

# NATIONAL HIGHER CERTIFICATE: ACCOUNTANCY

Qualification code: HCAT04 - NQF Level 5

Campus where offered: Ga-Rankuwa, Mbombela and Polokwane campuses

## Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 or thereafter, should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

## REMARKS

a. *Admission requirement(s) and selection criteria:*

### • FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

#### **Admission requirement(s):**

A Senior Certificate or an equivalent qualification, with at least an E symbol at Higher Grade or a D symbol at Standard Grade for Accounting and Mathematics.

#### **Selection criteria:**

Swedish formula:

SYMBOL	HG VALUE	SG VALUE
A	7	6
B	6	5
C	5	4
D	4	3
E	3	2
F	2	1

Applicants who score 24 or more points according to the formula for academic merit are accepted. Applicants who score 23 or less are not accepted.

### • FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:

#### **Admission requirement(s):**

A National Senior Certificate with a bachelor's degree, or a diploma, or a higher certificate endorsement, or an equivalent qualification, with an achievement level of at least 4 for English (home language or first additional language), 4 for Accounting or 3 for Mathematics or 4 for Mathematical Literacy.

#### **Selection criteria:**

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least 20.

#### **Assessment procedures:**

No further assessment will be done. Applicants who achieve the minimum APS of 20 will be accepted on the basis of first come, first accepted, until the programme complement is full.

### • FOR APPLICANTS WHO OBTAINED A QUALIFICATION FROM TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES:

**Applicants with a National Diploma (Vocational) at NQF Level 4:**

#### **Admission requirement(s):**

A National Certificate (Vocational) with at least 5 for English (home language or first additional language) and 4 for Mathematics or 6 for Mathematical Literacy.



**Applicants with a National N Certificate as published in Nated 191:N5/N6 (NQF Level 5):**

**Admission requirement(s):**

A National Senior Certificate (NSC) and a National N Certificate or N Diploma in Financial Management as published in Nated 191: N5/N6 (NQF Level 5) issued by the Council for Quality Assurance in General and Further Education and Training (Umalusi) with at least 50% achievement (APS of 4) for Accounting.

Applicants will be exempted from subjects at NQF Level 5 on the grounds of N4/N5/N6 subjects passed at an average of 50% per subject. Exemption will be granted for equivalent National Higher Certificate in Accountancy subjects (including Financial Accounting I, Cost and Management Accounting I, Taxation I and Computerised Financial Systems).

- b. *Minimum duration:*  
Two years.
- c. *Presentation:*  
Day classes.
- d. *Intake for the qualification:*  
January only.
- e. *Exclusion and readmission:*  
See Chapter 2 of Students' Rules and Regulations.
- f. *Recognition of Prior Learning (RPL), equivalence and status:*  
See Chapter 30 of Students' Rules and Regulations.
- g. *Subject credits:*  
Subject credits are shown in brackets after each subject.

**CURRICULUM**

**FIRST YEAR**

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
<b>FIRST SEMESTER</b>			
BCL101T	Business Calculations I	(0,100)	
COM151B	Communication I	(0,100)	
ECN12AT	Economics IA	(0,100)	
EPS121T	Entrepreneurial Skills I	(0,100)	
FAC11AT	Financial Accounting IA	(0,100)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
<b>SECOND SEMESTER</b>			
BIF10AT	Business Information Systems IA	(0,100)	
CAC111T	Cost Accounting I	(0,100)	
CRR101T	Commercial Law for Accountants I	(0,100)	
ECN12BT	Economics IB	(0,100)	
FAC11BT	Financial Accounting IB	(0,100)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
TOTAL CREDITS FOR THE FIRST YEAR:		<b>1,000</b>	



## SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
<b>FIRST SEMESTER</b>			
AUD20AT	Auditing IIA	(0,100)	Financial Accounting IA Financial Accounting IB
BIF10BT	Business Information Systems IB	(0,100)	Business Information Systems IA
CAC20AT	Cost Accounting IIA	(0,100)	Cost Accounting I
CRR20AT	Commercial Law for Accountants IIA	(0,100)	Commercial Law for Accountants I
FAC22AT	Financial Accounting IIA	(0,100)	Financial Accounting IA Financial Accounting IB
TOTAL CREDITS FOR THE SEMESTER:		0,500	
<b>SECOND SEMESTER</b>			
AUD20BT	Auditing IIB	(0,100)	Financial Accounting IA Financial Accounting IB
CAC20BT	Cost Accounting IIB	(0,100)	Cost Accounting I
CRR20BT	Commercial Law for Accountants IIB	(0,100)	Commercial Law for Accountants I
FAC22BT	Financial Accounting IIB	(0,100)	Financial Accounting IA Financial Accounting IB
TAX101T	Taxation I	(0,100)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
TOTAL CREDITS FOR THE SECOND YEAR:		<b>1,000</b>	
TOTAL CREDITS FOR THE QUALIFICATION:		<b>2,000</b>	

### SUBJECT INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the department or in the study guide that is applicable to a particular subject. On 24 August 2017, the syllabus content was defined as follows:

#### A

##### **AUDITING IIA (AUD20AT) 1 X 3-HOUR PAPER**

*(Subject custodian: Department of Auditing)*

An introduction to auditing and a study of the basic aspects of the auditing profession, internal controls and the audit process. (Total tuition time: ± 60 hours)

##### **AUDITING IIB (AUD20BT) 1 X 3-HOUR PAPER**

*(Subject custodian: Department of Auditing)*

An introduction to internal auditing and a study of the basic aspects of the internal auditing profession, internal control and internal process. (Total tuition time: ± 60 hours)

#### B

##### **BUSINESS CALCULATIONS I (BCL101T) 1 X 3-HOUR PAPER**

*(Subject custodian: Department of Mathematics and Statistics)*

Basic mathematical and financial calculations in the business environment as a means of assisting in decision-making. (Total tuition time: ± 45 hours)



**BUSINESS INFORMATION SYSTEMS IA (BIF10AT)****CONTINUOUS ASSESSMENT****(Subject custodian: End User Computing Unit)**

Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word and MS PowerPoint) on an introductory level. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). Students will be introduced to accounting software (Pastel). (Total tuition time: ± 50 hours)

**BUSINESS INFORMATION SYSTEMS IB (BIF10BT)****CONTINUOUS ASSESSMENT****(Subject custodian: End User Computing Unit)**

Students have to acquire practical skills as end-users in MS Office Suite applications (MS Excel and MS Excel Intermediate and MS Access Essentials). Students will do online and computer-based tests. The modules are mapped with SAQA. Students will also acquire practical skills in SoftLine Pastel (Basic Processing online exam). (Total tuition time: ± 50 hours)

**C****COMMERCIAL LAW FOR ACCOUNTANTS I (CRR101T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Introduction to South African law, principles of law of contract: consensus, contractual capacity, possibility of performance, formalities, conditional contracts, breach of contract, remedies and termination. Contracts for sale. Negotiable instruments. (Total tuition time: ± 46 hours)

**COMMERCIAL LAW FOR ACCOUNTANTS IIA (CRR20AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Credit agreements, letting and hiring, agencies insurance law, security, negotiable instruments, insolvency and consumer law. (Total tuition time: ± 46 hours)

**COMMERCIAL LAW FOR ACCOUNTANTS IIB (CRR20BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Law)**

Formation of partnerships and companies. General characteristics of partnerships, companies and close corporations. The concept of legal personality. Rights and duties of partners, directors, members. Different types of companies. Incorporation of companies. Acquiring shares and membership. Different shares. Meetings and special resolutions. Business Rescue. Termination, deregistration and dissolution. (Total tuition time: ± 46 hours)

**COMMUNICATION I (COM151B)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Communication in business and industry, dialogue and interviews, questionnaires, reporting, visual literacy and numeracy, group communication, meetings, negotiation and conflict, mass communication, article writing and public speaking. (Total tuition time: ± 45 hours)

**COST ACCOUNTING I (CAC111T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Introduction to cost and management accounting. Cost concepts, classification and behaviour. System design: job-order costing. Cost behaviour, analysis and use. Material and inventory control. Cost flow and manufacturing firms. Overhead allocations. (Total tuition time: ± 60 hours)

**COST ACCOUNTING IIA (CAC20AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Cost volume profit analysis. Profit planning and the role of budgeting. Flexible budgets and overhead analysis. Pricing and intra-company transfers. Contract costing. (Total tuition time: ± 60 hours)

**COST ACCOUNTING IIB (CAC20BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Managerial Accounting and Finance)**

Process costing. Profit reporting under variable and absorption costing. Joint and by-products. Activity-based costing. Standard costing and variance analysis. (Total tuition time: ± 60 hours)



**E****ECONOMICS IA (ECN12AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

An insight into the principles and applications of microeconomics. The core content for this subject includes the problem of scarcity, choice, elasticity, demand and supply utility, efficiency and equity, production and costs, price determination under different market structures: perfect competition, imperfect competition as well as monopoly. Basic calculus and algebra are introduced. (Total tuition time: ± 40 hours)

**ECONOMICS IB (ECN12BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Economics)**

An insight into the principles and applications of macroeconomics. The core content for this subject includes measuring macroeconomic performance of the economy, simple Keynesian model, money and banking, fiscal and monetary policy, exchange rates and the balance of payments and introduction to international trade. (Total tuition time: ± 40 hours)

**ENTREPRENEURIAL SKILLS I (EPS121T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Basic business and economic principles, as well as, the application and development of entrepreneurial skills. (Total tuition time: ± 45 hours)

**F****FINANCIAL ACCOUNTING IA (FAC11AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The basic introductory elements of accounting, the application of Generally Accepted Accounting Practice (GAAP) in the business world, constructive interpretation and application of accounting information. (Total tuition time: ± 60 hours)

**FINANCIAL ACCOUNTING IB (FAC11BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The principles of Generally Accepted Accounting Practice (GAAP). The different undertakings. The various forms of financial reporting for the different undertakings. (Total tuition time: ± 60 hours)

**FINANCIAL ACCOUNTING IIA (FAC22AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The accounting approach to transactions, financial statements and disclosure in respect of companies, incomplete records, revenue, property plant and equipment. Events after statement of financial position and Inventories. (Total tuition time: ± 60 hours)

**FINANCIAL ACCOUNTING IIB (FAC22BT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

The accounting treatment of group statements and statements of cash flow according to IFRS standards. Branch accounting. Recording of taxation (deferred) according to IFRS standards. Foreign exchange. Earnings per share. Analysis and interpretation of financial statements. (Total tuition time: ± 60 hours)

**T****TAXATION I (TAX101T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Accounting)**

A close study of the current Income Tax Act, 1962 (Act No. 58 of 1962) and its practical applications, especially regarding individuals. (Total tuition time: ± 45 hours)

