

NELSON MANDELA
UNIVERSITY

DEPARTMENT OF ECONOMICS

GENERAL INFORMATION FOR 1ST YEAR STUDENTS

2021

COMPILED BY SHARON TESSENDORF

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1. GENERAL

The purpose of this information pamphlet is to provide new students of Economics with specific information and guidelines regarding their studies. Please note that all Economics classes are presented in English.

The members of the Department of Economics undertake to do everything in their power to assist you in completing your studies successfully. You should not hesitate to consult the lecturer concerned when you experience problems, uncertainties and the like with your studies. Consultation hours are indicated in your modules' course outlines. Please adhere to these consultation hours. If you are unable to consult your lecturer during these times, please make an appointment with your respective lecturer **or email one of our Departmental Secretaries, namely Ms Dédé Erasmus (South Campus and George Campus) or Ms Elizabeth Moodley (2nd Avenue Campus), (see Point 4 for their contact details) so that they may set up an appointment.** The office telephone number and email address of each lecturer is listed in this guide so there is no reason why you cannot contact your lecturer for assistance. Further information can be obtained on the departmental website which can be found at: <https://economics.mandela.ac.za/>.

2. WHAT IS ECONOMICS?

Economics is a social science that is concerned with the production, distribution and consumption of goods and services. Economics focuses on the analysis of how economies work and the different relationships between economic players. An advantage of studying Economics is the fact that it gives the individual a fundamental understanding of how the economy works.

3. STAFF

Prof Henrik Lloyd (Dean of the Faculty of Business and Economic Sciences)

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Ms Litha Mini (1st year degree lecturer: Bachelor of Commerce [Extended and evening lectures])

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Ms Babalwa Siswana (Introduction to Economic Principles lecturer)Email: s217076084@mandela.ac.za**Ms Corean de Bruyn (George Campus co-ordinator)**Email: Corean.DeBruyn@mandela.ac.za

Office Number: Admin Building-Forestek Building, George Campus, 150

Telephone Number: 044 801 5571

4. ADMINISTRATIVE PERSONNEL

Should you be unable to contact your lecturer directly, you may leave a message with our departmental secretary, Ms Elizabeth Moodley. Her contact details appear below.

Name: Ms Destré Erasmus
Office: South Campus – Main Building – Office no. 0903 (Tel 504 2205)
e-mail: Dedre.Erasmus@mandela.ac.za

Name: Ms Elizabeth (Beth) Moodley
Office: 2nd Avenue Campus – Office no. 146 (Tel 504 4996)
e-mail: Elizabeth.Moodley@mandela.ac.za

5. ACADEMIC ADVISORS

Name: Ms Kholofelo Hlungwani (shared with the Department of Development Studies)
e-mail: Kholofelo.Hlungwani@mandela.ac.za

Name: Ms Sanele Konkwane (shared with other George Campus programmes)
e-mail: s216499933@mandela.ac.za

Our academic advisors assist lecturers in the Department in identifying and assisting students with their academic and developmental needs. This is done by providing students with appropriate information. Support in the form of mentoring, skills development and career pathway planning is also provided. Furthermore, our academic advisors will put students into contact with resources, such as workshops and tutorials, that are designed to help them reach their educational and / or career goals. Our academic advisors are also able to support students who seek advice regarding procedures and policies to follow when they wish to make academic changes.

Benefits of attending academic advising sessions include having a higher probability of passing the majority of one's modules; feeling more supported by the university, being more aware of the skills that are being developed both within and outside class and having positive peer interactions and student-lecturer relationships (UFS - SASSE, 2018)¹.

How to make an appointment:

First check to find out when the academic advisor is available for consultation, then check your timetable to see when you are available, and choose a timeslot when you are both available. To book an appointment, please email the academic advisor with your proposed timeslot.

Student Responsibilities:

- As far as possible, try to set an appointment in advance with the academic advisor. While you are welcome to send the academic advisor an email during her consultation hours, there is no guarantee that she will be able to see you.
- Be on time for your appointment (via Microsoft Teams) and remember to cancel if you cannot make it.
- Come prepared by thinking about questions/concerns you would like to discuss and complete any questionnaires the academic advisor may ask you to complete in preparation for the session.
- Take responsibility for making your own educational plans and decisions, and for completing tasks that may be set out after the advising session.
- Monitor your own progress and ask for help when you need it.

Advisor Responsibilities:

- To help students define and develop realistic educational plans.
- Connect students to useful resources and other advisors to advance their educational plan.
- Provide accurate information to help students navigate the university system.
- To monitor and track student progress.

6. FACULTY ADMINISTRATORS

Should you experience any problems with your registration or should you wish to add / cancel modules you should contact your Faculty Administrator as soon as possible. Their contact details appear below. Faculty Administrators are usually available for consultation between 10:00 – 12:30 and 14:00 – 15:30 daily.

| Faculty Administrator's Name | Qualification that Faculty Administrator is responsible for |
|---|--|
| Mr Adanaan Smith (Manager) Email: Adanaan.Smith@mandela.ac.za | |
| Mr Manelisi Klaas Email: Manelisi.Klaas@mandela.ac.za Office Number: M & P Building, Building 7 – Room 31 Telephone Number: 504 2939 | BCom (General - Statistics) BCom (General - Business Management) & Extended programme BCom (General - Tourism) & Extended programme BCom (Industr Psych & HR Management) BA (Development Studies) BA (Human Resource Management) BCom (General - Economics) & Extended programme BCom Honours (Tourism Management) BCom (Logistics and Transport Economics) BCom Honours (Business Management) BCom Honours (Labour Relations & HR) BA Honours (Industrial and Org. Psychology) BCom Honours (Economics) BA Honours (Economics) BCom Honours (Industrial and Org. Psychology) BA Honours (Labour Relations & HR) BA Honours (Development Studies) |

¹ UFS – SASSE. 2018. *Creating pathways for student success: Academic advising and student engagement*. [Online]. Available: https://www.ufs.ac.za/docs/default-source/ufs-news-list/creating-pathways-for-student-success.pdf?sfvrsn=2879b821_0 [Accessed 1 March 2021].

| Faculty Administrator's Name | Qualification that Faculty Administrator is responsible for |
|---|---|
| <p>Ms Nomathamsanqa (Tammy) Bulembu Email: Nomathamsanqa.Bulembu@mandela.ac.za Office Number: M & P Building, Building 7 – Room 29 Telephone Number: 504 2248</p> | <p>BCom (Economics and Statistics) BCom in Marketing and Business Management BCom (Account Sc:Comp Sc & Info Systems) Postgraduate Diploma (Maritime Studies) BCom (Computer Science & Info Systems) BCom (IS and Business Management) BCom (Accounting Science: Eco & Bus Mgt) BCom (Accounting Science: Law) Postgraduate Diploma (Financial Planning) BCom (IS and Auditing) BCom (Financial Planning) & Extended programme PGDip (Internal Auditing) BCom (Business Man & Econ) BCom (Business Man & Accounting) BCom (IS and Accounting) Postgraduate Diploma (Accounting) Postgraduate Diploma (Accountancy) Higher Certificate (Accountancy) BCom (Marketing: Business Man & Ind Psych) BCom Food Service Management Postgraduate Diploma in Development Finance</p> |
| <p>Ms Marche Naidoo Email: Marchele.Naidoo@mandela.ac.za Office Number: M & P Building, Building 7 – Room 08 Telephone Number: 504 2120</p> | <p>Postgraduate Diploma in Business Administration All Masters & Doctoral Degrees</p> |
| <p>Ms Debbie Du Preez Email: Debbie.DuPreez@mandela.ac.za</p> | <p>BCom (General Accounting) & Extended programme BCom (Accounting)</p> |
| <p>Ms Fundiswa Ngubo Email: Fundiswa.Ngubo@mandela.ac.za Office Number: 2nd Avenue Campus, Auditorium, Room 017 Telephone Number: 504 3706</p> | <p>Dip (Logistics) & Extended programme Dip (Tourism Management) & Extended programme Dip (Inventory and Stores Management)</p> |
| <p>Mr Xolani Sipoyo Email: Xolani.Sipoyo@mandela.ac.za Office Number: 2nd Avenue Campus, Auditorium, Room 019 Telephone Number: 504 3804</p> | <p>Dip (Economics) & Extended programme Advanced Diploma (Accountancy: Prof. Accounting) Postgraduate Diploma (Applied Economics) Dip (Accountancy) Advanced Diploma (Economics) Advanced Diploma (Accountancy: Internal Auditing)</p> |
| <p>Ms Mandisa Mazinyo Email: Mandisa.Mazinyo@mandela.ac.za Office Number: 2nd Avenue Campus, Auditorium, Room 019 Telephone Number: 504 3707</p> | <p>Dip (Management) & Extended Programme Dip (Human Resources Management) & Extended programme Postgraduate Diploma in Employment Relationship Man BCom Hospitality Management</p> |
| <p>Ms Denistia Gert Email: Denistia.Gert@mandela.ac.za Office Number: M & P Building, Building 7 – Room 06 Telephone Number: 504 4392</p> | <p>Higher Certificate (Business Studies) Dip (Marketing) & Extended programme Advanced Diploma (Business Studies: HR Management) Advanced Diploma (Bus Studies: Monitoring & Eval) Advanced Diploma (Business Studies: Mngt Practice) Advanced Diploma (Business Studies: Marketing Mgt) Advanced Diploma (Business Studies: Tourism Mgt) Advanced Diploma (Business Studies: Logistics Mgt)</p> |
| <p>Ms Nonkululeko Nokhepheyi Email: Nonkululeko.Nokhepheyi@mandela.ac.za</p> | <p>George Campus students</p> |

7. DIPLOMA: ECONOMICS

Purpose

Students who obtain this qualification will have sound knowledge and understanding of issues regarding society's use of scarce resources towards the satisfaction of a multitude of often competing wants and needs. They will be able to apply the acquired knowledge and competences to specific economic problems that need to be addressed through participation of the state in a market economy, and by participation of the state and private sectors in matters pertaining to economic development, to international economic relations and to labour markets.

Rationale

Students who have registered for this diploma can qualify in a direction where they can work alongside Economic graduates employed as researchers and economists in the private and the public sectors. Students who have qualified with a diploma in Economics may also find employment in the field of economic and financial journalism-a field which is not at the moment always served by properly qualified persons.

Outcomes

Qualifying students will be able to

1. determine the influence of the micro and the macro environment on the public sector regarding public sector revenue and expenditure.
2. determine the influence of the micro and the macro environment on the international economic relations of the country and *vice versa*.
3. determine the influence of the micro and the macro environment on economic development in the country and *vice versa*.
4. determine the influence of the micro and the macro environment on the functioning of labour markets and *vice versa*.
5. support a description of the above influences by quantitative analyses.
6. communicate the above descriptive and quantitative analyses in ways that will be accessible to different audiences and readers.

Articulation possibilities

Provided minimum requirements for articulation are satisfied persons with this qualification will be considered for access to the Advanced Diploma in Economics.

Some of the current entrance requirements for articulation into the Advanced Diploma in Economics include the following:

- a Diploma in Economics (or equivalent diploma) or a Bachelor's Degree with a major in Economics, with an aggregate pass of 60%.

Preference is given to:

- students who have an aggregate pass of at least 60% for the 3rd year Economics modules.
- students who have obtained at least 60% for three of the four Economics modules under the 3405 Qualification.
- students who have obtained at least 60% for four of the six Economics modules under the 3406 / 4406 Qualification.
- students who have not written any supplementary exams for any of the 3rd year Economics modules.

8. BACHELOR OF COMMERCE (GENERAL: ECONOMICS) AND (ECONOMICS AND STATISTICS)

What is the difference between the BCom (General: Economics) and BCom Economics and Statistics qualifications?

Firstly, one should note that in addition to meeting the minimum entrance requirements for a degree, students need to have obtained at least 50% in mathematics in Grade 12 in order to pursue the BCom (General: Economics) programme. Secondly, the BCom (General: Economics) opens up a wide variety of career options in the business world and includes fields such as entrepreneurship, business environments, marketing and strategic management. In this programme students thus have the opportunity to combine their passion for Economics with another commerce-related major.

The BCom Economics and Statistics programme, meanwhile, requires students to have met the minimum entrance requirements for a degree and to have obtained a final mark of at least 60% for mathematics in Grade 12. This qualification, presented in conjunction with the Department of Statistics, integrates an in-depth analysis of economics with a solid grounding in mathematical and statistical methods. This qualification is ideal for students who display a high mathematical aptitude and who are interested in pursuing a career in finance or business.

Students who wish to change their qualification from BCom (General: Economics) to that of BCom Economics and Statistics at the end of their first year must please note that Mathematics or Mathematics Special are prerequisites for many second-year Statistics modules.

Purpose of the Bachelor of Commerce (General: Economics) and Economics and Statistics

1. Public good

To strengthen to pool of entrepreneurs, managers, decision makers, advisors, professionals and researchers active in the economic life of South Africa in order to ensure that the local leadership base of innovative and value-adding economic and scholarly activity is widened.

2. Private good

To provide qualifiers with graduate-level knowledge and skills, attitude and applied competence in a number of economic and related sciences, thereby creating opportunities for continued personal intellectual growth, gainful economic activity and rewarding contributions to society.

To provide qualifiers with the potential ability to develop the competence required for successfully engaging in endeavours of an economic nature at the global level

Outcomes of the Bachelor of Commerce (General: Economics) and Economics and Statistics

Qualifying students will be able to

1. identify, formulate, assess and solve problems relating to the economic principle of satisfying unlimited needs with limited means - creatively and innovatively.
2. apply knowledge of the economic and related sciences to solve economic and related problems within broad parameters for largely defined activities, involving the following performances:
 - a. Bringing economic, management, behavioural, accounting, statistical, legal and computing knowledge and methods to bear on economic and related problems by using an appropriate mix of:
 - i. Relating theory and practice;
 - ii. Communicating concepts, ideas and theories with the aid of appropriate media;
 - iii. Reasoning about and conceptualising economic and related trends, models and processes using appropriate terminology;
 - iv. Dealing with uncertainty and risk through the use of statistics and decision-making support systems and procedures.
 - b. While relying on the laws, principles and techniques of the economic and related sciences, working across disciplinary boundaries in solving problems at a fundamental level.
3. study cases of economic and business activity, involving the following performances:
 - a. Identifying and formulating the main and sub-problems of the case;
 - b. Identifying and describing the theoretical principles applicable to the case;
 - c. Gathering additional information to place the case in its fullest context;
 - d. Evaluating solution options and motivating recommendations;
 - e. Communicating the case information and solution logic.
4. work independently, on an individual or team basis, on mini-research projects involving the following practices:
 - a. Stating the problem to be investigated;
 - b. Planning the investigation;
 - c. Gathering, analysing, processing and interpreting relevant data;
 - d. Preparing a report that meets the requirements of a scientific document and accurate communication.
5. use the methods, skills and tools of the economic and related sciences in a professional manner.
 - a. Use computers, computer networks and information infrastructures for accessing, processing, managing and storing information to enhance individual and teamwork productivity;
 - b. Use computer packages for computation, modelling, communication and information handling, involving
 - i. Assessment of the applicability and limitations of the package;
 - ii. Proper application and operation of the package;
 - iii. Critical testing and assessment of the end-results produced by the package.
6. communicate effectively, both orally and by other means, with relevant audiences and the community at large, using appropriate structure, style and graphical support.
 - a. Apply effective methods of providing information for use by others involved in economic activity;
 - b. Interpret (verbally) statistical results obtained by means of case studies, scientific assignments and information technology.
7. work effectively as an individual, in teams and in multi-disciplinary environments, showing leadership ability and performing critical functions of an economic or related nature.
8. maintain continued competence and to keep abreast of up-to-date tools and techniques in the economic and related sciences.

- a. Is competent to engage in lifelong learning through well-developed learning skills and qualitative debate.
9. act professionally and ethically and to take responsibility within own limits of confidence.
 - a. Is competent to exercise judgement commensurate with knowledge and experience in the economic and related fields.

Articulation possibilities

Provided minimum requirements for articulation are satisfied persons with this qualification will be considered for access to the Bachelor of Commerce Honours in Economics and/or the Postgraduate Diploma in Applied Economics.

Some of the current entrance requirements for articulation into the Bachelor of Commerce Honours in Economics include the following:

- a mark of 60% for each of the third-year Economics modules.

Some of the current entrance requirements for articulation into the Postgraduate Diploma in Applied Economics include the following:

- an Advanced Diploma in Economics or an equivalent qualification in a cognate field of study with an aggregate pass of at least 60%.

9. LECTURES, STATIONERY AND DIGITAL REQUIREMENTS

Lectures

General

Lectures start of Monday, 15 March 2021.

The Department of Economics wishes to emphasise that our lectures, tutorials and SI-sessions will be conducted in such a way that we do not compromise the safety of our students nor the quality of education that we deliver. Thus, at least during the first semester of 2021, the Department will continue to utilise Microsoft Teams for online lectures, while assessments will be conducted via the eLearning platform known as Moodle. Your lecturers will communicate with you using the University's email system and/or the Moodle and Teams sites. It is thus essential that you regularly check these platforms.

Please note that Moodle and Teams automatically record all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, web conferencing, discussion text and posted discussion topics. This data can be accessed by the lecturer to evaluate class participation and to identify students having difficulty.

Class attendance

Students are encouraged to attend all lectures, as per the timetable as studies have concluded that there is a positive correlation between class attendance and performance in a module. For example, a study conducted by Romer² (1993:171) concluded that "a student who attends only a quarter of the lectures on average earns a 1.79 (C-), while a student who attends all of the lectures on average earns a 3.44 (B+)".

Recording of lectures

Lectures may be recorded by your instructor. These recordings are reserved for use by students enrolled in a particular module. These recordings may not be shared outside of the module in any form without the express permission of the lecturer and the HoD.

Consultation times

Consultation hours are times when you can meet with your lecturers to discuss the material being presented in class or other related interests you have. Course-related discussions include asking for extra help, seeking clarification of material presented in class and following up on aspects of the class you find compelling. In addition, consultation hours may be used to discuss graduation requirements, internships, etc.

Lecturers often expect students to "drive" these meetings with their questions and their thoughts. A good way to prepare for consultation hours is to attempt your homework and review your notes from class and identify as clearly as you can what you do not understand.

Students **cannot** expect the lecturer to explain the work if they did not attend the scheduled classes.

In consideration of COVID-19, your lecturers will not be holding in-person consultation hours. Time has, however, been set aside when you can contact your lecturer directly, using the University's email system, or Microsoft Teams. Please

² Romer, D. 1993. Do students go to class? Should they? *Journal of Economic Perspectives*, 7(3): 167 – 174.

observe etiquette in all communication, giving respect to lecturers, fellow students, administrative staff and the wider university community.

Stationery

All Economics students will require the following stationery:

- 4 * Black / Blue pen(s)
- 4 * Pencils / clutch pencils
- 4 * Exercise books / examination pads
- Sharpener
- Erasers
- Ruler
- Scientific calculator
- Stapler (and staples)
- Punch

Digital Requirements

Students must have access to the following hardware and software:

- Access to a desktop PC / laptop or a smartphone³. Any of the aforementioned devices capable of running a recently updated web browser (such as Firefox or Chrome) should be sufficient to access your module online. This includes support for streaming audio and video. However, bear in mind that processor speed, amount of RAM and Internet connection speed can greatly affect performance.
- A stable Internet connection is highly recommended.
 - The University's Management has advised students who do not have access to a desktop PC / laptop or a smartphone with a reasonably stable Internet connection, or who will not be able to effectively learn online from home (remotely) for other justifiable reasons, to reside in Gqeberha (formerly known as Port Elizabeth) or George so that they can access the University's general and specialised computer labs and Wi-Fi on campus, even if all their modules are online. Please note that a permit request must be completed before students will be granted access to any campus. Permit requests can be submitted via this link: <https://webapps.mandela.ac.za/permitrequest/>
- Students need the necessary programmes on their devices and need to know how to login and access their modules in Moodle as well as use MS Teams for virtual sessions. Virtual tutorials are available to assist in this regard. It is recommended that you refer to the Faculty's Orientation app or access the resources via this link: <http://getdigiready.mandela.ac.za/>
- A program to typeset problem sets and exam solutions.
 - Microsoft Office 365 is freely available to all registered Nelson Mandela University students.
 - Free alternatives to Microsoft Office include OpenOffice and LibreOffice.
- Access to high-quality scanning. There are numerous smartphone apps (e.g., Microsoft's Office Lens, Adobe Scan or CamScanner) that can be utilised for this purpose.
 - Please ensure that the photo / scan that you upload to the Moodle site is clear enough to be legible so that your lecturer can mark it. Take care that you don't crop off sections, take the photo in poor lighting, cast a shadow over your work when taking the photo, or omit certain answers. The scan/photo does not have to be at the highest resolution settings of your phone's camera, but it must be legible and clear. It is suggested that you answer each question on a different page. Furthermore, number each page. Ensure that your student number appears on each page that you submit. When uploading your document to Moodle check they your answers appear in the correct order as this will help the person marking the paper.

³ There are a range of options to purchase or loan a laptop, especially through NSFAS. ICT Services and Student Financial Aid can advise students. Lecturers will advise if a specific academic programme requires hi-spec laptops.

10. STUDENT RESPONSIBILITIES

Expectations for student behaviour may vary slightly between departments. However, all departments at Nelson Mandela University expect students to act consistently with the values of the University and to obey local, provincial and national laws.

Below, are some of the most important expectations that the Economics Department has of you, our new student:

You must take steps to ensure that you have access to a stable Internet connection and power supply at your chosen residence during Academic Year 2021

As already mentioned under Point 9, the University's Management has advised students who do not have access to a desktop PC / laptop or a smart device with a reasonably stable Internet connection, or who will not be able to effectively learn online from home for other justifiable reasons, to reside in Gqeberha (formerly known as Port Elizabeth) or George so that they can access the University's general and specialised computer labs and Wi-Fi on campus, even if all their modules are online. Please note that a permit request must be completed before students will be granted access to any campus. Permit requests can be submitted via this link: <https://webapps.mandela.ac.za/permitrequest/>. Furthermore, please take note of the return to campus protocols that must be adhered to. More information about these protocols can be found by clicking on the following link: <https://orientation.mandela.ac.za/orientation/media/Store/images/2021%20Calendar/Return-to-campus-protocols.png>.

You must follow the steps outlined below should you be absent from an assessment

Students will need to write assessments during both the first and second semester. Should a student fail to write any assessment due to circumstances beyond his / her / ze control the student must submit a written application to write the supplementary assessment (i.e., the Aegrotat assessment), supported by documentary evidence, to the course co-ordinator **no later than three (3) working days** after the assessment has been written.

- In the case of illness, a medical certificate must be submitted. The medical certificate must clearly indicate the nature of the illness and confirm that the student was, according to the clinical opinion of a medical practitioner, unfit to sit for the assessment on the day of the assessment in question (see General Prospectus Rule G1.11.3.2).
- In the case of death in the family, a certified copy of the death certificate must be submitted. In terms of the University's Policy "family" includes the following persons: a student's spouse or life partner or a student's parents, brother, sister, adopted parents, grandparent, child, adopted child, grandchild, or his / her legal spouse's parents.
- Students taking part in any recognised sport, cultural or other student activity at provincial level or higher on the date of an assessment must also provide suitable documentary evidence (e.g. a letter from their coach / manager) to the course co-ordinator. If the application is on religious grounds or cultural practices or observances, a letter from the relevant ordained religious leader or designated authority in charge must be provided to the course co-ordinator.

You must follow the steps outlined below should load-shedding occur at the same time as an online assessment is being conducted

- Students must check the load-shedding schedules for the area in which they reside and to then plan accordingly. Some municipalities make this information available on their websites. The University's Student Portal also publishes the load-shedding schedules for Gqeberha (formerly known as Port Elizabeth) and George. Furthermore, ESKOMSEPUSH is an app that can be used to check when load-shedding is scheduled in the area in which you reside. Students who are likely to be affected by load-shedding must advise their lecturer BEFORE the assessment commences that load-shedding has been scheduled for his/her/ze area and submit a sworn affidavit of the scheduled outage. The affidavit should be submitted within one working day of the assessment not being written.
- Should a student experience unscheduled load-shedding during an assessment, and is thus disadvantaged, then he/she/ze, must submit a sworn affidavit to this effect. Such evidence should be provided within one working day of the assessment not being written.

You must ensure that the document(s) you submit via Moodle are legible and contain all the answers you want marked

Some modules require assessments to be submitted electronically. While the Department of Economics would prefer students to type their answers, we realise that this might not be possible for some students. Students who thus submit handwritten or hand drawn answers should please take note of the following points. Firstly, it is important to make sure the scan of your work is clear and legible. Improperly formatted or illegible scans may not be accepted. If you use a smart device to take a photo of your work, use a scanning app such as those mentioned in Point 9. Below are a few tips that you might wish to follow when scanning your handwritten work.

- Use the darkest pen (blue or black) or pencil that you have available when writing your answers to the assessment's questions.
- Write your response to the assessment's questions on A4 size white lined (or unlined) paper.
- Only write on one side of the paper (writing on both sides can create problems when scanning).
- Scan on a flat surface.
- Scan on a surface with a high contrast to your paper. (So, if your paper is white, scan on a dark surface.)
- Include the surface in your scan. The scanning software will find the corners for you.
- Scan your pages slowly with steady hands so that your photos are not blurry.
- Don't cut off (i.e., crop) sections of your answers, take the photo in poor lighting or cast a shadow over your work when taking the photo.
- Make sure that the orientation of all pages is set to "portrait" and that none of your pages are upside down.
- You should also make sure that each page that you submit includes your student number. Your student number should preferably appear at the top of your page.
- It is suggested that you answer each question on a different page. Furthermore, clearly indicate the question number that is being answered.
- Students who complete their assignment on paper, should, preferably, scan the documents to a single PDF file. Alternatively, compile all images, in the correct order, into a single document (e.g. MS Word).
- Guard against incomplete or incorrect conversion to PDF.
- Submission of corrupt files will result in a mark of zero.
- Do not password-protect the file that you upload to the Moodle site.

You must uphold the values of honesty and academic integrity

With regards to integrity it is important to note that the Department of Economics, places a premium on the absolute honesty of every student. The Department thus expects all students registered for an Economics module to pledge not to engage in theft, dishonesty, cheating, copying assessments, downloading work from the internet and claiming it as theirs, plagiarising, producing fraudulent medical certificates or tampering with marked assessments.

Please note that the Department reserves the right to monitor the sites that you access and to submit your work through Turnitin, a plagiarism detection service.

It is imperative that you adhere to the principles of academic integrity that are outlined in the University's General Prospectus and to which I have already alluded. Failure to do so will result in the Department referring you to the University's Disciplinary Committee.

You must meet high academic standards

You are required to meet the Department's academic expectations by creating a collaborative learning environment and displaying values of teamwork and unity. Furthermore, you are expected to respect diversity in people, ideas and opinions. In order to achieve the high academic standards expected of you, you will need to be conscientious and to attend classes regularly and on time. Furthermore, you should strive to complete all tasks within set deadlines to the best of your ability and to prepare well for assessments. However, excellence does not only entail getting distinctions in the majority, or even all, of your modules – it is also about your behaviour, it is about the role you play among your peers, it is about what you do in society as you study, it is about what and how you contribute to society upon graduation. As such, utilise each opportunity that comes your way. Participate in national competitions, such as the Nedbank-Old Mutual Budget Competition and join and become an active member of academic societies such as the Economics in Action Society.

You must check your lecture timetable and check when your assessments will be written

Lecture timetable clashes

A timetable clash occurs when a student has two teaching events scheduled at the same time. If you have a timetable clash between two modules, check to see whether the modules have duplicate lectures. This can be done by following the instructions on this website: <http://forms.mandela.ac.za/timetable/timetablestud.asp>. If there are no other times available, ensure that both modules are required modules and not elective modules. If you have a clash involving an elective module, your Faculty Administrator might advise you to choose an alternative course. If you cannot resolve your clash (for example, there is a clash between two lectures and no alternative times), contact your Faculty Administrator (see Point 6) and your modules' lecturers for advice.

Assessment timetable

It is important that you read through your modules' course outlines to determine when (and how) your assessments will take place. Misreading (or failure to read) your course outlines is not grounds to apply for special consideration. If you notice that you do have a clash, notify both modules' lecturers immediately. They will then indicate how you will be accommodated.

For your convenience the degree-stream and diploma-stream Economics 1, first semester test dates appear below:

| Degree-stream semester test dates (Introduction to Microeconomics – module codes: ECC101/EC101/ECSV101/ECS101) | | |
|---|---|-----------------|
| SEMESTER TEST | DATE | VENUE |
| 1 | Opens: Tuesday, 6 April at 08:00 Closes: Tuesday, 6 April at 24:00 | Via Moodle site |
| 2 | Opens: Monday, 10 May at 08:00 Closes: Monday, 10 May at 24:00 | Via Moodle site |
| Aegrotat / Sick Test (s) | Opens: Thursday, 3 June at 08:00 Closes: Thursday, 3 June at 24:00 | Via Moodle site |

| Diploma-stream semester test dates (Introduction to Microeconomics – module codes: ECO1001/BED1011/BED1211) | | |
|--|---|-----------------|
| SEMESTER TEST | DATE | VENUE |
| 1 | Opens: Friday, 16 April at 00:00 Closes: Friday, 16 April at 21:00 | Via Moodle site |
| 2 | Opens: Friday, 21 May at 00:00 Closes: Friday, 21 May at 21:00 | Via Moodle site |
| Aegrotat / Sick Test (s) | Opens: Friday, 4 June at 08:00 Closes: Friday, 4 June at 24:00 | Via Moodle site |

11. END-OF-MODULE ASSESSMENTS

End-of-module assessments for modules offered in the first semester are written in June/July and full year and second semester module end-of-module assessments are written in November.

In the event of end-of-module assessments being disrupted, the University reserves the prerogative to extend the examination period for a reasonable time beyond the planned end date.

12. BOOKSTORES FROM WHICH THE PRESCRIBED TEXTBOOKS MAY BE PURCHASED

New textbooks can be purchased either from the Van Schaik's Bookstore or from Rehab.

| Provider | Operating Hours | Telephone Number | Email |
|--|--|-------------------------|--|
| Rehab Books – South Campus Main Cafeteria 2 nd Avenue Campus – Auditorium Missionvale – Main Entrance | Mon – Thurs: 08:00 – 17:30 Fri: 08:00 – 16:00 Sat: 09:00 – 12:30 | 041 504 4865 / 2907 | quotes@rehabsave.co.za |
| Van Schaik's 2 nd Avenue – Ground Floor, 030 | Mon – Fri: 08:30 – 16:00 | 041 504 3752 | elmarie.killian@vanschaik.com |
| Van Schaik's Missionvale – Technical Services (M) | Mon – Fri: 08:30 – 17:00 | 087 087 8119 | fiona.jason@vanschaik.com |
| Van Schaik's Summerstrand – Student Village (University Way) | Mon – Fri: 08:30 – 17:00 Sat: 08:30 – 12:30 | 041 583 3171 | vspe@vanschaik.com |

Students may also consider purchasing their textbooks from Studentdeals.co.za, Takealot or Loot.

Studentdeals.co.za was established to address difficulties that NSFAS Financial Aid Students experienced in acquiring textbooks and technology conveniently online. For enquiries contact:

Internet address: <https://studentdeals.co.za/index.php/>

Telephone number: 041 582 1888 or 041 582 1893

Email address: info@studentdeals.co.za

13. PRESCRIBED TEXTBOOKS: DIPLOMA MODULES

| DIPLOMA IN ECONOMICS: FULL-TIME (QUALIFICATION CODE: 4406) Lectures are offered during the day (07:45 – 17:30) | | | | | |
|---|--------------------------|--------------------------------|--------------|--|--|
| Module | Module Code | Semester | Credit Value | Prerequisite | Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below. The two bookstores, namely Rehab and Van Schaiks, may also be able to assist in this regard.) |
| Introduction to Microeconomics | ECO1001 | Semester 1 | 12 | None | Mohr, P. 2020. <i>Economics for South African students</i> . 6 th edition. Pretoria: Van Schaik. ISBN: 978 0 627 03705 4 (Recommended retail price: Van Schaiks – R625.50) |
| Introduction to Macroeconomics | ECO1002 | Semester 2 | 12 | Students should preferably have taken ECO1001 before registering for ECO1002 | Mohr, P. 2020. <i>Economics for South African students</i> . 6 th edition. Pretoria: Van Schaik. ISBN: 978 0 627 03705 4 (Recommended retail price: Van Schaiks – R625.50) |
| Introduction to Management | BMM1001 | Semester 1 | 12 | None | Van Aardt, I., Bezuidenhout, Bendeman, H., Clarence, W., Naidoo, P., Sifolo, P. Swanepoel, E and van Aardt, C. 2019. <i>Entrepreneurship and new venture management</i> . 6 th edition. Cape Town: Oxford. ISBN: 978 0 190 72249 4 (Recommended retail price: Van Schaiks – R499.50) Oxford English Dictionary Geel, F.C. & Gray, B.A. 2010. <i>Scientific assignment and report writing</i> . 2 nd revised edition. Port Elizabeth: Lectern Publishing. |
| Introduction to Marketing | BBH1022 | Semester 2 | 12 | None | Kotler, P., Armstrong, G., and Tait, M. 2016. <i>Principles of Marketing: Global and Southern African Perspectives</i> . 2 nd edition. Cape Town: Pearson. ISBN: 9781775789499 (print book) (Recommended retail price: Van Schaiks – R773) or, 9781928226529 (basic ePUB); or, 9781776102372 (interactive ePUB); or, 9781928226505 (ePDF) |
| Introduction to Logistics | BLG1012 | Semester 2 | 12 | None | Horn, G., Badenhorst-Weiss, H., Cook, G., Heckrodt, S., Howell, J., Phume, T.B., Strydom, J. <i>Supply chain management: A logistics approach</i> . 1 st edition. Cape Town: Oxford. ISBN: 978 019 905 3551 (Recommended retail price: Van Schaiks – R508) |
| Introduction to Tourism | TOUR1101 | Semester 1 | 12 | None | George, R., Barben, T., Chivaka, R., Jansen van Vuuren, M., Knott, B., Lehmann, S., Mulder, M., Nel, J., Nieuwenhuizen, C., Saunders, C., Swart, K., van der Watt, H. & van Zyl, C. 2016. <i>Managing Tourism in South Africa</i> . 2 nd edition. Cape Town: Oxford. ISBN: 9780199075874 (Recommended retail price: Van Schaiks – R673.95) |
| End-user Computing | ITV1001 OR BEU1012 | Semester 1 OR Semester 2 | 12 | None | None. Free up-to-date book material from Microsoft will be placed on an accessible drive. |
| Communication in English A | LKH1000 | Year | 24 | None | Cleary, S. (ed). 2014. <i>Communication: A Hands-on Approach</i> . 2 nd edition. Kenwyn: Juta. ISBN: 9780702197970 (Recommended retail price: Van Schaiks – R402) |
| Business Accounting | RBA1002 | Semester 2 | 12 | None | Notes are provided by the relevant department |

PLEASE NOTE THAT THE PRICES MENTIONED ABOVE ARE SUBJECT TO CHANGE.

14. PRESCRIBED TEXTBOOKS: DEGREE MODULES

| Module | Module Code | Semester | Credit Value | Prerequisite | Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below. The two bookstores, namely Rehab and Van Schaiks, may also be able to assist in this regard.) |
|--|-------------|----------|--------------|------------------------|---|
| Introduction to Microeconomics | ECC101 | 1 | 12 | None | Parkin, M., Antrobus, G., Bruce-Brand, J., Fourie, A., Kohler, M., Mahonye, N., Mlilo, M., Neethling, L., Rhodes, B., Saayman, A., Schoër, V., Scholtz, D., Smit, C. & Thompson, K. 2020. <i>Economics: Global and Southern African Perspectives</i> . 3 rd edition. Cape Town: Pearson. ISBN: 978 1 485 70917 6 |
| Introduction to Macroeconomics | ECC102 | 2 | 12 | None | Parkin, M., Antrobus, G., Bruce-Brand, J., Fourie, A., Kohler, M., Mahonye, N., Mlilo, M., Neethling, L., Rhodes, B., Saayman, A., Schoër, V., Scholtz, D., Smit, C. & Thompson, K. 2020. <i>Economics: Global and Southern African Perspectives</i> . 3 rd edition. Cape Town: Pearson. ISBN: 978 1 485 70917 6 |
| Economic History B | EGV102 | 2 | 10 | None | Feinstein, C.H. 2005. <i>An economic history of South Africa: Conquest, Discrimination and Development</i> . Cape Town: Cambridge. ISBN: 978 1 139 16545 7 |
| Introduction to Business Management and Entrepreneurship | EB121 | 1 | 12 | None | Bosch, J.K., Tait, M. & Venter, E. (Eds.). 2018. <i>Business management: An entrepreneurial perspective</i> . 3 rd edition. Port Elizabeth: Prudentia. |
| Introduction to the Business Functions | EB122 | 2 | 12 | None | Bosch, J.K., Tait, M. & Venter, E. (Eds.). 2018. <i>Business management: An entrepreneurial perspective</i> . 3 rd edition. Port Elizabeth: Prudentia. |
| Accounting 1A | RV101 | 1 | 10 | None | De Villiers, Prinsloo & Rowlands. <i>Introductory Accounting 2021 edition</i> . ISBN 978-0-620-81130-9. Available at Van Schaik or order by emailing acc1textbook@gmail.com . R545 each if ordered. |
| Business Accounting 1A | RNCV111 | 1 | 12 | None | De Villiers & James. <i>Accounting for Non-Accountants 2021 edition</i> . ISBN 978-0-620-81129-3. Available at Van Schaik or order by emailing acc1textbook@gmail.com . R420 each if ordered. |
| Accounting 1B | RV102 | 2 | 14 | Accounting 1A | De Villiers, Prinsloo & Rowlands. <i>Introductory Accounting 2021 edition</i> . ISBN 978-0-620-81130-9. Available at Van Schaik or order by emailing acc1textbook@gmail.com . R545 each if ordered. |
| General Accounting 1B | RGV102 | 2 | 14 | Accounting 1A | De Villiers, Prinsloo & Rowlands. <i>Introductory Accounting 2021 edition</i> . ISBN 978-0-620-81130-9. Available at Van Schaik or order by emailing acc1textbook@gmail.com . R545 each if ordered. |
| Business Accounting 1B | RNCV112 | 2 | 12 | Business Accounting 1A | De Villiers & James. <i>Accounting for Non-Accountants 2021 edition</i> . ISBN 978-0-620-81129-3. Available at Van Schaik or order by emailing acc1textbook@gmail.com . R420 each if ordered. |
| Financial Mathematics | STAV101 | 1 | 12 | None | Notes are provided to students registered for STAV101 on the Moodle site |
| Business Statistics | STAV102 | 2 | 12 | None | Notes are provided to students registered for STAV102 |

| Module | Module Code | Semester | Credit Value | Prerequisite | Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below. The two bookstores, namely Rehab and Van Schaiks, may also be able to assist in this regard.) |
|----------------------------|-------------|----------|--------------|----------------------------|--|
| Mathematics 1A | MATT101 | 1 | 16 | None | The following free online textbook will be used for MATT101: https://openstax.org/details/books/calculus-volume-1 The Department will provide notes for the Algebra sections of the module. |
| Mathematics 1B | MATT102 | 2 | 16 | Mathematics 1A | The following free online textbook will be used for MATT102: https://openstax.org/details/books/calculus-volume-2 The Department will provide notes for the Algebra sections of the module. |
| Mathematics (Special) A | MATS101 | 1 | 8 | None | Students registered for MATS101 are provided with a study guide that includes all the material they need for this module. |
| Mathematics (Special) B | MATS102 | 2 | 8 | Mathematics (Special) A | Students registered for MATS102 are provided with a study guide that includes all the material they need for this module. |
| Computing Fundamentals 1.1 | WRFV101 | 1 | 8 | None | All notes and videos are provided on the Moodle site |
| Computing Fundamentals 1.2 | WRFV101 | 2 | 8 | Computing Fundamentals 1.1 | All notes and videos are provided on the Moodle site |
| Mathematics for Accounting | MACV101 | | 12 | | Notes will be available free of charge to MACV101 students. Students will, however, have to purchase the SHARP EL-738 series calculator. Latest version from last year was the SHARP EL- 738 XT. |

15. DIPLOMA QUALIFICATIONS (1ST YEAR MODULES)

The extended curriculum programme for Diploma studies provides alternative university access to students who have the potential to succeed, but do not meet the minimum admission requirements for the mainstream programme. The purpose of the programme is to integrate additional academic support and skills development with mainstream courses in order to prepare the student for successful completion of the relevant Diploma.

| DIPLOMA IN ECONOMICS (EXTENDED): FULL-TIME QUALIFICATION CODE: 4437 | | | | |
|--|---------------------------------------|------------------|--------------------|---------------------|
| Full-time | | Presented | Module Code | Credit Value |
| Year 1 | | | | |
| 1 | Academic & Life Skills Development 1 | Year | ALM1000 | 4 |
| 2 | Communication in English | Year | LKH11X0 | 6 |
| 3 | Numerical Skills for Business | Year | MNU1X0 | 6 |
| 4 | Computer Skills (Extended) | Year | ITVL1X0 | 12 |
| 5 | Introduction to Management (Extended) | Year | BMM1X0 | 12 |
| DIPLOMA IN ECONOMICS (EXTENDED): FULL-TIME QUALIFICATION CODE: 4437 | | | | |
| Year 2 | | | | |
| 1 | Academic & Life Skills Development | Year | ALM2000 | 2 |
| 2 | Communication in English | Year | LKH21X0 | 6 |
| 3 | Augmented Economics (Microeconomics) | Semester 1 | ECO10X1 | 12 |
| 4 | Introduction to Marketing (Augmented) | Semester 1 | BBH11X1 | 12 |
| 5 | Introduction to Tourism (Augmented) | Semester 1 | TOU10X1 | 12 |
| 6 | Augmented Business Accounting | Semester 2 | RBA10X2 | 12 |
| 7 | Augmented Economics (Macroeconomics) | Semester 2 | ECO10X2 | 12 |
| 8 | Introduction to Logistics (Augmented) | Semester 2 | BLG10X2 | 12 |

YEAR 3 and YEAR 4: Students choose between the programme of years 2 and 3 of:

- Diploma in Economics; National Diploma in Logistics; National Diploma in Management; National Diploma in Marketing; National Diploma in Tourism Management.

| DIPLOMA IN ECONOMICS: FULL-TIME QUALIFICATION CODE: 4406 | | | | |
|---|--------------------------------|------------------|--------------------|---------------------|
| | | Presented | Module Code | Credit Value |
| First Year | | | | |
| | Compulsory modules: | | | |
| | Introduction to Marketing | Semester 2 | BBH1022 | 12 |
| | Introduction to Microeconomics | Semester 1 | ECO1001 | 12 |
| | Introduction to Macroeconomics | Semester 2 | ECO1002 | 12 |
| | End-user Computing | Semester 2 | ITV1002 | 12 |
| | Business Accounting | Semester 2 | RBA1002 | 12 |
| | Communication in English A | Year | LKH1000 | 24 |
| | Introduction to Logistics | Semester 2 | BLG1012 | 12 |
| | Introduction to Management | Semester 1 | BMM1001 | 12 |
| | Introduction to Tourism | Semester 1 | TOUR1101 | 12 |
| | Credits First Year | | | 120 |

16. DEGREE QUALIFICATIONS (1ST YEAR MODULES)

| BACHELOR OF COMMERCE (GENERAL: ECONOMICS) (EXTENDED) | | | | |
|---|--------------------------------------|------------------|--------------------|---------------------|
| QUALIFICATION CODE: 40196 | | | | |
| | | Presented | Module Code | Credit Value |
| YEAR 1 | | | | |
| | Compulsory modules: | | | |
| | Academic and Life Skills Development | Year | ALMV100 | 4 |
| | Augmented Business Management | Semester 2 | EBC1X2 | 9 |
| | English for Business | Year | LEAF1X0 | 4 |
| | Mathematics for Accounting | Semester 2 | MACV101 | 12 |
| | Pre-calculus 1 | Semester 1 | MATT1X1 | 4 |
| | Pre-calculus 2 | Semester 2 | MATT1X2 | 4 |
| | Foundation Accounting | Year | RF1X0 | 4 |
| | Foundation Statistics | Semester 1 | STAV1X1 | 4 |
| | Extended Computing Fundamentals 1.1A | Year | WRFV1X0 | 6 |
| | Credits First Year | | | 51 |
| YEAR 2 | | | | |
| | Compulsory modules: | | | |
| | Academic and Life Skills Development | Year | ALMV110 | 2 |
| | Augmented Business Management | Semester 1 | EBC1X1 | 9 |
| | Augmented Micro-economics | Semester 1 | ECO1X1 | 9 |
| | Augmented Macro-economics | Semester 2 | ECO1X2 | 9 |
| | Augmented Commercial Law A | Semester 1 | JHAV1X1 | 9 |
| | Augmented Company Law | Semester 2 | JHNV1X1 | 9 |
| | English for Business 122 | Year | LEAF10X | 2 |
| | Augmented Accounting | Semester 1 | RF1X1 | 8 |
| | Augmented General Accounting 1B | Semester 2 | RGF1X2 | 10 |
| | Business Statistics 102 | Semester 2 | STAV102 | 12 |
| | Extended Computing Fundamentals 1.2 | Year | WRFV10X | 6 |
| | Credits Second Year | | | 85 |
| YEARS 3 AND 4 OF THE PROGRAMME ARE THE SAME AS YEARS 2 AND 3 OF THE CORRESPONDING MAINSTREAM DEGREES. | | | | |

| BACHELOR OF COMMERCE (ECONOMICS AND STATISTICS) | | | | |
|--|--|------------------|--------------------|---------------------|
| QUALIFICATION CODE: 40020 | | | | |
| | | Presented | Module Code | Credit Value |
| First Year | | | | |
| | Compulsory modules: | | | |
| | Business Management | | | |
| | Introduction to Business Management and Entrepreneurship | Semester 1 | EB121 | 12 |
| | Introduction to the Business Functions | Semester 2 | EB122 | 12 |
| | Economics | | | |
| | Introduction to Microeconomics | Semester 1 | ECC101 | 12 |
| | Introduction to Macroeconomics | Semester 2 | ECC102 | 12 |
| | Accounting | | | |
| | Accounting 1A | Semester 1 | RV101 | 10 |
| | Or Business Accounting 1A | Semester 1 | RNCV111 | 12 |
| | Accounting 1B | Semester 2 | RV102 | 14 |
| | Or General Accounting 1B | Semester 2 | RGV102 | 14 |
| | Or Business Accounting 1B | Semester 2 | RNCV112 | 12 |
| | Statistics | | | |
| | Financial Mathematics | Semester 1 | STAV101 | 12 |
| | Business Statistics | Semester 2 | STAV102 | 12 |
| | Select either A or B: | | | |
| A | Mathematics | | | |
| | Mathematics 1A | Semester 1 | MATT101 | 16 |
| | Mathematics 1B | Semester 2 | MATT102 | 16 |
| B | Mathematics (Special) A | | | |
| | Mathematics (Special) A | Semester 1 | MATS101 | 8 |
| | Mathematics (Special) A | Semester 2 | MATS102 | 8 |
| | AND | | | |
| | Computer Science I | | | |
| | Computing Fundamentals 1.1 | Semester 1 | WRFV101 | 8 |
| | Computing Fundamentals 1.2 | Semester 2 | WRFV102 | 8 |
| | Credits First Year | | | 128/144 |

| BACHELOR OF COMMERCE (GENERAL: ECONOMICS) QUALIFICATION CODE: 40134 | | | | |
|--|---|------------|-------------|--------------|
| | | Presented | Module Code | Credit Value |
| First Year | | | | |
| Compulsory modules: | | | | |
| Business Management | | | | |
| | Introduction to Business Management and Entrepreneurship | Semester 1 | EB121 | 12 |
| | Introduction to the Business Functions | Semester 2 | EB122 | 12 |
| Economics | | | | |
| | Introduction to Microeconomics | Semester 1 | ECC101 | 12 |
| | Introduction to Macroeconomics | Semester 2 | ECC102 | 12 |
| | Economic History B | Semester 2 | EGV102 | 10 |
| Accounting | | | | |
| | Accounting 1A Or Business Accounting 1A* | Semester 1 | RV101 | 10 |
| | | Semester 1 | RNCV111 | 12 |
| | Accounting 1B Or General Accounting 1B Or Business Accounting 1B* | Semester 2 | RV102 | 14 |
| | | Semester 2 | RGV102 | 14 |
| | | Semester 2 | RNCV112 | 12 |
| Computer Science I | | | | |
| | Computing Fundamentals 1.1 | Semester 1 | WRFV101 | 8 |
| | Computing Fundamentals 1.2 | Semester 2 | WRFV102 | 8 |
| Statistics | | | | |
| | Financial Mathematics Or Mathematics for Accounting | Semester 1 | STAV101 | 12 |
| | | Semester 1 | MACV101 | 12 |
| | Business Statistics | Semester 2 | STAV102 | 12 |
| Credits First Year | | | | 122 |
| *Students who select this option may not continue with Accounting or General Accounting in Second and Third Years. | | | | |

17. REGISTRATION INFORMATION

The minimal initial payments for studies in 2021 are

- R8 500 for full-time degree / postgraduate diploma programmes
- R4 900 for part-time degree / postgraduate diploma programmes
- R6 000 for full-time diploma / certificate programmes
- R4 200 for part-time diploma / certificate programmes
- R6 200 for students staying in the Residences (students at all campuses)
- International students are required to pay all fees in full prior to registration. Please request your estimation of fees from the International Student Accounts Office by emailing intfees@mandela.ac.za.

Nelson Mandela University's banking details for down payments:

Bank: Standard Bank

Branch: Rink Street, Port Elizabeth

Branch code: 051001

Account name: Nelson Mandela Uni-Student dep

Account no: 080265855

Reference: Your student number (very important)

Email payment confirmation to: studentaccounts@mandela.ac.za

Sponsorships: the confirmation of sponsorship for 2021 must be submitted to the Student Accounts section two working days before you register online. Proof of payment and sponsorship letters can be e-mailed to studentaccounts.employers@mandela.ac.za.

Steps to follow to register online for 2021

Follow this link: www.mandela.ac.za/Registration. Select **register now** and login.

You can request a PIN if you don't have one by following the instructions on the screen. The PIN will be sent to your Nelson Mandela University email address.

1. Select *registration*. This can be found at the top left of your screen.
2. Select *declaration by applicant*. Please read and acknowledge the content and then select *I accept*. You have to complete this process before you will be allowed to continue with your registration. **This is only applicable if this is your first online registration.** Select *register now* (on the left side of your screen).
3. Your qualification information for 2021 will be displayed. Enter your employment status by selecting a value from the list. Select *save and continue*.
4. The modules for your qualification will be displayed. Make your selection from the text box on the left. Select *save and continue* once you have selected the modules for which you want to register. Note: you may only register for 120 credits or the annual total of your programme for any specific academic year. Select *continue* and view modules selected.
5. Select *I accept* to confirm the registration of modules. Select *accept registration* in order to finalise your registration. Your proof of registration will be displayed.