techniques at senior secondary schools. It further helps the students to interact with future colleagues and learn from their experiences and to apply theoretical knowledge in practical situation and to experience the tasks of teacher with regard to assessment, class and time managements, lesson preparation, etc. It is a vehicle for the student teacher to participate in extra-curricular activities and gain an insight into organization and administration of senior secondary schools.

Education Syllabi

Assessment and Evaluation of Instruction

CAE7109

Half Module – Second Semester

Module Equivalent: CAE4102

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

This module introduces students to concepts and procedures central to the management of assessment and evaluation of instructional outcomes in senior secondary in Namibia and elsewhere. The need to understand basic terminology essential for the management of assessment and evaluation of instruction shall be central to this module. The different uses of different forms of assessment for evaluating instructional outcomes shall be covered. Central to instructional assessment shall be the management and understanding the demands of (H)IGCSE curriculum and its assessment procedures. Thus coverage of module work assessment and the role of teachers and learners in preparing for taking public tests and examinations shall be dealt with in considerable detail. The need to carry out classroom evaluation, including qualities of well constructed tests, and presentation and analysis of information arising for different forms of assessment shall also be dealt with briefly.

Comparative Education

EMC7109

Half Module - Second Semester

Module Equivalent: EMC4102

Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

The aim of this module is to introduce students to educational systems and the forces, which are shaping these systems internationally and nationally. In comparing the education systems, alternatives and solutions to common problems are critically interpreted. Emphasis is placed on the relation between education systems and development of society.

Computer Application in Education

EST7109

Half Module - Second Semester

Module Equivalent: EST4102

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: Major in first degree or equivalent Co-requisite: General Teaching Methodology

Module description

Basic concepts of information technology: hardware, software, networks, viruses, and security. Using a computer and managing files. Using word processing, spreadsheet, and data base programs. Using presentation tools on a personal computer; How to use the Internet: browsers, e-mail, and networking in Namibia, web navigation and web searching. Get to know educational software (CAI and CMI) and learn how to use it.

Curriculum and Instructional Studies

CAC7109

Half Module - Second Semester

Module Equivalent: CAC4102

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

This module aims at helping student teachers develop a more holistic understanding of the process of teaching and learning. They will thus be introduced to the concepts of curriculum and instruction, and gain a deeper understanding of the issues in both fields of study that impact upon education practices in Namibian schools. The issues will pertain to definitions of both curriculum and learning, how we conceptualise both concepts in Namibia, the application of such concepts to current schooling practices, as well as the ways in which we go about the process of planning and developing curriculum.

Curriculum Theory, Design and Practice**CAC7129**

Half Module - Second Semester

Module Equivalent: CAC4109

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

This module builds on the Curriculum and Instruction module and covers the aims of secondary schooling in the SADC region, a curriculum that prepare learners for the future, different approaches/orientations to curriculum design, issues in curriculum implementation like how to design an integrated curriculum for developing thinking skill in school, and how to evaluate a curriculum.

Educational Communication and Technology**CAR7109**

Half Module - First Semester

Module Equivalent: CAR4101

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

Quality teacher education cannot be full achieved without studying educational communication and technology. This module aims at preparing students to enter the exciting field of educational communication and technology. Apart from becoming classroom instructors, there are many career opportunities for those who become proficient in the operation, programming, support or application of latest technological option in education. This is so because educational communication and technology offers the candidates an opportunity to study various technological and production techniques, which are complimentary to teaching approaches and resource production for the classroom use. This module further aims at promoting learning activities and bringing reality into the classroom by challenging learner's creativity through the principles of visualization and perception.

Educational Management**EMM7109**

Half Module - First Semester

Module Equivalent: EMM4101

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

The module is designed for aspiring educational leaders who intend to work as school managers and education officers. The module intends to develop critical inquiry and professional knowledge and skills, attitudes and values in the field of educational management and leadership.

Educational Psychology**EEP7139**

Half Module – First and Second Semester

Module Equivalent: EEP4120

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

The aim of the module is to examine and apply in a teaching-learning context the Educational Psychological Principles emanating from human development, human learning, social psychology of education and educational measurement and evaluation. Students will be expected to understand and apply principles of educational psychology to better understand students and classroom events; understand and apply in a classroom teaching-learning situation the development, learning and motivation in mixed ability teaching.

Educational Research and Statistical Methods

CAR7129

Half Module - Second Semester

Module Equivalent: CAR4102

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

This module aims at helping student teachers develop critical thinking capacity about research problems in education. Students will thus acquire a basic understanding of the key principles of educational research. They will develop basic skills in research proposal writing, collecting both qualitative and quantitative research data, as well as in the analysis of both kinds of data. Students will also learn the basics of research report writing.

General Teaching Methodology

CAG7109

Half Module - First Semester

Module Equivalent: CAG4101

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

This module introduces the student teacher to the basic teaching issues that underline the teaching of any school subject in Namibia and focus on topics like: The national curriculum, learner-centred paradigm, aims of secondary education, creating conducive learning environments, lesson planning, general methods and games, generic features of methods, questioning and explanation techniques, classroom management and maintaining discipline, using questionnaires to monitor the teaching process.

History of Education

EMH7129

Half Module - Second Semester

Module Equivalent: EMH4122

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

The module is designed to introduce students to the historical development of formal education, with specific emphasis on major landmarks of change. It also introduces students to factors, which have helped to shape the present educational systems of the world, in general and of Namibia in particular. Influences from Greek, Roman and English educational theories and practices are discussed in relation to the present educational systems in the world and in Namibia.

Introduction to Guidance and Counselling

ESP7149

Half Module - Second Semester

Module Equivalent: ESP4102

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

The aim of this module is to sensitise teacher trainees to the Social Psychological and Educational needs of secondary school learners and to introduce them to the basic skills, knowledge and ethics related to guidance and counselling of learners. Students are expected to acquire a broad understanding of what guidance and counselling entails for the classroom teacher; develop a general understanding of potential sources of human concerns, frustrations and problems as well as ways to detect and help people deal realistically with them; become aware of the basic counselling skills and strategies; develop a sense of social responsibility and interest in their learners so that they feel compelled to provide assistance even under difficult circumstances; develop skills for the provision, administration and management of guidance services in schools; and develop skills to help learners grow as individuals and appreciate themselves.

Introduction to Inclusive Education & Specific Learning Difficulties

ESP7129

Double Module

Module Equivalent: ESP4122

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

One of the most prevalent categories of special needs in Namibian schools is Specific Learning Difficulties. This module will aim at providing students with skills and competencies for understanding and helping learners with learning problems in the regular classroom. In addition, the module is aimed at providing students with competencies to identify and to assess children's special educational needs; acquire problem-solving abilities in the context of inclusive education and equip students with knowledge and various instructional strategies to help learners with learning problems in school and at home.

Introduction to Sports and Coaching

ESS7109

Half Module - Second Semester

Module Equivalent: ESS4102

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Contact Sessions: Include practical sessions

Module description

Students will acquire rules, regulations and basic skills in selected school sports and games. Students will also acquire the techniques of teaching and coaching these school sports. Basic skills in track and field, netball, soccer, volleyball and basketball.

Philosophy of Education

EMP7109

Half Module - First Semester

Module Equivalent: EMP4101

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

This module is a deliberate attempt to initiate meaningful learning through the establishment of set of expectations, which would enable students to gain greater clarity and understanding of educational matters through a rigorous analysis of concepts, meanings and problems contextualised within the educational milieu in which they will be expected to work; think deeply about what they are doing in order to give depth and breadth of meaning, as well as direction, to their professional endeavours; develop a personal philosophy of education through 'responsible eclecticism' an approach that is willing to seek out and evaluate any number of possibilities in a given situation; and acquire the analytical skills and theoretical understanding necessary to decode their particular socio-cultural milieu.

Sociology of Education

EMS7109

Half Module - Second Semester

Module Equivalent: EMS4102

Module Assessment:

Continuous Assessment – 50% Examination – 50%

Prerequisite: None

Module description

The aim of the module is to introduce students to the interaction between schools and the larger social life, the nature of educational processes, and how to improve the character of the institution we call schools. In a broad sense, the module offers the hope and opportunity to look at schools in a broader and complicated way to deepen our understanding of schools in a local and global context. As such, the module will introduce students to sociological interpretations of education, key concepts/terms and thinkers in sociology of education, and the role of schooling in development of Namibia.

Teaching Methods Syllabi

Teaching Methods of Accounting

CAM7179

Module - First and Second Semester

Module Equivalent: CAM4160

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Accounting related Modules

Module description

This module introduces students to fundamental principles of teaching Accounting in Namibia with special emphasis on (H) IGCSE Curriculum. The need for a critical analysis of the learning process and complex process of concept formation that will enable the application of teaching methods techniques in Accounting will be central to this module. Principles of measuring, testing, examining and marking are dealt with.

Teaching Methods of Afrikaans

CAO7199

Module - First and Second Semester

Module Equivalent: CAO4180

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in Afrikaans

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in Afrikaans as a school subject. The nature and structure of Afrikaans as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers as well as other curriculum materials for teaching Afrikaans in secondary schools is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Teaching Methods of Agriculture

EST7139

Module - First and Second Semester

Module Equivalent: EST4120

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in Afrikaans

Module description

Learner centred education in Agriculture. Micro-teaching. Preparation for teaching practice. Management and safety in the school laboratory. Investigations and projects (module work). Misconceptions or alternative conception. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Agriculture: selected topics in Agriculture. Design and marking of tests and examinations.

Teaching Methods of Business Studies

CAM7199

Module - First and Second Semester

Module Equivalent: CAM4180

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Business Studies related Modules

Module description

This module introduces students to fundamental principles of teaching Business Studies in Namibia with special emphasis on (H) IGCSE Curriculum. The need for a critical analysis of the learning process and complex process formation that will enable the application of teaching methods techniques in Business Studies will be central to this module. Principles of measuring, testing, examining and marking are dealt with.

Teaching Methods of Development Studies

CAM7159

Module - First and Second Semester

Module Equivalent: CAM4140

Module Assessment:

Continuous assessment - 50%; Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Development Studies related Modules

Module description

This module aims at introducing students to a variety of teaching/learning techniques in History as a school subject. Lesson planning, schemes and records of work and classroom management skills are discussed. In addition, the nature and structure of Development Studies as a school subject, the (H) IGCSE paradigm as well as the structure of the (H) IGCSE syllabus are explored in depth. Special emphasis is also placed on the assessment procedure, the structure of the (H) IGCSE Development Studies examination papers as well as practical activities that are mainly conducted through microteaching in preparation for teaching practice in schools.

Teaching Methods of Economics

CAN7119

Module - First and Second Semester

Module Equivalent: CAN4100

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Economics related Modules

Module description

This module introduces students to fundamental principles of teaching Economics in Namibia with special emphasis on (H) IGCSE Curriculum. The need for a critical analysis of the learning process and complex process formation that will enable the application of teaching methods techniques in Economics will be central to this module. Principles of measuring, testing, examining and marking are dealt with.

Teaching Methods of English

CAN7139

Module - First and Second Semester

Module Equivalent: CAN4120

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in English

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in English as a school subject. The nature and structure of English as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers, as well as other curriculum materials for teaching English in secondary schools, is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Teaching Methods of French

CAO7179

Module - First and Second Semester

Module Equivalent: CAO4160

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in French

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in French as a school subject. The nature and structure of French as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers, as well as other curriculum materials for teaching French in secondary schools, is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Teaching Methods of Geography

CAM7119

Module - First and Second Semester

Module Equivalent: CAM4100

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Geography Related Modules

Module description

This module aims at introducing students to a variety of teaching/learning techniques in Geography as a school subject. Lesson planning, schemes and records of work and classroom management skills are discussed. In addition, the nature and structure of Geography as a school subject, the (H) IGCSE paradigm as well as the structure of the (H) IGCSE syllabus are explored in depth. Special emphasis is also placed on the assessment procedure, the structure of the (H) IGCSE Geography examination papers as well as practical activities that are mainly conducted through microteaching in preparation for teaching practice in schools.

Teaching Methods of German

CAO7159

Module - First and Second Semester

Module Equivalent: CAO4140

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in German

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in German as a school subject. The nature and structure of German as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers, as well as other curriculum materials for teaching German in secondary schools, is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Teaching Methods of History

CAM7139

Module - First and Second Semester

Module Equivalent: CAM4120

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II History related Modules

Module description

This module aims at introducing students to a variety of teaching/learning techniques in History as a school subject. Lesson planning, schemes and records of work and classroom management skills are discussed. In addition, the nature and structure of History as a school subject, the (H) IGCSE paradigm as well as the structure of the (H) IGCSE syllabus are explored in depth. Special emphasis is also placed on the assessment procedure, the structure of the (H) IGCSE History examination papers as well as practical activities that are mainly conducted through microteaching in preparation for teaching practice in schools.

Teaching Methods of Khoekhoegowab

CAN7179

Module - First and Second Semester

Module Equivalent: CAN4160

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in Khoekhoegowab

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in Khoekhoegowab as a school subject. The nature and structure of Khoekhoegowab as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers, as well as other curriculum materials for teaching Khoekhoegowab in secondary schools, is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Teaching Methods of Oshikwanyama

CAO7139

Module - First and Second Semester

Module Equivalent: CAO4120

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in Oshikwanyama

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in Oshikwanyama as a school subject. The nature and structure of Oshikwanyama as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers, as well as other curriculum materials for teaching Oshikwanyama in secondary schools, is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Teaching Methods of Oshindonga

CAN7159

Module - First and Second Semester

Module Equivalent: CAN4140

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in Oshindonga

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in Oshindonga as a school subject. The nature and structure of Oshindonga as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers as well as other curriculum materials for teaching Oshindonga in secondary schools is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Module - First and Second Semester Module Equivalent: CAO4100

Module Assessment: Continuous assessment - 50% Examination – 50%

Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in Otjiherero

Module description

The main focus of this module is to expose students to a variety of teaching/learning techniques in Otjiherero as a school subject.

The nature and structure of Otjiherero as a school subject as well as secondary school syllabus are discussed. The module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching.

Structure of examination papers, as well as other curriculum materials for teaching Otjiherero in secondary schools, is analysed.

Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

SPECIALISED DIPLOMA IN EDUCATION
(Home Economics and Fashion and Fabrics)
70DEV7

NOTE: No intake of this diploma in 2010

Aims

The programme is designed for practising teachers who have completed the Basic Education Teachers Diploma (BETD), or equivalent programme. The programme, specialising in prevocational subjects is designed to upgrade practising teachers and equip them with skills and knowledge to teach these subjects effectively at the NIGCSE level. The programme will enhance and influence a change of attitude and practices among teachers and learners for a better interpretation, teaching and learning of technology education.

Programme overview

Teachers will be trained to teach one of the following subjects of their choice: Home Economics or Fashion and Fabrics in Namibian secondary schools at grades 8–12 and other educational institutions such as the COSDEC's and VTC's. The programme will be offered by distance mode over a period of three years in a combination of face-to-face tutoring and self-study materials. Depending on the module of study there will be 2–3 residential sessions of two weeks each per year. The practical component will be compulsory.

Admission Requirements

To register for this Diploma you should have a basic teaching qualification such as the Basic Education Teachers Diploma (BETD) or equivalent, plus at least two years teaching experience in the subject.

Assessment and Promotion Requirements

Module assessment is based on continuous assessment by means of tutor-marked assignments, tests, practical exercise, project work and/or portfolios, and a written examination at the end of the module. To complete the module successfully you should obtain a minimum mark of 40% in the examination, and a final mark of at least 50%. The continuous assessment mark will constitute a weighting of 50% of the final mark, and the final examination shall be given a weighting of 50% of the final mark.

Module Requirements

The award of the diploma is subject to satisfactory completion of a minimum of four weeks of Professional Development Placement.

Curriculum

Year 1			
Semester One		Semester Two	
UCE7119	Communication & Study Skills in English	UCA7119	English for Academic Purposes
UCC7109	Computer Literacy		
	School subject Year 1		School subject Year 1
Year 2			
Semester One		Semester Two	
	School subject Year 2		School subject Year 2
Year 3			
Semester One		Semester Two	
	School subject Year 3		School subject Year 3
CIT7259	Professional Development Placement		

FASHION AND FABRICS

Year 1			
Semester One		Semester Two	
VBA7119	Principles of Design		
Double Module			
VTF7219	Textiles and Fashion Basics		
Year 2			
Semester One		Semester Two	
ESH7219	The Household as Consumer	VTA7239	Textiles (Constructed)
VTA7219	Textiles (Painted & Printed)		
Double Module			
ESH7379	Teaching Methods of Fashion and Fabrics		
Year 3			
Semester One		Semester Two	
VFA7219	Fashion	VFA7239	Fashion
		ESH7459	Craft Work for Income Generation
		ESH7439	Entrepreneurship in Home Econ

HOME ECONOMICS

Year 1			
Semester One		Semester Two	
ESH7109	Applied Science for Home Economics		
ESH7119	Intro to Home Economics & Household Resource Management		
Year 2			
Semester One		Semester Two	
ESH7219	The Household as Consumer	ESH7239	Introduction to Human Nutrition
ESH7259	Principles of Food Preparation		
Double Module			
ESH7359	Teaching Methods of Home Economics		

Year 3			
Semester One		Semester Two	
ESH7319	Applied Nutrition	ESH7339	Principles of Food Preparation & Meal Management
		ESH7419	Housing & Residential Technology
		ESH7439	Entrepreneurship in Home Econ

Syllabi

Fashion and Fabrics Syllabi

Craftwork for income Generation and Socio-Psychological Aspects of Clothing	ESH7459
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Second Semester module
Module Assessment: Module Equivalent: ESH3452
Prerequisite: Continuous assessment - 100%
None

Module description

An introduction to craftwork and the production of craft articles for sale as well as an introduction to reasons why people wear clothes (socio-psychological aspects of clothing).

Fashion	VFA7119
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First Semester module
Module Assessment: Module Equivalent: VFA3211
Continuous assessment - 60% Examination – 40%

Module description

The introduction to fashion illustration, pattern and garment construction, resulting in the design and creation of a fashion accessory and a sample garment.

Fashion	VFA7239
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Second Semester module
Module Assessment: Module equivalent VFA3232
Continuous assessment - 60% Examination – 40%

Module description

The module is a continuation of VFA 3211, resulting in the designing and construction of wearable art.

Principles of Design	VBA7119
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First Semester module
Module Assessment: Module equivalent: VBA3111
Continuous assessment - 60% Examination – 40%
Prerequisite: None

Module description

Students will work thematically on projects that focus specifically on the knowledge and understanding necessary for their chosen major subjects in the Department.

Teaching Methods of Fashion and Fabrics	ESH7379
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Module – 1st & 2nd Semester
Module Assessment: Module Equivalent: ESH3300
Continuous assessment - 50% Examination – 50%
Prerequisite: Pass in all first and second year subject related modules

Module description

Learner-centred education in Fashion and Fabrics. Micro-teaching. Preparation for teaching practice. Classroom facilities and organisation. Fashion and Fabrics investigations/projects and problem-solving. Module work in Fashion and Fabrics. Misconceptions or alternative conceptions. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Fashion and Fabrics. Design and marking of tests and examinations.

Textiles and Fashion Basics**VTF7219**

Double Module

Module Equivalent: VTF3210

Module Assessment:

Continuous assessment - 60% Examination – 40%

Module description

Students are introduced to the basic practical skills necessary for the successful completion of their studies in textiles and fashion. The module focuses on the development of practical cutting and machining skills and basic technical understanding.

Textiles (Constructed Textiles)**VTA7239**

Second Semester Module

Module equivalent: VTA3232

Module Assessment:

Continuous assessment - 60% Examination – 40%

Module description

Introduction to constructed textiles with particular reference to the history of constructed textiles in Africa. Theory will include further study of the technology of textile construction and the relationship between textiles and interior design in Namibia. Practical work will be thematically based and will refer to theory.

Textiles (Painted and Printed Textiles)**VTA7219**

First Semester Module

Module equivalent: VTA3211

Module Assessment:

Continuous assessment - 60% Examination – 40%

Module description

Introduction to painted and printed textiles with particular reference to the history of painted and printed textiles in Africa. Theory will include study of the relationship between textiles and fashion in Namibia. Practical work will be thematically based and will refer to theory.

Home Economics Syllabi**Applied Nutrition****ESH7319**

First Semester module

Module Equivalent: ESH3311

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite:

ESH7239

Module description

Nutrition needs over the entire life span. Life style diseases. Nutritional Assessment and Screening. Planning a healthy diet. Food safety and security issues.

Applied Science for Home Economics**ESH7109**

Half Module - First Semester

Module Equivalent: ESH3101

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite:

Biology (H)IGCSE or Home Economics

Module description

To review and apply basic scientific principles as applied to family and household systems.

Entrepreneurship in Home Economics**ESH7439**

Second Semester module

Module Equivalent: ESH3432

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite:

None

Module description:

An introduction to the running of small enterprises with specific reference to the utilisation of skills acquired over the past three years.

Housing and Residential Technology**ESH7419**

Second Semester module

Module Equivalent: ESH3412

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite:

None

Module description

Study family housing in relationship to needs, processes and alternatives, policy and economics.

Study design of physical environment in relationship with neighbourhoods, communities and constrains affecting housing decisions.

Human and environmental considerations for planning, design and use of housing. Exploration of equipment and technological systems in the residential environment. Emphasis on consumption and conservation of natural resources and human considerations in planning kitchens and appliance design. Effective use of appropriate technology. Creative adaptations of old technology.

Intro to Home Economics and Household Resource Management**ESH7119**

First Semester Module

Module Equivalent: ESH3112

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite:

None

Module description

The philosophy, mission and paradigms of Home Economics; interaction of the household and its surrounding environment; re-conceptualisations of Home Economics; historical aspects of Home Economics; various lifecycles that impact on the household; and resource management skills.

Introduction to Human Nutrition**ESH7239**

Second Semester module

Module Equivalent: ESH3231

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite:

None

Module description

The study of basic Human Nutrition, including all macro and micro nutrients, classifications, characteristics, functions, digestion and intermediate metabolism, food sources, deficiency diseases, prevention of deficiency diseases, vitamin and mineral supplementation, in a Namibian context.

Principles of Food Preparation**ESH7259**

First Semester module

Module Equivalent: ESH3212

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite:

None

Module description

Laboratory techniques. Nutritional composition, chemical structure and physical properties of different foods. Reactions that takes places during food preparation. Changes of food systems that take place during food preparation.

Principles of Food Preparation and Meal Management**ESH7339**

Second Semester module

Module Equivalent: ESH3312

Pre-requisite:

None

Module Assessment:

Continuous assessment - 50% Examination – 50%

Module description

Advance food preparation techniques including food preservation, food safety, flour and flour mixtures. Meal and menu planning for different settings.

Teaching Methods of Home Economics

ESH7359Module – 1st & 2nd Semester

Module Equivalent: ESH3320

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite:

Pass in all first and second year subject related modules

Module description

Learner-centred education in Home Economics. Micro-teaching. Preparation for teaching practice. Classroom facilities and organisation. Home Economics investigations/projects and problem-solving. Module work in Home Economics. Misconceptions or alternative conceptions. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Home Economics. Design and marking of tests and examinations.

The Household as a Consumer

ESH7219

First Semester module

Module Equivalent: ESH3211

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite:

None

Module description

The household as a consumer; budgeting and financial management in the household. Work simplification.

Professional Development Placement

CIT7259

The award of the diploma is subject to satisfactory completion of a minimum of four weeks of Professional Development Placement.

Module description

An introduction to the running of small enterprises with specific reference to the utilisation of skills acquired over the past three years.

SPECIALISED DIPLOMA IN EDUCATIONAL MANAGEMENT AND LEADERSHIP

70DEML

NOTE: No new student intake in 2010 as the diploma has been replaced by the Advanced Diploma in Educational Management and Leadership – see page 75 of the prospectus.

Introduction

The Specialised Diploma in Educational Management and Leadership was offered in 2006 for the first time on distance.

Aim

This programme aims at acquainting candidates with the basic knowledge and skills associated with the development and management of educational institutions. The Specialised Diploma in Educational Management and Leadership is designed to train and produce effective educational managers in government ministries, parastatal organisations, private sectors and non-governmental organisations. The programme covers a wide range of themes needed to run an institution effectively. Another aim is therefore to develop human resources for sustainable implementation of national policies of the Ministry of Education. The programme aims at providing relevant skills and knowledge that may lead to a change of attitude and practices among educational leaders for a more efficient and effective management of educational institutions at different levels.

Programme overview

The Specialised Diploma in Educational Management and Leadership is a one-year programme with the minimum period of one-year for full time registration and two years on distance. The diploma offers eight modules. All the modules are semester modules with the exception of the Project Work. Four modules will be offered in the first semester and four modules will be offered in the second semester. The theory will be applied in practice by means of project work that will be offered during both the first and second semesters. The student in consultation with the programme coordinator makes the choice of the project. The project will be done concurrently with the other modules.

This module will provide opportunities for further studies and professional development in the area of educational management and leadership. It will also equip candidates with relevant principles, theory and practice of educational management. The diploma will train candidates in the aspects of effective leadership in schools. It will also help them to develop skills in the governance of schools, to acquire skills in financial management and budgeting in schools, and to orient candidates towards human resource management skills.

Admission Requirements

To register for the programme Principals, Deputy Principals, managers in education, serving Head of Departments, and teachers must hold a Basic Education Teachers Diploma (BETD) qualification or equivalent and have at least three years teaching experience.

Assessment and promotion requirement

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

The Curriculum

Year 1			
Semester One		Semester Two	
EMM7111	Principles, Theory and Practice of Educational Management	EMM7112	Human Resource Management
EMM7131	Effective Leadership in Schools	EMM7132	Educational Policy Studies and the Education System

EMM7151	Governance of Schools	EMM7152	Monitoring School Effectiveness
EMM7171	Financial Management and Budgeting	EMM7172	Managing Change
Double Module			
EMP7110	Project work		

The Syllabi

Principles, Theory and Practice of Educational Management EMM7111

First semester Module Module Equivalent: EMM4111
Module Assessment: CA 50% - Examination 50% - One three-hour examination paper

Module Description

This Module looks at the different school management principles and how it could be applied in reality to ensure effective management of schools. The management principles and theories, which are needed for effective school management, will be studied in detail. The main functions of a principal in order to create a suitable working environment for teachers, learners, non-teaching staff and parents will be spelled out. Aspects of decision-making and problem solving will be covered extensively.

Participants will also be encouraged to reflect on own performance and consider ways, which could lead to improved management practices. Methods and tools that could streamline school management will be investigated and applied, such as the use of Information Communication Technology (ICT) programmes concerning statistics, networking, records and timetabling. A technology plan for schools will be devised through which participants can ensure effective school administration and management.

Effective Leadership in Schools EMM7131

First semester Module Module Equivalent: EMM4131
Module Assessment: CA 50% - Examination 50% - One three-hour examination paper

Module Description

This Module will introduce leadership holistically as well as focus on enhancing effective leadership in Namibian educational institutions. The balance between power, influence and leadership will be reflected in order to ensure that democracy is achieved. The different leadership styles will be studied and how these styles could be utilized to the benefit of school communities, depending on specific needs and localities. As effective leadership without proper communication is not possible, participants will study communication skills.

Governance of Schools EMM7151

First semester Module Module Equivalent: EMM4151
Module Assessment: CA 50% - Examination 50% - One three-hour examination paper

Module Description

The purpose of this Module is to enable principals of schools and educational leaders to develop an understanding and insight into the nature and dimensions of school governance. They would be able to work effectively and productively with the various stakeholders and bodies that are part of the governance and management of schools. Through this Module, educators can acquire an understanding of all the forces and factors, which contribute towards good governance of schools.

Financial Management and Budgeting in Education EMM7171

First semester Module Module Equivalent: EMM4171
Module Assessment: CA 50% - Examination 50% - One three-hour examination paper

Module Description

This Module provides students with an understanding of handling financial matters at schools.

The principal as a financial administrator who is accountable for all financial matters will be taught the principles of good financial management especially with regard to financial school management, planning and control in schools will be an important part of this

module. This includes budgeting procedures and the acquirement of school stock. Principals also need to be creative business people and this module intends to teach the necessary business skills to generate funds.

Human Resource Management in Education**EMM7112**

Second semester Module

Module Equivalent: EMM4112

Module Assessment:

CA 50% - Examination 50% - One three-hour examination paper

Module Description

Schools as dynamic educational institutions need a motivated and dedicated staff component as well as motivated learners who feel secure and challenged in order to excel. As schools become increasingly self-managing organizations, educational leaders therefore need to develop new skills and expertise in human resource management. This module therefore is about creating good interpersonal relationships among stakeholders who are direct or indirect involved in education, which is conducive to productive and effective teaching and learning. It is also essential for participants to develop a human rights perspective on management and training. The teacher's organisational behaviour and group dynamics will form important parts of this Module.

Educational Policy Studies and the Education System**EMM7132**

Second semester Module

Module Equivalent: EMM4132

Module Assessment:

CA 50% - Examination 50% - One three-hour examination paper

Module Description

The characteristics and the structure of Namibia's education system will be taught to participants.

Without this background knowledge, participants will find it difficult to link the educational realities with current policies and educational practices. Students will be made familiar to the ministerial policies with regard to the provision of education and the management of educational institutions in Namibia.

Monitoring School Effectiveness**EMM7152**

Second semester Module

Module Equivalent: EMM4152

Module Assessment:

CA 50% - Examination 50% - One three-hour examination paper

Module Description

This Module is about improving and monitoring the effectiveness of schools. Participants will be made aware of the factors that necessitate a school to be effective. They will look at the school ethos and the qualities of a good principal as a leader. The professionalism and productivity of teachers will form an important part. The principal's role in the process of establishing and monitoring school effectiveness will be emphasized. Ensuring that quality education takes place also implies a motivated staff and necessary materials and equipment. The principal's role in establishing a suitable environment will therefore form an essential part of the Module.

Managing Change in Education**EMM7172**

Second semester Module

Module Equivalent: EMM4172

Module Assessment:

CA 50% - Examination 50% - One three-hour examination paper

Module Description

Educators are seen as agents of change so that communities and societies can become better at different levels. Change is inevitable in a dynamic society and schools have to keep up with change at different levels. This Module is about making principals aware of the changes that need to be initiated and managed in order to stay relevant to the needs of the society. In order to change for the better, participants must have a vision and a mission, which will be investigated. The Vision 2030 of the different governmental ministries will be studied and changes that need to be made to achieve the Vision will be discussed. The pressures for change and the sorts of change, such as changes in admission, curriculum, language policies, structural reforms and methodology, will be discussed. The evaluation of the change process will be studied.

Double Module

Module Equivalent:

EMM4110

Module Assessment:

Continuous 100%

Module Description

This Module intends to provide the knowledge and skills to students to do project work. Participants will be introduced to project management. Each participant will choose a problem area that needs investigation in collaboration with the programme coordinator. The project work will teach the participants the practical applications of various skills.

Note on project work:

Students identify a project of their choice. The project activities will be based on the work the participants have covered in the modules they are about to complete. For example, a module on Financial Management could be followed by an activity on preparing a school budget. A module on Conflict Resolution could be followed by a case study on handling a strike at school. A module on Social Health Management could be followed by an activity on how to prevent the HIV/AIDS epidemic in schools among learners. A module on Managing the Curriculum could be followed by an activity on preparing a timetable.

BACHELOR OF EDUCATION 10BEDC – 10BEDS

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

Aim

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

Programme overview

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

Admission requirements

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

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

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

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

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

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

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

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

Assessment and promotion requirements

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

Programme requirements

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

The Curriculum

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

ECFC3702	Curriculum Development & Practice	7	8		
EEET3602	English for Teachers 2	6	8	EEET3589	English for Teachers 1
	School Subject 1		16		
	School Subject 2		16		
Year 3	Semester One				
EETP3798	Teaching Practice Phase 2	7	3	EETP3698	Teaching Practice Phase 1
ECFE3701	Assessment & Evaluation of Learning	7	8		
ECFI3701	Introduction to Educational Research	7	8		
	School Subject 1		16		
	School Subject 2		16		
Year 3	Semester Two				
	Project Phase 1	8	8	ECFI3701	Introduction to Educational Research
ECFR3882	Educational Research	8	12	ECFI3701	Intro to Educational Research
EPSG3702	Intro to Guidance & Counselling	8	8		
	School Subject 1		16		
	School Subject 2		16		
	Semester One and Two				
	Teaching Methods School Subject 1	7	16	ECFG3882	General Teaching Methodology, plus level 6 school subject content
	Teaching Methods School Subject 2	7	16	ECFG3882	General Teaching Methodology, plus level 6 school subject content
Year 4	Semester One				
EETP3809	Teaching Practice Phase 3	8	8	EETP3698	Teaching Practice Phase 1, Two Teaching Methods modules, and 80 credits school subject content
EPSG3801	Guidance and Counselling	8	8	EPSG3702	Introduction to Guidance & Counselling
EFMC3701	Comparative Education	7	8		
EFMA3701	Educational Management	7	8		
EMFA3699	First Aid Education		0		

	Project Phase 2 (List of codes provided)	8	12	ECFI3701	Introduction to Educational Research, plus Project Phase 1
	Semester Two				
EFMD3802	Professional & Community Development	8	8		
EFMP3802	Philosophy of Education	8	8		
EEEEC3702 ESSC3702	General Education Elective: Cultural Education, or Sport Coaching	7 7	8 8		
	School Subject 1		16		
	School Subject 2		16		
Year 4	Career Specialisation: 1 Elective (Two semester modules or One Double module)				
ECFA3811 ECFA3812	Teaching & Assessment Mentor 1 Teaching & Assessment Mentor 2	8 8	16 16		
EFMM3810	School Management	8	32		
EPSI3810	Inclusive Education	8	32		
ECFM3810	Educational Technologist	8	32		
ECFP3810	Curriculum Planning and Development	8	32		
	Advanced Subject Content				

NEW CURRICULUM – 10BEDC

The School Subjects

ACCOUNTING

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
CAFE3511	Fundamentals of Accounting A	5	16		
	Semester Two				
CBCM3579	Business Mathematics	5	16		
CAFE3512	Fundamentals of Accounting B	5	16		

Year 2	Semester One				
CAFE3631	Financial Accounting 1A	6	16	CAFE3511/2	Fundamentals of Account. A & B
CAAM3651	Management Accounting 1A	6	16		
	Semester Two				
CAFE3632	Financial Accounting 1B	6	16	CAFE3511/2	Fundamentals of Account. A & B
Year 3	Semester One				
CAFE3751	Financial Accounting 2A	7	16	CAFE3631/2	Financial Accounting 1A & 1B
	Semester Two				
CAFE3752	Financial Accounting 2B	7	16	CAFE3631/2	Financial Accounting 1A & 1B
Year 4	Semester Two				
CAFE3859	Financial Accounting 3A	8	16	CAFE3751/2	Financial Accounting 2A & 2B

BUSINESS STUDIES

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

Year 4	Semester Two				
EMHE3812	Entrepreneurship for Educators	8	16		

ECONOMICS

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
CEMI3571	Basic Micro-Economics	5	16		
CBCM3579	Business Mathematics	5	16		
	Semester Two				
CEMA3572	Basic Macro-Economics	5	16		
Year 2	Semester One				
CEMI3671	Intermediate Micro-Economics I	6	16	CEMI3571	Basic Micro-Economics
CEMA3671	Intermediate Macro-Economics I	6	16	CEMA3572	Basic Macro-Economics
	Semester Two				
CEMI3672	Intermediate Micro-Economics II, or	6	16	CEMI3571	Basic Micro-Economics
CEMA3672	Intermediate Macro-Economics II	6	16	CEMA3572	Basic Macro-Economics
Year 3	Semester One				
CEIT3771	International Trade	7	16		
	Semester Two				
CENE3772	Namibian Economy	7	16		
Year 4	Semester Two				
CEDE3871	Development Economics	8	16	CEMI3571/ CEMA3572	Basic Micro-Economics, Basic Macro Economics

ENGLISH

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
HLEN3511	Fundamentals of English Language Studies	5	16		
	Semester Two				
HLEN3532	Fundamentals of the Study of Literature in English	5	16		
Year 2	Semester One				
HLEN3611	Lexis and Basic Grammar	6	16		
HLEN3631	Practical Criticism and Poetry	6	16		
	Semester Two				
HLEN3672	Selection of Drama and Prose	6	16		
Year 3	Semester Two				
HLEN3732	Psycholinguistics	7	16		
HLEL3732	Namibian Literature in English since Independence	7	16		
Year 4	Semester One and Two				
HLEL3820	An Overview of African Literature	8	16		
	Career Specialisation: Select two				
HLEN3820	Acts of Style in English	8	16		
HLEN3840	Approaches to Language Analysis	8	16		
HLEL3840	Selected Author or Theme	8	16		

FASHION AND FABRICS

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
HVPD3511	Principles of Design	5	16		

	Semester One and Two				
HVTF3600	Textiles and Fashion Basics	6	16		
	Semester Two				
HVPD3532	Principles of Design	5	16		
Year 2	Semester One				
HVTS3611	Textiles, Dyed, Painted and Printed	6	16		
HVFS3611	Fashion Studies	6	16	HVPD3532	Principles of Design
	Semester Two				
HVTS3632	Constructed Textiles & Sewn Decoration	6	16		
HVFS3632	Fashion Studies	6	16	HVFS3611	Fashion Studies
Year 3	Semester One				
HVFS3711	Fashion Studies	6	16	HVFS3611	Fashion Studies
	Semester Two				
HVFS3732	Fashion Studies	6	16	HVFS3711	Fashion Studies
Year 4	Semester Two				
EMHE3812	Entrepreneurship for Educators	6	16	HVFS3711	Fashion Studies

HISTORY

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
HHGE3511	African Civilisation	5	16		
	Semester Two				
HHGE3532	History: Images, Concepts and Tools	5	15		Students should pass this module to progress to the 2 nd year. Students who fail may only select Making of the Atlantic World in the 2 nd year.
Year 2	Semester One				
HHGE3611	The Making of the Atlantic World	6	16		

	Semester Two				
HHGE3632	Early Southern Africa History	6	16	HHGE3532	History: Images, Concepts and Tools
HHGE3652	Early Namibian History	6	16	HHGE3532	History: Images, Concepts and Tools
Year 3	Semester One				
HHGE3711	20 th Century Namibia	7	16		
	Semester Two				
HHGE3732	Colonial & Post-Colonial South Africa, or	7	16		
HHGE3752	Foundations of Archaeology	7	16	HHGE3632 / HHGE3652	60% in Early Southern Africa History, and Early Namibian History
Year 4	Semester One and Two				
HHGE3820	Public History/Museum and Heritage Studies	8	16		
HHGF3800	Themes in Modern African History	8	16		

HOME ECONOMICS

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

Year 3	Semester One				
EMHE3711	Applied Nutrition	7	16	EMHE3612	Introduction to Human Nutrition
	Semester Two				
EMHE3712	Principles of Food Preparation and Meal Management	7	16	EMHE3611	Principles of Food Preparation
Year 4	Semester Two				
EMHE3812	Entrepreneurship for Educators	8	16		

BACHELOR OF EDUCATION – MATHEMATICS AND SCIENCE SPECIALISM – 10BEDS

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

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

The Subject Combinations

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

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

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

The School Subjects

BIOLOGY

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

MATHEMATICS

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
SMAT3511	Basic Mathematics	5	16		NSSC Mathematics
SMAT3531	Analytic Geometry, Complex Numbers and Matrices	5	16		NSSC Mathematics

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

PHYSICAL SCIENCE

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One				
SPHY3511	Physics for Physical Science I	5	16		NSSC Physical Science and Mathematics – C Symbols
SCHM3411	Chemistry IA	4	16		
	Semester Two				
SPHY3512	Physics for Physical Science II	5	16		NSSC Physical Science and Mathematics – C Symbols
SCHM3512	Chemistry IB	5	16		
Year 2	Semester One				
SPHY3611	Classical Mechanics	6	16	SPHY3511/ SMAT3511/2	Physics for Physical Science I, Basic Mathematics and Pre-calculus

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

THE OLD CURRICULUM – 70BEDC

Year 1			
Semester One		Semester Two	
UCC7109	Computer Literacy	UCA7119	English for Academic Purposes
UCI7109	Contemporary Social Issues	ESP7109	Human Development & Education
UCE7119	Communication & Study Skills in English	EMS7109	Sociology of Education
EIS7119	Issues in Education	EMH7109	History of Education
CAG7109	General Teaching Methodology		
	School subject 1		School subject 1
	School subject 2		School subject 2
Year 2			
Semester One		Semester Two	
	School subject 1	ESP7209	Human Learning
	School subject 1	EMP7209	Philosophy of Education

	School subject 2	CAC7209	Curriculum & Instructional Studies
	School subject 2	EMM7269	Educational Management
			School subject 1
			School subject 2
Year 3			
Semester One		Semester Two	
	School subject 1		School subject 1
	School subject 2		School subject 2
	Teach Methods School Subject 1		Teach Methods School Subject 1
	Teach Methods School Subject 2		Teach Methods School Subject 2
CAE7309	Educational Com & Technology	ESP7309	Educational Social Psychology
CAR7309	Educational Research & Stats		Project in TM School Subject 1
CAA7309	Assessment & Evaluation of Instruction		Project in TM School Subject 2
Year 4			
Semester One		Semester Two	
EMC7409	Comparative Education		School subject 1
ESP7429	Intro to Guidance & Counselling		School subject 1
CAC7409	Curriculum Theory Design & Practice		School subject 2
EIP7409	Teach Practice School subject 1		School subject 2
EIP7429	Teach Practice School subject 2		Project in TM School subject 1
			Project in TM School subject 2
Double Module			
ESP7409	Introduction to Inclusive Education		

The School Subjects

The Subject Combinations

Home Economics and Fashion and Fabrics are not a valid school subject combination.

ACCOUNTING

Year 1			
Semester One		Semester Two	
BCM7119	Business Mathematics	BCM7139	Business Mathematics
		AFE7119	Fundamentals of Accounting

Year 2			
Semester One		Semester Two	
AFE7239	Financial Accounting I	AFE7259	Financial Accounting I
		AAM7239	Management Accounting I
Year 3			
Semester One		Semester Two	
AFE7359	Financial Accounting II	AFE7379	Financial Accounting II
AAM7359	Management Accounting II		
Year 4			
Semester One		Semester Two	
		AMF7479	Financial Management

BUSINESS STUDIES

Year 1			
Semester One		Semester Two	
BCM7119	Business Mathematics	BCM7139	Business Mathematics
MPP7119	Principles of Management		
Year 2			
Semester One		Semester Two	
MBO7239	Organisational Behaviour	MBO7259	Organisational Behaviour
MRE7359	Entrepreneurship I		
Year 3			
Semester One		Semester Two	
MHM7359	Human Resource Management I	MHM7379	Human Resource Management II
MSM7359	Strategic Marketing I		
Year 4			
Semester One		Semester Two	
		MRE7379	Entrepreneurship II, or
		MSM7379	Strategic Marketing II

ECONOMICS

Year 1			
Semester One		Semester Two	
BCM7119	Business Mathematics	BCM7139	Business Mathematics
		EIE7119	Introduction to Economics
Year 2			
Semester One		Semester Two	
EIM7219	Micro Economics	EIM7239	Micro Economics
EAM7239	Macro Economics	EAM7259	Macro Economics
Year 3			
Semester One		Semester Two	
EIT7359	International Trade	EDE7359	Development Economics
Year 4			
Semester One		Semester Two	
		ENE7479	Namibian Economics

ENGLISH

Year 1			
Semester One		Semester Two	
ENL7119	Foundations of English Language	ENL7139	Foundations of Literature in English
Year 2			
Semester One		Semester Two	
ENL7219	Lexis and Basic Grammar	ENL7259	Language in Society
ENL7239	Practical Criticism & Poetry		
Year 3			
Semester One		Semester Two	
ENL7319	The Sound System of English	ENL7359	Psycholinguistics
Year 4 - Double Modules			
ENL7419	Acts of Style and English		
ENL7439	Aspects of Syntax		

FASHION AND FABRICS

Year 1			
Semester One			
VBA7119	Principles of Design		
Double Module			
VTF7219	Textiles and Fashion Basics		
Year 2			
Semester One		Semester Two	
ESH7219	The Household as Consumer	VTA7238	Textiles (Constructed)
VTA7219	Textiles (Painted & Printed)		
Year 3			
Semester One		Semester Two	
VFA7219	Fashion	VFA7239	Fashion
Year 4			
Semester One		Semester Two	
		ESH7459	Craft Work for Income Generation
		ESH7439	Entrepreneurship in Home Econ

HISTORY

Year 1			
Semester One		Semester Two	
HIS7119	African Civilisations	HIS7139	History: Images, Tools & Concepts
Year 2			
Semester One		Semester Two	
HIS7219	The Making of the Atlantic World	HIS7239	Early Southern African History
		HIS7259	Capitalism, Colonialism & Globalisation
Year 3			
Semester One		Semester Two	
		HIS7359	Colonial & Post-colonial Southern Africa
		HIS7319	Early Namibian History
Year 4			
Double Modules			
HIS7419	Public History		
HIS3470	Themes in African History		

HOME ECONOMICS

Year 1			
Semester One		Semester Two	
ESH7109	Applied Science for Home Economics		
ESH7119	Intro to Home Economics & Household Resource Management		
Year 2			
Semester One		Semester Two	
ESH7219	The Household as Consumer	ESH7239	Introduction to Human Nutrition
ESH7259	Principles of Food Preparation		
Year 3			
Semester One		Semester Two	
ESH7319	Applied Nutrition	ESH7339	Principles of Food Preparation and Meal Management
Year 4			
Semester One		Semester Two	
		ESH7419	Housing & Residential Technology
		ESH7439	Entrepreneurship in Home Econ

B.Ed. (Part I): Mathematics and science specialism

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

- To follow the B. Ed (Mathematics and Science) options, a student should have obtained at least a C symbol in IGCSE or equivalent qualification for Mathematics. BETD Students should at least majored at mathematics in the diploma to be allowed to register for the mathematics and science specialism.
- All students opting for Home Economics should also obtain a pass in Biology or Home Economics as one of their IGCSE subjects (C symbol).
- All students opting for Biology and Physical Science should complete a First Aid course (ESH3229)

The Subject Combinations

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

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

The modules listed below in the module outline are the minimum number of modules that Mathematics and Science students can offer. These modules are compulsory. A student may add other modules but cannot deduct modules from those listed under school subjects.

The School Subjects

BIOLOGY

Year 1			
Semester One		Semester Two	
MTS7109	Mathematics 1A	MTS7119	Mathematics 1B
STS7109	Statistics 1A	CHM7199	Chemistry for Life Science
BLG7109	Biology 1A	BLG7139	Biology 1B
Year 2			
Semester One		Semester Two	
BLG7219	Plant Biology	BLG7259	Animal Biology
EBL7239	Introduction to Ecology		
Year 3			
Semester One		Semester Two	
MBL7239	Introduction to Microbiology	BLG7209	Cell and Molecular Biology
		BLG7239	Human Biology
Year 4			
Semester One		Semester Two	
		<i>TWO of the following:</i>	
MBL7319	Micro Biology and Molecular Genetics	EBL7319	Ecosystem Ecology
		MBL7339	Plant Growth and Development
		EBL7339	Conservation Biology and Biodiversity

ECONOMICS

Year 1			
Semester One		Semester Two	
BCM7119	Business Mathematics	BCM7139	Business Mathematics
		EIE7119	Introduction to Economics
Year 2			
Semester One		Semester Two	
EIM7219	Micro Economics	EIM7239	Micro Economics
EAM7239	Macro Economics	EAM7259	Macro Economics

Year 3			
Semester One		Semester Two	
EIT7359	International Trade	EDE7359	Development Economics
Year 4			
Semester One		Semester Two	
		ENE7479	Namibian Economics

ENGLISH

Year 1			
Semester One		Semester Two	
ENL7119	Foundations of English Language	ENL7139	Foundations of Literature in Eng
Year 2			
Semester One		Semester Two	
ENL7219	Lexis and Basic Grammar	ENL7259	Language in Society
ENL7239	Practical Criticism & Poetry		
Year 3			
Semester One		Semester Two	
ENL7319	The Sound System of English	ENL7359	Psycholinguistics
Year 4			
Double Modules			
ENL7419	Acts of Style and English		
ENL7439	Aspects of Syntax		

HOME ECONOMICS

Year 1			
Semester One		Semester Two	
ESH7109	Applied Science for Home Economics	ESH7119	Intro to Home Economics & Household Resource Management
Year 2			
Semester One		Semester Two	
ESH7219	The Household as Consumer	ESH7239	Introduction to Human Nutrition
ESH7259	Principles of Food Preparation		

Year 3			
Semester One		Semester Two	
ESH7319	Applied Nutrition	ESH7339	Principles of Food Preparation and Meal Management
Year 4			
Semester One		Semester Two	
		ESH7419	Housing & Residential Technology
		ESH7439	Entrepreneurship in Home Econ

MATHEMATICS

Year 1			
Semester One		Semester Two	
MTS7109	Mathematics 1A	MTS7139	Foundations Mathematics
STS7109	Statistics 1A		
Year 2			
Semester One		Semester Two	
MTS7219	Calculus I	MTS7239	Calculus II
MTS7129	Analytic Geometry & Complex Numbers	MTS7229	Elementary Linear Algebra
Year 3			
Semester One		Semester Two	
MTS7319	Real Analysis I	MTS7349	Real Analysis II
MTS7329	Linear Algebra I		
Year 4			
Semester One		Semester Two	
		MTS7359	Linear Algebra II
		STS7459	Statistics for Educators

PHYSICAL SCIENCE

Year 1			
Semester One		Semester Two	
MTS7109	Mathematics 1A	MTS7139	Foundations Mathematics
PHC7109	Physics 1A	PHC7119	Physics 1B
STS7109	Statistics 1A	PHC7199	Lab 1

Year 2			
Semester One		Semester Two	
CHM7109	Chemistry 1A	CHM7119	Chemistry 1B
PHC7219	Mechanics	PHC7239	Electromagnetism: Optics
PHC7279	Lab 2S1		
Year 3			
Semester One		Semester Two	
CHM7219	Inorganic Chemistry I	CHM7239	Organic Chemistry
CHM7269	Physical Chemistry I		
Year 4			
Semester One		Semester Two	
		CHM7339	Physical Chemistry II
		PHC7209	Modern Physics
		PHC7299	Lab 2S2

The Syllabi – New curriculum

UNAM Core Modules:

Computer Literacy

UCLC3409

NQF level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues

UCSI3429

NQF: 4 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour paper

Prerequisite: None

Module Description:

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

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

English Communication and Study Skills	ULCE3419
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NQF Level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper
Pre-requisites: None

Module description:

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

English for Academic Purposes	ULEA3419
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NQF level: 4 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper
Prerequisites: None

Module description:

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

Education Syllabi

Assessment and Evaluation of Learning	ECFE3711
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NQF: 7 **Credits:** 16 **Module Assessment:** Continuous Assessment 50% Examination 50%
Prerequisite: None

Module Description:

This module develops student's understanding, skills and dispositions regarding assessment and evaluation of learning and instruction issues such as: basic terminology, forms of assessment, designing different assessment tools, assessing module work, understanding national and subject specific assessment directives, qualities of well constructed tests / examination papers, marking practices, the analysis and interpretation of assessment results, feedback on assessment, evaluation of instructional elements.

Classroom Communication and Technology	ECFT3702
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NQF: 7 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%
Prerequisite: None

Module Description:

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

Comparative Education	EFMC3701
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NQF: 7 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%
Prerequisite: None

Module Description:

This module develops a student's understanding, skills and dispositions regarding education systems such as: aims of education, education systems, determinants of education systems, structures of education systems; critical issues in education; research of education systems

Curriculum Development and Practice			ECFC3702
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
This module focuses on the study of theoretical and practical dimensions of curriculum and instructional development. Students become empowered practitioners in curriculum concepts, issues and processes at the <i>macro</i> (global and <i>national</i>), <i>meso</i> (regional, school and departmental) and the <i>micro</i> (classroom) levels of education.			
Educational Management			EFMA3701
NQF: 7	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: None			
Module Description:			
There is growing research evidence showing that educational management is the major factor in school improvement and effectiveness and is about providing a culture within which teaching and learning prosper. It is on the basis of this that all student teachers should be equipped with theoretical and practical management and leadership competencies.			
Educational Research			ECFT3702
NQF: 8	Credits: 12	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: ECFT3701 Introduction to Educational Research			
Module Description:			
The module requires students to broaden their knowledge and dispositions and apply concepts to practical situations. It focuses on designing and implementation of data collection instruments; recording information; organizing and analyzing quantitative and qualitative data and the presentation of research findings.			
English for Teachers 1			EEET3589
NQF: 5	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: ULCE3419 English Communication and Study Skills			
Module Description:			
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.			
English for Teachers 2			EEET3602
NQF: 2	Credits: 8	Module Assessment:	Continuous Assessment 50% Examination 50%
Prerequisite: EEET3502 English for Teachers 1			
Module Description:			
This module develops a student's understanding, skills and dispositions regarding issues such as: spoken language, written language and reading.			
First Aid Education			EMFA3699
NQF: 6	Credits: 0	Module Assessment:	Continuous Assessment 100%
Prerequisite: None			
Module Description:			
First Aid accreditation			

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

Module Description:

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

Introduction to Guidance and Counselling
EPSG3702

NQF: 7 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

The aim of this module is to sensitise the teacher trainees to the educational and career needs of learners and to equip them with basic know-how and skills regarding guidance and counselling.

Introduction to Inclusive Education
EPSI3701

NQF: 7 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

This course will introduce the student to new responses to educational needs, and to learners with special educational needs. It aims to introduce students to international developments in education for learners with special needs, which are of importance to education in Namibia. It will further explore and investigate the development of education for learners with special needs in Namibia. Lastly, this course will provide students with sufficient information to deal with inclusion of learners with special needs in regular schools.

Philosophy of Education
EFMP3802

NQF: 8 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

This module develops and sharpens a student's thinking, and encourages a critical disposition and discourse about issues related to education in particular and to the general well-being of the society. These issues include philosophical doctrines impacting on teaching and learning, morality, authority, discipline, freedom, equality, democracy, punishment, local political structures, voting issues, constitutional and historical developments, critical reading and thinking.

Professional and Community Development
EFMD3802

NQF: 8 **Credits:** 16 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

This module is intended to develop students' skills and dispositions regarding issues that relate to: the development of students' as members of the professional learning community, their contributions to the development of professional ethics and the community's socio-economic welfare at large.

Project Phase 1

NQF: 8 **Credits:** 8 **Module Assessment:** Continuous Assessment 100%

Prerequisite: None

Module Description:

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

List of Project Phase 1 offered on distance

Module	Code	Credits
Project Phase 1 of History	ECSH3802	8
Project Phase 1 of Accounting	ECCA3802	8

Project Phase 1 of Business Studies	ECCB3802	8
Project Phase 1 of Economics	ECCE3802	8
Project Phase 1 of English	ECLE3802	8
Project Phase 1 of Biology	EMSB3802	8
Project Phase 1 of Physical Science	EMSP3802	8
Project Phase 1 of Mathematics	EMMM3802	8
Project Phase 1 of Home Economics	EMHH3802	8
Project Phase 1 of Fashion and Fabrics	EMHF3802	8

Project Phase 2

NQF: 8 **Credits:** 12 **Module Assessment:** Continuous Assessment 100%

Prerequisite: Project Phase 1

Module Description:

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

List of Project Phase 2 offered on distance

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

School Management

EFMM3810

NQF: 8 **Credits:** 32 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

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

Sociology of Education

EFMS3602

NQF: 6 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

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

Sport Coaching

ESSC3702

NQF: 7 **Credits:** 8 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: None

Module Description:

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

Teaching and Assessment Mentor 1

ECFA3811

NQF: 8 **Credits:** 16 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: ECFA3711 Assessment & Evaluation of Learning

Module Description:

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

Teaching and Assessment Mentor 2

ECFA3812

NQF: 8 **Credits:** 16 **Module Assessment:** Continuous Assessment 50% Examination 50%

Co-requisite: ECFA3811 Teaching and Assessment Mentor 1

Module Description:

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

Teaching Methods School Subject 1 & 2

NQF: 7 **Credits:** 16 **Module Assessment:** Continuous Assessment 50% Examination 50%

Prerequisite: ECFG3782 and Level 6 School subject content

Module Description:

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

List of teaching methodologies offered on distance

Module	Code	Credits
Teaching Methods of History	ECSH3700	16
Teaching Methods of Accounting	ECCA3700	16
Teaching Methods of Business Studies	ECCB3700	16
Teaching Methods of Economics	ECCE3700	16
Teaching Methods of English	ECLE3700	16
Teaching Methods of Biology	EMSB3700	16
Teaching Methods of Physical Science	EMSP3700	16
Teaching Methods of Mathematics	EMMM3700	16
Teaching Methods of Home Economics	EMHH3700	16
Teaching Methods of Fashion and Fabrics	EMHF3700	16

Teaching Practice Phase 1

EETP3699

NQF: 6 **Credits:** 3 **Module Assessment:** Continuous Assessment 100%

Prerequisite: None

Module Description:

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

Teaching Practice Phase 2

EETP3799**NQF:** 7 **Credits:** 3 **Module Assessment:** Continuous Assessment 100%**Prerequisite:** None**Module Description:**

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

Teaching Practice Phase 3

EETP3809**NQF:** 8 **Credits:** 8 **Module Assessment:** Continuous Assessment 100%**Prerequisite:** Students should have passed two school subject Teaching Methods modules, 80 credits in school subject content, and EETP3708 Teaching Practice Phases 2**Module Description:**

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

Accounting Syllabi

Business Mathematics

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

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

Financial Accounting 1A

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

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

Financial Accounting 1B

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

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

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

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

Financial Accounting 2A**CAFE3751**

NQA level: 7 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAFE3631/2 Financial Accounting 1A & 1B

Module description:

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

Financial Accounting 2B**CAFE3752**

NQA level: 7 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAFE3631/2 Financial Accounting 1A & B

Module description:

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

Financial Accounting 3A**CAFE3871**

NQA level: 8 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: CAFE3751/2 Financial Accounting 2A & 2B

Module description:

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

Fundamentals of Accounting A**CAFE3511**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module description:

The detailed contents are as follows: Introduction to the basic principles of accounting – nature and function of accounting and accounting theory, financial position and financial result, single and double entry systems; treatment of incomplete records, collecting and processing accounting data, the accounting cycle, journals, trial balance, introduction to VAT, pre- and post-trial balance adjustments, closing-off procedures, the financial result of service and trading entities, inventory systems, preparing financial statements for a sole proprietorship.

Fundamentals of Accounting B**CAFE3512**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module Description:

The detailed contents are as follows: Introduction to the framework for the preparation and presentation of financial statements (FRW), financial position, financial performance, determining profit and preparing financial statements, accounting for current and non-current assets – cash and cash equivalents, trade and other receivables, inventory, property, plant and equipment and other non-current assets, accounting for current and non-current liabilities, financial statements of non-profit organisations.

NQA level: 6 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper**Prerequisites:** None**Module description:**

This course is designed to introduce students to the concepts, techniques and application of cost and management accounting. The focus is on accumulating cost information and preparing reports that help managers in decision making. The topics include cost systems design and cost accumulation, raw materials costs and stock management, labour costing and control, production overheads: budgeted, applied and actual, production overheads and service department cost allocation, direct and absorption costing models, job-order and process costing, activity-based costing.

The detailed contents are as follows: Introduction to Cost and Management Accounting: cost concepts and cost flows, cost behaviour and systems for recording and controlling costs, product and period costs, and prime and conversion costs, Material and labour costs: raw material costs and inventory management, inventory levels, purchasing and storage of inventory, selective inventory control techniques, payroll accounting and methods of compensation, individual and group incentive plans, fringe benefits, learning curves and cost estimation, Accounting for overheads costs: identification and coding of overheads, collection, allocation, apportionment and absorption of overheads, cost drivers and overhead costs, production, administration and marketing overheads, Job order costing: Contract costing: main features of contracts and types of contracts, cost calculation for contracts, methods of determining profit for incomplete contracts, contract cost accounts, Process Costing I: preparing cost of production reports, valuation of WIP and ending inventory, FIFO and average cost methods, equivalent production, normal and abnormal wastage, abnormal gain, Process Costing II: costing for joint and by products, short term decisions for joint products, spoilage, reworked units and scrap, Activity based costing: activity based costing defined, comparison between traditional and activity based costing systems, activities and transactions as cost drivers, strengths and weaknesses of activity based cost system.

Biology Syllabi

Animal Form and Function**SBLG3512**

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

This module intends to provide the student with a thorough understanding of the structures and functions of different body organs and systems in various animal species. It will cover the following topics: Structure, types and general characteristics and functions of epithelial tissues, cell-to-cell contact, structure and function of soft and specialized connective tissues, structure and functions of skeletal, smooth and cardiac muscles, structure and functions of neurons, types of neurons, neuralgia and their functions. Mechanisms of homeostasis, positive feedback, information flow. Communication lines of vertebrate nervous systems, sodium-potassium pumps, chemical synapses and neurotransmitters. The invertebrate nervous system, the nerve net and function, the nerve cord. Functional divisions of vertebrate nervous systems, brain cavities and canals, blood – brain – barrier, the limbic system. Mechanoreceptors, thermo-receptors, pain receptors, chemo-receptors, osmo-receptors, photoreceptors. Senses of taste and smell, sense of balance. The structure and function of vertebrate eye and ear. The structure and functions of the endocrine glands. Prostaglandins-types and functions. Feedback control of hormonal secretions. Role of hormones in arthropod metamorphosis. Integumentary system, vertebrate skin and structure and its functions. Bone structure and functions, skeletal joints, skeletal muscular system. The vertebrate and invertebrate circulatory systems, links with lymphatic system, functions of blood, blood volume and composition, the heart and dorsal vessel-structure and functions, blood pressure, cardiovascular disorders, the defense system – barrier to infection, specific and non-specific responses, inflammation, control of immune response, cell-mediated and antibody mediated responses, immunoglobulins and lymphocytes. Gas exchange, factors influencing gas exchange, gas transport pigments, vertebrate lungs and structures, breathing mechanisms, respiratory cycle, oxygen and carbon dioxide transport, chemoreceptors (carotid bodies and aortic bodies), respiratory systems of mammals, fish, birds and arthropods. Reproduction in vertebrates and invertebrates. Temperature regulation.

Cell Molecular Biology, Microbiology and Genetics for Educators**SMBE3771**

NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 40% Exam 60% - 1 x 3 hour paper**Prerequisite:** SBLG3612 Plant Form and Function, SBLG3611 Animal Form and Function, SMBL3652 Human Biology

Module description:

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

Chemistry for Life Sciences**SCHM3532**

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** Faculty entry requirements**Module description:**

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

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

Diversity of Life**SBLG3512**

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 40% Examination 60% - 1 x 3 hour paper**Prerequisite:** NSCC Biology C or better**Module description:**

This module is designed to give students a detailed understanding of the diversity of life. It gives students the broader appreciation of biodiversity in the different ecological habitats. The course shall describe diagnostic characteristics of principle taxonomic categories for each phylum. Coverage of each Phylum shall follow a phylogenetic (evolutionary) approach as well as introduce broad ecological and physiological principles. Various aspects of reproduction and development shall be highlighted. This module prepares students to understand subsequent courses such as Introduction to Ecology and Microbiology, Population Ecology, Comparative physiology, Biogeography, Plant and Animal Form and Function.

Environmental Biology for Educators**SEBE3772**

NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 40% Exam 60% - 1 x 3 hour paper**Prerequisite:** SBLG3611Animal Form and Function, SBLG 3612 Plant Form and Function

Module description:

This module is designed to equip students with the necessary understanding of various topics in environmental studies. The main focus of this module is to enhance understanding of relationships of organisms with one another and with their environment including the human dimension. The following will be covered in this module:-

Ecology and environment: definitions. Basic components of ecological systems, essential processes of ecological systems: photosynthesis and decomposition. Primary and secondary production, energy flow and flux of matter and trophic structures, food chains and food webs, trophic levels and ecological pyramids, Food chains and poisons in the environment. Biogeochemical cycles (water-, carbon- nitrogen and phosphorous -cycles) and human influence cycles. Climate change: definition, causes, mitigation and adaptations. Climate change conventions and protocols. Namibia and climate change. Biomes: definition, classification and characteristics of biomes of the world and biomes of Namibia. Population Ecology: characteristics of populations- birth, death, immigration, emigration, size, age structure, and sex ratios. Population density, dispersion, mortality, natality and survivorship, population growth, parasitism (classes and characteristics of parasites, hosts as habitats, parasite population dynamics, evolutionary aspects of parasitism, social parasitism), Population regulation (mechanisms of population regulation, intra-specific competition, dispersal, social interactions). Arid environments: causes, classification and characteristics of arid ecosystems, surface and ground water, floods, Humidity, temperature, wind and wind erosion, soils, dust & dust storms, adaptations of organisms to arid environments. Desertification: definitions, causes of desertification (proximate or immediate and ultimate or underlying causes), manifestations of desertification, action to combat desertification. Deforestation: causes (proximate or immediate and ultimate or underlying causes) and effects of deforestation, deforestation in Namibia and possible solutions to deforestation. Conservation ecology: definitions, global patterns, distribution and measurement of biodiversity with special emphasis on Namibian. Conservation and sustainable exploitation of natural resources. Threats to biological diversity (including habitat destruction, habitat fragmentation, habitat degradation and pollution, global climate change, overexploitation, invasive and alien species, and disease). Human influences on ecosystems; damage to the environment, urbanization. Aquatic Ecology: the physical properties of water, stream ecology, lake ecology, physical and chemical properties of oceans, food chains and webs in the marine environment, estuarine ecology.

Introduction to Biology**SBLG3411**

NQF Level: 4 **Credits:** 16 **Module Assessment:** CA 40% Examination 60% - 1 x 3 hour paper**Prerequisite:** NSSC Biology C symbol or better**Module description:**

It will consider organization of life, chemical basis of life, carbohydrates, proteins, nucleic acids, lipids and fats, water, cell structure and function, prokaryotic and eukaryotic cells, ultra-structure of plant and animal cells, cytoskeleton, membrane structure and function, cell communication, mitosis, meiosis, cell reproduction, cell cycle, and cell death. The following topics will be covered: Introduction to systems of classification, taxonomy and binomial nomenclature, including the five kingdoms and the three domain system. Definitions and categories/groups within the five kingdoms, evolution by natural selection (microevolution vs macroevolution), phylogeny and evolutionary relationships in five kingdoms. Concepts such as Homology and analogy; body symmetry (radial, bilateral), cephalisation, body cavities: diploblastic, triploblastic (acoelomate and coelomate [deuterostomes and protostomes]) will be covered. The course content will also include genes, chromosomes, genomes, Mendelian genetics, extensions to Mendelian genetics, chromosome theory of inheritance, linkage and cross-over, recombination, sex determination. The course content will also cover an introduction to Ecology: Definitions, history, scales in ecology, application of ecology. Conditions and Resources: Environmental conditions, animals and their resources, plants and their resources.

Human Biology**SMB3652**

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 40% Exam 60% - 1 x 3 hour paper – 2 hour practical paper**Prerequisite:** SBLG3411 and (SCHM3411 and SCHM3512) OR SCHM3532**Module description:**

Human evolution, including evidence based on fossils, biochemistry, anatomy and bio-geography. Organs and accessory organs of the digestive system and their functions in digestion and absorption of carbohydrates, proteins, lipids, minerals and vitamins. The cardiovascular system, the structure and functions of the heart, blood vessels and cells. The lymphatic system and functions of the lymphatic vessels and cells. The components and functions of the respiratory system, external, internal and cellular respiration. Kidney structure and functions. The nervous system and the endocrine glands with respect to their hormones and functions. Studying contemporary human diseases such as HIV/AIDS, cancer, TB and malaria. Discussing the importance of nutrition to humans,

analysing how they obtain their organic substances and mineral ions as energy for growth and development. Comparing the differences between autotrophic and heterotrophic nutrition.

Plant Form and Function**SBLG3612**

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 40% Exam 60% - 1 x 3 hour paper – 2 hour practical paper

Prerequisite: SBLG3411 Introduction to Biology, SBLG3512 Diversity of Life

Module description:

This is a full course for one semester where a survey of vascular plants using evolutionary and ecological principles to interpret patterns of diversity in vascular plant form and function. Topics include morphological adaptations of plants, the genetic properties of plant populations, plant reproduction and mating system variation, a survey of biotic and abiotic ecological interactions important to flowering plants. The focus of the course is on the anatomy and functional morphology of photosynthetic organisms in both aquatic and terrestrial systems. Laboratory work will include a survey of flowering plant taxonomy and plant forms and functions. Laboratory projects will demonstrate methods used for establishing evolutionary relationships, assessing genetic structure in natural populations, and identifying adaptive features of plant form and function.

Plant Growth and Development**SMOL3832**

NQF Level: 8 **Credits:** 16 **Module Assessment:** CA 40% Exam 60% - 1 x 3 hour paper

Prerequisite: SCHM3411 Chemistry 1A or SCHM3512 Chemistry 1B or SCHM3412 Chemistry for Life Sciences

Module description:

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

Business Studies Syllabi

Business Mathematics**CBCM3579**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1 x 3 hour paper

Prerequisites: None

Module Description:

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

Business Statistics A**CABA3631**

NQF level: 6 **Credit:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: CBCM3579 Business Mathematics

Module description:

The detailed contents are as follows: This course introduces the students to the fundamental of statistics. Topics include: Data and Statistics, Collection of data, Presentation of data, Frequency distributions, Scatter diagrams and Cross tabulations, Measures of central tendency, Measures of dispersion/variation, Probability theory and Probability distributions(Binomial, Poisson, Exponential and Normal).

Human Resource Management I

CMHM3711**NQA level:** 7 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1x 3 hour paper**Prerequisites:** None.**Module description:**

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

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

Marketing Management

CMSM3711**NQA level:** 7 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1x 3 hour paper**Prerequisites:** None.**Module description:**

The purpose of this module is to expose students to the subject terminology, marketing concepts, and the overview of marketing management, the marketing mix, the nature of goods and services; consumer needs and wants. The product mix, Social Responsibility, ethics, consumer behaviour, consumer purchase decision process; psychological influence; socio-cultural influences; Organizational Buyer; Marketing Communication process and Integrated Marketing Communication.

Marketing Management

CMSM3772**NQA level:** 7 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1x 3 hour paper**Prerequisites:** None.**Module description:**

Strategic Marketing Management develops a structured approach to understanding and managing the marketing function. By learning how successfully integrate the elements of the marketing function into strategic, cohesive plan the student will cover the following topics: Strategic Marketing Process, The marketing environment: Examining and responding to the marketing Environment, Competitive forces, Economic forces, Political forces, Legal and Socio-cultural forces; Technological forces, marketing research, developing and managing products, Personal selling and sales promotion, Wholesaling and Retailing.

Organizational Behaviour I

CMBO3671**NQF level:** 6 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1x 3 hour paper**Prerequisite:** Principles of Management CMPP 3579**Module description:**

The module will focus on the following topics:

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

NQF level: 6 **Credits:** 16 **Module assessment:** Continuous 50% Examination 50% - 1 x 3 hour paper

Prerequisite: Principles of Management – CMPP 3579

Module description:

The module will focus on the following topics:

Change - causes and management of change; organizational development (OD); learning organizations; resistance to change; overcoming resistance to change.

Workforce diversity – case for diversity; ethical and social responsibilities; economic considerations; knowledge and skill factors; characteristics of successful diversity management.

Power, politics and conflict resolution – sources of power; empowerment; power, politics and morality; forms of political manipulations and management of politics

Different types of leaders– principles and value systems; disintegration and integration processes; elements of conceptual framework; forms of leadership styles.

Principles of Management**CMPP3579**

NQA level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1x 3 hour paper

Prerequisites: None.

Module description:

This is an introductory module in Business Management. Specific topics would include an introduction to business management and entrepreneurship, basic concepts of marketing, operations management, financial management and Human resources aspects that include different functions, such as planning, organizing, leading and controlling. An attempt for students to do case studies related will be made.

Economics syllabi

Basic Macro Economics**CEMA3572**

NQF Level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

This module introduces basic concepts and tools used in macroeconomic analysis: the theory, measurement, and determination of national income; business cycles; the multiplier; fiscal policy, budget deficits, and the national debt; aggregate supply and aggregate demand; money, banking, and monetary policy; exchange rates and balance of payments accounts; and stabilization policy for unemployment and inflation.

Basic Micro Economics**CEMI3571**

NQF Level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisites: None

Module description:

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

Module content includes: an introduction to microeconomics, demand and supply, market structures, Factor markets and introduction to international trade.

Business Mathematics

CBCM3579

NQF Level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** None**Module Description:**

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

Development Economics

CEDE3872

NQF Level: 8 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** CEMI3671/2 - Intermediate Microeconomics I & II, CEMA3671/2 Intermediate Macroeconomics I & II**Module description:**

This course will introduce students to the field of development economics. The course provides a foundation for the study of economic development. It examines the meanings and measurement of development and then reviews development theories, issues, institutions and policies.

Course Content: The concept and measurement of development; Domestic barriers to development and policies; Agricultural transformation and rural development; Theories of economic growth and development;

Intermediate Macro Economics I

CEMI3671

NQF Level: 6 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisites:** CEMA3571 - Basic Macro Economics**Module description:**

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

Intermediate Micro Economics I

CEMI3671

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

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

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

Intermediate Macro Economics II

CEMI3672

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

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

Intermediate Micro Economics II

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

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

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

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

International Trade

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

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

Namibian Economy

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

In Namibian Economy, Namibian issues are analysed in the context of developing countries. Main themes are the characteristics of the Namibian economy and, Namibia in the context of global capitalism. It is a comprehensive survey of the problems and challenges facing the Namibian economy. These include income distribution, population dynamics, sectoral performance, agriculture and land policy, trade policies, external debt, and macroeconomic stability. The course also examines the role of government and market incentives in the development process.

English Syllabi

Acts of Style and English

HLEN3820**NQF Level:** 8 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None**Module description:**

This module involves a linguistic and stylistic analysis of various kinds of texts such as those found in the following areas: spoken discourse, the media (newspaper texts, radio and television reporting), advertisements, politics, gender, social change, cross-cultural communication, technology, religion and legal documentation. In the analysis of these texts emphasis is placed on identifying the linguistic features that characterise the different genres. The module provides the students with ways in which text varieties can be studied and classified and applies this knowledge to the discussion of what makes a "good" example of a particular type of text. The module also explores how text varieties change over time and the functions in society those particular texts take on.

An Overview of African Literature

HLEL3820**NQF Level:** 8 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None**Module description:**

This module will focus on the themes of identity/identities and the significance of poetry and fiction in exploring the tensions brought about by the conflict between “traditional” African and “modern” values that were shaped by colonialism. The importance of Western education and Christianity in shaping the consciousness of the “new African” will be highlighted. The impact of the patriarchal culture on the roles of women will also be explored.

Approaches to Language Analysis

HLEN3840**NQF Level:** 8 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** HLEN 3611-Lexis and Basic Grammar, HLEN 3711-The Sound System of English, and admission to 4th year**Module description:**

This module discusses various approaches to the study of the structure of language. It examines the difference between notional and formal and functional grammars and how each type contributes to our understanding of the language system. The module also analyses the syntax of English and how theory informs practice. The module follows a descriptive approach that encourages associations and contrasts. Participants practise how they explain problem areas of English syntax to colleagues and school learners.

Fundamentals of English Language Studies

HLEN3511**NQF Level:** 5 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None**Module description:**

This module is designed to develop students' understanding of fundamental issues pertaining to the nature, functions and structure of the English language.

Fundamentals of the Study of Literature in English

HLEN3532**NQF Level:** 5 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None**Module description:**

The module introduces students to the basic elements of literary criticism. Students will learn what constitutes literature and discuss its functions. Special emphasis will be placed on its contribution to society and the individual reader.

Lexis and Basic Grammar

HLEN3611**NQF Level:** 6 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None**Module description:**

This module discusses the structure of the English language at the levels of the word, the phrase and the simple sentence. It familiarises students with morphology (the study of the internal structure of words) and syntax (the study of the structure of phrases and sentences) in the identification of word classes and types of phrases and clauses. It also shows how morphology and syntax are interrelated in the study of the structure of language.

Namibian Literature in English since Independence

HLEL3732**NQF Level:** 7 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper**Prerequisite:** None**Module description:**

The module will explore key themes in Namibian literature and set this in an historical and cultural context. Reference will also be made to other Southern African books and writers. The texts will be drawn from the genres of poetry, prose and drama.

Practical Criticism and Poetry	HLEN3631
<p>NQF Level: 6 Credits: 16 Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper</p> <p>Prerequisite: None</p> <p>Module description: The module is designed to cultivate the literary appreciation and critical evaluation skills of the student. Students will be introduced to a variety of poetic forms and encouraged to discern appropriate approaches which will enhance their understanding of that particular genre (kind or style of writing). The module will be based on lectures and practical exercises.</p>	
Psycholinguistics	HLEN3732
<p>NQF Level: 7 Credits: 16 Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper</p> <p>Prerequisite: None</p> <p>Module description: This module deals mainly with issues concerning first language acquisition and second language acquisition and learning. In dealing with understanding of what goes on in the process of language acquisition and learning, the students will examine the stages of language acquisition, theories of child language acquisition, language acquisition and the different aspects of grammar, characteristics of the input in child and adult language acquisition, issues related to deprivation of language, sign language, comparison of animals and humans with regard to language abilities, second language acquisition in children and adults, second and foreign language teaching, bilingualism.</p>	
Selected Author or Theme: Contrasting Images of Africa	HLEL3840
<p>NQF Level: 8 Credits: 16 Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper</p> <p>Prerequisite: Admission to the fourth year level</p> <p>Module description: The module analyses different perspectives that were adopted in the representation of Africa, in fiction. Special emphasis will be placed on analysing a text/writer/narrator's point(s) of view, in order to make judicious evaluations of the challenges faced by writers when portraying the "other".</p>	
Selection of Drama and Prose	HLEN3672
<p>NQF Level: 6 Credits: 16 Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper</p> <p>Prerequisite: None</p> <p>Module description: The module is designed to deepen the students' understanding of drama as text, as well as broaden their knowledge of fiction, by studying two tragedies, two novels and two collections of short stories, from three different periods. The analysis of the different narrative strategies used by the writers provides a unifying theme.</p>	
Fashion and Fabrics Syllabi	
Constructed Textiles and Sewn Decoration	HVTS3632
<p>NQF Level: 6 Credits: 16 Module Assessment: CA 60% Examination 40% - 1 x 3 hour paper</p> <p>Prerequisite: HVTS 3611 Textiles: Dyed, Painted and Printed</p> <p>Module description: This module has both a practical and a theoretical component. <i>Practical:</i> Students will learn about tapestry weaving technique, felted fabrics and applied decoration in the form of appliqué and embroidery. They will produce examples of each technique covered in the module and a final piece that reflects their own researches. <i>Theory:</i> Theory will include aspects of the history of the different techniques, particularly in Africa. Students will look at the ways in which hand crafted textiles are produced and marketed nowadays. Particular focus is placed on the Namibian carpet industry and the use of embroidery and appliqué to produce home textiles in Namibia. The history of constructed textiles is a massive subject, as is that of sewn decoration. It is not possible to cover more than a small part of this history in one module. The topics covered in this module should however prove interesting and stimulating and encourage further investigation</p>	

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

Fashion Studies**HVFS3632**

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: HVPD 3511 Principles of Design

Module description:

This module builds on the skills and knowledge consolidated in *HVTF 4000 Textiles and Fashion Basics*. This module includes both practical and theoretical activities focusing on the competitive international fashion industry in all three major divisions of the subject Fashion

Fashion Studies**HVFS3711**

NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: HVFS3632 Fashion Studies

Module description:

This module builds on the skills and knowledge consolidated in the previous module. This module covers both practical and theoretical aspects of design and soft tailoring components and students will cover all three major divisions of the subject Fashion Studies, namely creative fashion illustration, pattern- and garment construction. All these areas are developed within a collective design concept. *Practical:* Practical activities cover the design and illustration of a soft tailoring garment with a fashion accessory. *Theory:* Theoretical work covers the historical aspects of fashion and clothing design; students will study various histories of costume eras, which will result in the design of costumes for a stage play setting. Other areas of theory cover fashion product costing and the implementation of the Designer Work Sheet

Fashion Studies**HVFS3732**

NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: HVFS 711 Fashion Studies

Module description:

This module builds on the skills and knowledge consolidated in the previous module. This module covers both theoretical and practical work with a focus on design and evening wear components in all three major divisions of the subject Fashion Studies, namely creative fashion illustration and pattern- and garment construction. All these areas are developed within a collective design concept. *Practical:* Practical activities cover the design and illustration of evening wear with a fashion accessory. *Theory:* Theoretical work covers marketing aspects for fashion design as well as the historical aspects of fashion and clothing design; students will study various eras in the history of costume. Based on this knowledge, students will design costumes for a film play setting. Other areas of theory that are covered include fashion product costing and marketing

Principle of Design**HVPD3511**

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None.

Module description:

This is the introductory module that will provide a theoretical base and build up basic practical knowledge needed for creating the appropriate visual art forms expected. This will be done through researching of and orking in three diverse art and design activities to stimulate individual creativity to provide an art and design vocabulary. This module together with *HVPD 3532 Principles of Design* will provide background for visual art and design courses to follow from second year level onwards

Principle of Design	HVPD3532
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NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: HVPD 3511 Principles of Design

Module description:

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

Textiles and Fashion Basics	HVTF3600
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NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: HVPD 3532 Principles of Design or HVLD 3532 Visual Literacy and Drawing

Module description:

The Textiles and Fashion Basics module is designed to provide a foundation for modules in Fashion and Textiles. By the end of the module all students should be working with the same basic knowledge. The module focuses on knowledge and skills that are essential for both Fashion and Textiles students. *Textiles:* The textiles component of the module concentrates on essential understanding of the production and characteristics of textiles. The module, which is predominantly theoretical, covers the ways in which different fibres are produced and how they are identified, fabric production, fabric dyeing and finishing. *Fashion:* The fashion component of this module concentrates on essential practical and theoretical understanding of sewing techniques for fashion. In the course of the module students will produce a collection of samples presented in an A4 file which includes all the work produced during the module

Textiles: Dyed, Painted and Printed	HVTS3611
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NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: HVPD 3511 Principles of Design

Module description:

The module has both a practical and a theoretical component. *Practical:* Students learn about the hand decoration of fabrics using fabric dye and fabric paint. *Theory:* Students learn about the history of dyed, printed and painted textile techniques in Africa and the rest of the world, with particular emphasis on Namibia. They are introduced to the concept of the textiles market, including consumer market segmentation and its relation to the Namibian context. They will also gain an understanding of running a small business in the textiles field

History Syllabi

African Civilisations	HHGE3511
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NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None.

Module description:

This module serves to introduce the student to African history. One important and very old African civilisation – Ethiopia – will focus the student's attention on important aspects of general African history: archaeology, ancient cultures, art, material culture, trade, society, gender, literature, religion and politics. At the same time students will be introduced to the tools of the trade and methodological and theoretical issues will be dealt with by way of introduction. The module explores the issues through lectures.

Colonial and Post Colonial South Africa	HHGE3732
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NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None

Module description:

This module explores the following themes: continuities and changes in Dutch and British colonialism; expansion of British rule in nineteenth century South Africa and African and Boer responses to it; the Mineral Revolution: the emergence of African proletarianisation; the consolidation of European hegemony and the origins of African nationalism; Segregation and Apartheid; the period from 1950-1990; focus on the nature and evolution of apartheid-colonialism and African resistance. Methodologically the module will focus on critical reading and writing and the mastering of referencing, reading and writing skills elaborated on in the History Study Guide, and serves to build on the research methodology work done in the first semester module *HHGE 3711 Twentieth Century Namibia*.

Early Namibian History
HHGE3652

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None

Module description:

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

Early Southern Africa History
HHGE3632

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: HHGE 3532 History: Images, Concepts and Tools

Module description:

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

Foundations of Archaeology
HHGE3752

NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: 60% in both HHGE3632 Early Southern African History and HHGE3652 Early Namibian History

Module description:

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

History: Images Tools and Concepts
HHGE3532

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None.

Module description:

This module will emphasise the skills historians are expected to acquire. The use of argument and different ways of looking at the past will feature prominently. Public history, oral history and the role of different methodological and conceptual tools will be discussed. The module will aim to promote a hands-on and participatory approach to history. Practising basic skills such as the ability

to assess various sources, paraphrasing, detecting and avoiding plagiarism and reading with comprehension will feature prominently. This module serves as the foundation for the fourth-year research paper, along with the third year level module *20th Century Namibia*.

Public History/Museum and Heritage Studies**HHGE3820**

NQF Level: 8 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: Admission to the fourth year level

Module description:

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

The Making of the Atlantic World**HHGE3611**

NQF Level: 6 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None.

Module description:

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

Twentieth Century Namibia**HHGE3711**

NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 60% Examination 40% - 1 x 3 hour paper

Prerequisite: None

Module description:

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

Home Economics Syllabi

Applied Nutrition**EMHE3711**

NQF Level: 7 **Credits:** 16 **Module Assessment:** CA 50% Examination 50%

Prerequisite: EMHE3612 Housing

Module description:

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

Applied Science for Home Economics	EMHE3501
<p>NQF Level: 5 Credits: 8 Module Assessment: CA 50% Examination 50%</p> <p>Prerequisite: None.</p> <p>Module description: This module will enable students to understand basic scientific principles as applied to individuals, families and household systems; address issues of safety in the household.</p>	
Craftwork for Income Generation	EMHE3602
<p>NQF Level: 6 Credits: 8 Module Assessment: CA 50% Examination 50%</p> <p>Prerequisite: None.</p> <p>Module description: This module will assist students to master a variety of craftwork skills and techniques; apply elements and principles in designing and producing a craftwork project to sell an income generation activity.</p>	
Household Resource Management	EMHE3611
<p>NQF Level: 6 Credits: 16 Module Assessment: CA 50% Examination 50%</p> <p>Prerequisite: None.</p> <p>Module description: This module will introduce students to consumer education, family finance and budgeting and work study with in the household; with specific reference to gender as an underpinning concept in household resource management.</p>	
Housing	EMHE3612
<p>NQF Level: 6 Credits: 8 Module Assessment: CA 50% Examination 50%</p> <p>Prerequisite: None.</p> <p>Module description: This module will enable students to identify norms values and housing needs that are specific to the cultural, psychological, sociological differences of culture and other specific groups; educate groups in home ownership and responsible choice; to interpret housing plans and to suggest alterations that will improve the well being of individuals, households and sustainable environments; identify materials use in housing and the effect there of on sanitation, energy consumption and decoration of the house.</p>	
Introduction to Household Resource Management	EMHE3511
<p>NQF Level: 5 Credits: 16 Module Assessment: CA 50% Examination 50%</p> <p>Prerequisite: None.</p> <p>Module description: This module will introduce students to the philosophy, mission and paradigms of home economics as a subject, reconceptualise the subject Home Economics, family studies as a field of study, resource management with an ecosystems approach and the application of management principles to the use of time and energy for better family living and household management.</p>	
Introduction to Human Nutrition	EMHE3612
<p>NQF Level: 6 Credits: 16 Module Assessment: CA 50% Examination 50%</p> <p>Prerequisite: None.</p> <p>Module description: This module The study of basic Human Nutrition, including all macro and micro nutrients, classifications, characteristics, functions, digestion and intermediate metabolism, food sources, deficiency diseases, prevention of deficiency diseases, vitamin and mineral supplementation, water and phyto-chemicals in a Namibian context. This knowledge and understanding will equip students to prevent chronic and other lifestyle diseases and will contribute to the promotion of a healthy lifestyle.</p>	

Principles of Food Preparation

EMHE3631**NQF Level:** 6 **Credits:** 16 **Module Assessment:** CA 50% Examination 50%**Prerequisite:** None.**Module description:**

This module will prepare students to demonstrate the ability to select and apply the most appropriate food preparation techniques to retain the nutritional value and optimum quality of food when prepared in the household.

Principles of Food Preparation and Meal Management

EMHE3712**NQF Level:** 7 **Credits:** 16 **Module Assessment:** CA 50% Examination 50%**Prerequisite:** None.**Module description:**

This module will prepare students to demonstrate the ability to select and apply the most appropriate food preparation techniques to retain the nutritional value and optimum quality of food when prepared in the household; to food preparation and processing with in relation to household consumption; develop the ability to apply meal management and menu planning techniques.

Social Psychology of Clothing and Basic Wardrobe Planning

EMHE3601**NQF Level:** 6 **Credits:** 8 **Module Assessment:** CA 50% Examination 50%**Prerequisite:** None.**Module description:**

This module will assist students in gaining knowledge of social, psychological and cultural principles behind clothing and appearance management and perception, enabling them to understand and advise on clothing behaviour, keeping in mind the values, interest and life style of individuals. This module will also assist students to plan a wardrobe for any given individual, by selecting and combining colours, lines etc, for a flattering and harmonious results; using underpinning knowledge of elements and design principles.

Mathematics Syllabi

Analytic Geometry, Complex Numbers and Matrices

SMAT3531**NQF Level:** 5 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** IGCSE Mathematics**Module description:**

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

Basic Mathematics

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

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

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

Module description:

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

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

Module description:

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

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

Module description:

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

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

Module description:

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

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

Module description:

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

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisite: IGCSE Mathematics

Module description:

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

Physical Syllabi

NQF Level: 4 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisite: Faculty Entry Requirements

Module description:

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

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

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper

Prerequisite: Faculty Entry Requirements

Module description:

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

Content: Gases: Pressure of a Gas; The Gas Laws; The Ideal Gas Equation; Gas Stoichiometry; The Kinetic-Molecular Theory of Gases; Deviation from Ideal Behaviour. Basic Thermochemistry: The Nature of Energy and Types of Energy; Energy Changes in Chemical Reactions; Introduction to Thermodynamics; Enthalpy of Chemical Reactions; Calorimetry; Standard Enthalpy of Formation and Reaction; Heat of Solution and Dilution. Introductory Chemical Kinetics: Rate of Reaction; Rate Law; Relation between Reactant Concentration and Time; Activation Energy and Temperature Dependence of Rate Constants; Reaction Mechanisms; Catalysis. Introduction to Chemical Equilibrium: The Equilibrium Constant; Writing Equilibrium Constant Expressions; Relationship between Chemical Kinetics and Chemical Equilibrium; What Does the Equilibrium Constant tell Us? Factors that Affect Chemical Equilibrium. Acid-Base Equilibria & Solubility Equilibria: The Common Ion Effect; Buffer Solution; Acid – Base Titrations; Acid-Base Indicators; Solubility Equilibria; Separation of Ions by Fractional Precipitation; The Common Effect and Solubility; pH and Solubility; Complex Ion

Equilibria and Solubility. Entropy, Free Energy and Equilibrium: The Three Laws of Thermodynamics; Spontaneous Processes; Entropy; The Second Law of Thermodynamics; Gibbs Free Energy; Free Energy and Chemical Equilibrium; Thermodynamics in Living Systems. Introduction to Electrochemistry: Galvanic Cells; Standard Reduction Potentials; Spontaneity of Redox Reactions; Effect of Concentration of Cell EMF; Electrolysis. Introduction to Organic Chemistry: Classes of Organic Compounds; Structure and Nomenclature Main Functional Groups (alkanes, alkenes, alkynes, alcohols, aldehydes, ketones, carboxylic acids, esters, amines, amides). Introduction to carbohydrates, lipids and porphyrins.

Classical Mechanics**SPHY3611**

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

Module description:

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

Electricity and Magnetism**SPHE3642**

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

Module description:

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

Inorganic Chemistry for Educators I**SCHE3742**

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

Module description:

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

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

Inorganic Chemistry for Educators II**SCHE3862**

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

Module description:

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

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

Modern Physics for Educators

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

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

Nuclear Physics

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

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

Organic Chemistry for Educators

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

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

Physical Chemistry I

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

Module description:

The course deals with equilibrium thermodynamics for chemistry majors and minors. Laws of thermodynamics are treated in a more rigorous way and applied to chemical problems. The following topics are covered:

Content: Empirical gas laws. The perfect gas. The Kinetic model of gases. Real Gases: Molecular interaction, The van der Waals equation. The principle of corresponding states. The First Law of Thermodynamics. Work, heat, and energy, The internal energy, Expansion Work, Heat transactions, Enthalpy, Adiabatic Changes. Thermochemistry. Standard enthalpy changes, Standard enthalpies of formation, The temperature-dependence of reaction enthalpies. State functions and exact differentials, Exact and inexact differentials, Changes in internal energy, The Joule-Thompson effect. The Second Law of Thermodynamics. The direction of spontaneous change and The dispersal of energy, Entropy, Canot Cycle, Entropy changes accompanying specific processes, The Third Law of thermodynamics, The Helmholtz and Gibbs energies, Standard reaction Gibbs energies. Combining the First and Second Laws of Thermodynamics, The properties of internal energy, The properties of Gibbs energy. Physical Transformations of Pure Substances. Phase diagrams, The stabilities of phases, Phase boundaries, The thermodynamics criterion of equilibrium, The location of phase boundaries, Ehrenfest classification of phase transitions. Simple Mixtures. The thermodynamic description of mixtures, Partial molar quantities, The thermodynamics of mixing, The chemical potentials of liquids. The properties of solutions, Liquid mixtures, Colligative Properties. Two-component systems: Vapour pressure diagrams, Temperature-composition diagrams, Liquid-liquid phase diagrams, Liquid-solid phase diagrams. Chemical equilibrium. The Gibbs energy minimum. The description of equilibrium, The response of equilibria to pressure and temperature.

Physics for Physical Sciences I**SPHY3511**

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** NSSC Physical Science and Mathematics C symbols**Module description:**

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

Physics for Physical Sciences II**SPHY3512**

NQF Level: 5 **Credits:** 16 **Module Assessment:** CA 50% Examination 50% - 1 x 3 hour paper**Prerequisite:** NSSC Physical Science and Mathematics C symbols**Module description:**

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

The Syllabi – Old curriculum

Education Syllabi

Assessment and Evaluation of Instruction

CAA7309

Half Module - Second Semester Module Equivalent: CAA3302
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None

Module description

This Module introduces students to concepts and procedures central to the management of assessment and evaluation of instructional outcomes in senior secondary in Namibia and elsewhere. The need to understand basic terminology essential for the management of assessment and evaluation of instruction shall be central to this Module. The different uses of different forms of assessment for evaluating instructional outcomes shall be covered. Central to instructional assessment shall be the management and understanding the demands of (H) IGCSE curriculum and its assessment procedures. Thus coverage of Modulework assessment and the role of teachers and learners in preparing for taking public tests and examinations shall be dealt with in considerable detail. The need to carry out classroom evaluation, including qualities of well constructed tests, and presentation and analysis of information arising for different forms of assessment shall also be dealt with briefly.

Comparative Education

EMC7409

Half Module - First Semester Module Equivalent: EMC3401
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None

Module description

The aim of this Module is to introduce student to educational systems and the forces, which are shaping these systems internationally and nationally. In comparing the education systems, alternatives and solutions to common problems are critically interpreted. Emphasis is placed on the relation between education systems and development of society.

Curriculum Theory, Design and Practice

CAC7409

Half Module Module Equivalent: CAC3409
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None

Module description

This Module builds on the Curriculum and Instruction Module and covers the aims of secondary schooling in the SADC region, a curriculum that prepares learners for the future, different approaches/orientations to curriculum design, issues in curriculum implementation like how to design an integrated curriculum for developing thinking skill in school, and how to evaluate a curriculum.

Educational Communication and Technology

CAE7309

Half Module - First Semester Module Equivalent: CAE3301
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None

Module description

Quality teacher education cannot be fully achieved without studying educational communication and technology. This Module aims at preparing students to enter the exciting field of educational communication and technology. Apart from becoming classroom instructors, there are many career opportunities for those who become proficient in the operation, programming, support or application of latest technological option in education. This is so because educational communication and technology offers the candidates an opportunity to study various technological and production techniques, which are complimentary to teaching approaches and resource production for the classroom use. This Module further aims at promoting learning activities and bringing reality into the classroom by challenging learner's creativity through the principles of visualization and perception.

Educational Social Psychology	ESP7309
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Half Module - Second Semester Module Equivalent: ESP3302
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None

Module Description

The main purpose of this Module is to enable students to create and provide Social Psychological teaching and learning environments, which promote learning and the development of social-emotional well-being. Issues pertaining to Education for all, Inclusive Education and Educational Reform and Practice in Namibia will inform the activities of the Module.

Educational Research and Statistical Methods	CAR7309
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Half Module - First Semester Module Equivalent: CAR3301
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None

Module description

This Module aims at helping student teachers develop critical thinking capacity about research problems in education. Students will thus acquire a basic understanding of the key principles of educational research. They will develop basic skills in research proposal writing, collecting both qualitative and quantitative research data, as well as in the analysis of both kinds of data. Students will also learn the basics of research report writing.

Introduction to Guidance and Counselling	ESP7409
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Half Module - First Semester Module Equivalent: ESP3401
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None Contact sessions: Practical sessions required

Module description

The aim of this Module is to sensitise teacher trainees to the Social Psychological and Educational needs of secondary school learners and to introduce them to the basic skills, knowledge and ethics related to guidance and counselling of learners.

Introduction to Inclusive Education & Specific Learning Difficulties	ESP7409
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Module - First and Second Semester Module Equivalent: ESP3400
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: None Contact sessions: Practical contact sessions required

Module description

One the most prevalent categories of special needs in Namibian schools is Specific Learning Difficulties. This Module aims at providing students with skills and competencies for understanding and helping learners with learning problems in the regular classroom. In addition, the Module is aimed at providing students with competencies to identify and to assess children's special educational needs; acquire problem-solving abilities in the context of inclusive education, and equip students with knowledge and various instructional strategies to help learners with learning problems in school and at home.

Project: Teaching Methods of School subject 1	Project: Teaching Methods of School subject 2
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Half Module – First or Second Semester Assessment: Continuous Assessment – 100%
Prerequisite: None

Every student is required to take two (2) Projects in Phase I and II in their respective school subjects..

CODE	PROJECT IN SCHOOL SUBJECT PHASE 1 YEAR THREE
CAM7329	Project in School Subject History Phase 1
CAM7369	Project in School Subject Accounting Phase 1
CAM7389	Project in School Subject Business Studies Phase 1
CAN7309	Project in School Subject Economics Phase 1

CAN7329	Project in School Subject English Phase 1
EST7309	Project in School Subject Biology Phase 1
EST7349	Project in School Subject Physical Science Phase 1
EST7389	Project in School Subject Mathematics Phase 1
ESH3319	Project in School Subject Home Economics Phase 1

CODE PROJECT IN SCHOOL SUBJECT PHASE 2 YEAR FOUR

CAM7429	Project in School Subject History Phase II
CAM7469	Project in School Subject Accounting Phase II
CAM7489	Project in School Subject Business Studies Phase II
CAN7409	Project in School Subject Economics Phase II
CAN7429	Project in School Subject English Phase II
EST7409	Project in School Subject Biology Phase II
EST7449	Project in School Subject Physical Science Phase II
EST7489	Project in School Subject Mathematics Phase II
ESH3419	Project in School Subject Home Economics Phase II

Module description

This is intended to either equip students with the competencies on how to conduct a Module work assessment programme relevant to the (H)IGCSE paradigm (where applicable), undertaking a research project and or collecting/developing and evaluating learning materials that could be used in the classroom. In addition, reflection on teaching practice and teaching methods is to be explored in this Module. The Module content may therefore vary, depending on the competencies, which are required in the particular school subject. In all cases, the Module content regarding the research component shall include the following:

Students should design a research proposal in phase 1, and carrying out research, writing and presenting the final research project report in phase 2.

Assessment

This Module consists of two parts, namely, Project of School Subject Phase I and Project of School Subject Phase II. In order to pass the module, a minimum pass mark of 50% should be obtained.

The two modules shall be assessed by Continuous Assessment mode only.

Teaching Methods Syllabi

Teaching Methods of Accounting **CAM7319**

Module – 1 st & 2 nd Semester	Module Equivalent: CAM3400
Module Assessment:	Continuous assessment - 50% Examination – 50%
Prerequisite:	General Teaching Methodology and Pass Year I & II Accounting related Modules

Module description

This Module introduces students to fundamental principles of teaching Accounting in Namibia with special emphasis on (H) IGCSE Curriculum. The need for a critical analysis of the learning process and complex process of concept formation that will enable the application of teaching methods techniques in Accounting will be central to this Module. Principles of measuring, testing, examining and marking are dealt with.

Teaching Methods of Biology **EST7319**

Module – 1 st & 2 nd Semester	Module Equivalent: EST3300
Prerequisite:	General Teaching Methodology & pass Year I & II Biology Modules
Module Assessment:	Continuous assessment - 50% Examination – 50%

Module description

Learner centred education in Biology. Micro-teaching. Preparation for teaching practice. Management and safety in the school laboratory. Investigations and projects (course work). Misconceptions or alternative conceptions. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Biology: selected topics in school Biology. Design and marking of tests and examinations.

Teaching Methods of Business Studies

CAM7339

Module - 1st & 2nd Semester Module Equivalent: CAM3420
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: General Teaching Methodology & Pass in Year I & II Business Studies Modules

Module description

This Module introduces students to fundamental principles of teaching Business Studies in Namibia with special emphasis on (H) IGCSE Curriculum. The need for a critical analysis of the learning process and complex process formation that will enable the application of teaching methods techniques in Business Studies will be central to this Module. Principles of measuring, testing, examining and marking are dealt with.

Teaching Methods of Economics

CAN7319

Module - 1st & 2nd Semester Module Equivalent: CAN3300
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: General Teaching Methodology & Pass in Year I & II Economics Modules

Module description

This Module introduces students to fundamental principles of teaching Economics in Namibia with special emphasis on (H) IGCSE Curriculum. The need for a critical analysis of the learning process and complex process formation that will enable the application of teaching methods techniques in Economics will be central to this Module. Principles of measuring, testing, examining and marking are dealt with.

Teaching Methods of English

CAN7339

Module - 1st & 2nd Semester Module Equivalent: CAN3320
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: General Teaching Methodology & Pass in Year I & II Modules in English

Module description

The main focus of this Module is to expose students to a variety of teaching/learning techniques in English as a school subject. The nature and structure of English as a school subject as well as secondary school syllabus are discussed. The Module also aims at introducing students to techniques of classroom management lesson planning, schemes and records of work in language teaching. Structure of examination papers, as well as other curriculum materials for teaching English in secondary schools, is analysed. Practical activities in a form of microteaching are also undertaken in order to prepare them for teaching practice in schools.

Teaching Methods of Fashion and Fabrics

ESH7379

Module - 1st & 2nd Semester Module Equivalent: ESH3330
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: General Teaching Methodology and Pass in Year I and II subject related Modules

Module description

Learner-centred education in Fashion and Fabrics. Micro-teaching. Preparation for teaching practice. Classroom facilities and organisation. Fashion and Fabrics investigations/projects and problem-solving. Coursework in Fashion and Fabrics. Misconceptions or alternative conceptions. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Fashion and Fabrics. Design and marking of tests and examinations.

Teaching Methods of History

CAM7359

Module - 1st & 2nd Semester Module Equivalent: CAM3320
Module Assessment: Continuous assessment - 50% Examination – 50%
Prerequisite: General Teaching Methodology & Pass in Year I & II History related Modules

Module description

This Module aims at introducing students to a variety of teaching/learning techniques in History as a school subject. Lesson planning, schemes and records of work and classroom management skills are discussed. In addition, the nature and structure of History as a school subject, the (H) IGCSE paradigm as well as the structure of the (H) IGCSE syllabus are explored in depth. Special emphasis is also placed on the assessment procedure, the structure of the (H) IGCSE History examination papers as well as practical activities that are mainly conducted through microteaching in preparation for teaching practice in schools.

Teaching Methods of Home Economics

ESH7359

Module - 1st & 2nd Semester

Module Equivalent: ESH3310

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite:

General Teaching Methodology & Pass Year I and II subject related Modules

Module description

Learner-centred education in Home Economics. Micro-teaching. Preparation for teaching practice. Classroom facilities and organisation. Home Economics investigations/projects and problem-solving. Module work in Home Economics. Misconceptions or alternative conceptions. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Home Economics. Design and marking of tests and examinations.

Teaching Methods of Mathematics

EST7359

Module - 1st & 2nd Semester

Module Equivalent: EST3420

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite:

General Teaching Methodology & Pass Year I and II school subject related Modules

Module description

Learner centred education in Computer Studies. Micro-teaching. Preparation for teaching practice. Classroom facilities and organization. Mathematical investigations/projects and problem solving. Modulework in Mathematics. Misconceptions or alternative conceptions. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Mathematics. Design and marking of tests and examinations.

Teaching Methods of Physical Science

EST7339

Module - 1st & 2nd Semester

Module Equivalent: EST3340

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite:

General Teaching Methodology & Pass Year I and II Physical Science Modules

Module description

Learner centred education in Physical Science. Micro-teaching. Preparation for teaching practice. Management and safety in the school laboratory. Investigations and projects (Course work). Misconceptions or alternative conceptions. Syllabus analysis and selection of textbooks. Evaluation and testing. Creativity in teaching Physical Science: selected topics in Physical Sciences. Design and marking of tests and examinations.

SCHOOL SUBJECTS

Commerce Syllabi

Accounting

Financial Accounting II

AFE7359

First Semester Module

Module Equivalent: AFE3351

Module Assessment:

CA 50% Examinations 50% - 1 x 3 hour examination paper

Module description

This Module 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

AFE7379

Second Semester Module

Module Equivalent: AFE3352

Module Assessment:

CA 50% Examinations 50% - 1 x 3-hour examination paper

Module description

This Module 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.

Management Accounting II

AAM7359

First Semester Module

Module equivalent: AAM3351

Module Assessment:

CA 50% Examinations 50% - 1 x 3 hour examination paper

Module description

This Module 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.

Management Sciences

Strategic Marketing I

MSM7359

First Semester Module

Module Equivalent: MSM3351

Module Assessment:

CA 50% Examinations 50% - 1x 3 Hour Examination

Module description

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

MSM7379

Second Semester Module

Module Equivalent: MSM3352

Module Assessment:

CA 50% Examinations 50% - 1x 3 Hour Examination

Module description

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.

Human Resources Management I

MHM7359

First Semester Module

Module Equivalent: MHM3351

Module Assessment:

CA 50% Examinations 50% 1x 3 Hour Examination

Module description

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

MHM7379

Second Semester Module

Module Equivalent: MHM3352

Module Assessment:

CA 50% Examinations 50% - 1x 3 Hour Examination

Module description

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.

Entrepreneurship I

MRE7359

First Semester Module

Module Equivalents: MRE3351

Module Assessment:

CA 50% Examinations 50% - 1x 3 Hour Examination

Module description

This basic Module 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, Module assignments, individual and group discussions and supervised field work, the Module 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 II

MRE7379

Second Semester Module

Module Equivalent: MER3352

Module Assessment:

CA 50% Examinations 50% - 1x 3 Hour Examination

Module description

This is an advanced Module 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.

Economics

International Trade

EIT7359

First Semester Module

Module Equivalent: EIT3351

Module Assessment:

CA 50% Examinations 50% - 1 x 3 hour exam paper

Module description

Theories of international trade- Classical, absolute advantage, comparative advantage, Hecksher-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.

Development Economics

EDE7359

Second Semester Module

Module Equivalent: EDE3352

Module Assessment:

CA 50% Examinations 50% - 1 x 3 hour exam paper

Module description

The concept and measurement of development-the nature of development economics, growth and development, the measurement of development, the main features of LDC's; 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 LDC's, 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

Namibian Economy

ENE7479

Second Semester Module

Module Equivalent: ENE3472

Module Assessment:

CA 50% Examinations 50% - 1 x 3 hour exam paper

Module description

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 - Educational and health, public infrastructure.

Humanities and Social Sciences Syllabi**English**

The Sound System of English

ENL7319

First Semester Module

Module Equivalent: ENL3311

Module Assessment:

CA 60% Examinations 40% - 1 x 3 Hour Examination

Module description

The phoneme inventory; an introduction to articulatory phonetics; phonetic transcription; prosody, particularly stress and intonation; an introduction to the orthography of English.

Psycholinguistics

ENL7359

Second Semester Module

Module Equivalent: ENL3352

Module Assessment: CA 60% Examinations 40% - 1 x 3 Hour Examination

Module description

First Language: First language acquisition; feral children; animal communication; sign language; language disorders. *Language and the Mind:* Intelligence or programming; language and thought. Second language acquisition. *Second Languages:* Second language acquisition in children and adults, second and foreign language teaching; bilingualism.

Acts of Style and English

ENL7419

Double Module

Module Equivalent: ENL3410

Module Assessment:

CA 60% Examinations 40% - 1 x 3 Hour Examination

Module description

This paper will investigate disparate modes of expression through English in its various written and spoken realisations. Attention will be given to a range of language styles and mediums of delivery, specifically those associated with advertising, journalism, constitutions, political discourse, academic writing and law; further selections will be discussed and a selection made from alternative categorisations including but not limited to religious/sect proselytisation, song lyrics, various letter styles, self-promotion, annual reports, bureaucratic memoranda and abusiveness. Speech Act Theory and pragmatic conceptual framework will inform investigative processes, and axes of measurement will include syntactic complexity, lexical diversity and etymology, punctuation conventions/prosodic contour and medium of communication. Students will be required to present class seminars and undertake limited-scope research.

Aspects of Syntax

ENL7439

Double Module

Module Equivalent: ENL3430

Module Assessment:

CA 60% Examinations 40% - 1 x 3 Hour Examination

Module description

Development of "grammar" from its traditional roots to the present: traditional grammar, phrase structure grammar, case grammar, structural grammar, transformational grammar; extensive applications of theory to contemporary English.

Fashion and Fabrics

Craftwork for Income Generation and Socio-Psychological Aspects of Clothing

ESH7459

Second Semester Module

Module Equivalent: ESH3452

Module Assessment:

Continuous assessment - 50% Examination – 50%

Prerequisite: None

Module description

An introduction to craftwork and the production of craft articles for sale as well as an introduction to reasons why people wear clothes (socio-psychological aspects of clothing).

Fashion

VFA 7119

First Semester Module

Module Equivalent: VFA3211

Module Assessment

Continuous assessment - 60% Examination – 40%

Module description

The introduction to fashion illustration, pattern and garment construction, resulting in the design and creation of a fashion accessory and a sample garment.

Fashion

VFA7239

Second Semester Module

Module equivalent VFA3232

Module Assessment:

Continuous assessment - 60% Examination – 40%

Module description

The Module is a continuation of VFA 3211, resulting in the designing and construction of wearable art.

History

Early Namibian History	HIS7319
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First Semester Module
Module Assessment: Module Equivalent: HIS3311
CA - 60% Examination – 40% - 1 x 3 Hour Examination

Module description

Focus on early Namibian history; communities, languages, material cultures, arts and crafts, politics, interrelations, migrations, proto-colonial developments, early state formation. Methodologies: oral history, critical reading of available historical sources, writing.

Colonial and Post-colonial Southern Africa	HIS7359
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Second Semester Module
Module Assessment: Module Equivalent: HIS3352
CA - 60% Examination – 40% - 1 x 3 Hour Examination

Module description

Proto-colonial and colonial developments with an emphasis on the African-European encounter and interaction, state formation and nationalism. Methodologically the module will focus on critical reading and writing.

Public History	HIS7419
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Double Module
Module Assessment: Module Equivalent: HIS3410
CA - 60% Examination – 40% - 1 x 3 Hour Examination

Module description

The origins of museums, debates about ethnographic representation and the repatriation of cultural artefacts, practical analysis of museum displays and their meanings. Consideration of tourism and the heritage industry, discussion of the concept of 'the tourist gaze' and forms of representation in the marketing of culture; monuments, commemorations and memorials, debates over what is remembered, dissonant heritage and dark history.

Themes in African History	HIS3470
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Double Module
Module Assessment: CA - 60% Examination – 40% - 1 x 3 Hour Examination

Module description

This double module will entail an in-depth investigation into aspects of African History such as the impact of disease, colonial environmental policies and their impact on people and the environment, case studies of colonial economic policies in selected countries, issues of gender and identity information, etc.

Mathematics and Science options Syllabi

Biology

Cell and Molecular Biology	BLG7209
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Half Module - Second Semester
Module Assessment: CA 40% Examination 60% - 1 x 3 hour theory Examination & 1 x 1 Hour Practical Examination
Pre-requisite: BLG7109 and BLG7119; OR HIGSCE
Module Equivalent: BLG3202
Biology 1,2,3

Module description

An introduction to the chemical basis of cellular processes: important elements, compounds and molecules as well as chemical bonds and their importance and roles in biochemical reactions are being looked at. This leads to the study of macromolecules such as proteins, enzymes and nucleic acids and their roles in cellular organization. This unit also examines the organization and control of

genetic information in the production of proteins. The organization of the chloroplast and mitochondrion and their principal metabolic pathways are also reviewed.

Conservation Biology & Biodiversity**EBL7339**

Second Semester Module

Module Equivalent: EBL3332

Module Assessment:

CA 40% Examination 60% - 1 x 3 hour Examination

Co-requisite:

EB7319 Ecosystem Ecology

Module description

Concept of biodiversity conservation: definitions of biodiversity and conservation; Global patterns of biodiversity; distribution of biodiversity- emphasis on Namibia. Value of Biodiversity: direct value- medicinal value, agricultural value, consumptive value; indirect value- biogeochemical cycles, waste disposal, provision of fresh water, prevention of soil erosion, regulation of climate, ecotourism. Causes of extinction: habitat loss; alien species; pollution-acid deposition, eutrophication, oil pollution, ozone depletion, organic chemicals, radioactive wastes; overexploitation. Conservation of biodiversity: species by species conservation-keystone species, metapopulations; habitat conservation- biodiversity hotspots, wilderness areas, protected ecosystems- national parks/reserves, wetlands, reserve design; landscape dynamics; computer analysis – gap analysis, population viability analysis. Habitat restoration: Restoration Ecology, restoration plan. Captive Breeding: definition, genetic problems with small populations, fostering, reintroduction of captive-bred animals. Biodiversity conservation agreements: national, international, United Nations conventions and agreements on conservation of biodiversity and protected areas.

Ecosystem Ecology**EBL7319**

Second Semester Module

Module Equivalent: EBL3312

Module Assessment:

CA 40% Examination 60% - 1 x 3 hour Examination

Prerequisite:

EBL7239 Introduction to Ecology

Module description

Essential processes of ecological systems; Nature of ecosystem energetics: primary production-environmental factors facilitating and/or limiting primary production; secondary production-environmental factors facilitating and/or limiting secondary production; food chains and food webs-definitions, hypotheses and trophic levels; models of energy flow in ecosystem energetics; biogeochemical cycles: Oxygen cycle, carbon cycle, nitrogen cycle, phosphorous cycle, sulphur cycle; ecosystems and biomes: grassland, tropical savannah, desert, tropical forests; Namibian ecosystems and diversity of life within – desert, nama karoo, karoo, savannah. Arid environments: characteristics- soil, water, wind storms, sand storms, rainfall, temperature, dew; adaptation of living organisms to arid environments- plants, vertebrate and invertebrate animals. Desertification: definition, proximate and ultimate causes, effects, prevention. Deforestation: definition, causes, effects. Communities: definition, classification, physical structure, biological structure; edge communities, Island communities, community population interaction, community patterns in space and time. Disturbance: characteristics, sources, effects on nutrient cycling, animal response to disturbance, disturbance and community stability. Succession: definition, descriptive approach, models, climax, fluctuations, changes in ecosystem attributes, time and direction, succession and animal life, degradative succession.

Human Biology**BLG7239**

Second Semester Module

Module Equivalent: BLG3232

Module Assessment:

CA 40% Examination 60% - 1 x 3 hour Examination

Pre-requisite:

BLG7109 and BLG7119; OR HIGSCE Biology 1,2,3

Module description

This Module will cover the following areas: Human evolution, including evidence based on fossils, biochemistry, anatomical and biogeography. Physiology and anatomy of human body systems. Disorders of cardiovascular system (hypertension, atherosclerosis, stroke and aneurysm), Immunological e.g. allergies and autoimmune diseases; respiratory diseases e.g. bronchitis, pneumonia and emphysema; endocrine disorders e.g. diabetes and goiter; vision e.g. myopia, hyperopia and astigmatism. It will also cover integration and coordination as well as some infectious diseases like HIV/AIDS, hepatitis, malaria, schistosomiasis and trypanosomiasis including their vectors and transmission mechanisms. The human genome, the process of aging and cancers will also be taught.

Introduction to Microbiology

MBL7239

First Semester Module

Module Equivalent: MBL3231

Module Assessment:

CA 40% Examination 60% - 1 x 3 hour Examination

Pre-requisite:

BLG7109 and BLG7119; OR HIGSCE Biology 1,2,3

Module description

Introduction to and history of Microbiology: the scope of the science; important experiments that led to the development of the science. Microbial nutrition: nutritional groups; microbial requirements for various elements and nutrients. Culture media: history of development, complex and defined media, selective and differential media; solid and both media. Preparation of micro-organisms for microscopy: different types of light microscopes; preparation of smears; fixation - staining (simple, differential, staining specific structures, acid fast staining). Bacterial growth: growth characteristics on solid media; colony development; growth in liquid media; population growth in a closed broth culture.

Microbiology & Molecular Genetics

MBL7319

First Semester Module

Module Equivalent: MBL3311

Module Assessment:

CA 40% Examination 60% - 1 x 3 hour Examination

Pre-requisite:

BLG8009/MBL7239

Module description

Identification of bacteria: Microscopy, culture characteristics, biochemical tests, and rapid methods. Microbial metabolism: Generation of energy: Breakdown of glucose to pyruvate, three pathways. Aerobic and anaerobic respiration. Fermentations. Oxidation of inorganic molecules. Bacterial photosynthesis. Microbial genetics and genetic engineering: Organization and replication of procaryotic DNA. Mutations: types, isolation, repair. Conjugation, transformation and transduction. Isolation, specific cleavage and synthesis of DNA. Vectors. Transformation. Identifying recombinants. Characterizing genes. Industrial microbiology: Industrial fermentation: media, scale-up, fermentation vessels. Strain selection. Preservation of strains. Products. Bioconversions, biodegradation, bioremediation, bioleaching. Factors that may influence sterility in manufacturing. Design, operation and monitoring of a facility for manufacture of sterile products. Mushroom cultivation: History of cultivation. Mushroom fungus genetics. Obtaining pure cultures. Spawn, Production substrates. Cultivation of Agaricus, Pleurotus, Lentinula, Volvariella. Pests. Potential for mushrooms cultivation in Namibia. Virology: Structure of Plant, animal and bacterial viruses. Reproduction.

Plant Growth and Development

MBL7339

Second Semester Module

Module Equivalent: MBL3332

Module Assessment:

CA 40% Examination 60% - 1 x 3 hour Examination

Pre-requisites:

CHM7109, CHM7119 and CHM7199

Module description

This Module starts with an overview of growth, growth parameters and the physics and kinetics of plant growth, followed by an in depth study of plant movements. The structure, functioning and role of the five known classes of plant hormones are discussed, while phenomena such as photomorphogenesis, photoperiodism and the biological clock are dealt with in detail.

Home Economics

Applied Nutrition

ESH7319

First Semester Module

Module Equivalent: ESH3311

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite:

ESH7239

Module description

Nutrition needs over the entire life span. Life style diseases. Nutritional Assessment and Screening. Planning a healthy diet. Food safety and security issues.

Principles of Food Preparation and Meal Management

ESH7339

Second Semester Module

Module Equivalent: ESH3312

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite: None

Module description

Advance food preparation techniques including food preservation, food safety, flour and flour mixtures. Meal and menu planning for different settings.

Housing and Residential Technology

ESH7419

Second Semester Module

Module Equivalent: ESH3412

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite: None

Module description

Study family housing in relationship to needs, processes and alternatives, policy and economics. Study design of physical environment in relationship with neighbourhoods, communities and constrains affecting housing decisions. Human and environmental considerations for planning, design and use of housing. Exploration of equipment and technological systems in the residential environment.

Emphasis on consumption and conservation of natural resources and human considerations in planning kitchens and appliance design. Effective use of appropriate technology. Creative adaptations of old technology.

Entrepreneurship in Home Economics

ESH7439

Second Semester Module

Module Equivalent: ESH3432

Module Assessment:

Continuous assessment - 50% Examination – 50%

Pre-requisite: None

Module description

An introduction to the running of small enterprises with specific reference to the utilisation of skills acquired over the past three years.

Mathematics

Linear Algebra I

MTS7329

Half Module - First Semester

Module Equivalent: MTS3321

Module Assessment:

CA 50% Examination 50% - 1 x 2 Hour Examination

Prerequisite: MTS7229

Module description

Elements of set theory: ordered pair, set-theoretical definition of a function, image and preimage of a set, family of sets, equivalence relation, partition, ordered set, equipotent set, countable set, Axiom of choice, Zorn's Lemma. Vector spaces: definition and examples, subspaces, operation on subspaces, complement of a subspace, Dedekind's Law, span of a subset, linearly independent set of vectors, basis.

Linear Algebra II

MTS7359

Second Semester Module

Module Equivalent: MTS3312

Module Assessment:

CA 50% Examination 50% - 1 x 3 Hour Examination

Prerequisite: MTS7229

Co-requisite: MTS7329

Module description

Dimension of a vector space, dimension formula for subspaces, linear mappings: kernel, image, rank, defect, image and preimage of a subspace, isomorphism, coset, factor space, homomorphism theorem, dimension formula, linear form, dual. Endomorphisms: involution, projection, eigenvalue, eigenvector, eigenspace. Matrix theory: representation of a linear mapping by a matrix, change of

basis, similar matrices. Euclidean vector spaces: scalar product, norm of a vector, Cauchy-Schwarz inequality, orthogonal basis, orthonormal basis, orthogonal mappings. Determinantal forms, determinant of an endomorphism, characteristic polynomial.

Real Analysis I**MTS7319**

First Semester Module

Module Equivalent: MTS3311

Module Assessment:

CA 50% Examination 50% - 1 x 3 Hour Examination

Prerequisites:

MTS7219, MTS7239

Module description

The field \mathbb{R} of the real numbers: bounded set, supremum and infimum, completeness property of \mathbb{R} , Archimedean property of \mathbb{R} , intervals. Sequences and series of real numbers: bounded sequence, monotonic sequence, the limit of a sequence, limit rules, subsequence, theorem of Bolzano-Weierstrass, Cauchy sequence, completeness of \mathbb{R} , convergent and absolutely convergent series, convergence tests. The limit of a function at a point, limit rules, continuous functions, intermediate value theorem, maximum-minimum theorem, uniform continuity. Differentiation: definition of differentiability, rules of differentiation, mean value theorem, theorem of Taylor. The Euclidean space: Euclidean metric, neighbourhood, open set, closed set, limit of a sequence, theorem of Bolzano-Weierstrass, completeness of, limit of a function, limit rules, continuous function.

Real Analysis II**MTS7349**

Half Module - Second Semester

Module Equivalent: MTS3322

Module Assessment:

CA 50% Examination 50% - 1 x 3 Hour Examination

Prerequisites:

MTS7219, MTS7239

Module description

Partial differentiation: gradient, divergence, curl, and partial derivatives of higher order.

Differentiation: differentiability, rules of differentiation, Jacobi matrix, Mean value inequality, Taylor's theorem, local extrema. Ordinary differential equations: initial value problem, separable, exact, linear, homogeneous equation, Variation of parameter, integrating factor.

Physical Science

Physical Chemistry II**CHM7339**

Second Semester Module

Module equivalent: CHM3332

Module Assessment:

CA 60% Examination 40% - 1 x 3 Hour Examination

Prerequisite: CHM3231

Practical work: Practical sessions required

Module description

Chemical kinetics: Rate and rate law. Order and molecularity. Integrated rate equations and half-life expressions for 0, 1, 2, 3 and n^{th} order reactions. Pseudo-order reactions. Kinetics of radioactive decay and carbon dating. Methods of determining order and rate coefficient. Temperature dependence of rate coefficients (Arrhenius equation). Complex reactions – parallel, opposing, consecutive and chain reactions. Mechanisms. Theories of reaction rates – unimolecular and bimolecular reactions. Activated complex. Effect of catalyst. Experimental methods for studying slow and fast reactions. Electrochemistry: Definitions and units relating to electricity. Ohm's law. Faraday's laws of electrolysis. Definition and measurement of conductivity and molar conductivity. Strong/weak electrolytes. Arrhenius theory. van't Hoff measurements. Ostwald dilution law. Kohlrausch's law of independent migration. Ionic mobilities and transport numbers. Applications of conductivity measurements – dissociation constant, solubilities and solubility products of sparingly soluble salts, conductometric titrations. Thermodynamics of electrolyte solutions – ionic strengths, activities and activity coefficients, Debye-Hückel limiting law and solubility. Electrochemical cells and electrode processes. Electrochemical cells. Electrode potentials. Standard reference electrodes – standard hydrogen electrode, silver/silver chloride, calomel, glass electrodes and ion selective electrodes. Fuel cells. Photovoltaics (as renewable energy technology). Overpotential. Corrosion. Thermodynamics of electrochemical cells. Surface chemistry and colloids: Interfaces. Colloids. Preparation of colloids. Experimental methods of observing and characterising colloids. Colloid stability – DVLO and effect of adsorbed and non-adsorbed polymers. Chemical, biological and medicinal applications of colloids. Surface tension and interfacial tension. Factors affecting surface tension. Self-assembly molecular systems. Surfactants and micelles. Phospholipids and vesicles. Surfactant adsorption (Gibbs adsorption equation). Capillarity. Wetting of solids: contact angles and their determination, influencing factors and importance in ore flotation. Spreading of one liquid on another. Insoluble monolayer films and their application in water evaporation control. Detergency. Formation and stability of emulsions. Adsorption and adsorption isotherms. Langmuir, Freundlich, BET and Temkin adsorption

equations. Chemisorption and heterogeneous catalysis – Langmuir-Hinshelwood and Eley-Rideal mechanisms. Introduction to crystallography: Crystal lattice and unit cells. Identification of lattice planes. X-ray diffraction. Bragg's law. Powder method. Single-crystal X-ray diffraction. Information from X-ray analysis.

Modern Physics**PHC7209**

Half Module - Second Semester

Module Equivalent: PHC3202

Module Assessment:

CA 50% Examination 50% 1 x 2-hour paper

Prerequisites: PHC7109, PHC7119, MTS7109, MTS7139 Co-Requisites: PHC7299: LAB2S2, PHC7219, PHC7219 & MTS7239

Module description

Relativity; Photons, electrons and atoms; The wave nature of particles; Quantum mechanics; Atomic structure; Molecules and condensed matter; Nuclear physics; Particle physics and cosmology

LAB 2 S2**PHC7299**

Second Semester Module

Module Equivalent: PHC3292

Module Assessment:

CA 50% Examination 50% - 1 x 3 Hour Examination

Prerequisites: PHC7199 LAB1

Co-Requisites: PHC7219, PHC8009

Module description

Experiments on topics related to PHC3212 and PHC3202.

Statistics

Statistics for Educators**STS7459**

Second Semester Module

Module Equivalent: STS3452

Module Assessment:

CA 50% Examination 50% - 1 x 2 Hour Examination

Pre-requisite: None

Module description

A person who has done this Module will be versed enough to teach (H) IGCSE Statistics. In order to be able to do that, one has to know a bit more than what is in the (H)IGCSE syllabus. This Module intends to strengthen potential teachers in this respect. The Module content include: Types of Data; Sampling Techniques; Presentation of Data; Descriptive Statistics; Basic Probability Concepts; Simple Linear Regression and Correlation; and Testing Association using Chi-square distribution, t-distribution, etc.

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

Aim

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

Programme overview

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

Entry requirements

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

Assessment and promotion requirements

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

The Curriculum

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

The Syllabi

English Communication for Certificate Purposes

LCEC1311

NQF Level: 3
Prerequisites:

Credits: 16
 None

Module assessment:

CA 60% Examination 40% - 1 x 2 hour paper

Module description:

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

Knowing about HIV/AIDS

DCEH1481**NQF Level:** 4 **Credits:** 12 **Module assessment:** CA 60% Examination 40% - 1 x 2 hour paper**Prerequisites:** None**Module description**

This module will provide students with the opportunity to know and understand the basic facts regarding HIV and AIDS, how to prevent the spread of the HIV/AIDS epidemic through behavioural change, and how to investigate the impact of HIV/AIDS pandemic on the Namibia society.

HIV/AIDS Counselling

DCEH1491**NQF Level:** 4 **Credits:** 12 **Module assessment:** CA 60% Examination 40% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module aims to equip the student with knowledge, skills and the appropriate attitude, to counsel HIV/AIDS infected and affected people. The module provides information about behaviour change and enlightens the similarities and differences between African and Western counselling. Practical exercises are included in the study guide.

The Continuum of Care

DCEC1482**NQF Level:** 4 **Credits:** 12 **Module assessment:** CA 60% Examination 40% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module develops the student's understanding of what Continuum of Care is. It helps the student comprehend the guiding principles when dealing with the infected and affected significant others. It explains further the role of the counsellor in continuum of care. The student is introduced to the concept of participatory development and how we can link it to HIV/AIDS counselling. The module highlights the role communities and other sectors can play in caring for the infected and affected persons. Furthermore the student is introduced to the concept of home based care as well as how to provide care to orphans.

Death and Bereavement

DCEH1492**NQF Level:** 4 **Credits:** 12 **Module assessment:** CA 60% Examination 40% - 1 x 2 hour paper**Prerequisites:** None**Module description:**

This module is intended to help students understand the need of people living with HIV/AIDS to accept the reality of death, how to deal with death, issues for closure, and to assist family members and friends with the bereavement process after the death of a loved one. It will also describe how to provide care for the caregiver.

Legal and Ethical Issues in HIV/AIDS Counselling

DCEE1482**NQF Level:** 4 **Credits:** 12 **Module assessment:** CA 60% Examination 40% - 1 x 2 hour paper**Prerequisites:** None**Module description**

This Module serves to develop a student's understanding on the legal and ethical issues in HIV/AIDS. Students are provided with an overview on the relevant national and international legislation, policies, guidelines, conventions, and treaties that are of relevance to people infected and affected by HIV/AIDS. Special emphasise is placed on the human rights of people, the rights of patients and the HIV/AIDS Charter. Students are further introduced to the concept of developing workplace polices for HIV/AIDS and are explained how to draw up a Will/Testament. Furthermore, students are introduced to the concept "code of ethics", the rights and responsibilities of HIV/AIDS counsellors as well as how to develop a code of ethics for HIV/AIDS counsellors.

DIPLOMA IN HIV/AIDS MANAGEMENT AND COUNSELLING

70DHIV

Introduction

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

Aim

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

Programme overview

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

Admission requirements

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

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

Assessment and promotion requirements

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

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

Exemptions

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

Curriculum

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1	Semester One and Two (Double module)				
ULEG2410	English for General Communication	4	32		
	Semester One				
UCLC3409	Computer literacy	4	8		

DCEH2411	HIV/AIDS in the Namibian Context	4	16		
DCEH2491	Introduction to HIV/AIDS Counselling	4	16		
	Semester Two				
DCEH2512	Family support and treatment of AIDS	5	16		
DCEH2532	Strategic Health Communication in HIV/AIDS	5	16		
DCEH2552	Community mobilisation and networks	5	16		
Year 2	Semester One				
DCEH2511	HIV/AIDS stigma and discrimination	5	16		
EMHE2531	Resource management	5	16		
DCEH2531	Project management	5	16		
DCEH2551	Management and leadership issues	5	16		
	Semester Two				
DCEH2572	Research, monitoring and evaluation of health programmes	5	16		
EMHE2512	Nutritional Management	5	16		
DCEH2522	The practice of Counselling	5	8		
	Elective: Select one module				
DCEH2632	HIV/AIDS in Public Health Management	6	16		
DCEH2652	Counselling and wellness in the workplace	6	16	DCEH1491	Introduction to HIV / AIDS Counselling

Syllabi

UNAM Core Modules:

Computer Literacy

UCLC3409

NQF level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

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

Prerequisites: None

Module Description:

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

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

All other Modules:

Community Mobilisation and Networks

DCEH2552

NQA level: 4 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper

Pre-requisite: None

Module Description:

This module aims to demonstrate that communities are not only concerned about the impacts of HIV/AIDS but also prepared to take leadership, demonstrate ownership and devise ways of sustaining the activities they initiate. This module will address the critical steps in community mobilisation and that sustainability, linking care, prevention and inter-sectoral partnering are important issues in mitigating and meeting the challenges around HIV/AIDS. Guidance for creating and improving referral network of HIV/AIDS related services is covered.

Counselling and wellness in the workplace

DCEH2652

NQA level: 4 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper

Prerequisite: Introduction to HIV/AIDS Counselling

Module description:

The objective of this module is to develop students' understanding, skills and knowledge regarding counselling and wellness of staff and family living with HIV/AIDS in the workplace. Topics such as the basic and advanced counselling roles and activities, the psychodynamic, cognitive-behavioural approaches will be dealt with. Aspects of the counsellor-client relationship within different cultural settings while the professional codes and ethics will be adhered to. The underlying focus of this module will be on improving the spiritual, emotional and social wellbeing of staff members infected and affected by HIV/AIDS.

Family Support and Treatment of AIDS

DCEH2412

NQA level: 4 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper

Pre-requisite: None

Module Description:

The aim of this module is to equip students with comprehensive information regarding care and treatment of people infected and affected by HIV/AIDS.

HIV/AIDS in Public Health Management

DCEH2632

NQA level: 6 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper

Pre-requisite: None

Module description

This module aims to present the essentials of public health keeping in mind the significance of HIV/AIDS in public health. It is important to expose the student to the concepts related to public health, the dimensions of the public health system, the understanding and measuring of health, the relationship between public health and other health-related activities. A brief emphasis will be given to the core functions and the infrastructure of public health henceforth public health interventions will be addressed. HIV/AIDS will feature in all aspects addressed in this module emphasizing its importance in policy interventions, knowledge development, communication and social marketing as well as the meaningful implementation and distribution of resources.

HIV/AIDS in the Namibian Context

DCEH2411**NQA level:** 4 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper**Pre-requisite:** None**Module description:**

The aim of this module is to focus the student on the situation of HIV/AIDS in Namibia. This module will start off by giving students an overview on distance education and how to achieve success. General information on the country's demography, ethnical groups and HIV/AIDS statistics will enable the student to understand the extent of HIV/AIDS in Namibia. The characteristics of the Namibian communities and the existence of HIV/AIDS including family, gender, and child headed households and sexual relationships will be discussed. Lastly, an overview of world views in Namibia will enable the student to understand special considerations for counselling of HIV/AIDS.

Introduction to HIV/AIDS Counselling

DCEH2491**NQA level:** 4 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper**Pre-requisite:** None**Module description:**

This module aims to equip the student with knowledge, skills and the appropriate attitude to counsel HIV/AIDS infected and affected people. The module provides information about behaviour change, and enlightens the similarities and differences between African and Westerns counselling. Practical exercises are included in the study guide.

Management and leadership issues

DCEH2551**NQA level:** 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper**Pre-requisite:** None**Module description:**

This module provides guidance on the role of a governing body and its trustees in the effective administration and management of an organisation. Leadership, accountability and transparency are essential ingredients. The links between publicity and fundraising are explained. This module will also provide guidance on how to identify potential funding sources and test the interest of potential funders. How to develop and write a fundraising plan will also be addressed.

Nutritional Management of HIV/AIDS

EMHE2512**NQA level:** 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper**Pre-requisite:** None**Module description:**

This module will introduce students to basic human nutrition, the relationship between HIV/AIDS and nutrition, nutrition and care practices necessary to protect the nutritional status of people living with HIV/AIDS (PLWHA) with specific emphasises on infant and young child feeding, introduce life style changes necessary to protect the nutritional status of people living with HIV/AIDS (PLWHA), provide practical advice on the nutritional management of the symptoms and feeding problems of (PLWHA) and explain the interrelationship between food security, nutrition and medication. All these above will be discussed within a Namibian and SADC context.

Project Management

DCEH2531**NQA level:** 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper**Pre-requisite:** None**Module description:**

The course weaves theory and practice together, presenting a comprehensive, integrated view of the many concepts, skills, tools, and techniques involved in project management. It introduces students to the organisational context of project management. The topics that will be covered are project scope management, time management, cost management, and risk management.

Research, monitoring and evaluation of health programmes	DCEH2572
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NQA level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper

Pre-requisite: None

Module description:

The module introduces students to an overview of the research, monitoring and evaluation processes of health communication interventions and programmes. It includes steps involved in participatory monitoring and evaluation of communication interventions and programmes; It explains basic terms and concepts in research; writing a research designs; explain the ethics and principles governing research; designing data collection tools; data collection and work plan; writing the research report and dissemination of the research report.

Resource Management Principles for Individuals and Families	EMHE2531
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NQA level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper

Pre-requisite: None

Module description:

This module will introduce students to modern resource management theories, decision-making and problem solving skills within the family and household unit with an ecosystem approach. It will apply principles of planning, implementing and evaluating needs in household settings with specific reference to the impact of gender. It will also address basic issues related to consumer and family economics as related to sustainable development.

Strategic Health Communication in HIV/AIDS	DCEH2532
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NQA level: 5 **Credits:** 16 **Module assessment:** CA 50% Examination 50% - One three hour paper

Pre-requisite: None

Module Description:

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

The Practice of Counseling	DCEH2522
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NQA level: 5 **Credits:** 8 **Module assessment:** CA 50% Examination 50% - One three hour paper

Pre-requisite: None

Module description:

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

DIPLOMA IN LABOUR AND EMPLOYMENT STUDIES

13DLES

Aim

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

Programme Overview

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

Admission requirements

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

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

Exemptions:

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

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

Assessment policy

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

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

Re-admission Rules

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

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

Curriculum

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

Syllabi

UNAM Core:

Computer Literacy

UCLC3409

NQF level: 4 **Credits:** 8 **Module assessment:** CA 100%

Prerequisites: None

Module description:

The aim of this module is to equip the student through hands-on experience with the necessary skills to use applications software such as Word processing, Spreadsheets, Database, Presentations and communications packages for increasing their productivity in an education and training environment.

Contemporary Social Issues

UCSI3429

NQF: 4 **Credits:** 8 **Module Assessment:** CA (50%) Examination (50%) - 1x2 hour paper

Prerequisite: None

Module Description:

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

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

English for General Communication

ULEG2410

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

Prerequisites: None

Module Description:

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

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

Other Syllabi:

Basic Business Management and Entrepreneurship

CMBB2511

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

This module develops a student's understanding, skills and dispositions regarding management issues such as: Components of a business and entrepreneurial issues; elements of a business plan; functions and levels of management, the influence of African culture on management; skills required by managers, development management theories as well as managing of diversity and ethics. Dealing with HIV/AIDS in the workplace will also be discussed.

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

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

Collective Bargaining and Dispute Settlement**LCBD2412**

NQA level: 4 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

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

Comparative International Labour Relations**LCCL2512**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

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

Globalisation and its impact on Labour**HSGL2512**

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

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

History and Role of Trade Unions**HSHT2411**

NQA level: 4 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module Description:

This module attempts to assist students to gain a better understanding about the role and purpose of trade unions in general and in Namibia in particular. As representatives of a specific social class, trade unions play an important role in shaping economic and social developments. The module explores the challenge of unions not only articulating the interests of formal sector workers but also those

of other groups of workers such as the unemployed, casual workers, and workers in the small business sector. Attention will also be given to constraints experience by trade unions

Human Resources Management

CMHR2511

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

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

International Labour Standards in the Namibian Legal System

LCIL2412

NQA level: 4 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

This module examines the history and operation of the ILO with particular emphasis on the formulation and implementation of ILO conventions. The module will critically assess the impact of the ILO regarding the achievement of fair labour conditions world-wide. Special emphasis will be placed on the ILO core conventions and the decent work agenda. Different labour laws within the SADC region will also be compared.

Labour Market Theories and Policies

LCLM2511

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

This module examines labour markets in general with particular emphasis on those in Southern Africa, especially Namibia. The module examines labour market structures, skills profiles, unemployment and under-employment, particularly amongst women, youth and low-skilled workers. The labour market will be examined against the background of economic structures with a view of identifying possible areas of intervention.

Leadership Development

CMLD2512

NQA level: 4 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

This module aims to develop students' understanding about the importance of leadership in any organisation, leadership theories, leadership features, styles and functions such as how to motivate staff to higher levels of performance, communication styles, problem solving and critical thinking, emotional intelligence development, managing change, handling conflict and negotiations, leading meetings as well as understanding the impact of ones personality type on your leadership.

Namibian Labour Laws and Policies

LCNL2512

NQA level: 4 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module Description:

This module examines the Namibian and SADC labour laws and policies. It will also focus on the Namibian Labour Act (2007) in particular and draw comparisons with selected countries in the SADC region. The module will examine how the notion of "social partnership" and "tripartism" is conceived and implemented.

NQA level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module description:

The module introduces students to an overview of the research, monitoring and evaluation processes of programmes. It includes steps involved in research, participatory monitoring and evaluation of communication interventions and programmes; It explains basic terms and concepts in research; writing a research monitoring and evaluation proposal; ethics and principles governing research; choosing sample size, designing data collection tools; data collection and work plan; using research results to write simple reports.

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

Aim

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

Programme overview

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

Entry requirements

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

Assessment and promotion requirements

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

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

The curriculum

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

Code	Module	NQF level	Credits	Pre-/Co-requisite Code	Pre-/Co-requisite Module
Year 1					
ULCE3419	English Communication & Study Skills	4	16	ULEG2410	English for General Purposes
HSOG3511	Foundations of Sociology	5	16		
HPSG3511	Introduction to Psychology	5	16		
CPIG3571	Government Studies	5	16		
	Semester Two				
ULEA3419	English for Academic Purposes	4	16		
HSOG3552	Social Problems	5	16		
HPSG3532	Social Psychology	5	16		
CMPP3579	Principles of Management	5	16		

	Semester One and Two				
NNED3690 NHSM3690	Nursing Education I, or Health Service Management I	6	24		
Year 2	Semester One				
CPPP3771	Public Policy 1	7	16		
	Semester Two				
H SOG3632	Sociology of Development	6	16		
HPSG3732	Applied Psychology	7	16		
	Semester One and Two				
NNEP3790	Nursing Ethos and Professional Practice	7	24		
NSCF3790	Scientific Foundations of Nursing	7	24		
NCHN3790	Community Health Nursing Science II	7	24		
NNED3790 NHSM3790	Nursing Education II, or Health Service Management II	7	24		
Year 3	Semester One				
HPSI3731	Psychology of Work and Labour	7	17		
	Semester One and Two				
H SOZ3820	Sociology of Health	8	16		All first and second year Sociology modules
NCHN3850	Community Health Nursing Science III	8	32		
NNED3850 NHSM3850	Nursing Education III, or Health Service Management III	8	32		
MNRM3810	Research Methodology in Health Sciences	8	32		
MNRM3880	Research Project	8	8	MNRM3810	Research Methodology in Health Sciences

NOTE:

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

The Syllabi

UNAM Core Modules:

English Communication and Study Skills

ULCE3419

NQF Level: 4 **Credits:** 16 **Module Assessment:** CA (60%) Examination (40%) - 1 x 3 hour paper
Pre-requisites: None

Module description:

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

English for Academic Purposes

ULEA3419**NQF level:** 4 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper**Prerequisites:** None**Module description:**

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

Nursing Syllabi

Community Health Nursing Science II

NCHN3790**NQF level:** 7 **Credits:** 24 **Module assessment:** CA (50%) Examination (50%) - 2x3 hours paper**Prerequisites:** None**Module description:**

This module aims to develop student's understanding of community nursing approach aiming at optimal health for all, promoting the health status of the child, adult, aged and high risk groups. The handling of health problems and situations; The principles of health interventions, PHC approaches in assessment, diagnosing and treatment, policy and legislation regarding the control of medicine, the nursing practice, referral systems/procedures and rehabilitation in the community. The development of skills to render nursing care in the communities;

Community Health Nursing Science III

NCHN3850**NQF level:** 8 **Credits:** 32 **Module assessment:** CA (50%) Examination (50%) - 3x3 hours paper**Prerequisites:** Community Health Nursing Science II – NCHN3790**Module description:**

This module prepares the student to conduct epidemiological studies, manage all aspects of health care services that are within the scope of practice of the registered community health nurse, and the application of the nursing process in the daily practice of the community health nurse.

Health Service Management I

NHSM3690**NQF level:** 6 **Credits:** 24 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module description:**

This module aims to develop a student's knowledge, understanding and skills regarding health services management related to: the historical and theoretical foundations of nursing management; the management process related to a nursing unit, professional practice in health care service management and clinical nursing research.

Health Service Management II

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

Module description:

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

Health Service Management III**NHSM3850**

NQF level: 8 **Credits:** 32 **Module assessment:** CA (50%) Examination (50%) - 3x3 hours paper**Prerequisites:** Health Service Management II – MHSM3790**Module description:**

This module focuses on skills and strategies needed by the strategic nurse manager, at an executive level and thus aims to equip the student with skills and knowledge to operate on strategic management level

Nursing Education I**NNED3690**

NQF level: 6 **Credits:** 24 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description**

This module develops a student's understanding of the history of nursing education in Namibia, the legislation that controls the profession, aims of nursing education, learner centered paradigm, teaching strategies and media, creating conducive learning environments, assessment and general and creative principles underpinning effective teaching in theory and practice.

Nursing Education II**NNED3790**

NQF level: 7 **Credits:** 24 **Module assessment:** CA (50%) Examination (50%) - 2x3 hours paper**Prerequisites:** None**Module Description:**

This module develops a student's understanding of curriculum development on issues such as specific terminology, different curriculum theories and models, process and stages of curriculum development and methods and principles that underpin effective clinical nursing education.

Nursing Education III**NNED3850**

NQF level: 7 **Credits:** 32 **Module assessment:** CA (50%) Examination (50%) - 3x3 hours paper**Prerequisites:** Nursing Education II – NNED3790**Module Description:**

This module develops a student's understanding of philosophies and theories that underpin nursing and nursing education, contemporary issues in nursing education and teaching and learning dynamics – for example, improvement of reading and writing skills, participative teaching, designing marking, grading and moderating tests and examination papers.

Nursing Ethos and Professional Practice**NNEP3790**

NQF level: 7 **Credits:** 24 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None**Module Description:**

This module aims to contribute to the professional development of registered nurses as practitioners who practice nursing within the philosophical/ethical and legal framework of the nursing profession.

Scientific Foundations of Nursing**NSCF3790**

NQF level: 7 **Credits:** 24 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper**Prerequisites:** None

Module Description:

This module prepares the registered nurses to apply concepts of anatomy, physiology and pathophysiology of the human body. This module will therefore focus on selected topics in anatomy and physiology that specifically relate to situations of cardiac and respiratory emergencies, fluid and electrolyte disorders as well as derangements of the nervous and endocrine systems. Sexually transmitted diseases and HIV/AIDS will also be presented in this module

Research Methodology in Health Sciences
MNRM3850

NQF level: 8 **Credits:** 32 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module Description:

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

Research Project
MNRM3880

NQF level: 8 **Credits:** 8 **Module assessment:** CA (100%) Research Project

Co-requisites: Research Methodology in Health Sciences – MNRM3850

Module Description:

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

Other Syllabi

Applied Psychology
HPSG3732

NQF level: 7 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module Description:

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

Foundations of Sociology
HSOG3511

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

Prerequisites: None

Module Description

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

Government Studies
CPIG3571

NQF level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module Description

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

Introduction to Psychology

HPSG3511

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

Prerequisites: None

Module Description

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

Principles of Management

CMPP3579

NQF level: 5 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module Description

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

Psychology of Work and Labour Relations

HPSI3731

NQF level: 7 **Credits:** 16 **Module assessment:** CA (60%) Examination (40%) - 1x3 hours paper

Prerequisites: None

Module Description:

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

Public Policy 1

CPPP3771

NQF level: 7 **Credits:** 16 **Module assessment:** CA (50%) Examination (50%) - 1x3 hours paper

Prerequisites: None

Module Description

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

Social Problems

HSOG3552

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

Prerequisites: None

Module Description

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

Social Psychology

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

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

Sociology of Development

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

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

CONTINUING EDUCATION PROGRAMMES

The Department of Continuing Education within the Centre for External Studies at UNAM is tasked to cater for the diverse educational needs within the community. Through the provision of short modules, public lectures, workshops and conferences on issues of public interest Continuing Education is thereby making quality higher education accessible to adult members of the community.

Aim

The aim of Continuing Education programmes is to assist individuals to develop their highest potential and to make the University's intellectual and research capacity available to the general public.

Programmes

Over the past 10 years, the department of Continuing Education has undertaken various forms of training programmes, ranging across workshops, seminars, and radio programmes on matters of general interest. The programmes offered by Continuing Education are compiled in response to the needs that arise from within the business community, and are focused on practical aspects within the business environment. Generally our training programmes fall broadly into three categories listed below.

Educational Management

The Educational Management programmes include:

- Principal training;
- In-house training programmes of academic staff at UNAM; and
- Educational radio programmes

Management Training

- Our management training involves:
- Supervisory Training;
- Mid-level Management Training

Training for Small Businesses

The training takes the form of seminars and/or workshops and focuses on basic business skills such as:

- Communication skills – Communication with power;
- Frontline/Customer Care Services
- Negotiating skills;
- Writing your own business plan/proposals;
- Office Administration;
- Basic Secretarial skills;
- Meeting Procedures and Minute Taking; and
- Basic skills in bookkeeping.

Our skills training programmes are highly participative and provide participants with guidance on how they can build and develop key skills needed for secretarial, clerical and frontline personnel. We also teach participants practices, which will protect company image and enhance customer loyalty and satisfaction.

**UNIVERSITY OF NAMIBIA
CENTRE FOR EXTERNAL STUDIES**

NOTIFICATION OF CHANGE OF ADDRESS AND/OR EXAMINATION CENTRE

Surname:.....

First names:

Student number:									
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Programme:.....

OLD ADDRESS

POSTAL ADDRESS

RESIDENTIAL ADDRESS

NEW ADDRESS

POSTAL ADDRESS

RESIDENTIAL ADDRESS

Old Telephone Number

New Telephone Number

Home:	Home:
Work:	Work:

My examination centre will be:

Magisterial District:

.....

SIGNATURE

.....

DATE

**UNIVERSITY OF NAMIBIA
CENTRE FOR EXTERNAL STUDIES**

AMENDMENT OF PROGRAMMES AND ADDITIONS/CANCELLATIONS OF MODULES

Surname:.....

First names:

Student number:									
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Programme:.....

Postal Address:

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

Addition of Modules:

Cancellation of Modules:

Reason for Cancelling:.....

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

Approved: