

NELSON MANDELA
UNIVERSITY

DEPARTMENT OF ECONOMICS

GENERAL INFORMATION FOR 1ST YEAR STUDENTS

2022

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TABLE OF CONTENTS

		Page
1.	<u>GENERAL</u>	1
2.	<u>WHAT IS ECONOMICS?</u>	1
3.	<u>STAFF</u>	1
4.	<u>ADMINISTRATIVE PERSONNEL</u>	2
5.	<u>ACADEMIC ADVISOR</u>	3
6.	<u>FACULTY ADMINISTRATORS</u>	4
7.	<u>DIPLOMA: ECONOMICS</u>	5
8.	<u>BACHELOR OF COMMERCE QUALIFICATIONS</u>	7
9.	<u>LECTURES, STATIONERY AND DIGITAL REQUIREMENTS</u>	10
10.	<u>COMMUNICATING WITH YOUR LECTURERS AND OTHER MEMBERS OF STAFF</u>	11
11.	<u>STUDENT RESPONSIBILITIES</u>	13
12.	<u>SPECIAL NEEDS</u>	16
13.	<u>END-OF-MODULE ASSESSMENTS</u>	16
14.	<u>OUTLETS FROM WHICH THE PRESCRIBED TEXTBOOKS MAY BE PURCHASED</u>	16
15.	<u>PRESCRIBED TEXTBOOKS: DIPLOMA IN ECONOMICS (EXTENDED) (QUALIFICATION CODE: 4437)</u>	17
16.	<u>PRESCRIBED TEXTBOOKS: DIPLOMA IN ECONOMICS (QUALIFICATION CODE: 4406)</u>	20
17.	<u>PRESCRIBED TEXTBOOKS: BCOM (QUALIFICATION CODES: 40196 AND 45296)</u>	22
18.	<u>PRESCRIBED TEXTBOOKS: BCOM (QUALIFICATION CODES: 40120, 40134, 40150 AND 45044)</u>	26
19.	<u>PROSPECTUS INFORMATION: DIPLOMA QUALIFICATIONS (1ST YEAR MODULES)</u>	29
20.	<u>PROSPECTUS INFORMATION: DEGREE QUALIFICATIONS (1ST YEAR MODULES)</u>	31
21.	<u>REGISTRATION INFORMATION</u>	37

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), Ms Elizabeth Moodley (2nd Avenue Campus) or Ms Charlene Cupido (George 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 also listed in this guide. As most lecturers are still working from home, we would, however, suggest that you attempt to contact your lecturer either [via email](#) or via Microsoft Teams. 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 you a fundamental understanding of how the economy works.

3. STAFF

Protocols when communicating with staff

Communication is extremely important, and is encouraged, especially in these uncertain times. Having said that, it is important to follow certain protocols when sending emails.

The basic, underlying rule is that you should direct all communication to the appropriate person. In other words, if there is an issue with a particular module, you should send an email to that module's lecturer. **Remember to include your student number, your module code and your qualification code in all correspondence. *Please note: You should not address such an email to the Dean of the Faculty or to the Vice-Chancellor.*** For more information about sending emails and the correct [protocol](#) to follow see [Point 10](#).

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Prof Syden Mishi (Acting Head of Department: Economics)

Email: Syden.Mishi@mandela.ac.za

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Telephone Number: 041 504 1141

Mr Christopher Erasmus (1st year degree lecturer: Evening lectures: South Campus)

Email: s215144198@mandela.ac.za

Ms Litha Mini (1st year degree lecturer: Extended: South Campus)

Email: Litha.Mini@mandela.ac.za / s214032108@mandela.ac.za

Ms Nomonde Tshabalala (1st year degree lecturer: Extended: George Campus)

Email: Nomonde.Tshabalala@mandela.ac.za / s215332423@mandela.ac.za

Mr Clifford Johnson (1st year diploma modules co-ordinator: 2nd Avenue Campus and George Campus)

Email: Clifford.Johnson@mandela.ac.za

Office Number: 2nd Avenue Campus, 0131

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Ms Zintle Sikhunyana (1st year diploma lecturer: 2nd Avenue Campus)

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Miss Tiffany Petrus (1st year diploma lecturer: Evening lectures: 2nd Avenue Campus)

Email: s215141016@mandela.ac.za

Ms Keabaka Matjiwa (1st year diploma lecturer: Extended: 2nd Avenue Campus)

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Miss Sipesihle Boo (Higher Certificate in Business Studies lecturer: South Campus)

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Mr Willard Bhasa (Higher Certificate in Business Studies lecturer: George Campus)

Email: s223537233@mandela.ac.za

Ms Zintle Sikhunyana (Introduction to Economic Principles co-ordinator – Extended Public Management students: 2nd Avenue Campus)

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Telephone Number: 041 504 1541

Miss Ayabonga Soga (Introduction to Economic Principles lecturer: 2nd Avenue Campus)

Email: s218164890@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 one of our departmental secretaries. Their contact details appear below.

Name: Ms Dederé Erasmus
 Office: South Campus – Main Building – Office no. 0903 (Tel 041 504 2205)
 e-mail: Dedre.Erasmus@mandela.ac.za
 Responsible for: South Campus related ECC101/EC101/ECSV101/ECS101/ECO1X1 enquiries

Name: Ms Elizabeth (Beth) Moodley
 Office: 2nd Avenue Campus – Office no. 146 (Tel 041 504 4996)
 e-mail: Elizabeth.Moodley@mandela.ac.za
 Responsible for: 2nd Avenue Campus related ECO1001/BED1201/BED1011/BED1211/ECO10X1/BED1310 enquiries

Name: Ms Charlene Cupido
 Office: George Campus – Admin Building (Tel 044 801 5570)
 e-mail: Charlene.Cupido@mandela.ac.za
 Responsible for: George Campus related ECO1001/ECO1X1 and ECO1001/ECO10X1 enquiries

5. ACADEMIC ADVISOR

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

Our academic advisor assists 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 advisor 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 advisor is 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. **Remember to include your student number, your module code and your qualification code in all correspondence.** You may also book an appointment with Ms Hlungwani by using the Bookings app: <https://outlook.office365.com/owa/calendar/NelsonMandelaUniversity5@livenmmuac.onmicrosoft.com/bookings/>

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.

Moodle site:

The Department of Economics would like to encourage you to regularly visit the Academic Advisor's Moodle site. The site has resources that may assist you should you have queries related to:

- Academic literacy
- Faculty administration documents
- Financial aid
- General information
- Goal setting

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].

- Multilingualism
- Orientation
- Study skills or
- Time management.

Once you have registered you should be able to access the site by clicking on the following link:
<https://learn.mandela.ac.za/course/view.php?id=7607>.

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 (preferably via [email](#)). Their contact details appear below. **Please note that it is essential that you refer all queries to the Faculty Administrator who is responsible for your qualification.** Sending it to a different faculty administrator or to the manager's email address can result in lengthy delays. Furthermore, please **remember to include your student number and your qualification code in all correspondence.** 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 07 Telephone Number: 041 504 2939	BA (Development Studies) BA (Human Resource Management) BA Honours (Business Management) BA Honours (Development Studies) BA Honours (Economics) BA Honours (Industrial and Org. Psychology) BA Honours (Labour Relations & HR) BCom (General - Business Management) & Extended programme BCom (General - Economics) & Extended programme BCom (General - Statistics) BCom (General - Tourism) & Extended programme BCom (Industrial Psychology & HR Management) BCom (Logistics and Transport Economics) BCom Honours (Business Management) BCom Honours (Economics) BCom Honours (Industrial and Org. Psychology) BCom Honours (Labour Relations & HR) BCom Honours (Tourism Management)
Ms Nomathamsanqa (Tammy) Bulembu Email: Nomathamsanqa.Bulembu@mandela.ac.za Office Number: M & P Building, Building 7 – Room 29 Telephone Number: 041 504 2248	BCom (Account Science: Computer Science & Info Systems) BCom (Accounting Science: Economics & Business Management) BCom (Accounting Science: Law) BCom (Business Management & Accounting) BCom (Marketing: Business Management & Industrial Psych) BCom (Business Management & Economics) BCom (Computer Science & Information Systems) BCom (Economics and Statistics) BCom (Financial Planning) & Extended programme BCom (Food Service Management) BCom (Information Systems and Accounting) BCom (Information Systems and Auditing) BCom (Information Systems and Business Management) BCom in Marketing and Business Management Higher Certificate (Accountancy) Postgraduate Diploma (Accountancy) Postgraduate Diploma (Accounting) Postgraduate Diploma (Financial Planning) Postgraduate Diploma (Internal Auditing) Postgraduate Diploma (Maritime Studies) Postgraduate Diploma in Development Finance

Faculty Administrator's Name	Qualification that Faculty Administrator is responsible for
Ms Marchele Naidoo Email: Marchele.Naidoo@mandela.ac.za Office Number: M & P Building, Building 7 – Room G008 Telephone Number: 041 504 2801	Postgraduate Diploma in Business Administration All Masters & Doctoral Degrees
Ms Noluvo Bobi Email: Noluvo.Bobi@mandela.ac.za Office Number: M & P Building, Building 7 – Room 08 Telephone Number: 041 504 2120	BCom (General Accounting) & Extended programme BCom (Accounting)
Ms Fundiswa Ngubo Email: Fundiswa.Ngubo@mandela.ac.za Office Number: 2 nd Avenue Campus, Auditorium, Room 017 Telephone Number: 041 504 3706	Dip (Inventory and Stores Management) Dip (Logistics) & Extended programme Dip (Tourism Management) & Extended programme
Mr Xolani Sipoyo Email: Xolani.Sipoyo@mandela.ac.za Office Number: 2 nd Avenue Campus, Auditorium, Room 019 Telephone Number: 041 504 3804	Advanced Diploma (Economics) Advanced Diploma (Accountancy: Internal Auditing) Advanced Diploma (Accountancy: Prof. Accounting) Dip (Accountancy) Dip (Economics) & Extended programme Postgraduate Diploma (Applied Economics)
Ms Mandisa Mazinyo Email: Mandisa.Mazinyo@mandela.ac.za Office Number: 2 nd Avenue Campus, Auditorium, Room 019 Telephone Number: 041 504 3707	Dip (Human Resources Management) & Extended programme Dip (Management) & Extended Programme Postgraduate Diploma in Employment Relationship Man BCom Hospitality Management
Ms Denistia Gert Email: Denistia.Gert@mandela.ac.za Office Number: M & P Building, Building 7 – Room 06 Telephone Number: 041 504 4392	Advanced Diploma (Bus Studies: Monitoring & Eval) Advanced Diploma (Business Studies: HR Management) Advanced Diploma (Business Studies: Logistics Mgt) Advanced Diploma (Business Studies: Marketing Mgt) Advanced Diploma (Business Studies: Mngt Practice) Advanced Diploma (Business Studies: Tourism Mgt) Dip (Marketing) & Extended programme Higher Certificate (Business Studies)
Ms Nonkululeko Nokhepheyi George Campus Email: Nonkululeko.Nokhepheyi@mandela.ac.za	Advanced Diploma (Business Studies: Mngt Practice) Advanced Diploma (Business Studies: Tourism Mgt) BCom (Accounting) BCom (General Accounting) & Extended Programme BCom (General) & Extended Programme Dip (Management) & Extended Programme Dip (Marketing) & Extended Programme Dip (Tourism Management) & Extended Programme

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.

What is the difference between the Extended Programme and the mainstream qualification?

The Extended Curriculum Programme (ECP) is a national Department of Higher Education and Training-supported programme aimed at increasing throughput rates at South African universities. Students are assigned to the ECP depending on their applicant scores and can thus not change streams.

Students in the ECP have a reduced academic burden and more academic support in their first two years at university. Support is provided in the form of supplementary lectures and tutorials, as well as several developmental modules that have been shown to increase academic success rates at university.

As a result, ECP students' first year is split over two years, following which they proceed with the mainstream students' programme. As such, the minimum time to complete a qualification is increased by one year, when compared to mainstream students.

It should, however, be noted that regardless of whether a student took the ECP or the mainstream curriculum, one graduates with a Diploma in Economics.

Can I change streams from the Extended Programme to the mainstream qualification?

Even after successfully completing the first year of the ECP, a student enrolled in the ECP cannot transfer to the mainstream programme. The ECP must be completed in its entirety.

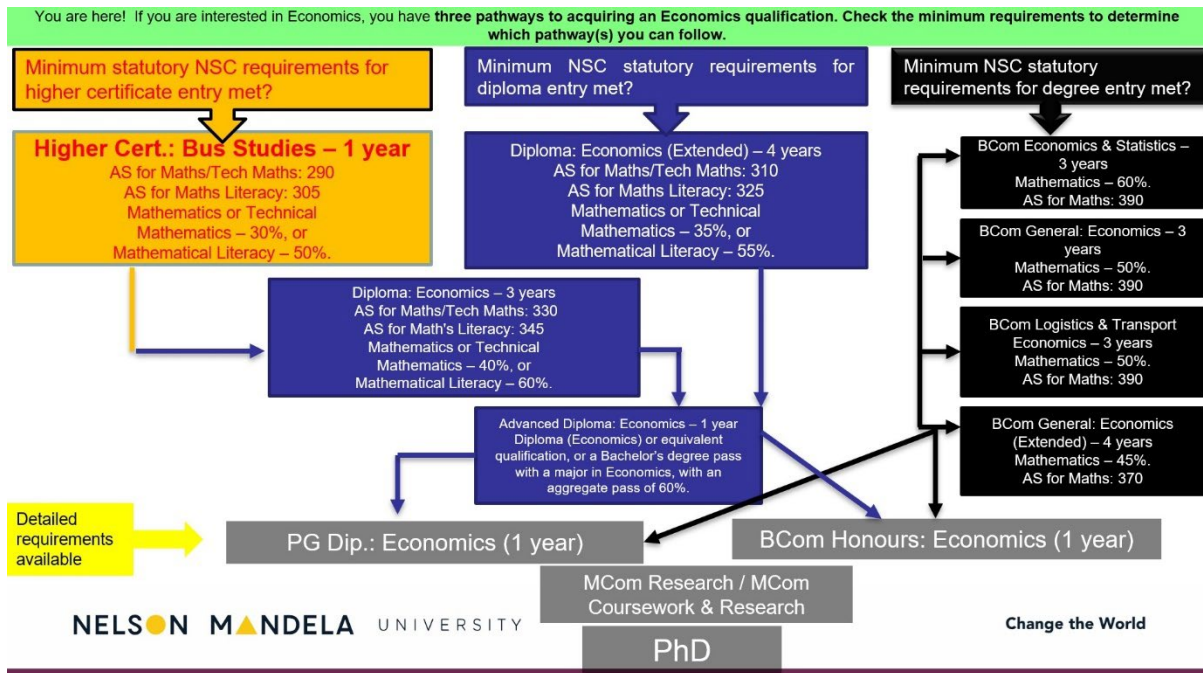
Is it possible to register for the second-year of a degree qualification if all the modules that I should do in that qualification are the same as the modules I completed in the first year of the Diploma in Economics qualification?

Unfortunately, students cannot do so as the Diploma in Economics is an NQF-level 6 qualification, while the BCom programmes are NQF-level 7 qualifications. As such, the modules are pitched at different levels.

Once I have graduated with a Diploma in Economics is it possible to articulate (i.e., move) into a BCom qualification?

The Department of Economics' diverse qualifications aim to provide students with qualifications that will provide them with in-depth knowledge of contemporary microeconomic and macroeconomic theories, concepts and methods and the ability to apply economic theory and use quantitative techniques to address typical problems confronting business and government; and to have both horizontal and vertical articulation pathways.

Once you have successfully completed your diploma qualification you can, therefore, articulate into the degree stream.



Please note that you may apply to be exempted from some of the modules that you will pursue in the degree stream after having successfully completed your Diploma in Economics.

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.

Is the Advanced Diploma in Economics equivalent to a degree?

While the Advanced Diploma in Economics is at the same NQF-level as a degree (namely, NQF Level-7) the Advanced Diploma has a different focus to a BCom degree. Our degree qualifications are more theoretical in nature and focus on improving students critical thinking skills. The Advanced Diploma, meanwhile, is more applied in nature and thus has a greater focus on providing career-centric training.

8. BACHELOR OF COMMERCE QUALIFICATIONS

What is the difference between the BCom (General) (Qualification code: 45044), BCom (General: Economics) (Qualification code: 40134) and BCom (Economics and Statistics) (Qualification code:40120) 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) or BCom (General: Economics) programmes. Secondly, in the BCom (General) and BCom (General: Economics) qualifications students have the opportunity to combine their passion for Economics with another commerce-related major. These qualifications thus open up a wide variety of career options in the business world and the financial services industry.

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. Students will be equipped with the skills needed to isolate and infer causes of economic and business outcomes, make forecasts, and make data-informed decisions. 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.

Can you please provide a brief overview of the BCom (Logistics and Transport Economics) (Qualification code: 40150) qualification?

Efficient and effective Logistics, Transport and Supply Chain Management play critical roles in the success of modern business firms. The proper management of these three focus areas is essential for the creation of a competitive advantage as it impacts directly on cost structures, customer service levels and overall profitability.

The BCom in Logistics and Transport Economics introduces and prepares the student for the ever-changing demands of the business world. This programme will enable students to apply themselves in line with the demands and challenges of real-world Logistics, Transport and Supply Chain Management related issues.

What is the difference between the Extended Programme and the mainstream qualification?

The Extended Curriculum Programme (ECP) is a national Department of Higher Education and Training-supported programme aimed at increasing throughput rates at South African universities. Students are assigned to the ECP depending on their applicant scores and can thus not change streams.

Students in the ECP have a reduced academic burden and more academic support in their first two years at university. Support is provided in the form of supplementary lectures and tutorials, as well as several developmental modules that have been shown to increase academic success rates at university.

As a result, ECP students' first year is split over two years, following which they proceed with the mainstream students' programme. As such, the minimum time to complete a qualification is increased by one year, when compared to mainstream students.

It should, however, be noted that regardless of whether a student took the ECP or the 'mainstream' curriculum, one graduates with a Bachelor of Commerce qualification.

Can I change streams from the Extended Programme to the mainstream qualification?

Even after successfully completing the first year of the ECP, a student enrolled in the ECP cannot transfer to the mainstream programme. The ECP must be completed in its entirety.

Can I, at the end of my first year, apply to change from the BCom (General: Economics) qualification to the BCom (Economics and Statistics) qualification?

Yes, you can apply to do so. However, please note that Mathematics or Mathematics Special are prerequisites for many second-year Statistics modules. As Mathematics and Mathematics Special do not form part of the BCom (General: Economics) first year curriculum you would thus need to take at least one more year to complete your qualification.

Purpose of the Bachelor of Commerce qualifications

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 qualifications

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 on Monday, 14 February 2022.

The Department of Economics' lectures and assessments

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 2022, 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 check these platforms at least twice weekly.

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.

Service departments' lectures and assessments

Please note that our service departments may be following a different mode of delivery to that which is being followed by the Department of Economics. As such, please pay careful attention to all communication received from those departments as they might require you to, for example, attend tutorials on campus or to write assessments on campus.

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.

Please note that you **cannot** expect your lecturer to explain the work if you 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 observe etiquette in all communication](#), giving respect to lecturers, fellow students, administrative staff and the wider university community.

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

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

Please take note of the following requirements:

- You must have 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 Gqebhera (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 you must follow the University's COVID-19 protocols when accessing a campus (<https://orientation.mandela.ac.za/orientation/media/Store/documents/2022%20AY/2022AY-letter-FINAL.pdf>).
- You must have the necessary programmes / software on your devices.
 - Furthermore, you need to know how to login and access your modules in Moodle as well as how to use Microsoft 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 these links: <https://orientation.mandela.ac.za/Digital-Learning-Readiness-Programmes> and <https://orientation.mandela.ac.za/How-to-connect-to-my-online-classroom>.
 - A program to typeset problem sets and exam solutions is required.
 - Microsoft Office 365 is freely available to all registered Nelson Mandela University students.
 - Free alternatives to Microsoft Office include OpenOffice and LibreOffice.
- You must have 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.

10. COMMUNICATING WITH YOUR LECTURERS AND OTHER MEMBERS OF STAFF

Email is the main form of communication that students use to contact their lecturers.

While you might have sent emails before, the Department of Economics would like to point out a few points of email etiquette.

- **It is strongly recommended that you use your @mandela.ac.za student email account**
Your university email account includes your student number which makes it easier for your lecturer to assist you. Should you email your lecturer using your personal email account, please include your student number so that your lecturer can provide you with meaningful feedback.
- **Write a clear subject line that details the main issue you would like to have addressed**
A good subject line tells a lecturer what your email is about.
For example:
If you have a question about an assignment that is due, your subject line might read: **Question about the [Module code] assignment that is due on [specify the date].**

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.

Should you wish to make an appointment to discuss a section of the work that you are finding challenging your subject line might read: **[Module code]: Requesting an appointment on [specify date] to discuss [specify the section of the work that you need help with].**

- **Use a professional salutation / greeting**

It is generally considered polite to start your email with “**Dear**”. “Hey”, “Hello” or “Hi” are too informal for the professional environment that you have entered as a university student.

- **Follow the salutation / greeting by your lecturer’s title and surname**

The salutation must be followed by the lecturer’s title and surname. This might seem very formal to you, but it is an important way of showing respect. The information under [Point 3](#) shows your Economics lecturers’ titles (**Mr / Miss / Ms / Mrs / Dr / Prof**) and their surnames. Make sure to double check the spelling of their surname before you hit send.

- **Ensure that the contents of your email provides enough context for your lecturer to respond appropriately**

Some lecturers have hundreds of students and may need some context to be able to place you and answer your question. The easiest way to help your lecturers ascertain who you are is by telling them which of their modules you are registered for and which day and time your lectures take place.

For example:

Dear Mr Johnson

I am a first-year Diploma in Economics student and I am enrolled in your ECO1011 course. I attend your Teams lectures that take place on Mondays and Thursdays from 11:45 until 12:55.

Once you have provided this information, you should politely state your question or request. Keep it concise and clear so that your lecturer can quickly comprehend what assistance is required and what action is expected from them.

For example:

I was wondering whether we could set up an appointment via Teams to discuss the mark I obtained on my [module code] [assessment name]. Please let me know if you are able to meet on [specify date].

- **Politely end your email**

It is courteous to thank your lecturer for their time and sign off your email with “**Yours sincerely**” or “**Kind regards**” followed by your name and surname.

For example:

Thank you for your time and have a great day.

Yours sincerely

[Your first name] [Your surname]

- **Additional points**

Do not click on “reply all” when you only want to contact your lecturer

Sometimes lecturers send an email to the entire class. If you are responding to such an email, do not click on “reply all” unless you want everyone on the list to see your message.

Office-hours

Emails sent after 17:00 on weeknights will be answered as soon as possible. A reasonable time frame for an answer would be two to three working days during term-time or five to seven days during recess (assuming your lecturer is not on leave).

If you email on a Friday afternoon or over the weekend, please wait until at least Tuesday afternoon before [reaching out again](#).

Professionalism

You and your lecturer have a professional relationship which should be reflected in your email to them. This means that you must use proper grammar (including capitalisation and punctuation) and that you should avoid emojis and informal abbreviations when writing your message. It is also suggested that you re-read your email to check for typos before sending it.

Protocols when sending an email

Communication is extremely important, and is encouraged, especially in these uncertain times. Having said that, it is important to follow certain protocols when sending emails.

The basic, underlying rule is that emails should be sent to the appropriate person. In other words, if there is an issue with a particular module, you should write to that module's lecturer. **You should not** address such an email to the Dean of the Faculty or to the Vice-Chancellor.

For example, if you have a query concerning the layout of the ECC101 Semester Test, this email should be sent to your ECC101 lecturer. Should, that lecturer, for example, Ms Tshabalala, not respond after a period of three working days you should then send a follow-up email to her and "CC" Dr Dyubhele, the module co-ordinator. Only if you were not to receive a reply to that email (after a period of three working days) should you forward both your original email and the follow-up email to the Department of Economics' Head of Department. Should you still not receive a reply after a few days, then you may forward the previous three emails to the Director of the School (as proof that you had gone through the appropriate steps of contacting first your lecturer, then the module co-ordinator and then the Head of Department, whilst allowing sufficient time for those individuals to have responded to your query).

Sending a follow-up email

Lecturers receive many emails (not just from students) daily. As such, please note that lecturers will be unable to respond immediately to your email. A reasonable time frame for an answer would be two to three working days during term-time or five to seven days during recess (assuming your lecturer is not on leave). If you do not get a reply within this timeframe, please send a follow-up email to your lecturer (and possibly include one of [his/her colleagues](#)). It may well be that your lecturer missed your email among all the others or that it was suppressed by the spam filter.

Below, please find the format that such an email can take:

Subject: Follow-up about [Reason for Follow-up]

Dear [Title] [Surname]

I trust that you are well. I understand that you have a busy schedule and may have missed my previous email. As such, I wanted to follow up on my email from [date on which you sent your initial email] about [what your concern or question is].

I greatly appreciate your time. Thank you again in advance for your help with [question]. I look forward to hearing from you soon.

Yours sincerely

[Your first name] [Your Surname]

11. 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 Department of Economics 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 2022

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 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/documents/2022%20AY/2022AY-letter-FINAL.pdf>.

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

You will need to write assessments during both the first and second semester. Should you fail to write any assessment due to circumstances beyond your control you 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 you were, 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 (see [General Prospectus Rule G1.11.4](#)). 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.
- If you are taking part in any recognised sport, cultural or other student activity at provincial level or higher on the date of an assessment suitable documentary evidence (e.g. a letter from your coach / manager) must also be provided to the course co-ordinator (see [General Prospectus Rule G1.11.6](#)). 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 (see [General Prospectus Rule G1.11.5](#)).

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

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

- You must check the load-shedding schedules for the area in which you 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, ESKOMSEXPUSH is an app that can be used to check when load-shedding is scheduled in the area in which you reside.
- If you are likely to be affected by load-shedding you must advise your lecturer BEFORE the assessment commences.
- Should you then be affected by load-shedding you must submit a sworn affidavit of the outage. The affidavit should be submitted to the [course co-ordinator](#) **within three working days** of the assessment not being written. In addition, evidence of the issues you experienced due to load-shedding should be provided to the course co-ordinator. Acceptable evidence includes: screenshots, photographs or videos. Providing evidence of your location using a tool such as a pin drop is also required.
- Should you experience unscheduled load-shedding or a power outage during an assessment, and thus be disadvantaged, you must submit a sworn affidavit to this effect. Such evidence should be provided to the course co-ordinator **within three working days** 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.
- If you complete your assessment on paper, you 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 access and read your course outlines / study guides

The course outline / study guide is a blueprint of each module that you are registered for. These documents usually contain important information such as lecture programmes, information relating to your assignments and assessment dates. Course outlines / study guides also describe how your final mark will be calculated as well as any class regulations and objectives. By referring to your course outline / study guide you might be able to find answers to your queries without having to contact your module co-ordinator, lecturer, tutor or academic advisor.

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 Introduction to Microeconomics, semester test dates appear below:

Degree-stream semester test dates (Introduction to Microeconomics – module codes: ECC101/EC101/ECSV101/ECS101/ECO1X1)		
SEMESTER TEST	DATE	VENUE
1	Opens: Thursday, 24 April at 16:00 Closes: Thursday, 24 April at 22:00	Via Moodle site
2	Opens: Thursday, 5 May at 16:00 Closes: Thursday, 5 May at 22:00	Via Moodle site
Aegrotat / Sick Test (s)	Opens: Thursday, 12 May at 16:00 Closes: Thursday, 12 May at 22:00	Via Moodle site

Diploma-stream semester test dates (Introduction to Microeconomics – module codes: ECO1001/BED1011/BED1201/BED1211/ECO10X1)		
SEMESTER TEST	DATE	VENUE
1	Opens: Friday, 18 March at 14:30 Closes: Friday, 18 March at 20:00	Via Moodle site
2	Opens: Friday, 22 April at 14:30 Closes: Friday, 22 April at 20:00	Via Moodle site
3	Opens: Friday, 20 May at 14:30 Closes: Friday, 20 May at 20:00	Via Moodle site
Aegrotat / Sick Test (s)	Opens: Friday, 27 May at 14:30 Closes: Friday, 27 May at 20:00	Via 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 which have been mentioned above. 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.

12. SPECIAL NEEDS

Nelson Mandela University would like to ensure that differently abled students enjoy a successful student experience, thus the University strives to ensure that academic concessions, reasonable adjustments for general accessibility, test and examinations and other academic concessions, are made to meet such students' needs. Services currently available include assistive technologies, dedicated computer spaces equipped with assistive technologies, braille transcription support, adapted transport for those with mobility difficulties, and volunteer buddies amongst others.

If you were granted any form of concession when completing an assessment in Grade 12, and may require a similar concession now that you are at University, please register your special needs with the university's Universal Accessibility and Disability Services (UADS) by clicking the following link: <https://disability.mandela.ac.za/>. The Department of Economics also encourages students who have not applied for concessions, but who may qualify for such concession to discuss their situation with UADS or our Academic Advisor (see [Point 5](#)).

13. 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.

14. OUTLETS FROM WHICH THE PRESCRIBED TEXTBOOKS MAY BE PURCHASED

New textbooks can be purchased either from a variety of online retailers, e.g., Takealot, Loot and VitalSource or from the Van Schaik bookstore.

Provider	Operating Hours	Telephone Number	Email
Van Schaik's Summerstrand – Student Village (University Way)	Mon – Fri: 08:30 – 17:00 Sat: 08:30 – 12:30	041 583 3171	cornasaunders@vanschaik.com
Van Schaik George Campus Shop 1, Student Recreation Centre		044 801 5088	Henriet.kostopoulos@vanschaik.com
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

15. PRESCRIBED TEXTBOOKS: DIPLOMA IN ECONOMICS (EXTENDED) (QUALIFICATION CODE: 4437)

PLEASE NOTE THAT THE PRICES MENTIONED BELOW ARE SUBJECT TO CHANGE

DIPLOMA IN ECONOMICS (EXTENDED): FULL-TIME QUALIFICATION CODE: 4437 Lectures are offered during the day (07:45 – 17:30)						
Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Delivery Format
Year 1						
Academic & Life Skills Development 1	ALM1000	Year	4	Snyders, S.M., Vawda, A., Taljaard, N., Brophy, M. & Plaatjes, R. (Eds.). 2005. <i>How to Make Higher Education Easier: Take control of your success.</i> Port Elizabeth: Nelson Mandela Metropolitan University. Available for free from the relevant lecturer who will provide online copies to the students.	Students to please refer to their relevant ALM lecturer.	Lectures will be presented online on Microsoft Teams as per the timetable. Assessments will be conducted online on Moodle.
Communication in English	LKH11X0	Year	6	Cleary, S. (ed). 2020. <i>Communication: A Hands-on Approach.</i> 3 rd edition. Kenwyn: Juta. ISBN: 978 1 485 13092 5 (Recommended retail price: Van Schaiks – R440.50)	Ms Raeesah Ackerdien Raeesah.Ackerdien@mandela.ac.za	Lectures and assessments will be conducted online.
Numerical Skills for Business	MNU1X10	Year	6	Notes in the form of a Study guide are provided on Moodle.	Ms Sabina Chirongoma Sabina.Chirongoma@mandela.ac.za	Online
Computer Skills (Extended)	ITVL1X0	Year	12	No textbook is required	Ms Debbie Janse van Rensburg Debbie.JansevanRensburg@mandela.ac.za	Online. Students must have access to a computer with Office 2016 or Office 365 and a stable internet connection.
Introduction to Management (Extended)	BMM1X10	Year	12	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)	Dr Welcome Kupangwa Welcome.Kupangwa@mandela.ac.za	Online

DIPLOMA IN ECONOMICS (EXTENDED): FULL-TIME QUALIFICATION CODE: 4437						
Lectures are offered during the day (07:45 – 17:30)						
Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Delivery Format
Year 2						
Academic & Life Skills Development	ALM2000	Year	2	Snyders, S.M., Vawda, A., Taljaard, N., Brophy, M. & Plaatjes, R. (Eds.). 2005. <i>How to Make Higher Education Easier: Take control of your success</i> . Port Elizabeth: Nelson Mandela Metropolitan University. Available for free from the relevant lecturer who will provide online copies to the students.	Students to please refer to their relevant ALM lecturer.	Lectures will be presented online on Microsoft Teams as per the timetable. Assessments will be conducted online on Moodle.
Communication in English	LKH21X0	Year	6	Cleary, S. (ed). 2020. <i>Communication: A Hands-on Approach</i> . 3 rd edition. Kenwyn: Juta. ISBN: 978 1 485 13092 5 (Recommended retail price: Van Schaiks – R440.50)	Ms Raeesah Ackerdien Raeesah.Ackerdien@mandela.ac.za	Lectures and assessments will be conducted online.
Augmented Economics (Microeconomics)	ECO10X1	Semester 1	12	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)	Mr Clifford Johnson Clifford.Johnson@mandela.ac.za	Lectures and tutorials will take place online. Assessments will be conducted online.
Introduction to Marketing (Augmented)	BBH11X1	Semester 1	12	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: 978 1 775 78949 9 (print book) (Recommended retail price: Van Schaiks – R773) or, 9781928226529 (basic ePUB); or, 9781776102372 (interactive ePUB); or, 9781928226505 (ePDF)	Mr Cola Pullen Cola.Pullen@mandela.ac.za	Lectures and tutorials will take place online. Assessments will be conducted online.
Introduction to Tourism (Augmented)	TOU10X1	Semester 1	12	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. 2015. <i>Managing Tourism in South Africa</i> . 2 nd edition. Cape Town: Oxford. ISBN: 978 0 199 07587 4 (Recommended retail price: Van Schaiks – R673.95)	Mrs Cashas Brandt Cashas.Witbooi@mandela.ac.za	Lectures, tutorials, and assessments will take place online.
Augmented Business Accounting	RBA10X2	Semester 2	12	Notes are provided by the relevant department	Mr Ameer Khan Ameer.Khan@mandela.ac.za	To be confirmed

Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Delivery Format
Augmented Economics (Macroeconomics)	ECO10X2	Semester 2	12	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)	To be confirmed	To be confirmed
Introduction to Logistics (Augmented)	BLG10X2	Semester 2	12	Horn, G., Badenhorst-Weiss, H., Cook, G., Heckroodt, S., Howell, J., Phume, T.B., Strydom, J. 2020. <i>Supply chain management: A South African approach</i> . 2 nd edition. Cape Town: Oxford. ISBN: 978 0 190 74989 7 (Recommended retail price: Van Schaiks – R499.50)	Mr Gavin Cook Gavin.Cook@mandela.ac.za	To be confirmed

16. PRESCRIBED TEXTBOOKS: DIPLOMA IN ECONOMICS (QUALIFICATION CODE: 4406)

PLEASE NOTE THAT THE PRICES MENTIONED BELOW ARE SUBJECT TO CHANGE

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.)	Module Co-ordinator
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)	Mr Clifford Johnson Clifford.Johnson@mandela.ac.za
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)	To be confirmed
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.	Dr Paul Tai-Hing Paul.Tai-Hing@mandela.ac.za
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: 978 1 775 78949 9 (print book) (Recommended retail price: Van Schaiks – R773) or, 9781928226529 (basic ePUB); or, 9781776102372 (interactive ePUB); or, 9781928226505 (ePDF)	Mr Andrew Marriott Andrew.Marriott@mandela.ac.za

DIPLOMA IN ECONOMICS: FULL-TIME (QUALIFICATION CODE: 4406)
Lectures are offered during the day (07:45 – 17:30)

Introduction to Logistics	BLG1012	Semester 2	12	None	Horn, G., Badenhorst-Weiss, H., Cook, G., Heckroodt, S., Howell, J., Phume, T.B., Strydom, J. 2020. <i>Supply chain management: A South African approach</i> . 2 nd edition. Cape Town: Oxford. ISBN: 978 0 190 74989 7 (Recommended retail price: Van Schaiks – R499.50)	Mr Gavin Cook Gavin.Cook@mandela.ac.za
Introduction to Tourism	TOUR1011	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. 2015. <i>Managing Tourism in South Africa</i> . 2 nd edition. Cape Town: Oxford. ISBN: 978 0 199 07587 4 (Recommended retail price: Van Schaiks – R673.95)	Ms Cashas Witbooi (Brandt) Cashas.Witbooi@mandela.ac.za
End-user Computing	ITV1002	Semester 2	12	None	None. Study material available online via Moodle	Ms Charmaine van de Haar Charmaine.VandeHaar@mandela.ac.za
Communication in English A	LKH1000	Year	24	None	Cleary, S. (ed). 2020. <i>Communication: A Hands-on Approach</i> . 3 rd edition. Kenwyn: Juta. ISBN: 978 1 485 13092 5 (Recommended retail price: Van Schaiks – R440.50)	Mr David Blignaut David.Blignaut@mandela.ac.za
Business Accounting	RBA1002	Semester 2	12	None	Notes are provided by the relevant department	Mr Ameer Khan Ameer.Khan@mandela.ac.za

17. PRESCRIBED TEXTBOOKS: BCOM (QUALIFICATION CODES: 40196 AND 45296)

PLEASE NOTE THAT THE PRICES MENTIONED BELOW ARE SUBJECT TO CHANGE

BACHELOR OF COMMERCE: FULL-TIME (QUALIFICATION CODES: 40196 AND 45296) Lectures are offered during the day (07:45 – 17:30)						
Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Mode of Delivery
Year 1						
Academic and Life Skills Development	ALMV100	Year	4	Snyders, S.M., Vawda, A., Taljaard, N., Brophy, M. & Plaatjes, R. (Eds.). 2005. <i>How to Make Higher Education Easier: Take control of your success</i> . Port Elizabeth: Nelson Mandela Metropolitan University. Available for free from the relevant lecturer who will provide online copies to the students.	Gqebhera: Mrs Mandy Brophy Mandy.Brophy@mandela.ac.za George: Mr Martin Keyter Martin.Keyter@mandela.ac.za	Lectures will be presented online on Microsoft Teams as per the timetable. Assessments will be conducted online on Moodle.
Augmented Business Management	EBC1X2	Semester 2	9	Bosch, J.K., Tait, M. & Venter, E. (Eds.). 2018. <i>Business management: An entrepreneurial perspective</i> . 3 rd edition. Port Elizabeth: Lectern. ISBN: 978 0 620 72922 2 (Recommended retail price: Van Schaiks – R818.50)	Mr Storm Watson Storm.Watson@mandela.ac.za	Lectures and assessments will be conducted online.
English for Business	LEAF1X0	Year	4	Notes will be handed out in class. Students may supplement this information with: Cleary, S. (ed). 2020. <i>Communication: A Hands-on Approach</i> . 3 rd edition. Kenwyn: Juta. ISBN: 978 1 485 13092 5	Gqebhera: Ms Aileen Ownhouse Aileen.Ownhouse@mandela.ac.za George: Mrs Ellen Erasmus-Morton Ellen.Erasmus-Morton@mandela.ac.za	Lectures and assessments will be conducted online.
Mathematics for Accounting	MACV102	Semester 2	12	Notes will be available free of charge to MACV102 students. Students will, however, have to purchase the SHARP EL-738 series calculator. Latest version from last year was the SHARP EL- 738 XT.	To be confirmed	To be confirmed
Pre-calculus	MATC1X3	Semester 1	4	Students registered for MATC1X3 are provided with a study guide that includes all the material they need for this module.	Prof Maritz Snyders Maritz.Snyders@mandela.ac.za	To be confirmed
Introductory Calculus and Linear Algebra	MATC1X4	Semester 2	4	Students registered for MATC1X4 are provided with a study guide that includes all the material they need for this module.	Prof Maritz Snyders Maritz.Snyders@mandela.ac.za	To be confirmed
Foundation Accounting	RF1X0	Year	4	De Villiers, L. & James, S. <i>Accounting for Non-Accountants 2022 edition</i> . ISBN 978-0-620-81129-3. Available at Van Schaik.	Ms Bukiwe Peter Bukiwe.Peter@mandela.ac.za	On campus assessments and tutorials. Online lectures.
Foundation Statistics	STAS1X1	Semester 1	4	To be confirmed	To be confirmed	To be confirmed

Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Mode of Delivery
Extended Computing Fundamentals 1.1A	WRFV1X0	Year	6	No textbook is required. A MOAC eBook is supplied free of charge	Ms Amanda Esterhuysen Amanda.Esterhuysen@mandel.ac.za	Lectures will take place online. Practicals will follow a hybrid (online and on campus) approach. Students who do not have a computer / laptop must attend practicals on campus in the University's labs

BACHELOR OF COMMERCE: FULL-TIME (QUALIFICATION CODES: 40196 AND 45296)						
Lectures are offered during the day (07:45 – 17:30)						
Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Mode of Delivery
Year 2						
Academic and Life Skills Development	ALMV110	Year	2	Snyders, S.M., Vawda, A., Taljaard, N., Brophy, M. & Plaatjes, R. (Eds.). 2005. <i>How to Make Higher Education Easier: Take control of your success</i> . Port Elizabeth: Nelson Mandela Metropolitan University. Available for free from the relevant lecturer who will provide online copies to the students.	Gqebhera: Mrs Mandy Brophy Mandy.Brophy@mandela.ac.za George: Mr Martin Keyter Martin.Keyter@mandela.ac.za	Lectures will be presented online on Microsoft Teams as per the timetable. Assessments will be conducted online on Moodle.
Augmented Business Management	EBC1X1	Semester 1	9	Bosch, J.K., Tait, M. & Venter, E. (Eds.). 2018. <i>Business management: An entrepreneurial perspective</i> . 3rd edition. Port Elizabeth: Lectern. ISBN: 978 0 620 72922 2 (Recommended retail price: Van Schaiks – R818.50)	Mr Storm Watson Storm.Watson@mandela.ac.za	Lectures and assessments will be conducted online.
Augmented Micro-economics	ECO1X1	Semester 1	9	Parkin, M., Antrobus, G., Bruce-Brand, J., Fourie, A., Kohler, M., Mahonye, N., Mliilo, M., Neethling, L., Rhodes, B., Saayman, A., Schoër, V., Scholtz, D., Smit, C. & Thompson, K. 2020. <i>Economics: Global and Southern African Perspectives</i> . 3rd edition. Cape Town: Pearson. ISBN: 978 1 485 70917 6 (Recommended retail price: Van Schaiks – R798.95)	Dr Noluntu Dyubhele NoluntuStella.Dyubhele@mandela.ac.za	Lectures, tutorials and assessments will be conducted online.

Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Mode of Delivery
Augmented Macroeconomics	ECO1X2	Semester 2	9	Parkin, M., Antrobus, G., Bruce-Brand, J., Fourie, A., Kohler, M., Mahonye, N., Mlilo, M., Neethling, L., Rhodes, B., Saayman, A., Schoer, 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 (Recommended retail price: Van Schaiks – R798.95)	Dr Noluntu Dyubhele NoluntuStella.Dyubhele@mandela.ac.za	Lectures, tutorials and assessments will be conducted online.
Augmented Commercial Law A	JHAV1X1	Semester 1	9	Delport, P. 2020. <i>New entrepreneurial law</i> . 2 nd edition. LexisNexis. The aforementioned textbook is recommended, but not required. However, the lecture notes are prescribed.	Ms Jacqueline Maholo Jacqueline.Maholo@mandela.ac.za	Online
Augmented Company Law	JHMV1X1	Semester 2	9	Govindjee, A. Botha, J., Katzew, J. Newman, S.P., Pillay, K. Schoeman, H.C., Shirk, A., Singh, P.P., Tait, M. Driver, S. & Wagenaar, T. 2019. <i>Fresh perspectives: Commercial law</i> . 3 rd edition. Pearson. ISBN: 978 1 485 70209 2 eText ISBN: 978 1 485 70212 2	Ms Jacqueline Maholo Jacqueline.Maholo@mandela.ac.za	Online
English for Business 122	LEAF10X	Year	2	None. Notes are provided.	Ms Raeesah Ackerdien Raeesah.Ackerdien@mandela.ac.za	Online
Augmented Accounting	RF1X1 / RF1X3	Semester 1	8	De Villiers, L. Prinsloo, B. & Rowlands, J. <i>Introductory Accounting 2022 edition</i> . ISBN 978-0-620-81130-9. Available at Van Schaik	Mrs Suzan Terblanche Suzan.Terblanche@mandela.ac.za	On campus assessments and tutorials. Online lectures.
Augmented General Accounting 1B	RGF1X2	Semester 2	10	De Villiers, L. Prinsloo, B. & Rowlands, J. <i>Introductory Accounting 2022 edition</i> . ISBN 978-0-620-81130-9. Available at Van Schaik	Mrs Suzan Terblanche Suzan.Terblanche@mandela.ac.za	On campus assessments and tutorials. Online lectures.
Business Statistics 102	STAV102	Semester 2	12	Notes are provided to students registered for STAV102	Dr Siphumlile Mangisa Siphumlile.Mangisa@mandela.ac.za	Fully online --- with lectures and assessments conducted via Moodle. Weekly tutorial session via Microsoft Teams.
Extended Computing Fundamentals 1.2	WRFV10X	Year	6	Online material – no textbook is required	Ms Natalie Tansley Natalie.Tansley@mandela.ac.za	Hybrid. Lectures will be conducted online. Some practical's and assessments will, however, be conducted on campus.

18. PRESCRIBED TEXTBOOKS: BCOM (QUALIFICATION CODES: 40120, 40134, 40150 AND 45044)

PLEASE NOTE THAT THE PRICES MENTIONED BELOW ARE SUBJECT TO CHANGE

BACHELOR OF COMMERCE: FULL-TIME (QUALIFICATION CODES: 40120, 40134, 40150 AND 45044) 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.)	Module Co-ordinator
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 (Recommended retail price: Van Schaiks – R798.95)	Dr Noluntu Dyubhele NoluntuStella.Dyubhele@mandela.ac.za
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 (Recommended retail price: Van Schaiks – R798.95)	Dr Noluntu Dyubhele NoluntuStella.Dyubhele@mandela.ac.za
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 (Recommended retail price: Makro – R580)	To be confirmed
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: Lectern. ISBN: 978 0 620 72922 2 (Recommended retail price: Van Schaiks – R818.50)	Mr Storm Watson Storm.Watson@mandela.ac.za
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: Lectern. ISBN: 978 0 620 72922 2 (Recommended retail price: Van Schaiks – R818.50)	Mr Storm Watson Storm.Watson@mandela.ac.za
Accounting 1A	RV101	1	10	None	De Villiers, L. Prinsloo, B. & Rowlands, J. <i>Introductory Accounting</i> 2022 edition. ISBN 978-0-620-81130-9. Available at Van Schaik	Mrs Lorelle De Villiers Lorelle.DeVilliers@mandela.ac.za
Business Accounting 1A	RNCV111	1	12	None	De Villiers, L. & James, S. <i>Accounting for Non-Accountants</i> 2022 edition. ISBN 978-0-620-81129-3. Available at Van Schaik	Mr Tarish Jagwanth Tarish.Jagwanth@mandela.ac.za

Module	Module Code	Semester	Credit Value	Prerequisite	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator
Accounting 1B	RV102	2	14	Accounting 1A	De Villiers, L. Prinsloo, B. & Rowlands, J. <i>Introductory Accounting 2022 edition</i> . ISBN 978-0-620-81130-9. Available at Van Schaik	Mrs Lorelle De Villiers Lorelle.DeVilliers@mandela.ac.za
General Accounting 1B	RGV102	2	14	Accounting 1A	De Villiers, L., Prinsloo, B. & Rowlands, J. <i>Introductory Accounting 2022 edition</i> . ISBN 978-0-620-81130-9. Available at Van Schaik	Mrs Lorelle De Villiers (Lorelle.DeVilliers@mandela.ac.za) / Mrs Suzan Terblanche (Suzan.Terblanche@mandela.ac.za)
Business Accounting 1B	RNCV112	2	12	Business Accounting 1A	De Villiers, L. & James, S. <i>Accounting for Non-Accountants 2022 edition</i> . ISBN 978-0-620-81129-3. Available at Van Schaik.	Mr Tarish Jagwanth Tarish.Jagwanth@mandela.ac.za
Financial Mathematics	STAV101	1	12	None	Notes are provided to students registered for STAV101 on the Moodle site	Prof Gary Sharp Gary.Sharp@mandela.ac.za
Business Statistics	STAV102	2	12	None	Notes are provided to students registered for STAV102	Dr Siphumlile Mangisa Siphumlile.Mangisa@mandela.ac.za
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.	Dr Marguerite Walton Marguerite.Walton@mandela.ac.za
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.	To be confirmed
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.	Prof Maritz Snyders Maritz.Snyders@mandela.ac.za
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.	To be confirmed
Computing Fundamentals 1.1	WRFV101	1	8	None	All notes and videos are provided on the Moodle site	Ms Hayley Irvine Hayley.Irvine@mandela.ac.za
Computing Fundamentals 1.2	WRFV102	2	8	None	All notes and videos are provided on the Moodle site	Ms Hayley Irvine Hayley.Irvine@mandela.ac.za
Mathematics for Accounting	MACV101	1	12	None	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.	Dr Shirley Wagner-Welsh Shirley.Wagner-Welsh@mandela.ac.za
Company Law	JHMOV102	1	12	None	Delpport, P. 2020. <i>New entrepreneurial law</i> . 2 nd edition. LexisNexis. The aforementioned textbook is recommended, but not required. However, the lecture notes are prescribed.	Ms Jacqueline Maholo Jacqueline.Maholo@mandela.ac.za

Module	Module Code	Semester	Credit Value	Prerequisite	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator
Commercial Law I	JHA131	2	12	None	Govindjee, A. Botha, J., Katzew, J. Newman, S.P., Pillay, K. Schoeman, H.C., Shirk, A., Singh, P.P., Tait, M. Driver, S. & Wagenaar, T. 2019. <i>Fresh perspectives: Commercial law</i> . 3 rd edition. Pearson. ISBN: 978 1 485 70209 2 eText ISBN: 978 1 485 70212 2	Ms Jacqueline Maholo Jacqueline.Maholo@mandela.ac.za

19. PROSPECTUS INFORMATION: DIPLOMA QUALIFICATIONS (1ST YEAR MODULES)

Note: The Faculty's Prospectus may be downloaded by clicking on the following link: <https://www.mandela.ac.za/getmedia/978bac2a-4872-4b4d-9956-d531ceb2a66c/2022-Business-and-Economic-Sciences-Prospectus-Final?disposition=attachment>.

DIPLOMA IN ECONOMICS (EXTENDED): FULL-TIME QUALIFICATION CODE: 4437				
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 extended curriculum programme is to integrate additional academic support and skills development with mainstream courses in order to prepare the student for successful completion of the Diploma.				
Full-time		Presented	Module Code	Credit Value
Year 1				
	Academic & Life Skills Development 1	Year	ALM1000	4
	Communication in English	Year	LKH11X0	6
	Numerical Skills for Business	Year	MNU1X10	6
	Computer Skills (Extended)	Year	ITVL1X0	12
	Introduction to Management (Extended)	Year	BMM1X10	12
DIPLOMA IN ECONOMICS (EXTENDED): FULL-TIME QUALIFICATION CODE: 4437				
Year 2				
	Academic & Life Skills Development	Year	ALM2000	2
	Communication in English	Year	LKH21X0	6
	Augmented Economics (Microeconomics)	Semester 1	ECO10X1	12
	Introduction to Marketing (Augmented)	Semester 1	BBH11X1	12
	Introduction to Tourism (Augmented)	Semester 1	TOU10X1	12
	Augmented Business Accounting	Semester 2	RBA10X2	12
	Augmented Economics (Macroeconomics)	Semester 2	ECO10X2	12
	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; Diploma in Logistics; Diploma in Management; Diploma in Marketing; Diploma in Tourism Management.

**DIPLOMA IN ECONOMICS: FULL-TIME
QUALIFICATION CODE: 4406**

The objective of this programme is to educate persons with an interest in Economics to pursue careers in assisting economic research and economic report writing in public and private sector institutions; the latter including, amongst others, economic journalism.

		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	TOU1011	12
	Credits First Year			120

20. PROSPECTUS INFORMATION: DEGREE QUALIFICATIONS (1ST YEAR MODULES)

Note: The Faculty's Prospectus may be downloaded by clicking on the following link:
<https://www.mandela.ac.za/getmedia/978bac2a-4872-4b4d-9956-d531ceb2a66c/2022-Business-and-Economic-Sciences-Prospectus-Final?disposition=attachment>.

BACHELOR OF COMMERCE (GENERAL: ECONOMICS) (EXTENDED)				
QUALIFICATION CODE: 40196				
The purpose of the extended programme is to integrate additional academic support and skills development with mainstream courses in order to prepare the student for successful completion of the BCom degree.				
		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	MACV102	12
	Pre-calculus	Semester 1	MATC1X3	4
	Introductory Calculus and Linear Algebra	Semester 2	MATC1X4	4
	Foundation Accounting	Year	RF1X0	4
	Foundation Statistics	Semester 1	STAS1X1	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 (GENERAL) (EXTENDED)
QUALIFICATION CODE: 45296

The purpose of the extended programme is to integrate additional academic support and skills development with mainstream courses in order to prepare the student for successful completion of the BCom degree.

		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	MACV102	12
	Pre-calculus	Semester 1	MATC1X3	4
	Introductory Calculus and Linear Algebra	Semester 2	MATC1X4	4
	Foundation Accounting	Year	RF1X0	4
	Foundation Statistics	Semester 1	STAS1X1	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	JHMV1X1	9
	English for Business 122	Year	LEAF10X	2
	Augmented Accounting	Semester 1	RF1X3	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: 40120**

This qualification integrates the study of economics and statistics. By enhancing students' knowledge of the economy and understanding of economic logic with quantitative analysis skills, the qualification aims to meet a growing demand for analysts who can perform research aimed at providing answers to issues whose resolutions are not already known.

		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 Or Business Accounting 1A	Semester 1 Semester 1	RV101 RNCV111	10 12
	Accounting 1B Or General Accounting 1B Or Business Accounting 1B	Semester 2 Semester 2 Semester 2	RV102 RGV102 RNCV112	14 14 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	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

The qualification provides students with a focused, systematic and specialised understanding of current theory and practice in the fields of Macro- and Microeconomics as well as various subfields of Economics. A theoretical foundation in modules such as Accounting and Business Management ensures that this programme opens up a wide variety of career options in the business world.

		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 Semester 1	RV101 RNCV111	10 12
	Accounting 1B Or General Accounting 1B Or Business Accounting 1B*	Semester 2 Semester 2 Semester 2	RV102 RGV102 RNCV112	14 14 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 Semester 1	STAV101 MACV101	12 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.			

**BACHELOR OF COMMERCE (LOGISTICS AND TRANSPORT ECONOMICS)
QUALIFICATION CODE: 40150**

The qualification introduces and prepares the student for the ever-changing demands of the business world. This programme will enable students to apply themselves in line with the demands and challenges of real-world Logistics, Transport and Supply Chain Management related issues.

		Presented	Module Code	Credit Value
First Year				
	Compulsory modules:			
	Accounting			
	Business Accounting 1A	Semester 1	RNCV111	12
	Business Accounting 1B*	Semester 2	RNCV112	12
	Computer Science			
	Computing Fundamentals 1.1	Semester 1	WRFV101	8
	Computing Fundamentals 1.2	Semester 2	WRFV102	8
	Statistics			
	Business Statistics	Semester 2	STAV102	12
	Law			
	Commercial Law I	Semester 1	JHA131	12
	English Communication			
	Professional English	Semester 2	LEBV102	12
	Core modules:			
	Business Administration and 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
	Credits First Year			124

BACHELOR OF COMMERCE (GENERAL)
QUALIFICATION CODE: 45044

The qualification's goal is to give students a solid academic foundation in the fundamental areas of commerce. The curriculum provides for specialisation up to third year level in either Economics and Business Management, Economics and Accounting or Business Management and Accounting. This programme thus opens up a wide variety of career options in the business world.

		Presented	Module Code	Credit Value
First Year				
	Compulsory modules:			
	Economics			
	Introduction to Microeconomics	Semester 1	ECC101	12
	Introduction to Macroeconomics	Semester 2	ECC102	12
	Business Management			
	Introduction to Business Management and Entrepreneurship	Semester 1	EB121	12
	Introduction to the Business Functions	Semester 2	EB122	12
	Accounting			
	Accounting 1A	Semester 1	RV101	10
	Accounting 1B	Semester 2	RV102	14
	Or General Accounting 1B	Semester 2	RGV102	14
	Computer Science			
	Computing Fundamentals 1.1	Semester 1	WRFV101	8
	Computing Fundamentals 1.2	Semester 2	WRFV102	8
	Statistics			
	Financial Mathematics	Semester 1	STAV101	12
	Business Statistics	Semester 2	STAV102	12
	Law			
	Company Law	Semester 2	JHMV102	12
	Credits First Year			124

21. REGISTRATION INFORMATION

The minimal initial payments for studies in 2022 are

- R8 900 for full-time degree / postgraduate diploma programmes
- R5 100 for part-time degree / postgraduate diploma programmes
- R6 300 for full-time diploma / certificate programmes
- R4 400 for part-time diploma / certificate programmes
- R6 600 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:

Payments made within South Africa

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

Please note that bank payments do not reflect immediately on your student account. Allow two working days for processing. A copy of the direct deposit or electronic payment should be in your possession for enquiry purpose. Post-dated payments are not acceptable.

Payments made outside of South Africa

Bank: Standard Bank
 Bank address: Gqeberha, South Africa
 Account name: Nelson Mandela University – Main
 Account number: 080263011
 Bank swift code: SBZA ZAJJ
 Internet banking code: 051001
 Reference: Your student number (very important)
 Email payment confirmation to: intfees@mandela.ac.za

Note: Nelson Mandela University does not issue receipts for direct deposits and electronic payments made via the bank account or for payments received by mail.

For more information relating to payment methods, please click on the following link: <https://www.mandela.ac.za/www-new/media/Store/documents/Registration/First-Year-Regsitration-Guide-2022.pdf>.

Sponsorships:

Confirmation of sponsorship for 2022 must appear on an official company letterhead and must be addressed to Nelson Mandela University. The letter of authority must be submitted annually to the Student Accounts Section at least two working days before registration.

South African students must email proof of payment and sponsorship letters to studentaccounts.employers@mandela.ac.za.

International students are requested to email their sponsorship letters prior to registration for approval to intfees@mandela.ac.za.

Steps to follow to register online for 2022

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 2022 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.

Additional information about the online registration process can be found by clicking on the following link: <https://www.mandela.ac.za/www-new/media/Store/documents/Registration/2022-Online-registration-guidelines.pdf>.

Should you require additional assistance whilst registering online, please view the relevant YouTube clip:

- Diploma in Economics (Extended) (Qualification code: 4437): <https://www.youtube.com/watch?v=VDhqx2iLLGQ>
- Diploma in Economics (Qualification code: 4406): <https://www.youtube.com/watch?v=EILB5HWjzNw>
- BCom General (Economics: Extended) (Qualification code: 40196): Not yet available
- BCom General (Extended: George Campus) (Qualification code: 45296): <https://www.youtube.com/watch?v=Ygcryw6bfYI>
- BCom Economics & Statistics (Qualification code: 40120): https://www.youtube.com/watch?v=ygfTM_avkWM
- BCom General (Economics) (Qualification code: 40134): Not yet available
- BCom Logistics and Transport Economics (Qualification code: 40150): Not yet available
- BCom General (George Campus) (Qualification code: 45044): Not yet available