

# NATIONAL HIGHER CERTIFICATE: ACCOUNTANCY

## Qualification code: HCAT04 - NQF Level 5

Campus where offered: Ga-Rankuwa, Mbombela and Polokwane campuses (day classes)  
Last year of new intake: 2019  
Teach-out (phase-out) date: 31 December 2023

Students registered for this qualification should complete their studies according to the teach-out date prescribed for the qualification, subject to the stipulations of Regulation 3.1.11 and 3.1.13 in the Students' Rules and Regulations.

Information on phased-out programmes can be obtained from the TUT website, [www.tut.ac.za](http://www.tut.ac.za).

### CURRICULUM

Consult the 2019 Faculty Prospectus for the full contents of the qualification.

#### FIRST YEAR (Last year to be offered: 2021)

| 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 (Last year to be offered: 2022)

| CODE                            | SUBJECT                            | CREDIT  | PREREQUISITE SUBJECT(S)                            |
|---------------------------------|------------------------------------|---------|--|
| <b>FIRST SEMESTER</b>           |                                    |         |  |
| AUD20AT                         | Auditing IIA                       | (0,100) | Financial Accounting IA<br>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<br>Financial Accounting IB |
| TOTAL CREDITS FOR THE SEMESTER: |                                    | 0,500   |  |



## SECOND SEMESTER

|                                      |                                    |         |  |
|--------------------------------------|------------------------------------|---------|--|
| AUD20BT                              | Auditing IIB                       | (0,100) | Financial Accounting IA<br>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<br>Financial Accounting IB |
| TAX101T                              | Taxation I                         | (0,100) |  |
| TOTAL CREDITS FOR THE SEMESTER:      |                                    | 0,500   |  |
| TOTAL CREDITS FOR THE SECOND YEAR:   |                                    | 1,000   |  |
| TOTAL CREDITS FOR THE QUALIFICATION: |                                    | 2,000   |  |

### 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. At time of publication, 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 Auditing)**

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 Finance and Investment)**

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 Finance and Investment)**

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 Finance and Investment)**

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)

