

## PROGRAMME CONTENT

### Full-Time

#### ONE YEAR PROGRAMME

- Essentials of Accounting 1
  - Basic bookkeeping
  - Financial statements
- Fundamentals of Management Accounting 1
  - Cost classification
  - Cost determination
- Communication 1 –
  - Business communication
  - Business writing
- Computerized Accounting Applications 1
  - Accounting
  - Payroll
- Business Information Systems 1
  - Introductory Computing Concepts
  - Financial Computing Concepts

#### MISSIONVALE CAMPUS

This programme is offered at NMMU Missionvale Campus.

The Missionvale Campus is one of the most exciting campuses of NMMU's six campuses, located in the Missionvale Township.

The Missionvale Campus actively seeks to "grow NMMU's growth areas" in response to both local and national needs. It boasts a new state of the art library and a new student centre which functions as the heart of the campus.

The lecture halls have been upgraded to facilitate an interactive learning environment via small group teaching and dedicated staff.

## STUDY PROGRESSION PATH FOR HIGHER CERTIFICATE IN ACCOUNTANCY STUDENTS

Higher Certificate: Accountancy

- Full-time – 1 year

Upon completion of the above programme, students with an average mark of/greater than 60%, can elect to register for:

Diploma: Accountancy

- Full-time – 3 years
- Part-time – 5 years

Upon successful completion of the above programme, students can elect to register for:

BTech: Internal Auditing

- Full-time – 1 year
- Part-time – 2 years

BTech: Cost and Management Accounting

- Full-time – 1 year
- Part-time – 2 years

For more information on these programmes, refer to the School of Accounting website at <http://accounting.nmmu.ac.za/Home>

#### ENQUIRIES:

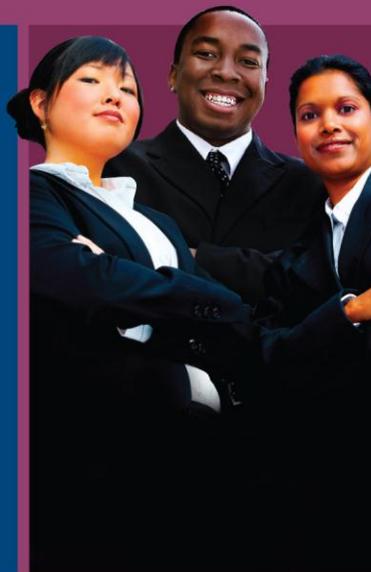
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Search for "NMMU School of Accounting" on Facebook and Youtube.

## Faculty of Business & Economic Sciences

*Managing tomorrow*



## HIGHER CERTIFICATE IN ACCOUNTANCY

## WHAT DOES THE PROGRAMME AIM TO ACHIEVE?

To train qualified bookkeepers for the private and public sectors.

To equip the students with the essential knowledge and specific skills in order to be competent in performing basic bookkeeping, tax and accounting services both manually and in the computerised environments.

To give students the opportunity to study further at tertiary level for whom it would otherwise not be possible.

## WHAT IS ACCOUNTING?

Accounting can be defined as the orderly and systematic identification and recording of the momentary values of economic transactions of a business. The reporting on the results of the transactions, and the provision of financial information in the form of financial statements, this information is used as a basis for decision making.

## WHAT MAKES THE HIGHER CERTIFICATE IN ACCOUNTANCY UNIQUE?

This qualification will give access to learners who would not have direct access to diploma entry, the opportunity to study further in the field of accountancy.

After successful completion of the Higher Certificate in Accountancy, students can leave the university to pursue careers as bookkeepers; while those with an average mark of 60% and higher in the Higher Certificate may apply for entry to the Diploma in Accountancy.

Classes are small, with individual attention.

## CAREER OPPORTUNITIES

- Bookkeepers
- Accounting clerks

## WHAT ARE THE QUALITIES OF AN ACCOUNTANT/ BOOKKEEPER?

Prospective Accountants/ Bookkeepers need to have an interest in business/financial affairs and also have the ability to analyse a problem logically. Furthermore they must have the ability to adapt to changing circumstances and be able to work under pressure.

## MINIMUM ADMISSION REQUIREMENTS

### NSC

- Candidates must have a National Senior Certificate (NSC) and pass at least four subjects with an achievement rating of Level 3 (40-49%) or better.

In addition to the above requirement, potential candidates must also comply with the following university requirements for **direct admission**:

- **Admissions Point Score (APS)** of 26.
- Minimum NSC requirements for Higher Certificate entry must be met.
- English, Afrikaans or isiXhosa (Home Language or First Additional Language) on at least a level 3 (40-49%).
- NSC achievement rating of at least 3 (40%-49%) for Mathematics or 5 (60%-69%) for Mathematical Literacy.

## HOW TO CALCULATE YOUR APS SCORE:

Subject %	0 – 29%	30 – 39%	40 – 49%	50 – 59%	60 – 69%	70 – 79%	80 – 89%	90 – 100%
APS point	0	2	3	4	5	6	7	8

Having determined the APS point for each of the seven subjects, add these together to compute an overall APS total score (which is the APS).

### NC(V)

- Minimum National Certificate (Vocational) Level 4 statutory requirements for Higher Certificate entry must be met.
- English, Afrikaans or isiXhosa First Additional Language) on at least Level 3 (40-49%).
- NC(V) achievement rating of at least Level 3 (40%-49%) for Mathematics or Level 5 (60%-69%) for Mathematical Literacy.
- Perform satisfactorily on the Access Assessment Battery.
- Applicants must have studied one of the following NC(V) programmes:
  - Marketing
  - Finance, Economics & Accounting
  - Management

### Admission via testing (Non-direct admission)

Should you not meet the above minimum admission requirements for direct admission, but have an APS of between 22 and 25, you will be referred for access testing at the university. The test results, together with your NSC results, will then be used to determine your admission possibilities to this or any other Accounting programme at NMMU.