



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

Yearbook - Part 2

Faculty of Management Sciences



2020



PAMIBIA
UNIVERSITY
OF SCIENCE
AND TECHNOLOGY

YEARBOOK 2019

PART 2

FACULTY OF
MANAGEMENT SCIENCES

(Note: The final interpretation of all regulations in this *Yearbook for the Faculty of Management Sciences* shall be vested in Council).

NOTE

The *Yearbook for the Faculty of Management Sciences* is valid for 2019 only. Curricula and syllabi may be amended for 2020.

It is obtainable free of charge from:

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Due to the rapidly changing external environment that many programmes operate in, and the University's desire to remain constantly relevant in its offerings, some programmes may be significantly amended after publication of this Yearbook. Please consult our website for the latest versions of our curricula, syllabi and academic regulations.

The fact that particulars of a specific programme, field of study, subject, or course have been included in this Yearbook does not necessarily mean that such a programme, field of study, subject, or course will be offered in the academic year 2019.

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UNDERGRADUATE PROGRAMMES**DEPARTMENT OF ACCOUNTING, ECONOMICS AND FINANCE****Code 71****QUALIFICATIONS OFFERED**

Bachelor of Accounting (Revised Programme) (Phased in 2016)	07BOAC
Bachelor of Accounting (Chartered Accountancy) (Revised Programme) (Phased in 2016)	07BACC
Diploma in the Theory of Accounting (DTOA) (Revised Programme) (Phased in 2016)	07DTOA
Bachelor of Economics	07BECCO
Bachelor of Technology: Economics (phased out end of 2019)	23BECCO

**BACHELOR OF ACCOUNTING
(Revised Programme) (Phased in 2016)****07BOAC****NQF Level: 7****NQF Credits: 398****NQF Qualification ID: Q0300****Description**

The Bachelor of Accounting is intended for students who wish to work as accountants in various types of businesses including pursuing further academic studies. The degree represents a coherent introduction to the broad knowledge, concepts and problem-solving techniques in the areas of Management Accounting, Financial Accounting, Taxation and Auditing. Students will have the opportunity to develop the required cognitive/intellectual skills, practical skills and key transferable skills, and apply these to complex accounting issues in the context of different business organisations.

The Diploma in Accounting and Finance, as a first exit level, prepares students for self-directed application of knowledge and skills in dealing with accounting issues in different types of organisations including manufacturing concerns.

Criteria for Admission

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology and comply with the additional requirements below:

- a minimum of 25 points out of five (5) subjects which includes Mathematics / Accounting and English, based on the University's Admission Point System, using a combination of NSSC Ordinary Level and/or NSSC Higher Level subjects, with at least a E symbol at NSSC Ordinary Level in English and at least a D symbol at NSSC Ordinary Level in Mathematics or Accounting.

Candidates who meet the Mature Age Entry requirements of the Namibia University of Science and Technology may be considered, but will be required to comply with the additional requirements below:

- Obtain at least 50% for the English proficiency test and 60% for the Mathematics proficiency test.

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These regulations provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Subject to the minimum requirements, graduates of the Bachelor of Accounting will ordinarily be able to pursue further studies at NQF Level 8 by enrolling for the Postgraduate Certificate in the Theory of Accountancy (PG CTA). Other study opportunities include a Bachelor of Accounting Honours degree or admission to professional examinations for the Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Chartered Financial Analyst (CFA) and the Institute of Chartered Secretaries – Southern Africa (ICSA).

Mode of Delivery

The programme will be offered on the full-time, part-time and distance modes in accordance with University's rules and regulations.

Requirements for Qualification Award

The Bachelor of Accounting will be awarded to candidates credited with a minimum of 398 NQF credits and who have met the detailed programme/qualification requirements as set out below. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the NUST Yearbook.

Teaching and Learning Strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject-specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject-specific and/or professionally/technically practical skills. This learning process will be facilitated both inside and outside the lecture room, requiring specific tasks to be carried out by the

student. This facilitation will make use of, inter alia, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

This programme also includes a component of Work Integrated Learning (WIL) that requires students to integrate and apply the knowledge obtained in the four major areas of Financial Accounting, Management Accounting, Auditing and Taxation which, together with the simulated office environment created in the Computerised Accounting laboratories.

WIL shall be offered on a 3-week continuous full-time and part-time block-release in the sixth semester. Students shall also have the opportunity to take the course through the distance mode.

WIL, also referred to as Cooperative Education, is the process of integrating work experiences with learning in a way traditional education cannot do. It provides students with opportunities to:

- Execute tasks associated with accounting and finance rather than just reading about them.
- Network with professionals and build relationships that can assist students in their future endeavours while providing a professional environment.
- Have access to companies/firms for full time positions after graduation once good working relationships have been established.
- Interact with people from diverse backgrounds and develop interpersonal skills that are not possible in a classroom environment.

WIL is important in improving the characteristics of the graduates to meet industry's needs in line with the University's vision and Strategic Plan (PSP-4). It offers opportunity for innovation and creativity when students are able to experiment in the work place with what they have learnt in class. This experience is enhanced through the completion of well structured, monitored and assessed industry-based accounting and finance-related assignments/projects right from their first year through to their third year.

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, case studies, report writing, practical application of skills and competencies, tutorials and questioning (tests and/or examinations).

Students will write tests/assignments and an end-of-semester examination in each course during which their knowledge and understanding of selected course content, their application of concepts and principles, as well as their ability to integrate the contents of different course topics and even different courses (i.e. disciplines) will be assessed. The continuous assessment is made up of at least two class tests and/or assignments and shall depend on the mode of study. Continuous assessment and the end-of-semester examination will contribute as follows to the final mark for all core courses in Accounting and Finance:

Full-time and Part-time modes:

Continuous assessment: 40% of the final mark
Final examination: 60% of the final mark

Distance mode:

Continuous assessment: 40% of the final mark
Final examination: 60% of the final mark

A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 40%. In order to pass a course, students need a final mark of at least 50% subject to a sub-minimum of 40 % in the examination.

Due to the highly technical/practical nature of the accounting sub-systems and the constantly changing international accounting standards, candidates will only be allowed one supplementary (2nd opportunity) examination. There will not be any further opportunities.

Assessment for WIL

- A report shall be structured by the Departmental Co-ordinator indicating the tasks that will be performed in specific work places in collaboration with Director of the Centre for Cooperative Education (CCE) and the representative of the selected organisation.
- Students are prepared for WIL by the CCE (both the selected organisation and NUST requirements shall be discussed and agreed upon during such sessions).
- Industry visits are done by the Director and the Departmental Representative to ensure that the agreed tasks are assigned to students and also to monitor each student's progress.
- Students shall write reports that are presented to the selected organisation and NUST representatives in addition to completing the report.
- Upon completion of WIL, the assessment results shall be as follows:

Basis	%
Portfolio comprising: Self Reflection Report, Personal Dev. Plan, Log sheets & Task schedules	50
Performance Evaluation Report by Industry Mentor & Departmental representative visits	30
Presentation by Student	20
Total	100

Transition Arrangements

There is no significant transition arrangement as the review resulted in minor changes to the programme. However, students who have failed either or both of the two revised courses, Auditing 200 and Taxation 200, will have to complete the new courses.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisites	NQF Level	NQF Credits
FAC511S	Financial Accounting 101	None	5	12
QTM511S	Quantitative Methods	None	5	12
PMI511S	Principles of Microeconomics	None	5	12
CML111S	Commercial Law 1A	None	5	12
CUS411S	Computer User Skills	None	4	10
PLU411S	Principles of English Language Use	None	4	NCB

Semester 2

FAC512S	Financial Accounting 102	Financial Accounting 101	5	12
CMA512S	Cost and Management Accounting 101	None	5	12
BLW512S	Business Law (Accounting and Finance)	Commercial Law 1A	5	12
PMA512S	Principles of Macroeconomics	None	5	12
EPR511S	English in Practice	Language in Practice/Principles of English Language Use or Equivalent	5	NCB
BSC410S	Basic Science	None	4	8

Year 2

Semester 3

FAC611S	Financial Accounting 201	Financial Accounting 101 & 102	6	13
CMA611S	Cost & Management Accounting 201	Cost & Management Accounting 101	6	13
CPL511S	Company Law	Business Law (Accounting & Fin)	5	12
IMI611S	Intermediate Microeconomics	Principles of Microeconomics	6	13
EAP511S	English for Academic Purposes	English in Practice, or Equivalent	5	14
BMI511S	Introduction to Business Management	None	5	10

Semester 4

FAC612S	Financial Accounting 202	Financial Accounting 101 & 102	6	13
CMA612S	Cost and Management Accounting 202	Cost & Management Accounting 201	6	13
TAX621S	Taxation 202	Financial Accounting 201	6	12
AUT621S	Auditing 202	Financial Accounting 201	6	12
IMA612S	Intermediate Macroeconomics	Principles of Economics 1B/ Principles of Macroeconomics	6	13
ICT521S	Information Competence	None	5	10

Year 3

Semester 5

GFA711S	Financial Accounting 310	Financial Accounting 201 & 202	7	14
GMA711S	Management Accounting 310	Cost & Management Accounting 201 & 202	7	14
GTA711S	Taxation 310	Taxation 202	7	14
GAU711S	Auditing 310	Auditing 202	7	14
SYD611S	Sustainability and Development	None	6	12

Semester 6

GFA712S	Financial Accounting 320	Financial Accounting 201 & 202	7	14
MFN710S	Managerial Finance 320	Financial Accounting 201 & 202 and Quantitative Methods	7	14
CAC710S	Computerised Accounting 301	Financial Accounting 201 & 202	7	15
WGL710S	Work Integrated Learning	All core courses in Accounting and Finance up to Semester 4.	7	24

Description

The Bachelor of Accounting (Chartered Accountancy) is intended for students who wish to pursue careers in Accounting in the public practice (chartered accountant), including auditing and taxation. The programme represents a coherent introduction to the broad knowledge, concepts and problem-solving techniques in the core areas of Management Accounting, Financial Accounting, Taxation and Auditing. Students will have the opportunity to develop the required cognitive/intellectual skills, practical skills and key transferable skills, and apply these to complex accounting issues in public practice mainly in the auditing firms.

The Bachelor of Accounting (Chartered Accountancy) specifically aims at:

- providing students with a sound foundation in the fundamental concepts, theories and frameworks of the four sub-systems of accounting;
- developing the ability of students to analyse information from a wide range of sources;
- equipping students with the requisite skills to work effectively as individuals and as members of a team;
- enabling students to communicate effectively in the workplace.

The programme also intends to provide a diverse range of skills and competencies that are both discipline-specific and job-related and facilitates the development of highly generic cognitive and intellectual skills that would enable graduates to apply their knowledge and learnt competencies to the practices of Auditing, Taxation, Financial and Management Accounting at a more complex level compared to the general programme, taking into consideration international generally accepted accounting practices.

The revised programme has been endorsed by members of the Programme Advisory Committee and the Institute of Chartered Accountants in Namibia (ICAN), while tertiary institutions in the SADC region were also consulted for purposes of benchmarking (please find evidence of consultation and support attached).

Criteria for Admission

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology and comply with the additional requirements below:

- a minimum of 30 points out of five (5) subjects which include Mathematics and English, based on the University’s Admission Point System, using a combination of NSSC Ordinary Level and/or NSSC Higher Level subjects, with at least an E symbol at NSSC Ordinary Level in English and at least a D symbol at NSSC Ordinary Level in Mathematics.
- the Department reserves the right to amend the admission requirements as and when necessary

Articulation Arrangements

Transfer of credits will be dealt with according to the University’s regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions.

Subject to the minimum requirements, graduates of the Bachelor of Accounting (Chartered Accountancy) will ordinarily be able to pursue further studies at NQF Level 8 by enrolling for the Postgraduate Certificate in the Theory of Accountancy (PGCTA).

Mode of Delivery

The programme will be offered on the full-time mode in the initial period of three years. Part-time and distance modes will be considered thereafter in accordance with NUST rules and regulations.

Requirements for Qualification Award

The Bachelor of Accounting (Chartered Accountancy) will be awarded to candidates credited with a minimum of 397 NQF credits and who have met the detailed programme/qualification requirements as set out below. In addition, students should meet the administrative and financial requirements spelt out in Part 1 of the NUST Yearbook.

Students are not expected to be on the internship (WIL) but, on completion graduates will be expected to be attached to recognised audit firms as trainees (articleship) for a minimum of three years and undergo a structured training to prepare as chartered accountants in the future.

Teaching and Learning Strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject-specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject-specific and/or professionally/technically practical skills.

This learning process will be facilitated both inside and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, *inter alia*, tutorials, case studies, problem-based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

The professional route requires a minimum of three (3) years articles, understudying a qualified chartered accountant.

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, practical structured case studies, report writing, practical application of skills and competencies, tutorials and questioning (tests and/or examinations). Students will write tests/assignments and an end-of-semester examination in each course during which their knowledge and understanding of selected course content, their application of concepts and principles, as well as their ability to integrate the contents of different course topics and even different courses (i.e. disciplines) will be assessed. The continuous assessment is made up of at least two class tests and/or assignments including an assessment of attendance of classes and/or tutorials depending on the mode of study. More weighting is given to continuous assessments in the core courses. Continuous assessment and the end-of-semester examination will contribute as follows to the final mark for all core courses of this programme as follows:

Full-time and Part-time modes:

Continuous Assessment:	50% of the final mark
Final examination:	50% of the final mark

A candidate will gain admission to the examination by obtaining a continuous assessment mark of at least 40%. In order to pass a course, students need a final mark of at least 50% subject to a sub-minimum of 40% in the examination.

Due to the highly technical/practical nature of the accounting sub-systems and the constantly changing International Accounting Standards, candidates will only be allowed one supplementary (2nd opportunity) examination. A candidate must obtain a sub-minimum of at least 40 % in the examination for all the level 7 courses in order to qualify for a 2nd opportunity examination. There will not be any further opportunities.

Transition Arrangements

The new Bachelor of Accounting (Chartered Accountancy) took effect from January 2016 for all first year students and will be completely phased in by 2018. There will be no intake for the Bachelor of Accounting (Chartered Accountancy- old curriculum in 2016).

Third-year students enrolled for The Bachelor of Accounting (Chartered Accountancy) – Old Programme – in 2015 will be granted time until the end of 2017 to complete the old degree. Should they fail to do so, they will be allowed to transition to the new programme, but will be required to complete the core Accounting courses listed in Table 1 below.

Students who are registered for 1st year in 2015, and have passed and meet the admission criteria for the new programme may transition to the new curriculum and will be given credits for service and institutional courses. However they will be required to take Financial Accounting 100 under the new curriculum.

Students who are registered for 1st year in 2015, and have failed and meet the admission criteria for the new programme may transition to the new curriculum and will be given credits for service and institutional courses. However they will be required to take Financial Accounting 100 under the new curriculum.

The students in the above two categories will lose credits for Financial Accounting 101 and Financial Accounting 102, should they have passed these in 2015.

Students who are registered for 2nd year in 2015, and have passed and wish to transition to the new curriculum, may apply to transition to the new curriculum subject to determination by the department on a case by case basis but will be required to take all new courses under the new curriculum with no equivalents.

Table 1: Courses with no equivalents under the new curriculum:

Course Code	Bachelor of Accounting (New Curriculum)
FAC501Y	Financial Accounting 100
FAC601Y	Financial Accounting 200
FAM601Y	Financial Management 200
TAX610S	Taxation 201
AUD621S	Auditing 201
FAC701Y	Financial Accounting 300
FAM701Y	Financial Management 300
AUD701Y	Auditing 300
TAX701Y	Taxation 300

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisite
QTM511S	Quantitative Methods	None
PMI511S	Principles of Microeconomics	None
CML111S	Commercial Law 1A	None
CUS411S	Computer User Skills	None
PLU411S	Principles of English Language Use	None
BMI511S	Introduction to Business Management	None

Semester 2

BLW512S	Business Law (Accounting and Finance)	Commercial Law 1A
PMA512S	Principles of Macroeconomics	None
EPR511S	English in Practice	Principles of English Language Use/Language in Practice or equivalent
BSC410S	Basic Science	None
ICT521S	Information Competence	None

Year 1

Year Course(s)

FAC501Y	Financial Accounting 100	None
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Year 2

Semester 3

CPL511S	Company Law	Business Law (Accounting and Finance)
IMI611S	Intermediate Microeconomics	Principles of Macroeconomics
EAP511S	English for Academic Purposes	English in Practice or equivalent

Semester 4

IMA612S	Intermediate Macroeconomics	Principles of Macroeconomics
AUD621S	Auditing 201	None

Year 2

Year Course(s)

FAC601Y	Financial Accounting 200	Financial Accounting 100
FAM601Y	Financial Management 200	None
TAX601Y	Taxation 201	None

Year 3

Semester 5

CAC710S	Computerised Accounting 301	Financial Accounting 200
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Semester 6

CIS610S	Contemporary Issues	None
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Year 3**Year Course(s)**

FAC701Y Financial Accounting 300
FAM701Y Financial Management 300
AUD701Y Auditing 300
TAX701Y Taxation 300

Financial Accounting 200
Financial Management 200
Auditing 201
Taxation 201

NQF Level: 7

NQF Credits: 120

NQF Qualification ID.: Q0251

Description

This programme is purposefully designed to prepare students who completed their Accounting degrees (NQF Level 7 or equivalent) at institutions that are not accredited by the Institute of Chartered Accountants in South Africa (SAICA), and/or the Institute of Chartered Accountants in Namibia (ICAN), to enter a Postgraduate Certificate in the Theory of Accounting (PG CTA), which is required by SAICA and ICAN for entry to Part 1 of the Qualifying Examinations (QE1) leading to the Chartered Accountant (Namibia) (CA, NAM). Furthermore, the programme targets students who completed their Accounting degrees (NQF Level 7 or equivalent) at a SAICA/ICAN accredited tertiary institution, but did not qualify for entry into the PG CTA. Students will be equipped with the cognitive/intellectual, practical and key/transferable skills required for admission into the PG CTA offered in South Africa at different Institutions.

NUST Statutes and Regulations

The programme shall be offered within the Namibia University of Science and Technology Statutes, general rules and guidelines.

Admission Requirements

In order to be considered for admission to this programme, students should have passed an appropriate Bachelor’s degree at NQF Level 7, or equivalent, and should have passed or have been exempted from the following courses or their equivalents at NQF Level 7 within the last three years:

- Financial Accounting 3
- Managerial Accounting and Finance 3
- Auditing 3
- Taxation 3
- Quantitative Methods/Specialised Statistics
- Company Law
- Accounting Information Systems

Exceptions may be based on the Recognition of Prior Learning (RPL) and candidates must demonstrate that they possess the necessary learning abilities to succeed in the programme.

Programme Duration

Ordinarily the Diploma in the Theory of Accounting (DTA) programme will be covered over a minimum period of one (1) year.

Requirements for Qualification Award

To complete the DTA programme, students must obtain a final mark of 55 % for Advanced Financial Accounting and 50 % for all other courses in the same academic year. In addition, students must meet the administrative and financial requirements as spelled out in Part 1 of the University’s Yearbook.

Students who fail an academic year, i.e. do not pass all four courses in the same academic year (including second opportunity examinations) cannot continue on the CTA route unless they register for all four courses the next year. Students who passed some courses may, however, retain the credits for such courses and re-do the outstanding courses the following year in order to obtain the ADTA qualification without CTA entrance. Students who fail two consecutive academic years will not be allowed to re-register for the programme.

The entire programme must be completed in a maximum period of three (3) years from the date of first registration.

Fees Information

The fees that will be charged for the Diploma in the Theory of Accounting programme cover tuition and course materials (student guides and study schedules) but do not include textbooks, accommodation and transport expenses.

Programme Structure

This ADTA programme includes the following year courses:

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
AFA701Y	Advanced Financial Accounting	None	7	30
AMF701Y	Advanced Managerial Accounting & Finance	None	7	30
ADA701Y	Advanced Auditing	None	7	30
ADT701Y	Advanced Taxation	None	7	30

Teaching and Learning

The course will be facilitated through the following learning activities:

- Comprehensive study notes for each topic which:
 - state assumed prior knowledge,
 - introduce and demonstrate new learning activities
 - specify learning outcomes
 - allow reflection on each learning activity
 - provide practical tutorials and solutions which teach students how to apply theoretical concepts, principles and techniques
- A formal self-study weekly programme allowing students to systematically complete the course content and allow adequate revision/study time in preparation for scheduled tests and examinations.
- 40 hours of lectures spread throughout the academic year by experienced Chartered Accountants [CA (NAM)] or equivalent.
- Lecturer availability to answer student e-mail queries throughout the academic year.

This facilitation will make use of, inter alia, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

Students are expected to be present during all contact hours.

Programme Assessments

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, case studies, report writing, practical application of skills and competencies, tutorials and questioning (tests and/or examinations).

Students will write tests and examinations during the academic year through which their knowledge and understanding of selected course content, their application of concepts and principles as well as their ability to integrate the contents of different course topics and even different courses (i.e. disciplines) are assessed.

Students will receive the following feedback on their assessments and tutorials:

- complete suggested solutions to all tutorial questions and all tests,
- markers' comments when results are released,
- students may review their marked tests and consult lecturers to discuss their performance and find ways to solve their problems.

ICAN's open book policy will be followed which basically allows students access to the professional body's handbook, including Accounting and Auditing Statements and applicable statutes during tests and examinations.

Students' Final Marks in all four courses will comprise 70 % Examination Mark and 30 % Year Mark.

Students' Year Marks in all four courses will comprise 50 % of the formal tests written during the current academic year and 50 % of the Mid-year examination.

To obtain admission to the final examination a student must obtain a Year Mark of at least 45 % in Advanced Financial Accounting and 40 % in the other courses.

To pass a student must obtain a final mark of 50 % for Advanced Management Accounting and Finance, Advanced Tax, Advanced Auditing with a subminimum examination mark of 40 % and 55 % for Advanced Financial Accounting with a sub-minimum examination mark of 45 %.

A student, who obtained admission to the year-end examination, wrote the examination and obtained a final mark of between 45 – 54 % for Advanced Financial Accounting and 40 %- 49 % for Advanced Management Accounting and Finance, Advanced Auditing, Advanced Tax may write a second opportunity examination.

Grading Scheme

The overall performance in a module shall be graded on a percentage scale divided as follows: (ref: Part 1 of the NUST Yearbook (Gen Rules AC 4.1))

- i. 75 and above Distinction
- ii. 70 – 74 Merit
- iii. 60 – 69 Credit
- iv. 50 – 59 Pass (55 % minimum pass requirement for Advanced Financial Accounting)
- v. 0 – 49 Fail

Transfers of Credits from Other Institutions

Transfer of credits will be dealt with according to the University's regulations on recognition of prior learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions.

Module Descriptions

Advanced Financial Accounting - AFA701Y

Graduates must be able to prepare financial statements (primary and group) in compliance with International Financial Reporting Standards (IFRS).

Advanced Managerial Accounting & Finance - AMF701Y

Graduates must be able to produce product costing statements and management information to facilitate decision making on issues such as performance evaluations, capital investments and valuations.

Advanced Auditing - ADA701Y

Graduates must be able to perform financial audits in accordance with relevant legislation/regulations and prepare audit reports.

Advanced Taxation - ADT701Y

Graduates must be able to demonstrate deepened understanding and apply fiscal legislation to calculate taxes due by a variety of entities.

Facilities and Services

Student support at the University and the Faculty include:

- University level: the library, student services.
- Faculty level: faculty-based induction, learning support units, tutor systems and a complete set of comprehensive Study notes.
- Course level: print and electronic learning resources and tutor services.
- Email query answers provided by lecturers.
- Updated web based information will be provided.

Programme Timetable

The programme schedule is detailed by week and modules and shows the distribution of how time will be spent on structured studies (lectures) at the University and unstructured studies required between the consecutive weeks. The following arrangement will be followed:

Lectures will be offered over weekends to both full-time and part-time students as far as possible.

Tests will be conducted Fridays and Saturdays as far as possible.

Refund Policy and Privacy Statement

(Ref. Part 1 of the NUST Yearbook (Gen. Rules F 7.1.8))

Students who wish to request a refund due to cancellation as a result of factors beyond their control may appeal to the Registrar in this regard. Such appeal must be submitted to the relevant Faculty Officer. Refunds are not guaranteed.

Claims for refunds made on official claim forms must be completed and handed in at the Student Information Desk, Ground Floor, Administration Building and will be processed twice a month.

ECONOMICS**BACHELOR OF ECONOMICS
(Phased in 2013) (Revised for 2018)****07BECO****NQF Level: 7****NQF Credits: 340****NQF Qualification ID: Q0285****Programme Aims/Purpose**

The Bachelor of Economics provides a systematic and coherent introduction to the knowledge, principles, concepts, data, theories and problem-solving techniques of the economics discipline. The programme will enable students to acquire cognitive/intellectual skills, practical skills and key transferable skills and to apply these skills in solving economic problems that face the public and private sectors, as well as the overall economy.

The Bachelor of Economics specifically aims at:

- providing students with a good foundation in the fundamental concepts, theories and frameworks of economics;
- developing the ability of students to analyse information from a wide range of sources;
- equipping students with the requisite skills to work effectively as individuals and as members of teams; and,
- enabling students to communicate effectively in the workplace.

Admission Requirements

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of NUST Yearbook). In addition, students should have minimum D symbol in Grade 12/ NSSCO Mathematics.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of NUST Yearbook).

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Students who complete the Bachelor of Economics successfully will ordinarily be able to pursue further studies in Economics, or a related cognate area of learning, at NQF level 8.

CURRICULUM**Year 1 (Phased in 2018)****Semester 1**

Course Title	Course Code	Prerequisite	NQF Level	NQF Credits
Computer User Skills	CUS411S	None	4	10
Mathematics for Economists 1A	MFE511S	None	5	12
Principles of Microeconomics	PMI511S	None	5	12
Principles of English Language Use	PLU411S	None	4	NCB
Business Accounting 1A	BAC1100	None	5	10
Introduction to Business Management	BMA121S	None	5	10

Semester 2

Mathematics for Economists 1B	MFE512S	None	5	12
English in Practice	EPR511S	Principles of English Language Use, or Language in Practice A, or Module 2, or a minimum B in English as a Second Language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1- 4	5	NCB
Principles of Macroeconomics	PMA512S	None	5	12
Business Accounting 1B	BAC1200	None	5	10
Basic Science	BSC410S	None	4	8
Business Ethics	BBE612S	None	6	10

Year 2 (Phasing in 2019)

Semester 3

Intermediate Microeconomics	IMI611S	Principles of Microeconomics	6	13
Statistics for Economists 2A	SFE611S	None	6	13
Money and Banking	MAB611S	Principles of Macroeconomics	6	13
English for Academic Purposes	EAP511S	English in Practice, or Language in Practice B, or Module 3, or Exemption	5	14
Economics of Agriculture	EOA611S	Principles of Micro Economics	6	12

Semester 4

Intermediate Macroeconomics	IMA612S	Principles of Macroeconomics	6	13
Statistics for Economists 2B	SFE612S	Statistics for Economists 2A	6	13
Economics of Namibia and SACU Countries	ENS612S	None	6	13
Information Competence	ICT521S	None	5	10
Labour Economics	LAE621S	None	5	13

Year 3 (Phasing in 2020)

Semester 5

Econometrics	ECM712S	Statistics for Economists 2A & 2B	7	14
International Trade	INT711S	Intermediate Microeconomics	7	14
Public Finance	PFN712S	Intermediate Microeconomics	7	14
Work Integrated Learning (WIL)	WIL711S	Pass in all core Economics courses up to semester four (4)	7	36

Semester 6

Mathematical Economics	MEC712S	Mathematics for Economists 1A and 1B	7	14
International Finance	IFN712S	Intermediate Microeconomics	7	14
Sustainability and Development	SYD611S	None	6	12

Please note: Contemporary Issues (CIS610S) has been replaced by Sustainability and Development (SYD611S)

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with University's policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments.

WIL will be assessed on the basis of the following:

- Immediate WIL supervisor's report;
- Academic assessor's mark (academic assessor to interview both the students and the WIL immediate supervisor and give a mark);
- WIL report which is to be written following the guidelines given by the department. This report is supposed to be signed by either the supervisor or the manager at the workplace.

Transition Arrangements

The four-year Bachelor of Technology in Economics (old curriculum) will be phased out systematically until 2019 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme was in January 2012. Students will only be allowed to register for the 4th year of the B. Tech. programme until January 2017 to ensure they have sufficient time to complete the programme by 2019.

Students who were registered in 2012 for the 1st year of the Bachelor of Technology (old curriculum), and who failed more than 50 % of the courses at the end of 2012, will be required to change their registration to the new programme and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The revised three-year Bachelor of Economics (new curriculum) took effect from January 2013 and will be completely phased in by 2015. Courses will only be offered based on the new/revised syllabi in 2013 (1st year), 2014 (2nd year) and 2015 (3rd year). Students who are admitted into the examination for courses on the old curriculum will be granted only two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat such failed courses based on the syllabi of new/revised corresponding courses. Please refer to Table 2 below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the Bachelor of Technology (old curriculum) is 2019 after which students must automatically switch to the new programme and fulfill all requirements based on the new curriculum.

Table 1: Courses to be credited

Course Code	Bachelor of Technology in Economics (Old Courses)	Course Code	Bachelor of Economics (Equivalent New/Revised Courses)
MSS111S	Mathematics for Social Sciences 1A	MFE511S	Mathematics for Economists 1A
PEC111S	Principles of Economics 1A	PMI511S	Principles of Microeconomics
MSS112S	Mathematics for Social Sciences 1B	MFE512S	Mathematics for Economists 1B
PEC112S	Principles of Economics 1B	PMI511S	Principles of Macroeconomics
CUS411S	Computer User Skills	CUS411S	Computer User Skills
LIP411S	Language in Practice	PLU411S	Principles of English Language Use
LPB0320	Language in Practice B	EPR511S	English in Practice
BBS111S	Basic Business Statistics 1A	SFE611S	Statistics for Economists 2A
BBS112S	Basic Business Statistics 1B	SFE612S	Statistics for Economists 2B
BAC1100	Business Accounting 1A	BAC1100	Business Accounting 1A
BMA121S	Introduction to Business Management	BMA121S	Introduction to Business Management
BAC1200	Business Accounting 1B	BAC1200	Business Accounting 1B
BEL112S	Business Ethics and Leadership	BEL112S	Business Ethics and Leadership

Table 2: Corresponding Courses (if Failed). This is not a credit table.

Course Code	Bachelor of Technology in Economics (Old Courses)	Course Code	Bachelor of Economics (Corresponding New/ Revised Courses to be Done, if Failed)
MSS111S	Mathematics for Social Sciences 1A	MFE511S	Mathematics for Economists 1A
PEC111S	Principles of Economics 1A	PMI511S	Principles of Microeconomics
MSS112S	Mathematics for Social Sciences 1B	MFE512S	Mathematics for Economists 1B
PEC112S	Principles of Economics 1B	PMA512S	Principles of Macroeconomics
IME211S	Intermediate Microeconomics	IMI611S	Intermediate Microeconomics
BBS111S	Basic Business Statistics 1A	SFE611S	Statistics for Economists 2A
MAB211S	Money and Banking	MAB611S	Money and Banking
EAR212S	Economics of Agriculture and Rural Development	EOA611S	Economics of Agriculture
IME212S	Intermediate Macroeconomics	IMA612S	Intermediate Macroeconomics
BBS112S	Basic Business Statistics 1B	SFE612S	Statistics for Economists 2B
ECN411S	Economics of Namibia and SACU Countries A	ENS612S	Economics of Namibia and SACU Countries
ITT312S	International Trade	INT711S	International Trade
TEC411S	Transport Economics	TEC711S	Transport Economics
PFT312S	Public Finance and Taxation	PFN712S	Public Finance
IFN312S	International Finance	IFN712S	International Finance
ECM312S	Econometrics	ECM712S	Econometrics
EGD311S	Economics of Growth and Development	CIS610S	Development Economics

Please Note:

Table 2 above, only highlights new/revised core courses in Economics that should be done if courses on the old Bachelor of Technology curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. The old courses listed below do not have corresponding courses in the new curriculum and will continue to be offered until the old programme is completely phased out:

- Applied Economic Policy Analysis
- Managerial Economics

**BACHELOR OF TECHNOLOGY IN ECONOMICS
(Phased out end of 2019)****23BECO****Admission Requirements**

Applicants holding diploma qualifications of this or of any other recognised tertiary institution and who wish to enroll into the programme will be admitted on merit and on a case by case basis, depending on the assessment of the applicant's suitability as well as availability of facilities and resources. Prospective students wishing to enroll for the programme but without all the required courses shall be asked to do those courses that they are missing as arrears.

Prospective secondary school students must have passed Mathematics with a D or better symbol at the Ordinary level. Applicants who score a B or better in Mathematics will not be required to do and pass Introduction to Mathematics, ITM111S, first.

Transition Rules

Although there are no perceived transition problems, it is possible that some students, who, for one reason or another, repeat courses, may find themselves adversely affected during the course of implementing this programme. Such students should consult the Head of Department who will advise them as best as he can in terms of transition rules.

CURRICULUM**First Year (Not available from 2013)****Semester 1**

Course Title	Course Code	Prerequisites
Principles of Economics 1A	PEC111S	None
Mathematics for Social Sciences 1A	MSS111S	Introduction to Mathematics or a B or better symbol in Mathematics at the Ordinary level
Computer User Skills	CUS411S	None
Basic Business Statistics 1A	BBS111S	Introduction to Mathematics or a B or better symbol in Mathematics at Ordinary level
English for Academic Purposes	EAP511S	Language in Practice B
And any ONE of the following:		
Business Accounting 1A	BAC1100	None
Introduction to Business Management	BMA121S	None

Semester 2

Principles of Economics 1B	PEC112S	None
Mathematics for Social Sciences 1B	MSS112S	Mathematics for Social Science 1A
Computer User Skills (if not yet taken)	CUS411S	None
Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A
Professional Writing	PWR511S	Communication Skills/English for Academic Purposes
And any ONE of the following:		
Business Accounting 1B	BAC1200	None
Business Ethics & Leadership	BEL112S	None

Second Year (Not available from 2014)**Semester 3**

Intermediate Microeconomics	IME211S	Principles of Economics 1A
Mathematics for Economists	MEC211S	Mathematics for Social Sciences 1A & 1B
Money and Banking	MAB211S	Principles of Economics 1B
Professional Communication	PCO611S	Communication Skills

And any ONE of the following:

Business Accounting 2A	BAC211S	Business Accounting 1A & 1B
Business Operations	BSO221S	None

Semester 4

Intermediate Macroeconomics	IME212S	Principles of Economics 1B
Mathematical Economics	MEC212S	Mathematics for Social Sciences 1A & 1B
Financial Intermediation & Institutional Investment	FII212S	None
Economics of Agriculture & Rural Development	EAR212S	None

And any ONE of the following:

Business Accounting 2B	BAC212S	Business Accounting 1A & 1B
Business Finance	BFS222S	None

Third Year (Not available from 2015)

Semester 5

Applied Economic Policy Analysis	AEP311S	Intermediate Microeconomics & Macroeconomics
Applied Mathematical Economics	AME311S	Mathematics for Economists & Mathematical Economics
Statistics for Economists	SEC311S	Basic Business Statistics 1A & 1B
Managerial Economics	MEN311S	Intermediate Microeconomics

And any ONE of the following:

Purchasing & Supply Management	PSM321S	Business Operations
Economics of Growth & Development	EGD311S	Intermediate Macroeconomics

Semester 6

Public Finance & Taxation	PFT312S	Principles of Economics 1A & 1B
International Trade	ITT312S	Principles of Economics 1A
International Finance	IFN312S	Principles of Economics 1A
Econometrics	ECM312S	Statistics for Economists

And any ONE of the following:

Business Logistics & Supply Chain Management	BLM322S	Business Operations
Industrial Economics	IEC312S	Intermediate Microeconomics

Fourth Year (Not available from 2016)

Semester 7

Research Methodology	RMA411S	None
Economics of Namibia & SACU Countries 4A	ECN411S	None

And any THREE of the following:

(These courses will be offered if and when resources permit and if there is a minimum required number of students enrolled for the course in question.)

Project Management	PRM422S	None
Transport Economics	TEC411S	None
Mortgage Finance & Real Estate Investment	MF411S	None
History of Economic Thought	HET411S	None
Corporate Finance	CFN411S	None
Analytical Economic History	AEH411S	None
Planning Techniques	PLT411S	None
Labour Economics	LEC411S	None

Semester 8

Research Project	RPB412S	Research Methodology & Econometrics
Economics of Namibia & SACU Countries 4B	ECN412S	None

PLEASE NOTE:

The following courses in the OLD B. Tech Economics (23BECO) without equivalent courses in the new Bachelor of Economics (07BECO) will be offered on the Distance Education mode until the programme completely phases out at the end of 2019.

- Applied Economic Policy Analysis (AEP311S)
- Applied Mathematical Economics (AME311S)
- Corporate Finance (CFN411S)
- Economics of Namibia and SACU Countries 4B (ECN412S)
- Financial Intermediation and Institutional Investment (FII212S)
- Industrial Economics (IEC312S)
- Mathematics for Economics (MEC211S)
- Mathematical Economics (MEC212S)
- Managerial Economics (MEN311S)
- Statistics for Economics (SEC311S)

QUALIFICATIONS OFFERED

Bachelor of Hospitality Management (Revised Programme 2019)	07BHOM
Certificate in Hospitality Operations (Full Time Only)	05CHOP
Bachelor of Hospitality Management (Full Time Only) (Phased in 2012)	07BHMN
Bachelor of Hospitality Management (Phased out 2012)	27BHMN
Bachelor of Tourism Innovation & Development (Full-Time Only) (Phased in 2019)	07BTID
Bachelor of Tourism Management (Full-Time Only)	F
Certificate in Travel and Tourism Management (Full-Time only)	
Diploma in Travel and Tourism Management (Full-Time only)	
Bachelor of Travel and Tourism Management (4th Year only) (Distance Education Mode Only)	27BTM
Bachelor of Culinary Arts (New Programme) (Phasing in 2019) (Full-Time Only)	07BCNA
Bachelor of Hospitality and Tourism Honours	08BHTH

**BACHELOR OF HOSPITALITY MANAGEMENT
(Revised Programme) (Phasing in 2019)****07BHOM****Description**

The Bachelor of Hospitality Management seeks to enable students to demonstrate a systematic, professional scientific and technical knowledge, skills, and values needed to make decisions in the hospitality industry.

The revised programme, will provide a systematic introduction to the major concepts, theories and problem-solving techniques of Hospitality Management to prepare students to diverse industry positions. The focus is on applied education for specialized industry positions with the emphasis on creating an operational base for planning and developing an understanding of the managerial aspects of the hospitality and industry.

The programme enable students to exit with the Certificate in Hospitality Operations at NQF Level 5, as first exit level upon successful completion of year 1. This Certificate allows the student to perform major operational activities in the various departments of hospitality establishments with minor supervisory activities. Further, it allows the student to pursue a career at a more temperate pace and allows for both professional and academic growth and development in the industry.

Overall, the programme aims at preparing students to assume technical/professional roles at operational and mid-level management in industry, including food and beverage management, front office, housekeeping, sales and marketing, as well as personnel recruitment and training. The programme places a lot of emphasis on practical training, to give students, the necessary "hand-on" instruction, and exposure that will enrich their skills and experience in accordance with demands of the hospitality industry. Graduates of the programme will be able to take up positions in industry such as food and beverage specialists, restaurants managers, rooms' division supervisors and managers, front office supervisors, guest relations executives, to assistant hotel managers, events and conference coordinators, etc. Students may also opt to start and run their own hospitality related businesses.

The programme is revised in consultation with various stakeholders in the Hospitality and Tourism industry and endorsed by members of the Programme Advisory Committee (attached, please find evidence of consultation, benchmarking with peer universities and support letters).

Criteria for Admission

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (G12.1 in the Prospectus) to be considered for admission to this programme.

Graduates with a Diploma in Hotel Management from the Polytechnic of Namibia, may be admitted to the Bachelor of Hospitality Management based on advance standing. Courses completed under the Diploma in Hotel Management may be granted credits on a course-by-course basis, and students will be required to complete all outstanding courses as per the requirements of the revised Bachelor of Hospitality Management programme (kindly refer to credit transfer table below). However, acceptance of these applicants into the bachelor's degree programme would be considered on a case-by-case basis on the recommendation of the Head of Department in consultation with the Office of the Registrar.

Table 1: Credits transfer towards the revised Bachelor of Hospitality Management

Diploma in Hotel Management (Old Courses)	Bachelor of Hospitality Management (Revised curriculum)
Safety, Security and First Aid	Safety, Security and First Aid
Food and Beverage Operations and Management 1	Food and Beverage Operations
Food and Beverage Operations Management 2	Food and Beverage Operations
Basic Hotel Information Systems	Basic Hotel Information Systems

In addition, all candidates will be required to attend an interview as the final stage in the admissions process.

Mature age candidates, will be considered provided they meet the requirements and pass mature age entrance examinations of the Namibia University of Science and Technology (G12.2 in the Prospectus)

Articulation Arrangements

Transfer of credits will be dealt with according to the Namibia University of Science and Technology rules and regulations on recognition of prior learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted, is 50% of the total credits for a qualification.

Graduates of the Bachelor of Hospitality Management degree programme will be able to pursue further studies in Hospitality Management, or a related cognate area of learning, at NQF level 8.

Mode of Delivery

This programme will be offered on the full-time mode and part time mode should the need arise and in accordance with Namibia University of Science and Technology rules and regulations.

Requirements for Qualification Award

The Bachelor of Hospitality Management is to be awarded to students credited with a minimum of 381 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the University's Yearbook, General Information and Regulations Part 1.

This programme has a major subject/cognate area of learning, i.e. the Hospitality Management which is developed in increasing complexity and depth across the relevant NQF levels.

Teaching, learning strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of face to face class, practical projects, tutorials, case studies, problem-based learning, e-learning, self-directed learning, and individual and/or group work. The progress of learning embedded in such tasks will be monitored, assessed and recorded.

Assessment strategies

Students will be assessed through diverse, continuous, formative, and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving and critical thinking exercises through individual/group assignments and presentations, case studies, report writing, participation in e-learning, Professional Excellence portfolio of evidence, practical application of skills and competencies, tutorials, practical projects and questioning (test and/or examinations).

Transition Arrangements

The existing Bachelor of Hospitality Management programme will be phased out systematically until 2023 with minimal disruption of existing students' learning progression. The last intake of 1st year students for the existing programme was in January 2018. The last intake for the 3rd year of the existing programme will be in 2020. The cohort of students to be registered for the 3rd year in 2018, would have until 2023 to complete the out-phasing programme.

Students who are registered in 2018 for the 1st year of the current programme (old curriculum), and who fail more than 50 % of the courses at the end of the year, will be required to change their registration to the new programme and will be granted credits on a course-by-course basis in accordance with Information in Table 2.1, below.

Table 2.1 Courses to be credited

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor Hospitality Management (Equivalent New/Revised Courses to be Credited)
IHT501S	Introduction to Hospitality and Tourism Industry	FTH510S	Foundations of Hospitality and Tourism
FPT510S	Food Production Theory	FPT510S	Food Production Theory
FPP501S	Food Production Practical	FPP501S	Food Production Practical
FBS510S	Food and Beverage Service 1	FISO570S	Food and Beverage Operations
FBS520S	Food and Beverage Service 2		
BSC410S	Basic Science	BSC410S	Basic Science

PELU411S	Principles of Language Usage	PELU411S	Principles of Language Usage
RDO510S	Rooms Division Operations 1	RON520S	Rooms Division Operations
RDO520S	Rooms Division Operations 2		
BMS411S	Basic Mathematics	BMS411S	Basic Mathematics
EPR511S	English in Practice	EPR511S	English in Practice
GER110S	Basic German 1A	GER110S	German 1
BAF111S	Basic French 1A	BAF111S	French 1
BAP111S	Basic Portuguese 1A	BAP111S	Portuguese 1
BAS111S	Basic Spanish 1A	BAS111S	Spanish 1
CUS411S	Computer User Skills	CUS411S	Computer User Skills
GER110S	Basic German 1B	GER110S	German II
BAF111S	Basic French 1B	BAF111S	French II
BAP111S	Basic Portuguese 1B	BAP111S	Portuguese II
BAS111S	Basic Spanish 1B	BAS111S	Spanish II
RDO510S	Rooms Division Operations 1	RON520S	Rooms Division Operations
RDO520S	Rooms Division Operations 2		

The revised three-year Bachelor of Hospitality Management (new curriculum) takes effect from January 2019 and will be completely phased in by 2021. Courses will only be offered based on the new/revised syllabi in 201 (1st year), 2020 (2nd year) and 2021 (3rd year). Students who are admitted into the examination but fail any of the courses in the existing curriculum will be granted one opportunity to pass such failed courses but will be required to repeat the failed courses based on the new/revised syllabi in accordance with the afore-mentioned implementation arrangements. If a student fails to pass the courses after being given the opportunities, he/she will be required to repeat the equivalent failed courses in the new curriculum. Please refer to Table 2.2, for detailed information on the new/revised courses to be done if courses on the existing curriculum are failed.

The deadline for complete phasing out of the Bachelor of Hospitality Management (old curriculum) is 2023 after which students must automatically change registration to the revised programme (new curriculum) and fulfill all requirements of the new curriculum.

Table 2.2 Corresponding Courses to be Done if Failed – this is not a Credit Table

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor Hospitality Management (Equivalent New/Revised Courses to be Credited)
IHT510S	Introduction to Hospitality and Tourism Industry	FTH510S	Foundations of Hospitality and Tourism
FPT510S	Food Production Theory	FPT510S	Food Production Theory
FPP510S	Food Production Practical	FPP510S	Food Production Practical
BHIS520S	Basic Hotel Information Systems	BHIS520S	Basic Hotel Information Systems
CSH620S	Customer Service in the Hospitality Industry	QHT710S	Quality Management in Hospitality and Tourism
WIH620S	Work Integrated Learning 1 (WIL 1)	WHO610S	WIL 1: Internal Hotel Operations
RDO510S	Rooms Division 1	RDM710S	Rooms Division Operations
FBS510S	Food and Beverages 1	FBM710S	Food and Beverage Operations
FBS520S	Food and Beverages 2		
HTM610S	Hospitality and Tourism Marketing	HTO710S	Hospitality and Tourism Operations Management
EMN620S	Events Management	MIO620S	Meetings, Incentive, Conference and Events (MICE)
HRH610S	Human Resource Management in Hospitality and Tourism	HRH610S	Human Resource Management in Hospitality and Tourism
TEP620S	Tourism Entrepreneurship	ICE712S	Innovation, Creativity and Entrepreneurship
CAH610S	Cost and Management Accounting	CAH610S	Cost and Management Accounting for Hospitality and Tourism
RDM710S	Rooms Division Management	RDM710S	Rooms Division Management
FBM710S	Food and Beverage Management	FBM710S	Food and Beverage Management
HTL510S	Hospitality and Tourism Law	HTJ510S	Hospitality and Tourism Law
HTM710S	Hospitality and Tourism Management	HTO710S	Hospitality and Tourism Operations Management

SSF710S	Safety, Security and First Aid	SSF510S	Safety, Security and First Aid
WIH720S	WIL 2	WEH720S	WIL II: External Hotel Operations

CURRICULUM

Year 1

Semester 1

Course Title	Course Code	Prerequisite
Foundations of Tourism and Hospitality	FTH510S	None
Food Production Theory	FPT510S	None
Food Production Practical	FPP510S	None
Food and Beverage Operations	FBO510S	None
Basic Science	BSC410S	None
Principles of English Language Use	PLU411S	None
Safety, Security and First Aid	SS7510S	None
Computer User Skills	CUS411S	None

Semester 2

Rooms Division Operations	RDN520S	None
English in Practice	EPR511S	Principles of English Language Use, or Language in Practice, or B for IGCSE/NSSC English as a Second language
Hospitality & Tourism Law	HTL510S	None
Beverage Studies	BVS520S	None
Economic Development Tourism	EDT520S	None
Basic Hotel Information Systems	BHI520S	None
Basic Mathematics	BMS411S	None

Year 2

Semester 3

WIL 1: Internal Hotel Operations	WHO610S	Pass in all cognate area courses up to Semester 2
Plus, ONE of the following elective foreign Languages 1:		
German 1	GER110S	None
French 1	BAF111S	None
Portuguese 1	BAP111S	None
Spanish 1	BAS111S	None
Intro. to Hospitality & Tourism Accounting	IHA520S	None
English for Academic Purposes	EAP511S	English in Practice

Semester 4

Meetings, Incentives, Conferences, and Events Management (MICE)	MIO620S	None
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Plus, ONE of the following languages depending on the choice made in previous semester:

German 2	GER110S	German 1
French 2	BAF111S	French 1
Portuguese 2	BAP111S	Portuguese 1
Spanish 2	BAS111S	Spanish 1
Information Competence	ICT521S	None
Professional Writing	PWR611S	English for Academic Purposes
Cost and Management Accounting for Hospitality Tourism	CAH610S	None
HRM in Hospitality and Tourism	HRH610S	None
Innovation, Creative and Entrepreneurship	ICE712S	None

Year 3**Semester 5**

Hospitality Property and Facilities Mgmt.	HPM710S	None
Hospitality and Tourism Operations Mgmt.	HTO710S	None
Rooms Division Management	RDM710S	Rooms Division Operations
Food & Beverage Management	FBM710S	Food Beverage Operations, and Food Production Theory, Food Production Practical
Sustainability and Development	SYD611S	None
Quality Management in Hospitality and Tourism	QHT710S	None

Year 3**Semester 6**

WIL II: External Hotel Operations	WEH720S	Pass in all courses up to Semester 5
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NQF Level: 7

NQF Credits: 400

NQF Qualification ID: Q0253

The programme comprises a series of courses leading to specific competencies and has two exit levels, namely:

Bachelor of Hospitality Management (NQF Level 7)

Certificate in Hospitality Operations (NQF Level 5)

The programme includes all courses covered in the first two semesters of the Certificate in Hospitality Operations (Level 5). At this level apart from the emphasis on technical skills and quality delivery of customer service, there is also an emphasis on written and verbal communication skills, basic computer and accounting skills. The students are therefore expected to take additional courses in English language, a foreign language, and business accounting and computer skills. In addition, the student must complete 240 credit hours of Work Integrated Learning at the commercial sector of the Hotel School and 600 credit hours of Work Integrated Learning in industry (off campus). The Work Integrated Learning exposes students to real life situations and thus prepares them for employment should they wish to exit at the certificate.

At the Bachelor's level, students are exposed to higher analytical skills and knowledge within the management domain. Focus is on service organisations. Courses such as Cost & Management Accounting for Hospitality and Tourism, Food and Beverage Management, Rooms Division Management and Hospitality and Tourism Management provide students with an opportunity to examine and be challenged by theories and practices impacting on middle to high-level managers. The programme is aimed at equipping students with the necessary advanced knowledge, expertise and skills necessary for upper-level managerial jobs, such as hotel managers and divisional managers. The students may also opt to develop and run their own hospitality businesses.

Admission Requirements

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook) to be considered for admission to this programme. In addition, students will be required to attend an interview as the final stage in the admissions process. Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook). In addition students will be required to attend an interview as a final stage in the admission process.

Teaching, Learning Strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

Assessment Strategies

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a specific skill can be transferred. In accordance with the University's policy on diversified continuous assessment, each course will have a minimum of six assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments. In order to be admitted to the final examination in any subject, a minimum semester mark of 40 % has to be obtained. This mark is determined by continuous evaluation of a student's achievement by means of tests and/or assignments/ seminars/ practical/tutorials. Each course is evaluated in accordance with stipulations in the syllabi. The evaluation will be either theoretical or practical or a combination thereof.

All tests and assignments, apart from the practical courses, carry the same weight and will be used to calculate the semester mark. The semester mark and the exam mark will be used in a 60/40 ratio to determine the final mark. A minimum final mark of 50% is required to pass all courses, except Basic Hotel Information Systems (Innkeeper) where students must achieve a minimum final mark of 60% to pass the course.

Work Integrated Learning

Work Integrated Learning 1 (WIL 1), which is an integral part of the Bachelor of Hospitality Management degree, is incorporated in the 2nd year of the programme, i.e. either in the third or fourth semesters on an alternate basis. Work Integrated Learning 2 (WIL 2) will be done in the third year (6th semester). Work Integrated Learning 1 constitutes 24 credits (done at the NUST Hotel School) whilst Work Integrated Learning 2 carries 60 credits, since it is a full semester course. Students will be assisted by the Departmental industry liaison person to get attachment places for WIL 2. The students will then sign an agreement form provided by the department in collaboration with the organisation offering the placement. The department will identify and appoint an industry supervisor who will work hand in hand with the department. The agreement will cover all the departments that the student should cover. The work integrated learning should be documented throughout the placement period, reports on the students' performance will be provided outlining activities covered during WIL. At the end of the attachment, students need to provide a detailed written report that will be presented to a panel of evaluators who will determine the mark to be awarded to the student. This mark contributes towards the final semester mark for the course.

Progression Rule

Students may not be allowed to register for the second year courses without having attempted and/or passed certain lower level courses or having the necessary course requirements, even if these courses do not have prerequisites. For example, students may not be allowed to register for Work Integrated Learning in the second year if they have not successfully completed first year courses especially in their Hospitality Management.

Articulation Arrangements

Transfer of credits will be dealt with according to the University's rules and regulations on recognition of prior learning. These provide for course by course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50% of the credits for a qualification.

Students who completed qualifications previously offered by the Department, e.g. Diploma in Hotel Management, who seek admission into the revised Bachelor of Hospitality Management (new curriculum) may be granted credits on a course-by-course basis as follows:

Table: Credits transfer towards the New Bachelor of Hospitality Management programme

Diploma in Hotel Management (Old courses)	Bachelor of Hospitality Management (New courses)
Safety, Security and First Aid	Safety, Security and First Aid
Food and Beverage Operations and Management 1	Food and Beverage service 1
Food and Beverage Operations Management 2	Food and Beverage Service 2
Basic Hotel Information Systems	Basic Hotel Information Systems
Food Production 2	Food Production Practical

Transition Arrangements to New Curriculum

The four-year Bachelor of Hospitality Management programme (old curriculum) will be phased out systematically until 2018 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2011. The last intake for the 4th year of the out-phasing programme (old curriculum), currently only offered on the distance education mode, will be in 2016. The last cohort of students, to be registered for the 4th year in 2016, would have until 2018 to complete the out-phasing programme.

Students who were registered in 2011 for the 1st year of the out-phasing programme (old curriculum), who failed more than 50 % of the courses at the end of that year, were required to change their registration to the new programme and were granted credits on a course-by-course basis in accordance with information in Table 1 below:

The revised three-year Bachelor of Hospitality Management (new curriculum) to take effect from January 2012 and will be completely phased in by 2014. Courses will only be offered based on the new/revised syllabi in 2012 (1st year), 2013 (2nd year) and 2014 (3rd year). Students who are admitted into the examination but fail any of the courses in the old curriculum will be granted two opportunities to pass such failed courses, but will be required to repeat the failed courses based on the new/revised syllabi in accordance with the afore-mentioned implementation arrangements. If a student fails to pass the courses after being given two opportunities, he/she will be required to repeat the equivalent failed courses in the new curriculum. Please refer to Table 2, below, for detailed information on the new/revised courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the four-year Bachelor of Hospitality Management (old curriculum) is 2018 after which students must automatically switch to the revised programme (new curriculum) and fulfill all requirements based in the new curriculum.

Table 1: Courses to be credited

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor of Hospitality Management (Equivalent New/Revised Courses to be Credited)
IHT110S	Introduction to Hospitality and Tourism Industry	IHT110S	Introduction to Hospitality and Tourism Industry
FPT110S	Food Production and Theory	FPP510S	Food Production Practical
FBS110S	Food and Beverage Service	FBS510S	Food and Beverage Service 1
BIS311S	Basic Hotel Information Systems	BIS520S	Basic Hotel Information Systems
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
CSH110S	Customer Service in the Hospitality Industry	CSH620S	Customer Service in the Hospitality Industry
LPB0320	Language in Practice B	LPB0320	Language in Practice B/English in Practice
GER110S BAF111S BAP111S BAS111S	Foreign Languages 1A	GER110S BAF111S BAP111S BAS111S	Foreign Languages 1A
HFB120S	Hotel Practice (PoN)	WIH620S	WIL 1
CSK0420	Communication Skills	CSK0420	Communication Skills/English for Academic Purposes
RGB 111N	Computer Usage	CUS411S	Computer User Skills
GER110S BAF111S BAP111S BAS111S	Foreign Languages 1B	GER110S BAF111S BAP111S BAS111S	Foreign Languages 1B
HKL110S	Housekeeping and Laundry	RDO510S	Rooms Division Operations 1
FOO220S	Front Office Operations	RDO520S	Rooms Division Operations 2
HRD120S	Hotel Practice (PoN)	WIH620S	WIL1

Table 2: Corresponding Courses (To be completed if courses on old curriculum failed)

Course Code	Bachelor of Hospitality Management (Old Courses)	Course Code	Bachelor of Hospitality Management (Corresponding New/Revised Courses to be Done, if Failed)
IHT110S	Introduction to Hospitality and Tourism Industry	IHT110S	Introduction to Hospitality and Tourism Industry
FPT110S	Food Production Theory and Practice	FPP510S	Food Production Practical
BIS311S	Basic Hotel Information Systems	BIS520S	Basic Hotel Information Systems
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
CSH110S	Customer Service in the Hospitality Industry	CSH620S	Customer Service in the Hospitality Industry
HFB120S	Hotel Practice (PoN)	WIH620S	WIL 1
RGB	Computer Usage	CUS411S	Computer User Skills
HKL110S	Housekeeping and Laundry	RDO510S	Rooms Division 1
FOO220S	Front Office Operations	RDO520S	Rooms Division 2
HRD120S	Hotel Practice (PoN)	WIH620S	WIL1
MAR110S	Marketing 1	HTM610S	Hospitality and Tourism Marketing
EMT201S	Events Management	EMN620S	Events Management
HRM110S	Human Resources Management 1 (Hotel & Tourism)	HRH610S	Human Resource Management in Hospitality and Tourism
FCT2400	Financial Control	CAH610S	Cost and Management Accounting
RDM2400	Rooms Division Management	RDM710S	Rooms Division Management
FBM3500	Food and Beverage Management	FBM710S	Food and Beverage Management
HTL310S	Hospitality and Tourism Law	HTL510S	Hospitality and Tourism Law
SMS310S	Supervisory and Management Skills	HTM610S	Hospitality and Tourism Management

SSF1100	Safety, Security and First Aid	SSF710S	Safety, Security and First Aid
HMP320S	Hotel Management Practice	WIH720S	WIL 2

Notification:**Requirement to Wear Uniform**

A prescribed uniform is compulsory for all Hospitality and Tourism students and must be worn for the duration of their studies (all 3 years). The uniform must be worn whenever the student attends either practical or theoretical classes.

Ladies Prescribed

- White cotton blouse with button-down front (short or long sleeve)
- Flesh coloured underwear
- Black skirt (knee length or ankle length)
- Black high-waist professional trousers
- Closed black court shoes (closed toe)
- Black waistcoat in Summer
- Black jacket and/or jersey in winter
- Small earrings or studs (one per ear only)
- Prescribed Scarf

Gentlemen Prescribed

- White collar cotton shirt with button-down front (short or long sleeve)
- Black professional trousers
- Closed black shoes
- Black Socks
- Black Waistcoat in Summer
- Black blazer and/or jersey in winter
- Prescribe Blue tie

Strictly Not Allowed

- T-shirt materials, printed materials of any kind
- Hipsters or any type of jeans
- Skin-tight or stretch materials of any kind
- No sweater tops or tracksuit tops of any kind
- No flip-flops, sneakers, trainers or similar footwear
- No nose rings, tongue rings, rings of any kind except wedding band

The prescribed uniforms are supplied by J Gerdes Uniwear and the costs of the uniform will be charged to the student account as listed below. Students will be notified of the uniform fitting dates during the registration process.

Men's Uniforms proposed quantities

Blazer Harrow Black	1
Waist Coat Pezula Black	1
Step out Trouser Black	2
Lounge Shirt SS White	2
Lounge Shirt LS White	1
Blue Tie	1

Ladies' Uniforms proposed quantities

Jacket Rosa Black	1
Waistcoat Kirsten Black	1
Skirt Carmen Black	2
Donna Top HS White	1
Donna Top SS White	2
Ladies' Scarf	1

CURRICULUM

Certificate in Hospitality Operations (Phased in 2012)

05CHOP

NQF Level: 5

NQF Credits: 124

NQF Qualification ID: Q0252

Year 1

Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
FPT510S	Food Production Theory	None	5	12
FPP510S	Food Production Practical	None	5	12
IHT510S	Introduction to Hospitality and Tourism Industry	None	5	10
FBS510S	Food and Beverage Service 1	None	5	12
PLU411S	Principles in English Language Use	None	4	NCB
RDO510S	Rooms Division Operations 1	None	5	12
Plus any ONE of the following languages:				
GER110S	Basic German 1A	None	4	NCB
BAF111S	Basic French 1A	None	4	NCB
BAP111S	Basic Portuguese 1A	None	4	NCB
BAS111S	Basic Spanish 1A	None	4	NCB

Semester 2

EPR511S	English in Practice	Principles in English Language Use or Exemption	5	NCB
RDO520S	Rooms Division Operations 2	Rooms Division Operations 1	5	12
CUS411S	Computer User Skills	None	4	10
IHA520S	Introduction to Hospitality and Tourism Accounting	None	5	12
BMS411S	Basic Mathematics	None	4	12
BSC410S	Basic Science	None	4	8
FBS520S	Food and Beverage Service 2	Food and Beverage Service 1	5	12

Bachelor of Hospitality Management

NQF Level: 7

NQF Credits: 400

NQF Qualification ID: Q0253

Year 2

Semester 3

HTL510S	Hospitality and Tourism Law	None	5	12
HTM610S	Hospitality and Tourism Marketing	None	6	12
PMI511S	Principles of Microeconomics	None	5	12
HRH610S	Human Resource Management in Hospitality and Tourism	None	6	12
EAP511S	English for Academic Purposes	English in Practice	5	14
ICT521S	Information Competence	None	5	10
Plus any ONE of the following languages:				
GER120S	Basic German 1B	Basic German 1A	4	NCB
BAF112S	Basic French 1B	Basic French 1A	4	NCB
BAP112S	Basic Portuguese 1B	Basic Portuguese 1A	4	NCB
BAS112S	Basic Spanish 1B	Basic Spanish 1A	4	NCB

Semester 4

EMN620S	Events Management	None	6	12
BHS520S	Basic Hotel Information Systems	None	5	10
TEP620S	Tourism Entrepreneurship	None	6	12
CSH620S	Customer Service in the Hospitality	None	6	12
WIH620S	Work Integrated Learning 1 (WIL 1) NUST (Group A & B alternate)	Pass all courses Year 1, Semester 1 & 2	6	24

Year 3**Semester 5**

CAH610S	Cost and Management Accounting for Hospitality and Tourism	Introduction to Hospitality and Tourism Accounting	6	12
FBM710S	Food and Beverage Management	Food and Beverage Service 1 & 2 and Food Production Practical & Theory	7	12
RDM710S	Rooms Division Management	Rooms Division Operations 1 & 2	7	12
PWR611S	Professional Writing	English for Academic Purposes	6	14
SSF710S	Safety, Security and First Aid	None	4	NCB
SYD611S	Sustainability and Development	None	6	12
HTM710S	Hospitality and Tourism Management	None	7	12

Semester 6

WIH720S	Work Integrated Learning 2 (WIL 2)	Pass in all courses up to Semester 4.	7	60
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Description

The programme comprises of a series of courses leading to specific competencies and has multiple exit points that include:

- National Certificate in either Food and Beverage Operations or Rooms Division Operations**
- National Diploma in Hospitality Management**
- Bachelor of Hospitality Management**

The programme includes all courses covered in the first semester of the National Technical Certificates depending on the option a student may select. At this level apart from emphasis on technical skills and quality delivery of customer service, there is also an emphasis on written and verbal communication skills, basic computer and accounting skills. The students are therefore expected to take additional courses in English language, a foreign language, Business Accounting, and Computer Skills. In addition, the student must complete 11.2 credit hours of hotel practice at the commercial sector of the Hotel School. The hotel practice exposes students to real life situations and thus prepares them for employment should they wish to exit at this level.

The major outcomes of the National Certificates are the same as those of the national technical certificates. The students are however expected to demonstrate adequate communication skills in handling everyday on the job situations when interacting with visitors; have a fair accounting ability, and show capacity to multi-task.

The National Diploma qualification builds on the National Certificate in Food and Beverage Operations and National Certificate in Rooms Division. In the second year of their study, in the third semester the students are expected to complete all major courses within the two options; i.e. if a student has achieved a National Certificate in Food and Beverage Operations s/he must complete the major courses in Rooms Division Operations.

At the Bachelor’s level, the students are exposed to higher analytical skills and knowledge within the management domain. Focus is on service organisation. Courses such as Strategic Management, Hospitality Operations Management, Human Resources Management, Strategic Marketing, Developing and Managing Small Properties, Financial Management and Research provide students in their final year with an opportunity to examine and be challenged by theories and practices impacting on middle to high-level managers. The programme is aimed at equipping students with the necessary advanced knowledge, expertise and strategic skills necessary for upper-level managerial jobs, such as hotel general managers and divisional managers. The students may also opt to develop and run their own hospitality businesses.

CURRICULUM

Year 1 (FOOD AND BEVERAGE OPERATIONS)

Semester 1 (The first semester is a prerequisite for Semester 2)

Course Code	Course Title	Prerequisite
IHT110S	Introduction to Hospitality and Tourism Industry	None
FPT110S	Food Production Theory and Practice	None
FBS110S	Food and Beverage Service	None
CSH110S	Customer Service in Hospitality Industry	None
LPB0320	Language in Practice B	Language in Practice A

Plus any ONE of the following languages:

GER110S	Basic German 1A	None
BAF111S	Basic French 1A	None
BAP111S	Basic Portuguese 1A	None
BAS111S	Basic Spanish 1A	None

Semester 2

HFB120S	Hotel Practice (PoN) (Food and Beverage Operations)	Food Production
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Course Work:

CSK0420	Communication Skills	Language in Practice B
HTA110S	Introduction to Hospitality and Tourism Accounting	None
CUS411S	Computer User Skills	None

Plus any ONE of the following languages:

GER120S	Basic German 1B	Basic German 1A
BAF112S	Basic French 1B	Basic French 1A
BAP112S	Basic Portuguese 1B	Basic Portuguese 1A
BAS112S	Basic Spanish 1B	Basic Spanish 1A

Year 1 (ROOMS DIVISION OPERATIONS)**Semester 1 (The first semester is a prerequisite for Semester 2)**

Course Code	Course Title	Prerequisite
IHT110S	Introduction to Hospitality and Tourism Industry	None
HKL110S	House Keeping and Laundry	None
FOO220S	Front Office Operations	None
BIS311S	Basic Hotel Information Systems	None
CSH110S	Customer Service in the Hospitality Industry	None
LPB0320	Language in Practice B	Language in Practice A

Plus any ONE of the following languages:

GER110S	Basic German 1A	None
BAF111S	Basic French 1A	None
BAP111S	Basic Portuguese 1A	None
BAS111S	Basic Spanish 1A	None

Semester 2

HRD120S	Hotel Practice (PoN) (Rooms Division Operations)	Food Production
CSK0420	Communication Skills	Language in Practice B
HTA110S	Introduction to Hospitality and Tourism Accounting	None
CUS411S	Computer User Skills	None

Plus any ONE of the following languages:

GER120S	Basic German 1B	Basic German 1A
BAF112S	Basic French 1B	Basic French 1A
BAP112S	Basic Portuguese 1B	Basic Portuguese 1A
BAS112S	Basic Spanish 1B	Basic Spanish 1A

Year 2**Semester 3: *For those with National Certificate in Food and Beverage Operations***

HKL110S	House Keeping and Laundry	None
FOO220S	Front Office Operations	None
BIS311S	Basic Hotel Information Systems	None
MAR110S	Marketing 1 (Hotel and Tourism)	None
EMN201S	Events Management	None
PFW0520	Professional Writing	Communication Skills

Semester 3: *For those with National Certificate in Rooms Division Operations*

FPT110S	Food Production Theory and Practice	None
FBS110S	Food and Beverage Service	None
MAR110S	Marketing 1 (Hotel and Tourism)	None
EMN201S	Events Management	None
PFW0520	Professional Writing	Communication Skills

Semester 4: Common Core Courses**One of the following:**

HFB120S	Hotel Practice (PON)	Pass in all major courses (exceptions (Food and Beverage Operations) may be allowed if students have failed one course only)
OR		
HRD120S	Hotel Practice (PON) (Rooms Division Operations)	Pass in all major courses (exceptions may be allowed if students have failed one course only)

Course Work

HRM110S	Human Resource Management 1 (Hotel & Tourism)	None
FCT2400	Financial Control 1	Introduction to Hospitality and Tourism Accounting

Year 3

Semester 5

RDM2400	Rooms Division Management	None
FBM3500	Food and Beverage Management	None
HTL310S	Hospitality and Tourism Law	None
SMS310S	Supervisory and Management Skills	None
PFC0620	Professional Communication	Communication Skills
SSF1100	Safety, Security and First Aid	None

Semester 6

HMP320S	Hotel Management Practice (Industrial Attachment)	Pass in all major courses (exceptions may be allowed if students have failed one course only)
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Year 4

(Tuition for the fourth year is offered through the Distance Education mode only).

Semester 7

Code	Course Title	Prerequisite
RME410S	Research Methodology	None
HOM410S	Hospitality Operations Management	Rooms Division Management/Food & Beverage Management
SMH410S	Strategic Management in Hospitality and Tourism	None
MHR410S	Managing Human Resources in Hospitality and Tourism Organisations	Human Resource Management 1 (Hospitality and Tourism)

Semester 8

FMH420S	Financial Management for Hospitality and Tourism	Financial Control 1
DMH420S	Developing and Managing Small Hospitality Property	Rooms Division Management & Food and Beverage Management & Strategic Mgmt. in Hospitality and Tourism & Mgmt. Human Resources in Hospitality and Tourism
SHT420S	Strategic Marketing for Hospitality and Tourism	Marketing 1 (Hotel & Tourism)
HRP420S	Hospitality Research Project	Research Methodology

**BACHELOR OF TOURISM INNOVATION AND DEVELOPMENT
(New Programme) (Phasing in 2019)****07BTID****Description**

The revised programme is designed in response to industry needs in Namibia and the SADC region. A need for qualified tourism management experts in both the public and private sectors was identified and confirmed through consultation with industry key stakeholders and Programme Advisory Committee. Tourism is one of the fastest growing sectors in Namibia and highly labour intensive (see for example, Namibia's Skills Deficit Report 2010, Tourism Human Resource Strategy for Namibia, 2011, Tourism and Hospitality Sector Skills Plan, 2015 & National Human Resource Plan, 2010-2015). As Namibia strives towards its national developmental goals and the realization of vision 2030, these qualified individuals will contribute greatly to the attainment of relevant objectives pursued by both the Namibian Government and international partners. Against this background, there is a need, therefore, to develop human resource capacity to render services to this industry.

Further, the Bachelor of Tourism Innovation and Development is revised to ensure its continued relevance in terms of the national development needs as well as employment creation. The revised programme is also consistent with the vision of NUST, i.e. to be a premier university of science and technology, preparing leaders for the knowledge economy.

The programme is fully compliant with requirements of NQF and the NUST Curriculum Framework.

Criteria for Admission

To be considered for admission to this programme, applicants must have C in English language as well as meet the General Admission Requirements of the NUST (GI.2.1 in Part 1 of the NUST Yearbook). In addition, applicants will be required to attend an interview as the final stage in the admissions process.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the NUST (GI.2.2 in Part 1 of the NUST Yearbook).

Articulation Arrangements

The transfer of credits will be dealt with according to NUST's rules and regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50% of the credits for a qualification.

Graduates of the Bachelor of Tourism Innovation and Development will under normal circumstances be able to pursue further studies in tourism management, or a related cognate area of learning, at NQF level 8.

Mode of Delivery

This programme will be offered on the full-time mode of study in accordance with NUST rules and regulations.

Requirements for Qualification Award

The Bachelor of Tourism Innovation and Development will be awarded to students credited with a minimum of 409 NQF credits, and who meet the detailed requirements in the curriculum. In addition, students must meet the administrative and financial requirements as spelt out in Part 1 of the NUST Yearbook.

The programme has one major subject/cognate area of learning, i.e. Tourism Management, which is developed in increasing complexity and depth across relevant NQF levels.

Teaching and Learning strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

Assessment Strategies

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (test and/or examinations). The use of validating end of term assessment may be minimized to free students' intellectual capacity for broader cognitive development.

All tests and assignments, apart from the practical courses, carry the same weight and will be used to calculate the semester mark. The semester mark and the exam mark will be used to determine the final mark (this applies to all the core courses in Tourism Management). A minimum final mark of 50% is required to pass all courses.

Transition Arrangements

The last intake of 1st year students for the existing programme (old curriculum) was in January 2018. The Bachelor of Tourism Management programme (old curriculum) will be phased out in 2023 with minimal disruption to existing students' learning progression. The last cohort of students, registered for in 2018, have until 2023 to complete the out-phasing programme.

Students who are registered in 2018 for the 1st year of the old curriculum (Bachelor of Tourism Management – 7BTOM) and who fail more than 50% of the courses at the end of the year, will be required to change their registration to the new programme and will be granted credits on course-by-course basis in accordance with information in Table 1 below.

Table 1 First Year courses to be credited

Course Code	Bachelor of Tourism Management (Old Courses)	Course Code	Bachelor Tourism Innovations and Development (Equivalent New/Revised Courses to be Credited)
CIH510S	Contemporary Issues in Hospitality & Tourism	FTH510S	Foundations of Tourism and Hospitality
TGE510S	Tourism Geography	TGES10S	Tourism Geography
EDT120S	Economic Development of Tourism	EDT120S	Economic Development of Tourism
IHT110S	Introduction to Hospitality & Tourism Accounting	IHT110S	Introduction to Hospitality & Tourism Accounting
GER120S	Basic German 1A	GER120S	German 1
BAF111S	Basic French 1A	BAF111S	French 1
BAP111S	Basic Portuguese 1A	BAP111S	Portuguese 1
BAS111S	Basic Spanish 1A	BAS111S	Spanish 1
PELU411S	Principles of English Language use	PELU411S	Principles of English Language use
CUS411S	Computer User Skills	CUS411S	Computer User Skills
EPR511S	English in Practice	EPR511S	English in Practice
ICT521S	Information Competence	ICT521S	Information Competence
BSC410S	Basic Science	BSC410S	Basic Science

The revised Bachelor of Tourism Innovation and Development will take effect from January 2019 and will be reviewed in by 2025. Courses will only be offered based on the new/revised syllabi in 2019 (1st year), 2020 (2nd year), 2021 (3rd year). Students who are admitted into the examination but fail any for the courses on the old curriculum will only be granted two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi or new/revised corresponding courses. Please refer to Table 2.2, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

Table 2 Corresponding Courses to be Done, if Failed – this is not a Credit Table

Course Code	Bachelor of Tourism Management (Old Courses)	Course Code	Bachelor Tourism Innovation & Development (Equivalent New/Revised Courses to be Credited)
CIH510S	Contemporary Issues in Hospitality & Tourism	FTH510S	Foundations of Tourism and Hospitality
TGE510S	Tourism Geography	TGE510S	Tourism Geography
GER120S	Basic German 1A	GER120S	German 1
BAF111S	Basic French 1A	BAF111S	French 1
BAP111S	Basic Portuguese 1A	BAP111S	Portuguese 1
BAS111S	Basic Spanish 1A	BAS111S	Spanish 1
HTL510S	Hospitality & Tourism Law	HTL510S	Hospitality & Tourism Law
HTM610S	Hospitality & Tourism Marketing	HTM610S	Hospitality & Tourism Marketing
CAH610S	Cost and Management Accounting for Hospitality and Tourism	CAH610S	Cost and Management Accounting for Hospitality and Tourism
TQS710S	Tourism Quality Service Management	QHI710S	Quality Management in Hospitality and Tourism
CNH710S	Cultural & Natural Heritage Management	CNH710S	Cultural & Natural Heritage Management

EDT520S	Economic Development of Tourism	EDT520S	Economic Development of Tourism
IHA520S	Introduction to Hospitality & Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
GER120S	Basic German 1B	GER120S	German 2
BAF112S	Basic French 1B	BAF112S	French 2
BAS112S	Basic Spanish 1B	BAS112S	Spanish 2
BAP112S	Basic Portuguese 1B	BAP112S	Portuguese 2
TDM620S	Tourism Destination Management	TDM620S	Tourism Destination Management
HRH610S	Human Resource Management in Hospitality & Tourism	HRH610S	Human Resource Management in Hospitality & Tourism
TEP620S	Tourism Entrepreneurship	ICE7125	Innovation, creativity and Entrepreneurship
ECB620S	Ecotourism & Community Based Tourism	ECB620S	Ecotourism & Community Based Tourism
MIO620S	Meetings, Incentives, Conferences & Events Management (MICE)	MIO620S	Meetings, Incentives, Conferences & Events Management (MICE)
WIT720S	Work Integrated Learning	WIT720S	Work Integrated Learning

The deadline for complete phasing out of the existing Bachelor of Tourism Management is 2023 after which students must automatically switch to the new programme and fulfill all requirements based in the new curriculum.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisites
FTH510S	Foundations of Tourism and Hospitality	None
TGE510S	Tourism Geography	None
RID510S	Regional and International Destinations	None
BSC410S	Basic Science	None
CUS411S	Computer User Skills	None
PLU411S	Principles of English Language Use	None
FCS510S	Foundations of Customer Service	None

Semester 2

EPR511S	English in Practice	Principles of English Language use, or Language in Practice (LIP411S), or a B for IGSCCE/NSSC English as a Second Language
HTL510S	Hospitality and Tourism Law	None
EDT520S	Economic Development of Tourism	None
BMS411S	Basic Mathematics	None
ICT521S	Information Competence	None
TIS520S	Tourism Information Systems	None

Year 2

Semester 3

IAS501S	Introduction to Applied Statistics	None
IHA520S	Introduction to Hospitality and Tourism Accounting	None
HTM520S	Introduction & Tourism Marketing	None
TDM620S	Tourism Destination Management	None
QHT710S	Quality Management in Hospitality and Tourism	None
EAP511S	English for Academic Purpose	English in Practice

Semester 4

ECB620S	Ecotourism and Community based Tourism	None
ICE712S	Innovation, Creativity and Entrepreneurship	None
HRH610S	Human Resource Management	None
MIO620S	Meetings, Incentives, Conferences & Events Management (MICE)	None
PCO611S	Professional Communication	English for Academic Purposes
CAH610S	Cost and Management Accounting for Hospitality and Tourism	None

Plus, any ONE of the following Foreign Language Elective courses

GER120S	German 1	None
BAF112S	French 1	None
BAS112S	Portuguese 1	None
BAP112S	Spanish 1	None

Year 3

Semester 5

SYD611S	Sustainability and Development	None
AMT710S	Adventure and Marine Tourism	None
SST710S	Sustainable Tourism	None

Plus, and ONE of the following Foreign Language Elective courses depending on the choice made in the previous semester:

GER120S	German 2	German 1
BAF112S	French 2	French 1
BAP112S	Portuguese 2	Portuguese 1
BAS112S	Spanish 2	Spanish 1

Plus, ONE group of the following Strands depending on specialization:

CNH710S	Cultural and Natural Heritage Management	Tourism Destination Management
WST710S	Wildlife and Safari Tourism	None
TPG710S	Tour Planning and Guiding	Tourism Geography

Travel Operations Strand

FST710S	Fares and Ticketing	Strand compulsory
TTA710S	Travel and Tour Agency Operations	Strand compulsory
LST710S	Logistics and Supply Chain Management in the Tourism Industry	Strand compulsory

Semester 6

WIT720S	Work Integrated Learning (WIL)	Pass in all courses up to Semester 5
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**BACHELOR OF TOURISM MANAGEMENT
(Phased in 2023)****07BOTM****NQF Level: 7****NQF Credits: 360****NQF Qualification ID: Q0319****Description**

The Namibia University of Science and Technology (NUST) offers various programmes and strives to provide much needed qualifications to the Tourism and Hospitality industry in relation to market needs. The Department of Hospitality and Tourism Management seeks, among other, to develop tourism programmes that are responsive to industry needs for specialists in Namibia and the SADC region as a whole. The Bachelor of Tourism Management seeks to equip students with broad knowledge, professional and technical skills and values to pursue a career in tourism management. The programme provides a comprehensive and systematic introduction to the major concepts, theories and problem-solving techniques of tourism management in order to prepare students for specialised industry positions. Special emphasis is placed on creating an interdisciplinary base for research, policy analysis, planning and theoretical education, and to develop understanding of the complex nature of the hospitality and tourism industry.

This programme is designed to produce graduates with knowledge and skills required to take up positions in the tourism industry such as tourism planning and project administration officers; sales and marketing personnel; guest relations, public relations and customer service personnel; information/front office personnel; events and conference coordinators, and community based tourism enterprises supervisors, etc. Students may also opt to start and run their own tourism related businesses.

Admission Requirements

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook) in order to be considered for admission to this programme. In addition, applicants will be required to attend an interview as the final stage in the admissions process.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

Articulation Arrangements

The transfer of credits will be dealt with according to the University's rules and regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50 % of the credits for a qualification.

Graduates of the Bachelor of Tourism Management will under normal circumstances be able to pursue further studies in Tourism Management, or a related cognate area of learning, at NQF Level 8.

Transition Arrangements

The four-year Bachelor of Travel and Tourism Management programme (old curriculum) will be phased out systematically until 2019 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the four-year programme (old curriculum) was in January 2012. The last intake for the 4th year of the out-phasing programme (old curriculum), offered on the distance education mode, will be in 2017. The last cohort of students, to be registered for the 4th year in 2017, would have until 2019 to complete the out-phasing programme (old curriculum).

Students who were registered in 2012 for the 1st year of the out-phasing programme (old curriculum), and who failed more than 50 % of the courses at the end of 2012, will be required to change their registration to the revised programme (new curriculum) and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The revised three-year Bachelor of Tourism Management (old curriculum) took effect from January 2013 and will be completely phased in by 2023. Courses will only be offered based on the new/revised syllabi in 2013 (1st year), 2014 (2nd year) and 2015 (3rd year). Students who are admitted into the examination but fail any of the courses on the old curriculum will only be granted two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi of new/revised corresponding courses. Please refer to Table 2, below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the four-year Bachelor of Travel and Tourism Management (old curriculum) is 2019 after which students must automatically switch to the revised programme (new curriculum) and fulfill all requirements based on the new curriculum.

Table 1: 1st Year Courses to be credited

Course Code	Bachelor of Travel and Tourism Management (Old Courses)	Course Code	Bachelor of Tourism Management (Equivalent New/Revised Courses to be Credited)
IHT110S	Introduction to Hospitality and Tourism Industry	CIH510S	Contemporary Issues in Hospitality and Tourism
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
LPB0320	Language in Practice B	EPR511S	English in Practice
EAP511S	English for Academic Purposes	EAP511S	English for Academic Purposes
GER110S BAF111S BAP111S BAS111S	Foreign Languages 1A	GER110S BAF111S BAP111S BAS111S	Foreign Languages 1A
CUS411S	Computer User Skills	CUS411S	Computer User Skills
EDT120S	Economic Development of the Tourism Industry	EDT520S	Economic Development of Tourism
GER110S BAF111S BAP111S BAS111S	Foreign Languages 1B	GER110S BAF111S BAP111S BAS111S	Foreign Languages 1B

Table 2: Corresponding Courses (to be completed if courses on the old curriculum are failed) (Please note this is not a credit table)

Course Code	Bachelor of Travel and Tourism Management (Old Courses)	Course Code	Bachelor of Tourism Management (Equivalent New/Revised Courses to be Credited)
IHT110S	Introduction to Hospitality and Tourism Industry	CIH510S	Contemporary Issues in Hospitality and Tourism
TOO210S	Tourism Operations		None
HTA110S	Introduction to Hospitality and Tourism Accounting	IHA520S	Introduction to Hospitality and Tourism Accounting
TTP11S	Travel Theory & Practice1		None
TTP211S	Travel Theory & Practice2		None
TLE310S	Tourism and Local Economic Development		None
CUS411S	Computer User Skills	CUS411S	Computer User Skills
TDM2002S	Tourism Destination Management 2	TDM620S	Tourism Destination Management
TDM310S	Tourism Destination Management 3		None
TOG11S/ TOG211S	Tour Guiding 1 & 2		None
EDT120S	Economic Development of the Tourism Industry	EDT520S	Economic Development of Tourism
ENT201S	Entrepreneurship	TEP620S	Tourism
PRT201S	Public Relations for Tourism		None
TTP311S	Travel Theory and Practice 3		None
MAR110S	Marketing 1 (Hotel & Tourism)	HTM610S	Hospitality and Tourism Marketing
EMT201S	Events Management	MIO620S	Meeting, Incentives, Conferences and Events(MICE)
HRM110S	Human Resources Management 1 (Hospitality& Tourism)	HRH610S	Human Resource Management in Hospitality and Tourism
UTO220S	Urban Tourism	UTO710S	Urban Tourism
FCT2400	Financial Control	CAH610S	Cost and Management Accounting for Hospitality and Tourism
HTL310S	Hospitality and Tourism Law	HTL510S	Hospitality and Tourism Law

SMS310S	Supervisory and Management Skills	HTM710S	Hospitality and Tourism Management
SSF1100	Safety, Security and First Aid		None
TIS311S	Tourism In- service Training	WIT720S	Work Integrated Learning

Please Note:

- Table 2, above, only highlights new/revised core courses in Tourism Management that should be done if courses on the four year Bachelor of Travel and Tourism Management (old curriculum) are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.
- Courses in the old curriculum that do not have corresponding courses in the new curriculum will be taught until the old curriculum is phased out.

CURRICULUM**Year 1****Semester 1**

Course Code	Course Title	Prerequisites	NQF Level	NQF Credit
CIH510S	Contemporary Issues in Hospitality and Tourism	None	5	12
TGE510S	Tourism Geography	None	5	12
BMS411S	Basic Mathematics	None	4	12
CUS411S	Computer User Skills	None	4	10
PLU411S	Principles of English Language Use	None	4	NCB
Plus any ONE of the following Elective courses:				
GER110S	Basic German 1A	None	4	NCB
BAF111S	Basic French 1A	None	4	NCB
BAP111S	Basic Portuguese 1A	None	4	NCB
BAS111S	Basic Spanish 1A	None	4	NCB

Semester 2

EPR511S	English in Practice	Principles of English Language Use, or Language in Practice A, or Module 2, or a minimum B in English as a Second Language at NSSC Ordinary Level	5	NCB
ICT521S	Information Competence	None	5	10
EDT520S	Economic Development of Tourism	Contemporary Issues in Hospitality & Tourism	5	12
IHA520S	Introduction to Hospitality & Tourism Accounting	None	5	12
BSC410S	Basic Science	None	4	8
Plus any ONE of the following Elective courses:				
GER120S	Basic German 1B	Basic German 1A	4	NCB
BAF112S	Basic French 1B	Basic French 1A	4	NCB
BAP112S	Basic Portuguese 1B	Basic Portuguese 1A	4	NCB
BAS112S	Basic Spanish 1B	Basic Spanish 1A	4	NCB

Year 2**Semester 3**

HTL510S	Hospitality & Tourism Law	None	5	12
HTM610S	Hospitality and Tourism Marketing	None	6	12
PMI511S	Principles of Microeconomics	None	5	12
CAH610S	Cost & Management Accounting for Hospitality and Tourism	Introduction to Hospitality and Tourism Accounting	6	12
EAP511S	English for Academic Purpose	English in Practice, or Language in Practice B, or Module 3, or Exemption	5	14

Semester 4

TDM620S	Tourism Destination Management	None	6	12
HRH610S	Human Resource Management in Hospitality and Tourism	None	6	12
TEP620S	Tourism Entrepreneurship	None	6	12
ECB620S	Ecotourism and Community-Based Tourism	None	6	12
MIO620S	Meetings, Incentives, Conferences & Events Management (MICE)	None	6	12
PWR611S	Professional Writing	English for Academic Purposes, or Communication Skills, or Module 4, or Exemption from English for Academic Purposes/Communication Skills/Module 4	6	14

Year 3

Semester 5

TDM710S	Tourism Distribution Management	None	7	12
TQS710S	Tourism Quality Service Management	None	7	12
UTO710S	Urban Tourism	None	7	12
CNH710S	Cultural and Natural Heritage Management	Tourism Destination Management	7	16
SYD611S	Sustainability and Development	None	6	12
HTM710S	Hospitality & Tourism Management	None	7	12

Semester 6

WIT720S	Work Integrated Learning (WIL)	Pass in all courses up to Semester 4.	7	60
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BACHELOR OF TRAVEL AND TOURISM MANAGEMENT (4 Year)
(Phasing out from 2013 until 2019)**27BTM****Definition**

The Bachelor of Travel and Tourism Management programme is designed to prepare graduates for self-employment or professional careers in public and private sector organisations concerned with tourism. The core courses provide the knowledge and basic skills required in the broad business environment, while the management stream extends and reinforces these foundations as they apply in the operation of small and medium sized establishments. The tourism stream provides a more industry-specific focus for the content provided in the business subjects, and uses an interdisciplinary approach, which views tourism as a form of human behaviour as well as a business interest.

The programme is intended to provide students with a holistic understanding of the elements of travel and tourism within the social, economic and cultural fabric of society, appreciation of the relationships among the various elements of the industry, as well as the ability to apply appropriate evaluative and management strategies to situations involving travel and tourism. Students on both the Diploma and Degree programmes follow the same course of study in the first three years.

Admission Requirements

Prospective students must be able to express a special interest in tourism development. The Bachelor of Travel and Tourism Management Degree is a four-year academic programme, with the following exit points:

Certificate in Travel and Tourism Operation
Diploma in Travel and Tourism Management
Bachelor of Travel and Tourism Management

No specific skills other than those at grade 12 are required. Knowledge of subjects such as History, Geography, Accounting and Mathematics would help in the programme. Candidates may also be admitted to this programme if they meet the General Admission Requirements. Holders of the Polytechnic National Diploma in Travel and Tourism will be admitted to the Bachelor Degree Programme. However, such students are required to do Professional Communication before completion of the Bachelor programme if they have not done so.

Assessment Strategies

The methods of assessment selected are a combination of individual and group assessment modes and are aimed at both continuous and terminal assessment. They are structured to facilitate individual inquiry, group dynamics and team-building, analytical discussion and applied knowledge

To these ends, this Programme uses several types of assessment. These include:

Formative assessment: Measures e.g. project work, presentation, case-studies, practical exercises and laboratory work which provide information that will indicate to the individual student his/her progress to date.

Summative assessment: Measures students' performance or level of achievement at the end of a sequence of study. Most commonly, this will take the form of the end of term and terminal examinations.

Increasingly, both formative and summative assessments are being administered in an integrated format. This allows for the strengthening of linkages between courses, as well as minimising unnecessary duplication of workload for the individual student.

The semester mark is determined by continuous evaluation of a student's achievement by means of tests and/or assignments/seminars/practicals/tutorials. Each course is evaluated on its own at the end of the course as stipulated in the syllabus. The evaluation will be either theoretical or practical or a combination thereof.

In order for students to qualify for In-Service Training (Tourism Practice) all courses of the five semesters must be passed, except that a student will be allowed to register for In-service training if s/he has failed only one course.

For courses that have an examination component, a sub-minimum of 40 per cent semester mark should be obtained to gain exam entrance. During the third year (final year of the Diploma Programme) practical and in-service training count for 60 per cent of the final mark and theory counts for 40 per cent of the final mark.

In-service Training (5 months): The programme includes a mandatory period of industry-based work experience, which contributes to the continuous process of the personal development of the student and represents a key aim of the course. In-service Training periods will be formally structured and evaluated on a continuous assessment basis and will contribute towards qualifications and the award of the Diploma in Travel and Tourism Management.

In-service Training and Applied Projects are assessed through continuous evaluation. The In-service training is executed in industry (off campus), following the NUST In-service training regulations. All Applied Projects and the Tourism Project are executed both on and off campus, under the supervision of the Hospitality and Tourism Department staff and mainly focusing on observation, data collection, processing, analysis, interpretation and write up (Guidelines in reference to the DACUM recommendations).

Notification:

Requirement to Wear Uniform

A prescribed uniform is compulsory for all Hospitality and Tourism students and must be worn for the duration of their studies (all 3 years). The uniform must be worn whenever the student attends either practical or theoretical classes.

Ladies Prescribed

- White cotton blouse with button-down front (short or long sleeve)
- Flesh coloured underwear
- Black skirt (knee length or ankle length)
- Black high-waist professional trousers
- Closed black court shoes (closed toe)
- Black waistcoat in Summer
- Black jacket and/or jersey in winter
- Small earrings or studs (one per ear only)
- Prescribed Scarf

Gentlemen Prescribed

- White collar cotton shirt with button-down front (short or long sleeve)
- Black professional trousers
- Closed black shoes
- Black Socks
- Black Waistcoat in Summer
- Black blazer and/or jersey in winter
- Prescribe Blue tie

Strictly Not Allowed

- T-shirt materials, printed materials of any kind
- Hipsters or any type of jeans
- Skin-tight or stretch materials of any kind
- No sweater tops or tracksuit tops of any kind
- No flip-flops, sneakers, trainers or like footwear
- No nose rings, tongue rings, rings of any kind except wedding band

The prescribed uniforms are supplied by J Gerdes Uniwear and the costs of the uniform will be charged to the student account as listed below. Students will be notified of the uniform fitting dates during the registration process.

Men’s Uniforms proposed quantities

Blazer Harrow Black	1
Waist Coat Pezula Black	1
Step out Trouser Black	2
Lounge Shirt SS White	2
Lounge Shirt LS White	1
Blue Tie	1

Ladies’ Uniforms proposed quantities

Jacket Rosa Black	1
Waistcoat Kirsten Black	1
Skirt Carmen Black	2
Donna Top HS White	1
Donna Top SS White	2
Ladies’ Scarf	1

CURRICULUM**Year 1****Semester 1**

Course Code	Course Title	Prerequisite
TOG111S	Tour Guiding 1	None
IHT110S	Introduction to Hospitality & Tourism Industry	None
EPR511S	English in Practice	Language in Practice/ Principles of English Language Use

Plus any ONE of the following languages:

GER110S	Basic German 1A	None
BAF111S	Basic French 1A	None
BAP111S	Basic Portuguese 1A	None
BAS111S	Basic Spanish 1A	None

Semester 2

CUS411S	Computer User Skills	None
TOG211S	Tour Guiding 2	Tour Guiding 1
EDT120S	Economic Development of the Tourism Industry	None
HTA110S	Introduction to Hospitality and Tourism Accounting	None
EAP511S	English for Academic Purposes	Language in Practice B / English in Practice

Plus any ONE of the following languages:

GER120S	Basic German 1B	Basic German 1A
BAF112S	Basic French 1B	Basic French 1A
BAP112S	Basic Portuguese 1B	Basic Portuguese 1A
BAS112S	Basic Spanish 1B	Basic Spanish 1A

Year 2**Semester 3**

MAR110S	Marketing 1 (Hotel & Tourism)	None
EMN201S	Event Management	None
ENT201S	Entrepreneurship	None
PRT201S	Public Relations for Tourism	English for Academic Purposes
PWR611S	Professional Writing	English for Academic Purposes

Plus any ONE of the following:

TOO210S	Tourism Operations	None
TTP111S	Travel Theory & Practice 1	None

Semester 4

FCT2400	Financial Control 1	Introduction to Hospitality & Tourism Accounting
HRM110S	Human Resources Management 1 (Hospitality & Tourism)	None
UTO220S	Urban Tourism	None
PCO611S	Professional Communication	English for Academic Purposes

And any ONE of the following:

TDM202S	Tourism Destination Management 2	Tourism Operations
TTP211S	Travel Theory & Practice 2	Travel Theory & Practice 1

Year 3

Semester 5

SMS310S	Supervisory Management Skills	None
TLE310S	Tourism & Local Economic Development	None
HTL510S	Hospitality & Tourism Law	None
SSF710S	Safety, Security and First Aid	None

And any ONE of the following:

TDM310S	Tourism Destination Management 3	Tourism Destination Management 2
TTP311S	Travel Theory & Practice 3	Travel Theory & Practice 2

Semester 6

TIS311S	In-Service Training	Pass in all major courses (exceptions may be allowed if students have failed one course only)
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Year 4

(Tuition for the fourth year will be offered through the Distance Education mode only.)

Semester 7

RME410S	Research Methodology	None
SMH410S	Strategic Management in Hospitality & Tourism	None
TPP410S	Tourism Policy & Planning	None
MHR410S	Managing Human Resources in Hospitality & Tourism Organisations	Human Resources Management 1 (Hospitality & Tourism)

Semester 8

EPM420S	Ecotourism Planning & Management	None
FMH420S	Financial Management in Hospitality & Tourism	Financial Control 1
SHT420S	Strategic Marketing in Hospitality & Tourism	Marketing 1 (Hotel & Tourism)
TRP420S	Tourism Research Project	Research Methodology

**BACHELOR OF CULINARY ARTS
(New Programme) (Phasing in 2019)****07BCNA****Description**

The Bachelor of Culinary Arts provide students with the theoretical and practical principles and aspects of culinary arts, including hot and cold kitchen, charcuterie, patisserie and kitchen management. The degree aims to equip students with knowledge, professional, scientific and technical skills and values to pursue a career in Culinary Arts. The programme provides a comprehensive and systematic introduction to the major concepts, theories and problem-solving techniques required during food preparations. The programme further prepares students for diverse industry positions. This programme provides students with an ideal way of learning the art of food preparation and presentation skills.

This programme allows students to exit with the Certificate in Hospitality Operations at NQF Level 5, as a first exit level upon successful completion of year 1. This Certificate allows the student to perform major operational activities in the various departments of hospitality establishments with minor supervisory activities. Further, it allows the students of hospitality establishments with minor supervisory activities. Further, it allows the student to pursue a career at a more temperate pace and allows for both professional and academic growth and development in the industry.

Overall, the programme aims at preparing students to assume technical/professional roles in culinary arts and kitchen management. This programme places a lot of emphasis on practical training, to give students, the necessary “hands-on” instruction, and exposure that will enrich their skills and experience in accordance with the demands of the hospitality industry, however the theoretical aspect of this course allows the student to acquire the necessary academic competencies, distinguishing this course from vocational approaches. Graduates of this programme will be able to take up positions in industry such as cooks, chefs, caterers, kitchen supervisors and managers. Students may also opt to start and run their own catering related businesses.

Admission Requirements

Applicants must meet the General Admission Requirements of the Namibia University of Science and Technology (G12.1 in the Prospectus) to be considered for admission to this programme. In addition, all candidates will be required to attend an interview as the final stage in the admissions process. Students could be required to provide evidence of work experience in commercial kitchen.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (G12.2 in the Prospectus).

Graduates with a Diploma in Hotel Management from Polytechnic of Namibia can be admitted to the Bachelor of Culinary Arts based on advance standing. Courses completed under the Diploma in Hotel Management may be granted credits on a course-by-course basis, and students will be required to complete all outstanding courses as per the requirements of the Bachelor of Culinary Arts.

Transfer of Credits will be dealt with according to the Namibia University of Science and Technology rules and regulations on recognition of prior learning. These provide for course by course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50% of the credits for a qualification.

Articulation Arrangements

Graduates of the Bachelor of Culinary Arts degree program will be able to pursue further studies in Culinary Arts, or a related cognate area of learning such as the Bachelor of Hospitality and Tourism Honours at NQF level 8.

Mode of Delivery

This programme will be offered on the full time mode of study in accordance with Namibia University of Science and Technology rules and regulations.

Requirements for Qualification Award

The Bachelor of Culinary Arts will be awarded to students credited with a minimum of 405 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in Part 1 of the NUST Yearbook, General Information and Regulations.

The Bachelor of Culinary Arts has one major subject/cognate area of learning, i.e. Culinary Arts, which is developed in increasing complexity and depth across the relevant NQF levels.

Progression Rule

Students will only be allowed to register for Work Integrated Learning I and II courses after passing all lower level courses.

Teaching, Learning Strategies

The requirement of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus the qualification focuses on the engagement of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, practical projects, tutorials, case studies, problem based learning and individual and/or group work. In addition, Module based learning will also be introduced in the 5th and 6th semesters whilst students will be busy with Applied Culinary Arts Operations. The progress of learning embedded in such tasks will be monitored, assessed and recorded.

Assessment Strategies

Students will be assessed through diversified, continuous, formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving and critical thinking exercises through individual/group assignments and presentations, case studies, report writing, participation in e-learning, portfolio of evidence, practical application of skills and competencies, tutorials, practical projects and questioning (test and/or examinations). The use of validating end of term assessments may be minimised to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated, or a specific skill can be transferred. In accordance with the university's policy on diversified continuous assessment, each course will have a minimum of four assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments. To be admitted to the final examination in any course, a minimum semester mark of 40% must be obtained. This mark is determined by continuous evaluation of a student's achievement by means of tests and/or assignments/seminars/practical/tutorials/e-learning. Each course is evaluated in accordance with stipulations in the syllabi. The evaluation will be either theoretical or practical or a combination thereof.

All tests and assignments, apart from the practical courses, carry the same weight and will be used to calculate the semester mark. The semester mark and the exam mark will be used in a 40/60 ratio to determine the final mark. A minimum final mark of 50% is required to pass all courses, except Basic Hotel Information Systems where students must achieve a minimum final mark of 60% to pass the course.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisite
FTH510S	Foundations of Hospitality and Tourism	None
FPT510S	Food Production Theory	None
FPP510S	Food Production Practical	None
FBO510S	Food and Beverage Operations	None
BSC410S	Basic Science	None
PLU411S	Principles of English Language Use	None
CUS411S	Computer User Skills	None
SSF510S	Safety, Security and First Aid	None

Semester 2

RDN520S	Rooms Division Operations	None
EPR511S	English in Practice	Language in Practice or for Exemption Grade B in English (IGSCE or NSSC)
HTL510S	Hospitality and Tourism Law	None
BVS520S	Beverage Studies	None
EDT520S	Economic Development of Tourism	None
BHI520S	Basic Hotel Information Systems	None
BMS410S	Basic Mathematics	None

Semester 3

CAP610S	Culinary Arts 1: Pastry, Bakery and Desserts	Food Production Theory
ACP610S	Applied Culinary Arts 1: Pastry, Bakery and Desserts	Food Production Practical
FSM610S	Food Safety Management	Food Production Theory
IHA520S	Introduction to Hospitality & Tourism Accounting	None
EAP511S	English for Academic Purposes	English in Practice

Year 2**Semester 4**

CAK620S	Culinary Arts 2: Advanced Hot Kitchen	Food Production Theory
AAK620S	Applied Culinary Arts 2: Advanced Hot Kitchen	Food Production Practical
ICT521S	Information Competence	None
PWR611S	Professional Writing	English for Academic Purposes
HRH610S	Human Resource Management in Hospitality and Tourism	None
CAH610S	Cost and Management Accounting for Hospitality and Tourism	None
ICE712S	Innovation, Creativity and Entrepreneurship	None

Year 3**Semester 5**

ACK710S	Culinary Arts 3: Advanced Cold Kitchen	Culinary Arts 2: Advanced Hot Kitchen
AAC710S	Applied Culinary Arts 3: Advanced Cold Kitchen	Applied Culinary Arts 2: Advanced Cold Kitchen
KMT710S	Kitchen Management	None
WIC710S	WIL I: Internal Culinary Arts	Pass in all courses up to Semester 4
QMA710S	Quality Management in Hospitality and Tourism	None
SYD611S	Sustainability and Development	None

Semester 6

WEO720S	WIL II: External Culinary Arts	Pass in all courses up to Semester 5
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Notification:**Requirement to Wear Uniform**

A prescribed uniform is compulsory for all Hospitality and Tourism students and must be worn for the duration of their studies (all 3 years). The uniform must be worn whenever the student attends either practical or theoretical classes.

Strictly Not Allowed

- T-shirt materials, printed materials of any kind
- Hipsters or any type of jeans
- Skin-tight or stretch materials of any kind
- No sweater tops or tracksuit tops of any kind
- No flip-flops, sneakers, trainers or similar footwear
- No nose rings, tongue rings, rings of any kind except wedding band

NQF Level 8

NQF Credits 120

Programme Aims/Purpose:

The Bachelor of Hospitality and Tourism Management Honours is designed to consolidate and deepen the competencies in the main cognate area of learning. The programme takes a multi-dimensional approach to management of hospitality and tourism services and products; and requires students to apply strategic approaches to ever dynamically changing environment. Students will be able to plan, solve managerial and strategic challenges within the hospitality and tourism industry. Hence, the programme is purposely designed to enable students to progress to a range of middle and senior management positions within the industry in areas such as management and operations, marketing, policy planning and development, etc. It also aims to train them to apply a systematic approach in conducting research in specialised areas to contribute effectively culturally and ethically in their specific areas of hospitality and tourism leveraging lifelong learning and industries development.

The programme has been endorsed by members of the Programme Advisory Committee while academic peers have also been consulted for purposes of benchmarking (attached, please find evidence of consultation/ international benchmarking and support).

Programme Rationale

Tourism is one of the fastest growing sectors in Namibia and highly labour intensive. There is a need, therefore, to develop human resource capacity to render services to this industry. Thus, the need to develop this programme is critical as it enable the country to achieve its social and economic aspiration as articulated in the Vision 2030, National Policy on Tourism for Namibia and National Sustainable Tourism Growth and Development Strategy. Through this programme, students will be equipped with advanced knowledge and strategic skills to enable them to enter the tourism industry at a competitive level adding value to the hospitality and tourism industry areas of operational, managerial and strategic spheres. In this context, the demand for this programme is prompted by deficiency of skilled personnel at a managerial level, as confirmed through the consultations with industry stakeholders and research findings (refer to: The Namibia's Skills Deficit: Cross Sectoral Perceptions and Experiences 2010; Tourism Human Resources Strategy for Namibia 2011; Tourism and Hospitality Sector Skills Plan 2015 and the National Human Resources Plan 2010-2015). Graduates of the Bachelor of Hospitality and Tourism Management Honours will thus be able to contribute to the national economy through comprehensive knowledge and understanding of the socio-cultural, economic, technological, and political environment in which the tourism destinations and industry operates, relevant systems of governance and public policy at global, national, and local scales. The programme is fully aligned with requirements of the National Qualifications Framework (NQF) and the NUST Curriculum Framework.

Qualification Outcomes

On completion of the programme, graduates will be able to:

- Demonstrate an understanding of a range of practical, theoretical and personal skills required for professional management roles within a variety of international hospitality establishment and tourism organisations;
- Evaluate strategic, and marketing processes and manage finances and resources in a commercial hospitality enterprise within the context of the global nature of the business;
- Demonstrate professional management attitude by nurturing corporate culture and social responsibility to add value to an organisation;
- Demonstrate strategic thinking and analytical skills required to diagnose strategic problems, opportunities and ethical considerations which face managers today;
- Assess current trends in different business environments in which hospitality and tourism organisations function, and respond to the dynamic environment in a holistic manner;
- Analyse critically different multilateral institutions and transnational organisations involved in international hospitality and tourism management and development;
- Plan and conduct research of applied nature in any area of hospitality and tourism;
- Present academic and/or professional work effectively catering for a wide range of audiences.
- Demonstrate enhanced professional and functional management skills applicable in hospitality and tourism operations
- Apply of revenue management techniques to improve viability of hospitality and tourism businesses

Criteria for Admission

In order to be admitted to the Bachelor of Hospitality and Tourism Management Honours, applicants must have a Bachelor of Hospitality Management or a Bachelor of Tourism Management at NQF level 7 from NUST (worth at least 360 credits) or an equivalent qualification from a recognised institution. Applicants with pre-NQF Bachelor's degrees in domain areas closely related to Hospitality and Tourism Management, such as Hotel Management, Business Administration, may also apply for admission into the programme. Such applicants will be evaluated by the department and considered for admission on a case-by-case basis.

Articulation Arrangements

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning. This provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. The maximum credits that can be granted should not be more 50% of the credits for a qualification. Graduates of this programme will be able to pursue further studies in Hospitality and Tourism Management, or related cognate area of learning at NQF level 9.

Mode of Delivery

This programme will be offered on the full-time basis with a block release and distance learning mode that would be complemented by MyNUST E-Learning platform.

Requirements for Qualification Award

The Bachelor of Hospitality and Tourism Management Honours will be awarded to students credited with a minimum of 120 credits all at NQF level 8. Students are required to do six compulsory courses (five courses worth 75 credits and a mini thesis worth 30 credits) and one elective course (worth 15 credits) and a mini thesis (worth 30 credits). In addition, students should meet the administrative and financial requirements spelt out in the NUST's Yearbook Part 1.

Assessment Strategies

Students will be assessed through continuous and summative assessments. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated, or a specific skill can be transferred.

In accordance with NUST policy on diversified continuous assessment, each course will have a minimum of four assessments events. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments. The mini-thesis will be assessed in accordance with NUST rules for studies at postgraduate level.

Teaching and learning strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process to provide for the development of generic cognitive and intellectual skills, key transferable skills, and subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, lectures, discussions, presentations, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed

Quality Assurance requirements

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiners and one moderator. Moderators will be identified externally. The required minimum qualification of the moderator is a Master's degree in a related field of studies, or the person must be a well-respected expert in the field. Lecturing staff will set and mark tests and/or examinations in accordance with set memorandums which will, together with course outlines and other material containing course learning outcomes in the context of the qualification learning outcomes be forwarded to the appointed moderators for purposes of moderation. This ensures quality and equity of assessments and the qualification as whole.

Career Opportunities

The Bachelor of Hospitality and Tourism Management Honours will enable students to take up middle and senior management positions within various sectors of the hospitality and tourism industry (e.g. tourism destination management organizations, tour operating enterprises, airlines, accommodation sector, community-based tourism organizations and tourist attractions, hotel and resort management, international destination consultancy) in areas such as management and operations, marketing, policy planning and development.

Transition Arrangements

This is a new programme which does not replace any existing programme(s). Transition arrangements are, therefore, not applicable.

The curriculum outline is as follows:

Semester 1		Semester 2	
Course Title	Compulsory or Elective (C or E)	Course Title	Compulsory or Elective (C or E)
Strategic Management in Hospitality and Tourism	C	Mini-Thesis	C
Financial Management in Hospitality and Tourism	C	Guest Service Management	C
Research Methodology	C	Hospitality Facility Management	E
Strategic Marketing and Innovation	C	Tourism and Protected Areas Management	E

CERTIFICATE IN SUPERVISORY SKILLS DEVELOPMENT

05CSDE

NQF Level: 5

NQF Credits: 60

NQF Qualification ID: Q0425

Description

The Certificate in Supervisory Skills Development is purposefully designed to equip supervisors at entry level, and/or aspiring supervisors, with broad knowledge, skills and techniques that will help them become more efficient and effective in the process of supervising direct reports. Students will be exposed to relevant methods and techniques to guide team members under challenging conditions in the workplace, and motivate their direct reports to work towards attainment of the strategic goals and targets of their employers. In addition, students will be capacitated to assume an active role in establishing the right organisational culture where staff is challenged to take on new initiatives and find practical solutions to emerging challenges and changing environments. The programme provides a basis for further learning and development. Upon completion of this programme, students will be able to perform effectively in entry level supervisory positions in various organisations.

Admission Requirements

Candidates may be admitted to the Certificate in Supervisory Skills Development if they meet the University's General Admission Requirements (GI2.1 in Part 1 of the NUST Yearbook).

Mature age candidates may be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who successfully complete the Certificate in Supervisory Skills Development will ordinarily be able to pursue further studies in Management Development, or a related cognate area of learning, at NQF Level 6.

Requirements for Qualification Award

This qualification will be awarded to students credited with a minimum of 60 NQF credits in accordance with the requirements set out below. In addition, students must meet the administrative and financial requirements as spelt out in Part 1 of the NUST Yearbook.

Students are required to attend a compulsory Orientation Session at the beginning of the programme. Critical competencies related to self-development and study skills will, inter alia, be covered during this session.

CURRICULUM

Course Code	Course Title	Prerequisites	NQF Level	NQF Credits
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10
BAC1100	Business Accounting 1A	None	5	10
IHR512S	Introduction to Human Resources Management	None	5	12
IPP511S	Introduction to Process and Project Management	None	5	14
SUP511S	Supervisory Skills	None	5	14

Special Arrangements**Teaching and Learning Strategies**

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills and as the case may be, subject specific, and or professional /technical, as well as practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, assignments, presentations, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

Assessment Strategies

Courses will be assessed using only diversified Continuous Assessment. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual and/or group assignments and presentations, case studies, report writing; practical application of skills and competencies, tutorials, practical projects and questioning (e.g. tests). In accordance with University's policy on diversified Continuous Assessment, each course will have a minimum of six assessments. A minimum final mark of 50 % is required to pass each of the courses.

Transition Arrangements

This is a new programme that does not replace any existing programme(s). Transition arrangements are, therefore, not applicable.

Description

The Diploma in Business Process Management is designed to equip students with a broad knowledge in the areas of business economics, accounting, retail, marketing, sales and logistics. The programme provide students with the necessary skills and business process management tools and techniques needed to improve, manage and maintain processes within the transport, logistics and related industries.

The programme allows for early exit with a Certificate in Business Process Management (NQF Level 5) after successful completion of the first year of study. Students who exit with a Certificate will be able to find employment in the industry as warehouse admin clerks, clearing and forwarding consultants administrators, clerks (debtors, planning, control and export).

Admission Criteria

Candidates may be admitted to the Diploma in Business Process Management (NQF Level 6) programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the Yearbook).

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the Yearbook).

Articulation Arrangements

Transfer of credits will be dealt with according to NUST regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who complete the Diploma in Business Process Management (NQF Level 6) successfully will be able to pursue further studies in Business, Logistics or Transport or a related cognate area of learning, at NQF level 7.

Mode of Delivery

This programme will be offered on a block mode and part-time modes of study.

Requirements for Qualification Award

The Diploma in Business Process Management (NQF Level 6) will be awarded to students credited with a minimum of 266 NQF credits, and who have met the detailed programme/qualification requirements as set out below. In addition students should meet the administrative and financial requirements spelt out in the Yearbook (Part 1) of the Namibia University of Science and Technology.

Teaching and Learning Strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, *inter alia*, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

This programme also includes components of practical's (CATS Practical 1,2,3 and 4) which integrate work experiences with learning in a way traditional education cannot do. It provides students with opportunities to:

Execute tasks related to Business Process Management at the work place. In particular, it also makes students discover their areas of interest in the Logistics field.

- Network with professionals and build relationships that can help students in their future endeavours.
- Have access to companies for full-time positions after graduation once good rapport has been established between the students and the companies.
- Interact with people from diverse backgrounds and develop interpersonal skills that are not possible in a classroom environment.

Practical learning takes place in the company from Mondays to Thursdays where students rotate through departments of the company. They are guided by a mentor and the employer. A weekly learning progress report is submitted by the mentor. A final Oral interview is conducted in the form of a formal assessment after the two years of theoretical training at NUST.

Assessment Strategies

Students will be assessed through formative and summative assessments. These assessments will focus on the achievement of qualification outcomes and take the form of a portfolio of evidence which include reflection sheet/journal, sample or evidence of work done during CATS practical's work place supervisor performance evaluation sheet, CATS practical report illustrating attainment of learning outcomes, student presentation, site visit or monitoring report by academic supervisor.

The CATS Practical's will be assessed on the basis of the following:

At the workplace assessment is an ongoing process. It will take place every 2 to 6 weeks, depending largely on the department and the learning progress of students. Assessment will be against specific criteria as outlined in the rotation plan. These criteria are clear and transparent expressions of requirements against which successful or unsuccessful performance (i.e. competence) is judged. In other words, assessment criteria serves as a basis against which evidence can be collected as proof that competency has been achieved. To facilitate this process learners are required to enter details of work done in the activity reports on a weekly basis.

Recommended tools to be used in the rotation plan include:

- Questioning
- Observation on the job
- Obtaining feedback from customers (all people you work with, or for)
- Finished work
- Written exercises / assignments
- Role plays and simulations

The final practical assessment takes place after completion of the rotation plan, and this is generally after 2 years. The final assessment assesses the performance of the learner very broadly. It consists of a final oral exam ("interview") conducted by representatives from business, NUST and the CATS Office. During this interview learners will be questioned on their experience gained over the 2 year period. This information is obtained largely from the rotation plan entries and the weekly activity reports, explaining the work done per department/function. Therefore it is very important to keep records as described in the Blue Book of the CATS rotation plan in the companies and the learner must bring the completed reports and assessments to the interview. Interviewers will focus on the learner's ability to understand, recognise and identify the interdependence of functions and departments, as well as the general overall presentation.

Quality Assurance Requirements

Each course (please refer to the detailed qualification requirements) will have one or more examiner and one moderator. Moderators will be identified both internally and externally. The required minimum qualification of the moderator should be a Bachelor degree in a related field of studies or the person must be a well-respected expert in the field. Lecturing staff will set and mark tests and/or examinations which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purpose, therefore, ensuring quality of the assessment and the qualification as a whole.

Transition Arrangements

The current Certificate in Business Process Management (old curriculum) will be phased out systematically until June 2018 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the current programme was in July 2016.

Students who were registered in July 2016 for the 1st year of the out-phasing programme (old curriculum), and who fail more than 50% of the courses at the end of the year, will be required to change their registration to the revised programme (new curriculum) in 2018, and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The revised Diploma in Business Process Management (new curriculum) will take effect from July 2017 and will be completely phased in by 2018. Courses will only be offered based on the revised syllabi in July 2017 (1st year), July 2018 (2nd year). Students who are admitted into the examination but fail any of the courses on the old curriculum will only be granted two opportunities to pass such courses in accordance with the NUST's general rules. Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi of revised corresponding courses. Please refer to Table 2 below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the Certificate in Business Process Management (old curriculum) is 2018, after which students must automatically switch to the new programme and fulfill all requirements based on the new curriculum.

Table 1: Courses to be credited

Course Code	Certificate in Business Process Management (Old Courses)	Course Code	Diploma in Business Process Management New/Revised Courses)
ABE111S	Applied Business Economics 1A	IBM511C	Introduction to Business Management
BKK111S	Bookkeeping 1A	BAC511C	Business Accounting 1A
CLL111S	Commercial Law 1A	CML511C	Commercial Law 1A
CLA111S	Commercial Arithmetic's 1A	ITM511C	Introduction to Mathematics
CLA112S	Commercial Arithmetic's 1B		
BCS211S	Basic Computer Skills 1	CUS411C	Computer User Skills
BCS212S	Basic Computer Skills 2	ICT521C	Information Competence
LSS111S	Life and Study Skills	SDS411C	Self-Development and study skills
ABE112S	Applied Business Economics 1B	BBE621C	Business Ethics
BKK112S	Bookkeeping 1B	BAC521C	Business Accounting 1B
CLL112S	Commercial Law 1B	CML521C	Commercial Law 1B
PRA211S	Practical Accounting 2A	BAC611C	Business Accounting 2A
TRL211S	Transport and Logistics 2A	ISM521C	Introduction to Supply Chain Management
PRA212S	Practical Accounting 2B	BAC612C	Business Accounting 2B

Table 2: Corresponding Courses (if Failed). This is not a credit table.

Course Code	Certificate in Business Process Management (Old Courses)	Course Code	Diploma in Business Process Management New/Revised Courses)
ABE111S	Applied Business Economics 1A	IBM511C	Introduction to Business Management
BKK111S	Bookkeeping 1A	BAC511C	Business Accounting 1A
CLL111S	Commercial Law 1A	CML511C	Commercial Law 1A
CLA111S	Commercial Arithmetic's 1A	ITM511C	Introduction to Mathematics
CLA112S	Commercial Arithmetic's 1B		
BCS111S	Basic Computer Skills 1	CUS411C	Computer User Skills
SDS010S	Self-Development Skills	SDS411C	Self-Development and Study skills
ABE112S	Applied Business Economics 1B	BBE621C	Business Ethics
BKK112S	Bookkeeping 1B	BAC521C	Business Accounting 1B
CLL112S	Commercial Law 1B	CML521C	Commercial Law 1B
PRA211S	Practical Accounting 2A	BAC611C	Business Accounting 2A
TRL211S	Transport and Logistics 2A	ISM521C	Introduction to Supply Chain Management
PRA212S	Practical Accounting 2B	BAC612C	Business Accounting 2B
TRL211S	Transport and Logistics 2B	IBM511C	Fundamentals of Logistics
BCS212S	Basic Computer Skills 2	ICT521C	Information Competence

Please Note:

The Table 2 above only highlights new/revised core courses the Diploma in Business Process Management (NQF Level 6) that should be done if courses on the old Certificate in Business Process Management curriculum are failed. Service courses from other departments are excluded, but the rules of relevant departments apply to this programme as well. Old courses that do not have corresponding courses in the new curriculum will continue to be offered until the old programme is completely phased out.

CURRICULUM

Course Code	Course Title	Prerequisite
SDS010S	Self-Development and Study Skills	None
PLU411S	Principles of English Language Use	None
CUS411S	Computer User Skills	None
ITM011S	Introduction to Mathematics	None
BMI511S	Introduction to Business Management	None
BAC1100	Business Accounting 1A	None
CML111S	Commercial Law 1A	None
CAT511C	CATS Practical 1	None
Semester 2		
BBE612S	Business Ethics	None
EPR511S	English in Practice	Principles of English Language Use or Language in Practice, or a B for IGCSE English as a Second Language
BAC1200	Business Accounting 1B	None
ISM511S	Introduction to Supply Chain Management	None
CML112S	Commercial Law 1B	Commercial Law 1A
ICT521S	Information Competence	None
CAT521C	CATS Practical 2	None

Exit with a Certificate in Business Process Management (NQF Level 5) worth 124 credits

Year 2

Semester 3

BAC211S	Business Accounting 2A	Business Accounting 1A
BRM711S	Retail Management	None
IME511S	Introduction to Marketing and its Environment	None
FLM511S	Fundamentals of Logistics Management	None
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol or better in Grade 12/NSSC Mathematics
CAT611C	CATS Practical 3	None

Semester 4

BAC212S	Business Accounting 2B	Business Accounting 1B
OLM612S	Operational Logistics Management	None
MPS512S	Marketing Principles	None
EAP511S	English for Academic Purposes	Principles of English Language Use/Language in Practice and English in Practice
LMP711S	Leading and Managing Projects	None
CAT621C	CATS Practical 4	None

**BACHELOR OF BUSINESS MANAGEMENT
(Phased in 2020)****07BBMA****NQF Level: 7****NQF Credits: 369****NQF Registration ID: Q0468****Description**

The programme is designed to be at NQF Level 7 worth a total of 369 credits.

This programme will be offered on the full-time, part-time and distance modes of study.

The current Bachelor of Business Administration has been re-curriculated and renamed Bachelor of Business Management. This is a three year degree programme to take effect from January 2014.

Admission Requirements

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (NUST) (GI2.1 in Part 1 of the NUST Yearbook). In addition, Mathematics is a recommended subject.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

Special Academic Regulations

Progression Rule 1: There will be a complete switch to the new curriculum as from 2014 for only the new intake [first year students], and from there onward the rest of the new Bachelor of Business Management curriculum will be systematically phased-in while the old (4-year) Bachelor of Business Administration degree is systematically phased-out.

Progression Rule 2: A student shall not be allowed to take a higher level course above his/ her current level of study even if the course in question has no prerequisite, and if such courses cannot be offered to the student on genuine academic grounds.

Transition Arrangements**General Transition Rules**

The general transition rules for all programmes are as follows:

1. All new enrollments as from 2014 will start with the new curriculum
2. The four-year Bachelor of Business Administration (old curriculum) will be phased out systematically until 2020 with minimal disruption to existing students' learning progression. The last intake of 1st year students was in January 2013. Students will only be allowed to register for the 4th year of the out-phasing programme (old curriculum) until January 2018 to ensure they have sufficient time to complete the programme by 2020.
3. Students who were registered in 2013 for the 1st year of the out-phasing programme (old curriculum), and who failed more than 50 % of the courses at the end of 2013, will be required to change their registration to the revised programme (new curriculum) and will be granted credits on a course-by-course basis in accordance with information in the Table A below.
4. The revised Bachelor of Business Management (new curriculum) took effect from January 2014 and will be completely phased in by 2016. Courses will only be offered based on the new/revised syllabi in 2014 (1st year), 2015 (2nd year) and 2016 (3rd year). Students who fail any of the courses on the old curriculum will be required to repeat such failed courses based on the syllabi of new/revised corresponding courses. Please refer to the Table B below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.
5. The deadline for complete phasing out of the four-year Bachelor of Business Administration (old curriculum) is 2020 after which students must automatically switch to the revised programme (new curriculum) and fulfill all requirements based on the new curriculum.

Work Integrated Learning (WIL)

This programme includes Work Integrated learning (WIL) which incorporates work experience and learning in a way traditional education does not do. It provides students with opportunities for:

- Execution of tasks related to 07BBM in the work place
- Network with professionals and build relationships that help students in future endeavours
- Help students articulate their areas of interest and therefore plan on goal achievement
- Provide access to companies and showcase student abilities and talents for full-time positions
- Interact with diverse employees and therefore develop interpersonal skills necessary for the world of work

This programme is available for students who have passed all their second year courses. WIL placement is a team approach with students playing an active role of searching for placement opportunities, lecturer referrals and Cooperative Education Unit (CEU).

Table 1: Courses to be credited

Course Code	Bachelor of Business Administration (Old Courses)	Course Code	Bachelor of Business Management (Equivalent New/Revised Courses)
ITM111S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
CSK0420	Communication Skills	EAP511S	English for Academic Purposes
IME511S	Introduction to Marketing and Its Environment		None
PHR511S	Introduction to Psychology of Human Resources	IOP511S	Introduction to Organisational Psychology
IHR512S	Introduction to Human Resources Management		None
BAC1100	Business Accounting 1A	BAC1100	Business Accounting 1A
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BAC1200	Business Accounting 1B	BAC1200	Business Accounting 1B
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
PWR611S	Professional Writing		None
MPS512S	Marketing Principles	MPS512S	Marketing Principles

Table 2: Corresponding Courses (if Failed) This is not a Credit table

Course Code	Bachelor of Business Administration (Old Courses)	Course Code	Bachelor of Business Management (Corresponding New/Revised Courses)
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
BSO221S	Business Operations	BOP611S	Business Operations
BFS222S	Business Finance	BBF612S	Business Finance
PSM322S	Purchasing & Supply Management	BPM611S	Purchasing Management
SME322S	Small & Medium Enterprise Management	BEM711S	Small & Medium Enterprise Management
ENT321S	Entrepreneurship	ICE712S	Innovation, Creativity & Entrepreneurship
PRM422S	Project Management	BEP712S	Small & Medium Enterprise Projects
SBM421S & SBM422S	Strategic Business Management & Introduction	BES712S	Small & Medium Enterprise Strategy

Please Note:

Table 2 above only highlights new/revised core courses in Business Management that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. The following core courses in Business Administration which does not have corresponding new/revised courses in the new curriculum, will be offered until the old curriculum is phased out completely in 2020:

- Business Logistics and Supply Chain Management (BLM322S);
- International Business Management Planning (IBM421S);
- International Business Management Analysis (IBM422S);
- Research Methodology (RMA411S);
- Research Project (RPB412S);

NQF Level: 7**NQF Credits: 369****NQF Registration ID: Q0468****CURRICULUM****Year 1 (Phased in 2014)****Semester 1**

Course Title	Course Code	Prerequisite	NQF Level	NQF Credits
Computer User Skills	CUS411S	None	4	10
Introduction to Mathematics	ITM111S	None	5	10
Principles of Microeconomics	PMI511S	None	5	12
Principles of English Language Use	PLU411S	None	4	NCB
Business Accounting 1A	BAC1100	None	5	10
Introduction to Business Management	BMI511S	None	5	10

Semester 2

Information Competence	ICT521S	None	5	10
English in Practice	EPR511S	Language in Practice/ Principles of English Language Use, or Module 2, or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4	5	NCB
Principles of Macroeconomics	PMA512S	None	5	12
Business Accounting 1B	BAC1200	None	5	10
Basic Science	BSC410S	None	4	8
Marketing Principles	MPM512S	None	5	10

Note: Candidates may apply for exemption from Introduction to Mathematics (Business & Management) if they have obtained at least a B symbol on Ordinary level Mathematics (or equivalent)

Year 2

Semester 3

Basic Business Statistics 1A	BBS111S	Introduction to Mathematics or a B symbol or better in Grade 12/NSSC Mathematics	6	12
Commercial Law 1A	CML111S	None	5	12
Operations Management	OPM611S	None	6	12
Purchasing and Supply Management	PSM611S	None	6	12
Systems Thinking	BST611S	None	6	12

Semester 4

Commercial Law 1B	CML112S	Commercial Law 1A	5	12
English for Academic Purposes	EAP511S	English in Practice, or Language in Practice B, or Module 3, or Exemption	5	14
Business Finance	BBF612S	None	6	12
Business Ethics	BBE612S	None	6	10
Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A	6	12

Year 3

Semester 5

Small & Medium Enterprise Leadership	BEL711S	None	7	12
Small & Medium Enterprise Management	BEM711S	None	7	12
Retail Management	BRM711S	None	7	12
Work Integrated Learning (WIL)	BWI711S	Pass in all core Business Management courses up to Semester four (4).	7	36

Semester 6

Innovation, Creativity & Entrepreneurship	ICE712S	None	7	15
Quality Management Systems	BQM612S	None	6	12
Small & Medium Enterprise Strategy	BES712S	None	7	12
Small & Medium Enterprise Projects	BEP712S	None	7	12
Business Process Management	BBP712S	None	7	12
Contemporary Issues	CIS610S	None	6	12

**BACHELOR OF BUSINESS ADMINISTRATION
(Phasing out from 2013 until 2020)****21BBAD**

The department introduced this Bachelor programme in 2007. Other older programmes were phased out with effect from 2007. The first year of old programmes was no longer offered in 2007 and the second year of old programmes was no longer offered in 2008. The third year was no longer offered in 2009 and the fourth year was no longer offered in 2010. Students are required to transition to the new programmes as per the transition rules.

Special Academic Regulations

Progression Rule 1: There was a complete switch to the new curriculum as from 2007 for only the new intake [first year students], and from there onward the rest of the new Bachelor curricula were systematically phased in while the old B.Tech programme is systematically phased out; with the year 2012 being the final date for the award of the B.Tech degree.

Progression Rule 2: A student shall not be allowed to take a higher level course above his/her current level of study even if the course in question has no prerequisite, and if such courses cannot be offered to the student on genuine academic grounds.

Rules for the Award of the National Certificate in Business Studies

The new National Certificate in Business Studies shall be awarded to students only after successful completion and credit-passes for all common Business Management courses in the first year plus Computer User Skills and Principles of Economics 1A & 1B in the second year.

General Transition Rules

The general transition rules for all programmes are as follows:

1. All new enrolments as from 2007 start with the new curricula.
2. All third year students in 2008 who failed (i.e. less than 50% of credits obtained) must switch to the new curricula in 2009.
3. All third year students in 2008 who have passed may continue with the old curricula, but if such students should fail any of the courses in the old curricula, such failed courses in the old curricula will only be offered with new syllabi and students must complete the new courses.
4. The last date for completion of the old curricula is 2012, after which the students on the old curricula must automatically switch to the new curricula and make up all outstanding courses from the new curricula.
5. Students who do not progress every year must switch to the new curricula and make up all outstanding courses from the new curricula.
6. Third and Fourth Year students in 2009 had the choice to switch to the new curricula and were advised accordingly as to which courses to make-up from the new curricula.
7. There is no retention of semester mark for courses of which the syllabi have changed.

Programme Transition Rules from B.Tech. to 4 year Bachelor:

Course(s) Failed

Equivalent (New)

The transition rule was applicable as from 2007 for the courses listed below:

Business Management 1A & 1B	Introduction to Business Management
Human Resources Management 1A	Introduction to Psychology of Human Resources
Human Resources Management 1B	Introduction to Human Resources Management
Marketing 1A	Introduction to Marketing & its Environment
Marketing 1B	Marketing Principles

The transition rule is only applicable as from 2008 for the courses listed below:

Business Management 2A	Business Operations
Business Management 2B	Business Finance

The transition rule is only applicable as from 2009 for the courses listed below:

Business Management 3A	Purchasing and Supply Management
Business Management 3B	Business Logistics and Supply Chain Management
Consumer and Buyer Behaviour 1A	Consumer & Organisation Behaviour: Intro.
Consumer and Buyer Behaviour 1B	Consumer & Organisation Behaviour: Analysis
Entrepreneurship	Innovation, Creativity and Entrepreneurship
Small Business Management	Small & Medium Enterprises Management

The transition rule is only applicable as from 2010 for the courses listed below:

Business Management 4A	Strategic Business Management: Planning & Control
Business Management 4B	Strategic Business Management: Analysis & Decision
International Business Management 4A	International Business Management: Planning
International Business Management 4B	International Business Management: Analysis
Project Management	Project Management
Retail Business Management	Retail Business Management

CURRICULUM

Year 1

Semester 1

Course Title	Course Code	Prerequisite
Business Accounting 1A	BAC1100	None
English for Academic Purposes	EAP511S	Language in Practice B/English in Practice
Introduction to Business Management	BMI511S	None
Introduction to Mathematics (Business & Management)	ITM111S	None
Introduction to Marketing & its Environment	IME511S	None
Introduction to Psychology of Human Resources	PHR511S	None

Semester 2

Business Accounting 1B	BAC1200	None
Business Ethics	BBE612S	None
Professional Writing	PWR611S	English for Academic Purposes
Introduction to Human Resources Management (Business & Management) (if not yet taken)	IHR512S	None
Marketing Principles	MPS512S	None

NOTE: Candidates may apply for exemption from Introduction to Mathematics (Business & Management) if they have obtained at least a B symbol on Ordinary level Mathematics (or equivalent)

Year 2 (Phased in 2008) (National Certificate in Business Studies) (Replaced National Certificate Business Administration that was phased out at the end of 2006)**Semester 3**

Business Accounting 2A	BAC211S	Business Accounting 1A & 1B
Basic Business Statistics 1A	BBS111S	Introduction to Mathematics (Business & Management)
Operations Management	OPM611S	None
Professional Communication	PCO611S	Professional Writing
Principles Microeconomics	PMI511S	None
Computer User Skills	CUS411S	None

Semester 4

Business Accounting 2B	BAC212S	Business Accounting 1A & 1B
Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A
Business Finance	BBF612S	None
Principles of Macroeconomics	PMA512S	None

Year 3 - National Diploma in Business Administration (Phased in 2009)**Semester 5**

Commercial Law 1A	CML111S	None
Innovation, Creativity and Entrepreneurship	ICE712S	None
Intermediate Microeconomics	IMI611S	Principles of Economics 1A
Purchasing and Supply Management	PSM611S	Business Operations

Semester 6

Business Logistics and Supply Chain Management	BLM322S	None
Commercial Law 1B	CML112S	Commercial Law 1A
Consumer & Organisation Buying Behaviour	CAO712S	Introduction to Marketing & its Environment and Marketing Principles
Intermediate Macroeconomics	IMA612S	Principles of Economics 1B
Small & Medium Enterprises Management	BEM711S	None

Year 4 - Bachelor of Business Administration (Phased in 2010)**Additional Admission Requirements:**

Diploma in Business Administration or equivalent **OR** students with the Old National Diploma in Business Administration, and those with equivalent and non-equivalent National Diplomas enrolling for the final stage of the Bachelor degree in the Business Administration programme, must also register and pass all core courses as indicated below. However, the student can apply for recognition of prior learning (**RPL**), where applicable.

National Diploma: Commerce: majored in Business Management up to 3rd year level and either Economics, Communication Science or Financial Accounting: are required to register and pass Small & Medium Enterprises Management 2nd Semester.

National Diploma: Commerce: not majoring in Business Management up to 3rd year level: are required to register and pass Introduction to Business Management, Business Ethics & Leadership, Business Operations, Business Finance, Purchasing and Supply Management, Business Logistics and Supply Chain Management, Small & Medium Enterprises Management and Commercial Law 1A & 1B.

National Diploma: Information Administration/Office Management and Technology: - are required to register and pass Introduction to Business Management, Business Ethics & Leadership, Business Operations, Business Finance, Purchasing and Supply Management, Business Logistics and Supply Chain Management, Commercial Law 1A & 1B, Entrepreneurship, Small & Medium Enterprises Management, Introduction to Marketing & its Environment, Marketing Principles, Business Accounting 1A & 1B, Introduction to Mathematics and Basic Business Statistics 1A & 1B, Principles of Economics 1A & 1B; Consumer & Organisation Behaviour: Introduction, Consumer & Organisation Behaviour: Analysis.

National Diploma: Marketing, Human Resource Management, Personnel Management, Public Administration, Public Management and others: are required to register and pass Intro. to Marketing & its Environment, Intro. Psychology of Human Resources, Introduction to Human Resources Management, Small & Medium Enterprises Management, Introduction to Business Management, Business Ethics & Leadership, Business Operations, Business Finance, Purchasing and Supply Management, Business Logistics and Supply Chain Management, Commercial Law 1A & 1B, Business Accounting 1A & 1B, Consumer & Organisation Behaviour: Introduction, Consumer & Organisation Behaviour: Analysis, Principles of Economics 1A & 1B (Individual assessment maybe called for).

All other diplomas shall be treated on a case by case basis by the Head of Department.

CURRICULUM

Semester 7

International Business Management	IBM421S	Purchasing and Supply Planning Management & Business Logistics and Supply Chain Management
Research Methodology	RMA411S	None
Retail Business Management	RBM421S	Introduction to Marketing & its Environment & Marketing Principles

Semester 8

International Business Management Analysis	IBM422S	Purchasing and Supply Management & Business Logistics and Supply Chain Management
Small and Medium Enterprise Project Management	BEP712S	None
Research Project	RPB412S	Research Methodology
Small and Medium Enterprise Strategy	BES712SS	

**BACHELOR OF ENTREPRENEURSHIP
(Phased in 2016)****07BENT****NQF Level: 7****NQF Credits: 395****NQF Qualification ID: Q0895****Description**

The Bachelor of Entrepreneurship aims at developing an entrepreneurial knowledge and culture among students. The programme is purposely designed to re-orientate students' thinking into starting and managing their own businesses, thereby creating jobs for themselves and others. The programme will provide students with a systematic and coherent introduction to the key concepts, theories and problem-solving techniques needed to conceptualise, create and manage entrepreneurial ventures.

Admission Requirements

Applicants will be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, Mathematics at NSSC Ordinary or Higher level (IGCSE or HIGSCE) is recommended.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook) (This applies to first year).

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Students who complete the Bachelor of Entrepreneurship successfully will ordinarily be able to pursue further studies in Entrepreneurship, or a related cognate area of learning, at NQF level 8.

Qualification Requirements

This qualification will be awarded to people credited with a minimum of 395 NQF credits, and who have met the requirements.

Transition Arrangements

Since no new students were enrolled in 2013 and 2014, the students from the old curriculum, who have not completed their requirements for the programme are given until 2015 to complete.

The old curriculum will be phased out in 2015. All students with outstanding Pro-learning requirements should complete them during the 2015 academic year. The concerned students will be officially informed.

Students who were registered in 2012 for the 1st year of the out-phasing programme (old curriculum), and who fail more than 50 % of the courses at the end of 2015, will be required to change their registration to the revised programme (new curriculum) and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The new intake for the Bachelor of Entrepreneurship degree starts in January 2016. The new programme is significantly different from the previous programme, both in content and methodology.

General Transition Rules

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credits that can be granted are 50% of the credits for a qualification.

Students who complete the Bachelor of Entrepreneurship successfully will ordinarily be able to pursue further studies in Entrepreneurship, or a related cognate area of learning, at NQF level 8.

Table 1: Courses to be credited

Course Code	Bachelor of Entrepreneurship Honours (Old Courses)	Course Code	Bachelor of Entrepreneurship (Equivalent New/ Revised Courses)
ITM111S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
CSK0420	Communication Skills	EAP511S	English for Academic Purposes
IME511S	Introduction to Marketing and Its Environment	IME511S	None
PHR511S	Introduction to Psychology of Human Resources	IOP511S	Introduction to Organisational Psychology
IHR512S	Introduction to Human Resources Management	IOP511S	
BAC1100	Business Accounting 1A	BAC1100	Business Accounting 1A
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BAC1200	Business Accounting 1B	BAC1200	Business Accounting 1B
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
PCO611S	Professional Communication	PCO611S	Professional Communication
MPS512S	Marketing Principles	MPS512S	Marketing Principles

Table 2: Corresponding Courses (if Failed). This is not a credit table.

Course Code	Bachelor of Entrepreneurship Honours (Old Courses)	Course Code	Bachelor of Entrepreneurship (Corresponding New/Revised Courses to be Done, if Failed)
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
BSO221S	Business Operations	OPM611S	Operations Management
BFS222S	Business Finance	BBF612S	Business Finance
PSM322S	Purchasing & Supply Management	PSM611S	Purchasing and Supply Management
ENT321S	Entrepreneurship	ICE712S	Innovation, Creativity & Entrepreneurship
PRM422S	Project Management	BEP712S	Project Management

Please Note:

Table 2 above, only highlights new/revised core courses in the Bachelor of Entrepreneurship that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. The following existing core courses in the Bachelor of Entrepreneurship Honours which does not have corresponding new/revised courses in the revised curriculum, will be offered until the old curriculum is phased out completely in 2015:

- Becoming an Entrepreneur (BAE411Y)
- Project Management (MLO411Y)
- Management and Learning Organisations (CTP411Y)
- Creative Thinking and Personal Growth (MCR411Y)
- Marketing and Customer Relationship (CSE411Y)
- Organisation’s Financial Management (CSE411Y)
- Research Methodology(RMA411S)
- Research Project (RPB412S)

Mode of Delivery

This programme will be offered on the full-time mode of study in accordance with University’s rules and regulations. The programme may be offered on part-time mode of study at a later stage should there be a sustainable demand.

CURRICULUM**Year 1****Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
CUS411S	Computer User Skills	None	4	10
ITM111S	Introduction to Mathematics	None	5	10
PMI511S	Principles of Microeconomics	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
BAC1100	Business Accounting 1A	None	5	10
BMI511S	Introduction to Business Management	None	5	10
ENA510S	Entrepreneurship- Lab 1A	None	5	10

Semester 2

ICT521S	Information Competence	None	5	10
EPR511S	English in Practice	Principles of English Language Use, or Language in Practice A, or Module 2, or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4	5	NCB
PMA512S	Principles of Macroeconomics	None	5	12
BSC410S	Basic Science	None	4	8
BAC1200	Business Accounting 1B	None	5	10
MPM512S	Marketing Principles	None	5	10
ENA520S	Entrepreneurship- Lab 1B	None	5	10

Year 2**Semester 3**

BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol or better in Grade 12/NSSC Mathematics	6	12
CML111S	Commercial Law 1A	None	5	12
PSM611S	Purchasing and Supply Management	Purchasing and Supply Management	6	12
EPE610S	Entrepreneurial Enterprises	None	6	12
BOP611S	Business Operations	None	6	12
NVD610S	New Venture Development	None	6	12

Semester 4

BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
BLW512S	Business Law	Commercial Law 1A	5	12
BBF612S	Business Finance	None	6	12
BBE612S	Business Ethics	None	6	10
TML620S	Team Learning	Entrepreneurial Enterprises	6	12
WDF521S	Web Development Fundamentals	None	5	10

Year 3**Semester 5**

BST611S	Systems Thinking	None	6	12
TBP710S	Team Business Project	Entrepreneurial Enterprises	7	15
CTP710S	Creative Thinking and Personal Growth (Seminar Type)	Entrepreneurial Enterprises	7	14
MMA710S	Multimedia Applications	None	7	12
EAP511S	English for Academic Purposes	English in Practice, or Language in Practice B, or Module 3, or Exemption	5	14

Semester 6

SEP720S	Social Entrepreneurship	New Venture Development	7	14
CEP720S	Corporate Entrepreneurship	New Venture Development	7	14
SYD611S	Sustainability and Development	None	6	12
PCO611S	Professional Communication	Successful completion of English for Academic Purpose (EAP)/CSK0420 or Module 4	6	14
BEP712S	Small and Medium Enterprise Project	None	7	12

HUMAN RESOURCES MANAGEMENT**BACHELOR OF HUMAN RESOURCES MANAGEMENT
(Revised Programme) (Phased in 2016)****07HRMB****NQF Level: 7****NQF Credits: 378****NQF Qualification ID: Q0255****Description**

Human Resources Management is becoming increasingly important in industry to help manage employees who are the most important organisational resource in a competitive environment. In this context, the Bachelor of Human Resources Management has been revised in accordance with institutional policy requirements and to complement the institution's endeavours to make a significant contribution to the attainment of national development goals and Vision 2030.

Admission Criteria

Candidates may be admitted to the Bachelor of Human Resources Management if they meet the Namibia University of Science and Technology's General Admission Requirements (GI2.1 in Part 1 of the NUST Yearbook).

The University's general admission requirements are contained in the Yearbook revised periodically.

Candidates who meet the Mature Age Entry requirements of the University (GI2.2 in Part 1 of the NUST Yearbook) will also be considered for admission.

Articulation Arrangements

This qualification articulates horizontally with other qualifications registered at level 7 of the Namibian Qualification Framework (NQF). It also vertically articulates with Bachelor in Human Resources Management or any other equivalent/relevant qualification registered at level 7 on NQF.

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Graduates of the Bachelor of Human Resources Management will be able to pursue further studies in Human Resources Management, or a related cognate area of learning, at NQF Level 8.

Mode of Delivery

The programme will be delivered on the full-time, part-time, distance mode of study incorporating methodologies such as e-learning.

Requirements for Qualification Award

The Bachelor of Human Resources Management will be awarded to students credited with a minimum of 393 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Namibia University of Science and Technology Yearbook.

Teaching and Learning Strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific information items and professional/technical competencies. Thus, this qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed as follows:

- Formal face to face interactive sessions and presentations
- Tutorials and supervised self-study sessions
- Self-learning through assignments and library information search
- Team learning through group assignments
- Use of e-learning platform
- Discussions and student presentations
- Case studies
- Guest lecturers with open discussions
- Student portfolios

Work Integrated Learning (WIL)

- This programme includes Work Integrated Learning (WIL) which incorporates work experience and learning in a way traditional education does not do. It provides students with opportunities for:
- Execution of tasks related to HRM in the work place
- Network with professionals and build relationships that help students in future endeavours
- Help students articulate their areas of interest and therefore plan on goal achievement
- Provide access to companies and showcase student abilities and talents for full-time positions
- Interact with diverse employees and therefore develop interpersonal skills necessary for the world of work

This programme is available for students who have passed all their second year courses. WIL placement is a team approach with student playing an active role of searching for placement opportunities, lecturer referrals and Cooperative Education Unit (CEU).

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with the University policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments.

Assessment for WIL is through portfolio creation, industry assessment, assessment by WIL Coordinators and final presentation before a panel of lecturers to ensure achievement of graduate attributes as prescribed in the programme. Work Integrated Learning (WIL) shall continue as a 36 credit module with evidence of various activities as indicated in the WIL guidelines. Students working in HR environment are required to portfolio arrangements with the department WIL coordinator.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
ITM111S	Introduction to Mathematics	None	5	10
BMI511S	Introduction to Business Management	None	5	10
IOP511S	Introduction to Organisational Psychology	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10
IME511S	Introduction to Marketing and its Environment	None	5	10

Semester 2

MPM512S	Marketing Principles	None	5	10
IHR512S	Introduction to Human Resources	None	5	12
BBE612S	Business Ethics	None	6	10
ERP511S	English in Practice	Principles of English Language Use, or Language in Practice A, or Module 2, or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4	5	NCB
ICT521S	Information Competence	None	5	10
BCS410S	Basic Science	None	4	8

Year 2

Semester 3

PMI511S	Principles of Microeconomics	None	5	12
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol or better in Grade 12/NSSC Mathematics	6	12
OSB611S	Organisational Behaviour	Introduction to Organisational Psychology and; Introduction to Human Resources	6	12
LAL111S	Labour Law 1A	None	5	12
EAP511S	English for Academic Purposes	English in Practice, or Language in Practice B, or Module 3, or Exemption	5	14
BAC1100	Business Accounting 1A	None	5	10

Semester 4

BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A and Introduction to Mathematics	6	12
OSM612S	Organisational Management	Introduction to Organisational Psychology and Introduction to Human Resources	6	12
LAL112S	Labour Law 1B	Labour Law 1A	5	12
RLM621S	Human Resources for Line Managers	Introduction to Organisational Psychology and Introduction to Human Resources	6	12
PWR611S	Professional Writing	English for Academic Purposes, or Communication Skills, or Module 4, or Exemption from English for Academic Purposes/ Communication Skills/Module 4	6	14
BAC1200	Business Accounting 1B	Business Accounting 1A	5	10

Year 3**Semester 5**

OPM611S	Operations Management	None	6	12
ODC711S	Organisational Development and Change	Organisational Behaviour and Organisational Management	7	13
ETD711S	Introduction to Education Training and Development	Organisational Behaviour and Organisational Management	7	13
ICE712S	Innovation, Creativity & Entrepreneurship	None	7	13
SYD611S	Sustainability and Development	None	6	12
MEP711S	Managing Employee Performance	Organisational Behaviour and Organisational Management	7	13

Semester 6

WHE721S	Employee Wellness, Health and Ergonomics	Organisational Behaviour and Organisational Management and Human Resources for Line-Managers	7	13
IRL712S	Industrial Relations	Organisational Behaviour and Organisational Management, Labour Law 1A and Labour Law 1B	7	13
PTD712S	Principles of Education, Training and Development	Organisational Behaviour and Organisational Management	7	13
WIL712S	Work Integrated Learning (HRM)	All courses up to semester 3.	7	36

Modes of Study

The programme shall be available on full time, part time, and distance modes in accordance with NUST rules and regulations. These may also be offered in a flexible delivery mode depending on the needs of students and availability of technology.

Practicals

Practicals are required for Business Applications and Medical Office Applications.

Special Progression Rules for Business Applications and Business Information Systems

Progression from **Business Applications and Business Information Systems** course to the next is allowed only in the event of a student having satisfied the pass requirement in a formal examination for these courses. All practical and theoretical papers of a course should be written in the same examination session.

Pass Requirements

Business Applications and Business Information Systems 1, 2 and 3: Please note a student may not progress to the next level unless he/she has passed the previous level.

Please see prerequisites as set out in the CURRICULUM.

A student passes the examination if he/she obtains an average final mark of 50% or more, subject to the sub-minimum of 40% per examination paper. The final mark consists of: 50% of the semester mark and 50% of the examination mark.

Attendance

Full-time students for Business Applications are required to attend 4 hours of lectures per week and Business Information Systems 4 hours per week.

Part-time students for Business Applications are required to attend 3 hours of lectures per week and Business Information Systems 3 hours per week. For Administrative Management full-time students are required to attend 4 hours of lectures per week and part-time students 3 hours per week respectively.

Students registered on the distance education mode or for Business Applications are required to attend compulsory vacation schools during January, April, July and August of each year.

Admission Requirements

In addition to the general admission requirements of the Namibia University of Science and Technology the following shall apply:

Students who wish to register for Business Applications 1A on distance education modes should be able to type at least 15 words per minute.

A pass in Language in Practice/Principles of English Language Use of the English Proficiency Test, which is a prerequisite for Language in Practice B / English in Practice, taught to first year students is also a requirement. Students who only gain entry into Language in Practice could also be admitted, but will be required to advance to Language in Practice B / English in Practice /Principles of English Language Use before their third year of study. Students with a C symbol in English at Ordinary level may be admitted prior to receiving the outcome of their English Proficiency Test, but they will also be required to advance to Language in Practice B / English in Practice before their third year of study.

Mature age students with at least a Grade 10 certificate, or equivalent, or candidates with foreign qualifications, may be admitted in terms of the University's Mature Age Entry Scheme. Selection for mature age entry will be by means of appropriate written entrance tests, three years' work experience, satisfactory references and passing of the University's English Proficiency test.

**BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION
(Phased in 2017)****07BBIA****Admission Requirements**

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI 2.1 in the NUST Yearbook Part 1).

Mature Age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations as required by the Namibia University of Science and Technology (GI 2.2 in the NUST Yearbook Part 1). Applications will be scanned and possible exemption methods will be introduced for students with former knowledge of Business Applications/Information Administration.

Candidates who qualify to be exempted from Business Applications 1A will undertake a proper pre-assessment which will test their practical knowledge on the following:

- Keyboard competence and accuracy
- Speed ability of 15 w.p.m.
- Basic knowledge of MS Word

The passing mark for this assessment is 50%.

Holders of the NUST Diploma in Office Management and Technology may be admitted into the programme with advanced standing on a course by course credit at the discretion of the Department.

Articulation Arrangements:

Transfer of credits will be dealt with according to the NUST regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Graduates of the Bachelor of Business & Information Administration programme will be able to pursue further studies in Business & Information Administration or related disciplines at NQF Level 8.

Students with the old National Diploma in Information Administration (07 BOMT) will obtain credit for the following courses, if they opt to register for the Bachelor degree:

OLD CURRICULUM (07BOMT)		NEW CURRICULUM (07BBIA)	
Bachelor of Office Management & Technology (Old Curriculum) 07BOMT	Course Code	Bachelor of Business & Information Administration (Corresponding New/Revised Courses to be Done, if Failed) 07BBIA	Course Code
Information Administration 1 (Practical)	IAD510S & IAD520S	Business Applications 1A & 1B	BAP511S BAP521S
Information Administration 2 (Practical)	IAD610S & IAD620S	Business Applications 2A & 2B	BAP611S BAP621S
Information Administration 3B (Practical)	IAD720S	Business Applications 3	BAP721S
Information Administration 1 (Theory)	IAD510S & IAD520S	Business Information Systems 1A & 1B	BIS511S BIS521S
Information Administration 2 (Theory)	IAD610S & IAD620S	Business Information Systems 2A & 2B	BIS611S BIS621S
Information Administration 3B (Theory)	IAD720S	Business Information Systems 3	BIS721S
Professional Skills A & B	PFS510S & PFS520S	Administrative Management 1B	AMM521S
Event Co-ordination	EVC620	Administrative Management 1A	AMM511S
Management Principles A	MTP610S	Administrative Management 2A	AMM611S
Management Principles B	MTP620S	Administrative Management 2B	AMM621S
Administrative Management A Administrative Management B	ADM710S ADM720S	Administrative Management 3	AMM721S

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students’ intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with NUST policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments.

WIL will be assessed based on the portfolio and the presentation thereof which is stipulated in the Work-Integrated Manual and is based on the syllabus as applied in the working situation in which the student is placed. The mentor’s mark of the student’s performance will also be taken into consideration.

Transition Arrangements

The revised programme takes effect from January 2017. The existing 3-year Bachelor of Office Management & Technology degree programme will be phased out systematically with minimal disruption to existing students’ learning progression and the deadline for complete phasing out of this programme is 2021.

The last intakes for the final year of the out-phasing programme (old curriculum/07 BOMT), will be in 2018. The last cohort of students, to be registered for the final year in 2018, would have until 2021 to complete the out-phasing programme (old curriculum/07 BOMT). Students who registered in 2016 will have until 2018 to complete the existing programme. Students who fail any of the courses in the old curriculum will be provided with two opportunities to pass the failed courses. After first and second opportunities, such failed courses in the old programme will only be offered on the new curriculum effective from January 2017.

Students who are registered in 2016 for the 1st year of the out-phasing programme (old curriculum/07 BOMT), and who fail more than 50 % of the programme at the end of the year, will be required to change their registration to the new programmes and will be granted credits on a course-by-course basis.

Students who are registered in 2016 for the 1st year of the out-phasing programme (old curriculum/07 BOMT), and who fail more than 50 % of the programme at the end of the year, will be required to change their registration to the new programmes and will be granted credits on a course-by-course basis in accordance with information in Table 1 below. Students enrolled for the existing programme may also opt to transition to the new programme, if they so wish, but will be required to make up specific deficiencies in accordance with the detailed requirements for the new curriculum. Students will be advised accordingly as to which courses to make-up based on the new curriculum. Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on the syllabi of new/revised corresponding courses. Please refer to Table 2, below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the existing programme is 2021, after which students must automatically switch to the new programme and make up for all outstanding courses based on the requirements of the new curriculum. If a student, who is registered on the existing programme, fails more than half the work load in any particular year his/her registration will automatically be changed to the new programme. The switch will consider courses already taken and their equivalents.

The deadline for complete phasing out of the Bachelor of Office Management & Technology (old curriculum/07 BOMT) is 2021 after which students must automatically switch to the new programme and fulfil all requirements based of the new curriculum.

Table 1: Courses to be credited

Bachelor of Office Management & Technology (Old Curriculum) 07BOMT	Course Code	Bachelor of Business & Information Administration (New/Revised Equivalent Courses) 07BBIA	Course Code
Basic Mathematics	BMS411S	Basic Mathematics	BMS411S
Language in Practice	LIP411S	Principles of English Language Use	PLU411S
Introduction to Business Management	BMI511S	Introduction to Business Management	BMI511S
Business Accounting 1A	BAC1100	Business Accounting 1A	BAC1100
Business Ethics & Leadership	BEL112S	Business Ethics	BBE612S
Basic Science	BSC410S	Basic Science	BSC410S

English in Practice	EPR511S	English in Practice	EPR511S
Business Accounting 1B	BAC1200	Business Accounting 1B	BAC1200
Information Competence	ICT521S	Information Competence	ICT521S

Table 2: Corresponding Courses (to be completed if courses on the old curriculum are failed) - (Please note this is not a credit table)

Bachelor of Office Management & Technology (Old Curriculum) 07 BOMT	Course Code	Bachelor of Business & Information Administration (Corresponding New/Revised Courses to be Done, if Failed)	Course Code
Information Administration 1-3 (Practical)	IAD510S & IAD520S IAD610S & IAD620S IAD710S & IAD720S	Business Applications 1- 3	BAP511S & BAP521S BPA611S & BAP621S BAP721S
Information Administration 1 – 3 (Theory)	IAD510S & IAD520S IAD610S & IAD620S IAD710S & IAD720S	Business Information Systems 1- 3	BIS511S & BIS521S BIS611S & BIS621S BIS721S
Professional Skills A	PFS510S	Administrative Management 1A	AMM511S
Professional Skills B	PFS520S	Administrative Management 1B	AMM521S
Event Co-ordination	EVC620S	Administrative Management 1A	AMM511S
Management Principles A	MTP610S	Administrative Management 2B	AMM621S
Management Principles B	MTP620S	Administrative Management 2A	AMM611S
Administrative Management A	ADM710S	Administrative Management 3	AMM721S
Administrative Management B	ADM720S	Administrative Management 3	AMM721S
Work Integrated Learning	WIO710S	Work Integrated Learning	WIO710S

Please Note:

Table 2, above, only highlights new/revised core courses in Bachelor of Business and Information Administration that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.

All these requirements will have to be adhered to during Registration in 2017 and beyond.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisite
BMS411S	Basic Mathematics	None
PLU411S	Principles of English Language Use	None
BAP511S	Business Applications 1A	None
BIS511S	Business Information Systems 1A	None
BMI511S	Introduction to Bus Management	None
AMM511S	Administrative Management 1A	None
BAC1100	Business Accounting 1A	None

Semester 2

BSC410S	Basic Science	None
EPR511S	English in Practice	NCB
BAP521S	Business Applications 1B	Business Applications 1A
BIS521S	Business Information Systems 1B	Business Information Systems 1A
AMM521S	Administrative Management 1B	Administrative Management 1A
BAC1200	Business Accounting 1B	None
ICT521S	Information Competence	None
BBE612S	Business Ethics	None

Year 2

Semester 3

AMM611S	Administrative Management 2A	Administrative Management 1B
EAP511S	English for Academic Purposes	English in Practice OR Module 3 or Exemption
IOP511S	Introduction to Organisational Psychology	None

Plus ONE of the following strands depending on specialisation:

Business Administration Strand:		
BAP611S	Business Applications 2A	Business Applications 1B
BIS611S	Business Information Systems 2A	Business Information Systems 1B
OR		
Medical Administration Strand:		
MOA611S	Medical Office Applications 2A	Business Applications 1B
MIS611S	Medical Information Systems 2A	Business Information Systems 1B

Plus ONLY ONE of the following Electives:

LAL111S	Labour Law 1A	None
CML111S	Commercial Law 1A	None

Semester 4

AMM621S	Administrative Management 2B	Administrative Management 2A
PWR611S	Professional Writing	EAP, or Communication Skills or Module 4 or exemption from English for Academic Purposes, Language in Practice/Principle of English Language Use

Plus ONE of the following strands depending on specialisation, and based on choice made in Semester 3:

Business Administration Strand:		
BAP621S	Business Applications 2B	Business Applications 2A
BIS621S	Business Information Systems 2B	Business Information Systems 2A
Medical Administration Strand:		
MOA621S	Medical Office Applications 2B	Business Applications 2A
MIS621S	Medical Information Systems 2B	Business Information Systems 2A

Plus ONLY ONE of following corresponding courses based on Electives chosen in the previous semester:

LAL112S	Labour Law 1B	Labour Law 1A
CML112S	Commercial Law 1B	Commercial Law 1A

Year 3**Semester 5**

WIO710S Work Integrated Learning A pass in all core Business and Information Administration courses up to Semester 4.

Semester 6

BAP721S	Business Applications 3	Business Applications 2B/ Medical Office Applications 2B
BIS721S	Business Information Systems 3	Business Information Systems 2B/ Medical Information Systems 2B
AMM721S	Administrative Management 3	Administrative Management 2B
SYD611S	Sustainability and Development	None
PCO611S	Professional Communication	English for Academic Purposes, or Communication Skills or Module 4 or Exemption from English for Academic Purposes/Language in Practice/Principles of English Language Use

NQF Level: 7

NQF Credits: 400

NQF Qualification ID: Q0273

Admission Requirements

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI 2.1 in Part 1 of the NUST Yearbook).

Mature Age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations as required by the Namibia University of Science and Technology (GI 2.2 in Part 1 of the NUST Yearbook).

Articulation Arrangements

Transfer of credits will be dealt with according to the University’s regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students with the old National Diploma in Information Administration will obtain credit for the following courses, if they opt to register for the Bachelor degree:

	National Diploma in Information Administration (Old Courses) (25BOMT)	Bachelor of Office Management and Technology (Equivalent New/Revised Courses) (07BOMT)
1	Information Administration 1- 3	Information Administration 1
2	Administrative Office Management 1- 3	Management Principles A + B Administrative Management A & B
3	Speech & Department 1A + B	Professional Skills A + B
4	Business Management 1A + 1B	Introduction to Business Management
5	Business Accounting 1A + 1B	Business Accounting 1A + 1B
7	Principles of Economics 1A + 1B	Principles of Microeconomics & Principles of Macroeconomics
8	Commercial Law 1A + 1B	Commercial Law 1A + 1B
9	Secretarial Public Relations 1A + 1B	Public Relations A + B
10	English Communication Module 4	English for Academic Purposes

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem-solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students’ intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with the University’s policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments.

Work Integrated Learning (WIL) will be assessed on the assignment and the presentation thereof which is stipulated in the Work Integrated Learning Manual and is based on the syllabus as applied in the working situation in which the student is placed. The mentor’s mark of the student’s performance will also be taken into consideration.

Transition Arrangements

The four-year Bachelor of Office Management and Technology (old curriculum) will be phased out systematically until 2016 (extended until 2017) with minimal disruption to existing students’ learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2011. Students will only be allowed to register for the 4th year of the out-phasing programme (old curriculum) until January 2014 to ensure they have sufficient time to complete the programme by 2016 (extended until 2017).

Students who were registered in 2011 for the 1st year of the old curriculum, and who failed more than 50 % of the courses at the end of 2011, were required to change their registration to the new programme and were granted credits on a course-by-course basis in accordance with information in Table 1 below.

The revised three-year Bachelor of Office Management and Technology (new curriculum) took effect from January 2012 and will be completely phased in by 2014. Courses will only be offered based on the new/revised syllabi in 2012 (1st year), 2013 (2nd year)

and 2014 (3rd year). Students who are admitted into the examination for courses on the old curriculum will be granted only two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat such failed courses based on the syllabi of new/revised corresponding courses. Please refer to Table 2, below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the four-year Bachelor of Office Management and Technology (old curriculum) is 2016 after which students must automatically switch to the new programme and fulfill all requirements based on the new curriculum.

Table 1: Courses to be credited

Course Code	Bachelor of Office Management and Technology (Old Courses)	Course Code	Bachelor of Office Management and Technology (Equivalent New/Revised Courses)
IAD111S	Information Administration 1A	IAD510S	Information Administration 1A
IAD112S	Information Administration 1B	IAD520S	Information Administration 1B
BMI511S	Introduction to Business Management	BMI511S	Introduction to Business Management
BEL112S	Business Ethics & Leadership	BBE612S	Business Ethics
SDP111S	Speech & Department 1A	PFS510S	Professional Skills A
SDP112S	Speech & Department 1B	PFS520S	Professional Skills B

Table 2: Corresponding Courses (if Failed)

Course Code	Bachelor of Office Management and Technology (Old Courses)	Course Code	Bachelor of Office Management and Technology (Corresponding New/Revised Courses to be Done, if Failed)
IAD111S	Information Administration 1A	IAD510S	Information Administration 1A
IAD112S	Information Administration 1B	IAD520S	Information Administration 1B
SDP111S	Speech & Department 1A	PFS510S	Professional Skills A
SDP112S	Speech & Department 1B	PFS520S	Professional Skills B
IAD211S	Information Administration 2A	IAD610S	Information Administration 2A
IAD212S	Information Administration 2B	IAD620S	Information Administration 2B
AOM121S/ 122S + AOM211S/ 212S	Administrative Office Management 1 & 2	MTP610S MTP620S	Management Principles A and B

Please Note:

Table 2, above, only highlights new/revised core courses in Office Management and Technology that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.

All these requirements will have to be adhered to during Registration in 2012 and beyond.

CURRICULUM

Year 1 - Certificate in Office Management and Technology

NQF Level: 5

NQF Credits: 118

NQF Qualification ID: Q0271

Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
BMS411S	Basic Mathematics	None	4	12
PLU411S	Principles of English Language Use	None	4	NCB
IAD510S	Information Administration 1A	None	5	12
BMI511S	Introduction to Business Management	None	5	10
PFS510S	Professional Skills A	None	5	12
BAC1100	Business Accounting 1A	None	5	10

Semester 2

EPR511S	English in Practice	Principles of English Language Use/ LIP411S	5	NCB
BBE612S	Business Ethics	None	5	10
IAD520S	Information Administration 1B	Information Administration 1A	5	12
ICT521S	Information Competence	None	5	10
BSC410S	Basic Science	None	4	8
PFS520S	Professional Skills B	Professional Skills A	5	12
BAC1200	Business Accounting 1B	None	5	10

Year 2 - Diploma in Office Management and Technology

NQF Level: 6 NQF Credits: 266

NQF Qualification ID: Q0272

Semester 3

IAD610S	Information Administration 2A	Information Administration 1B	6	12
MTP610S	Management Principles A	Professional Skills B	6	12
IOP511S	Introduction to Organisational Psychology	None	5	12
EAP511S	English for Academic Purposes	English in Practice or placement into EAP	5	14
PMI511S	Principles of Microeconomics	None	5	12

Plus ONE (1) of the following elective courses:

LAL111S	Labour Law 1A	None	5	12
CML111S	Commercial Law 1A	None	5	12

Semester 4

IAD620S	Information Administration 2B	Information Administration 2A	6	12
MTP620S	Management Principles B	Management Principles A	6	12
EVC620S	Event Co-ordination	None	6	12
PWR611S	Professional Writing	English for Academic Purposes or Exemption from EAP	6	14
PMA512S	Principles of Macroeconomics	Principles of Microeconomics	5	12

Plus ONE (1) of the following corresponding courses based on Electives chosen in the previous semester:

LAL112S	Labour Law 1B	Labour Law 1A	5	12
CML112S	Commercial Law 1B	Commercial Law 1A	5	12

Year 3 - Bachelor of Office Management and Technology

NQF Level: 7

NQF Credits: 400

NQF Qualification ID: Q0273

Semester 5

IAD710S	Information Administration 3A	Information Administration 2B	7	12
ADM710S	Administrative Management A	Management Principles B	7	12
PRL311S	Public Relations A	None	7	12
WIO710S	Work Integrated Learning	All courses up to Semester 4	7	36

Semester 6

IAD720S	Information Administration 3B	Information Administration 3A	7	12
ADM720S	Administrative Management B	Administrative Management A	7	12
PRL312S	Public Relations B	Public Relations A	7	12
SYD611S	Sustainability and Development	None	6	12
PCO611S	Professional Communication	English for Academic Purposes or Exemption from EAP	6	14

PLEASE NOTE:

Third year will only be offered on DISTANCE mode of study. It will NOT be offered on Part time or Full time mode.

BACHELOR OF MARKETING
(Phasing out from 2019 until 2020)

07BMAR

NQF Level: 7

NQF Credits: 369

NQF Qualification ID: Q0266

Description

The Bachelor of Marketing aims at producing marketing graduates who can competently manage marketing and management related tasks and duties as well as make marketing related decisions within the scope of their responsibilities. Graduates would be able to appraise and manage the synergy between marketing and other functional areas of management in an organisation.

The programme aims at equipping students with a diverse range of skills and competencies that are marketing specific and job related. Graduates will be able to use relevant marketing information in the process of making effective and efficient marketing decisions, managing themselves and others, and providing mentorship and coaching to subordinates.

The overall purpose of this programme is to produce graduates who are competent and proficient in performing a wide spectrum of routine, complex and multi-dimensional marketing and marketing-related tasks, duties and responsibilities and achieve reliable results with minimal or no supervision.

Students who exit with a Diploma in Marketing and Sales will be able to find employment as: Sales Representatives, Marketing Assistants/Representatives, etc., while Bachelor graduates would typically be employed as; Marketing Executives, Sales Executives, Business Development Executives, etc. Students who exit the programme with a Diploma in Marketing and/or Bachelor can also follow the professional marketing route by registering with Institutions like the Chartered Institute of Marketing-London; and be a Chartered marketer, thus further enhancing his/her Marketing profile.

Admission Requirements

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, Mathematics is a recommended subject.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook).

Students who completed qualifications previously offered by the Department, i.e. Certificates in Sales, Business Studies and the Diploma in Marketing (phased out from 2006/07) and seek admission into this revised Bachelor of Marketing programme may be granted credits on the basis of information listed in the table below:

S/N	Certificates in Selling, Business Studies and Diploma in Marketing (old courses)	Bachelor of Marketing (new/revised equivalent courses)
1	Introduction to Mathematics	Introduction to Mathematics
2	Business Ethics and Leadership	Business Ethics and Leadership
3	Professional Writing, English Communication Module 5	Professional Writing
4	Principles of Information System 1A and Principles of Information System 1B	Computer User Skills
5	Principle of Economics 1A	Principle of Economics 1A
6	Principle of Economics 1B	Principle of Economics 1B
7	Basic Business Statistics 1A	Basic Business Statistics 1A
8	Basic Business Statistics 1B	Basic Business Statistics 1B
9	Practice of Selling 1A &1B or Principles of Selling	Principles of Selling
10	Commercial Law 1A	Commercial Law 1A
11	Commercial Law 1B	Commercial Law 1B
12	Introduction to Marketing and its Environment	Introduction to Marketing and its Environment
13	Marketing Principles	Marketing Principles
14	Introduction to Psychology of HR	Introduction to Psychology of HR
15	Entrepreneurship	Innovation, Creativity and Entrepreneurship
16	Introduction to Business Management	Introduction to Business Management

Assessment Strategies

- i. Special Assessment Rules:
All courses in this programme offered within the Department of Business Management (Marketing) shall have a 50-50 ratio in terms of Continuous Assessments and the final end-of-semester examination. An exception to rule is made for service courses offered by other departments.
- ii. All courses in the programme offered by the Department have diverse assessment methods including open book tests, examinations and industry based projects.
- iii. **Assessment for Marketing-WIL:** A portfolio shall be structured by the departmental coordinator indicating the tasks that will be performed in specific work places in collaboration with Director of the Centre for Cooperative Education and the company's representative.

Students are prepared for WIL by the Centre for Cooperative Education, i.e. the industry requirements and NUST requirements are discussed and agreed upon.

Industry visits are done by the Director and the Departmental Representative to ensure that the agreed tasks are assigned to students and also to monitor students' progress.

Students write reports that are presented to the Industry and PON representatives in addition to completing the portfolio.

Upon completion of WIL the assessment results will be as follows:

50% Portfolio

10% Visit by Departmental Representative to monitor and mentor students

20% Mentor

20% Presentation

Transition Arrangements

The four-year Bachelor of Marketing (old curriculum) will be phased out systematically until 2018 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2011. Students will only be allowed to register for the 4th year of the old programme until January 2016 to ensure they have sufficient time to complete the programme by 2018.

Students who registered in 2011 for the 1st year of the old programme (old curriculum), and who failed more than 50% of the courses at the end of 2011, were required to change their registration to the new programme and were granted credits on a course-by-course basis in accordance with information in Table 1 below.

Table 1: Courses to be credited

Course Code	Bachelor of Marketing (Old Courses)	Course Code	Bachelor of Marketing (Equivalent New/Revised Courses)
MAR121S	Introduction to Marketing and Its environment	IME511S	Introduction to Marketing and its Environment
MAR122S	Marketing Principles	MPS512S	Marketing Principles
ITM111S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
BMA121S	Introduction to Business Management	BMI511S	Introduction to Business Management
BEL122S	Business Ethics and Leadership	BBE612S	Business Ethics
PHR511S	Introduction to Psychology of Human Resources	IOP511S	Introduction to Organisational Psychology
CSK0420	Communication Skills	CSK0420	Communication Skills
PRW0520	Professional Writing	PRW0520	Professional Writing

The revised three-year Bachelor of Marketing (new curriculum) took effect from January 2012 and will be completely phased in by 2014. Courses are only offered based on the new/revised syllabi in 2012 (1st year), 2013 (2nd year) and 2014 (3rd year). Students who are admitted into the examination for courses on the old curriculum will be granted only two opportunities to pass such courses (there will be no retention of semester marks). Students who fail any of the courses on the old curriculum will be required to repeat such failed courses based on the syllabi of new/revised corresponding courses. Please refer to Table 2, below, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

The deadline for complete phasing out of the four-year Bachelor of Marketing (old curriculum) is 2018 after which students must automatically switch to the new programme and fulfill all requirements based on the new curriculum.

As from 2012, students who are registered for the 2nd and 3rd year of the out-phasing programme (old curriculum) and who opt to

change registration to the 3-year Bachelor of Marketing (new curriculum) will be granted credits on a course-by-course basis, but will be required to complete Institutional core courses and other requirements based on the new curriculum.

Students who are registered for the old programme (old curriculum), but have had interruptions in the progress of their studies, and would like to continue, will be evaluated on a case-by-case basis.

Table 2: Corresponding Courses (if failed)-This is not a credit table!!

Course Code	Bachelor of Marketing (Old Courses)	Course Code	Bachelor of Marketing (Corresponding New/ Revised Courses to be Done, if Failed)
MAR121S	Introduction to Marketing and Its Environment	IME511S	Introduction to Marketing and Its environment
MAR122S	Marketing Principles	MPS512S	Marketing Principles
POS221S	Principles of Selling	POS611S	Principles of Selling
SSM221S	Services Marketing	SOM611S	Services and Organisation Marketing
SOM222S	Sales and Operations Management	SOT612S	Sales and Operations Management
MCS322S	Marketing Communications Strategy	MLY612S	Marketing Communications Strategy
COB321S AND COB322S	Consumer & Organisation Behaviour: Introduction <u>and</u> Consumer & Organisation Behaviour: Analysis	CAO712S	Consumer & Organisation Buying Behaviour:
MPM322S	Marketing and Product Management	MBM712S	Marketing and Brand Management
MRI321S	Marketing Research & Market Intelligence	MRM711S	Marketing Research & Market Intelligence
EWM321S	e-Marketing & Web Management	EWB711S	Electronic & Web-Based Marketing

Please Note:

Table 2, above, only highlights new/revised core courses in marketing that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well.

CURRICULUM

Year 1 (Phased in 2012)

Semester 1

Course Code	Course Title	Prerequisites	NQF Level	NQF Credits
ITM111S	Introduction to Mathematics	None	5	10
IME511S	Introduction to Marketing and its Environment	None	5	10
BMI511S	Introduction to Business Management	None	5	10
IOP511S	Introduction to Organisational Psychology	None	5	12
PLU411S	Principles of English Language Use	None	4	NCB
CUS411S	Computer User Skills	None	4	10

Semester 2

MPS512S	Marketing Principles	None	5	10
BBE612S	Business Ethics	None	6	10
EPR511S	English in Practice	Principles of English Language Use	5	NCB
ICT521S	Information Competence	None	5	10
BSC410S	Basic Science	None	4	8
FAC511S	Financial Accounting 101	None	5	12

Year 2 (Phased in 2013)

Semester 3

PMI511S	Principles of Microeconomics	None	5	12
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol or better in Grade 12	6	12
SOM611S	Services & Organisation Marketing	Marketing Principles	6	10
POS611S	Principles of Selling	None	6	10
CML111S	Commercial Law 1A	None	5	12

Semester 4

PMA512S	Principles of Microeconomics	None	5	12
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
EAP511S	English for Academic Purposes	Language in Practice B/ English in Practice or placement into EAP	5	14
SOT612S	Sales & Operations Management	Principles of Selling	6	12
CML112S	Commercial Law 1B	Commercial Law 1A	5	12
MLY612S	Marketing Communications Strategy	Marketing Principles	6	12

Year 3 (Phased in 2014)**Semester 5**

EWB711S	Electronic & Web-Based Marketing	Marketing Principles	7	12
MRM711S	Marketing Research & Market Intelligence	Introduction to Marketing and its Environment, Marketing Principles and Basic Business Statistic 1B	7	12
WOR712S	Work Integrated Learning	A pass or at least admission to the examination in all Marketing and Sales courses at Diploma level	7	36

Semester 6

CAO712S	Consumer & Organisation Buying Behaviour	Introduction to Marketing and its Environment; Marketing Principles	7	12
MBM712S	Marketing & Brand Management	Introduction to Marketing and its Environment; Marketing Principles	7	12
PPM712S	Product Pricing Management	Marketing Principles and Principles of Economics 1A	7	12
ICE712S	Innovation, Creativity and Entrepreneurship	None	7	15
PWR611S	Professional Writing	English for Academic Purposes or exemption from EAP	6	14
CIS610S	Contemporary Issues	None	6	12

MARKETING

BACHELOR OF MARKETING

07MARB

(Phasing in 2020)

NQF Level: 7

NQF Credits: 367

NQF Qualification ID: Q0266

Purpose

The Bachelor of Marketing programme provides a systematic and coherent introduction to the knowledge, principles, concepts, data, theories and problem-solving techniques within the field of marketing. The programme has been designed to respond to both the local and international contexts as students will explore the ways in which marketing roles exist and function within Namibia and in developing societies more generally. The programme will enable students to acquire a blend of cognitive and intellectual skills, as well as more hands-on practical and key transferable skills, and to apply these competencies in addressing marketing challenges in Namibia and the international community. Students need an understanding of the complex global marketplace and its inherent technologies. This requires students to be digitally literate to operate in the highly demanding technological market place. Technology-based products are growing. Students need to fit in. Businesses organisations need graduates with the digital literacy skills to operate marketing and sales technology.

The programme aims at producing marketing graduates who are technology savvy and that can competently manage marketing and management related tasks and duties as well as make marketing related decisions within the scope of their responsibilities. Graduates would be able to appraise and manage the synergy between marketing and other functional areas of management in an organisation. The Bachelor of Marketing aims at equipping students with a diverse range of skills and competencies that are marketing specific and job related. Graduates will be able to use relevant marketing information in the process of making effective and efficient

Criteria for Admission

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in the Prospectus/year book). In addition, candidates are required to have passed Mathematics with at least a D-symbol at NSSC Ordinary Level or a 4 at NSSC Higher Level.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in the Prospectus/year book).

Articulation Arrangements

Transfer of credits will be dealt with according to the Namibia University of Science and Technology regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who successfully complete the Bachelor of Marketing will ordinarily be able to pursue further studies at

Mode of Delivery

The programme will be offered on full-time, part-time, and distance modes in accordance with NUST rules and regulations, blended learning approaches using technology will be encouraged.

Requirements for Qualification Award

The Bachelor of Marketing will be awarded to students credited with a minimum of 367 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Prospectus of the Namibia University of Science and Technology of Namibia.

Teaching, learning strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will integrate hybrid 21st century pedagogies that will apply, inter alia, practical projects, flipped classroom technologies, blended learning approaches, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed, prompt feedback to promote learning will be encouraged.

Work Integrated Learning (WIL)

This the process of integrating work experiences with class-based learning in a way traditional education cannot do. It provides students with opportunities to:

Execute tasks associated with sales and/or marketing rather than just reading them.

Network with professionals and build relationships that can assist students in future endeavours while providing a professional environment.

Have access to marketing companies for full time positions after graduation once good working relationships have been established.

Interact with people from diverse backgrounds and develop interpersonal skills that are not possible in a classroom environment.

WIL is important in improving the characteristics of our graduates to meet industry needs in line with the NUST Strategic Plan (NPS5 Vision and strategic plan). It offers opportunity for innovation and creativity when students can experiment with what they learn in class in the work place and/or through the completion of well structured, monitored and assessed industry-based marketing related assignments/projects.

Assessment strategies

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a specific skill can be transferred. In accordance with NUST policy on diversified continuous assessment, each course assessed by means of Continuous Assessment only will have a minimum of four assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments.

Quality Assurance requirements

Each course (please refer to the Detailed Qualification Requirements) will have one or more examiner and one moderator. Moderators will be identified both internally and externally. The required minimum qualification of the moderator would be a Bachelor Honours degree in a related field of studies or the person must be a well-respected expert in the field in more practical areas of marketing. Lecturing staff will set and mark tests and/or examinations which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purpose, therefore, ensuring quality of the assessment and the qualification as a whole. All courses at exit level i.e. NQF Level 7, will be externally moderated.

Transition Arrangements

The Bachelor of Marketing (old curriculum), will be phased out systematically until 2023 with minimal disruption to existing students' learning progression. The last intake of 1st year students for the out-phasing programme (old curriculum) was in January 2018. The last intake for the final year of the out-phasing programme (old curriculum), will be in 2019. The last cohort of students, to be registered for the final year in 2019, would have until 2023 to complete the out-phasing programme (old curriculum).

Students who are registered in 2018 for the 1st year of the out-phasing programme (old curriculum), and who fail more than 50% of the courses at the end of the year, will be required to change their registration to the new programme and will be granted credits on a course-by-course basis in accordance with information in Table 15.2 below. Students who are registered in 2018 for the 1st year of the out-phasing programme (old curriculum) and who meet all requirements to progress to the 2nd year in 2019 will be allowed to transition to the revised programme (new curriculum).

The revised Bachelor of Marketing (New curriculum) will take effect from January 2019 with the concurrent implementation of the 1st and 2nd year in 2019 and the implementation of the 3rd year in 2020. Courses will only be offered based on the new/revised syllabi in 2019 (1st and 2nd year) and 2020 (3rd year). Students who are admitted into the examination but fail any of the courses on the old curriculum will only be granted two opportunities to pass such courses in accordance with the NUST general rules. Students who fail any of the courses on the old curriculum will be required to repeat the failed courses based on syllabi of new/revised corresponding courses. Please refer to Table 15.2, on the next page, for detailed information on the new/revised corresponding courses to be done if courses on the old curriculum are failed.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
ITM111S	Introduction to Mathematics	None	5	10
IME511S	Introduction to Marketing and its Environment	None	5	10
BMI511S	Introduction to Business Management	None	5	10
IOP511S	Introduction to Organisational Psychology	None	5	12
PLU411S	Principles of English Language Use	None	4	
CUS411S	Computer User Skills	None	4	10

Year 1

Semester 2

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
MPM512S	Marketing Principles	None	5	10
BBE612S	Business Ethics	None	5	10
EPR511S	English in Practice	Principles of English Language Use, or Language in Practice (LIP411S), or a B for IGCSE English as a Second Language Module 2, or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4, or Exemption	5	NCB
ICT521S	Information Competence	None	5	10
BSC410S	Basic Science	None	4	8
FAC5111	Financial Accounting 101	None	5	12

Year 2

Semester 3

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
PMI511S	Principles of Microeconomics	None	5	12
BBS111S	Basic Business Statistics 1A	Introduction to Mathematics or a B symbol or better in Grade 12	6	12
	Services Marketing	Marketing Principles	6	10
POS611S	Principles of Selling	None	6	10
CML111S	Commercial Law 1A	None	5	12

Year 2

Semester 4

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
PMA512S	Principles of Macroeconomics	None	5	12
BBS112S	Basic Business Statistics 1B	Basic Business Statistics 1A	6	12
SOT612S	Sales & Operations Management	Principles of Selling	6	10
CML112S	Commercial Law 1B	Commercial Law 1A	5	12
MLY612S	Marketing Communications Strategy	Marketing Principles	6	12
PWR611S	Professional Writing	English for Academic Purposes	6	14

Year 2**Semester 5**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
	Digital and Social Media Marketing	Marketing Principles	7	12
	Marketing Management	Marketing Principles	7	12
MRM711S	Marketing Research & Market Intelligence	Introduction to Marketing, and Its Environment, and Marketing Principles and Basic Business Statistics 1B	7	12
ICE712S	Innovation, Creativity and Entrepreneurship	None	7	15
	Consumer Behaviour	Introduction to Marketing and Its Environment;	7	12
	Product Pricing Management	Marketing Principles		
		Introduction to Marketing and Its Environment;	7	12
		Marketing Principles; and Principles of Microeconomics		

Year 3**Semester 6**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
CIS610S	Contemporary Issues	None	6	12
WOR712S	Work Integrated Learning	All core courses up to semester 5 (five)	7	36

Description

The Bachelor of Transport Management programme provides a systematic and coherent introduction to the knowledge, principles, concepts, data, theories and problem-solving techniques within the field of Transport. The programme has been designed to respond to both the local and international contexts as students will explore the ways in which Transport roles exist and function within Namibia and in developing societies more generally. The programme will enable students to acquire a blend of cognitive and intellectual skills, as well as more hands-on practical and key transferable skills, and to apply these competencies in addressing transport challenges in Namibia and the international community.

The programme aims at producing transport graduates who can competently manage transport and logistics related tasks and duties as well as make transport related decisions within the scope of their responsibilities. Graduates would be able to appraise and manage the synergy between transport and other functional areas of management in an organisation. The programme aims at equipping students with a diverse range of skills and competencies that are transport specific and job related. Graduates will be able to use relevant transport information in the process of making effective and efficient transport decisions, managing themselves and others, and providing mentorship and coaching to subordinates.

The overall purpose of this programme is to produce graduates who are competent and proficient in performing a wide spectrum of routine, complex and multi-dimensional transport and logistics-related tasks, duties and responsibilities and achieve reliable results with minimal or no supervision.

Admission Requirements

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology (GI2.1 in Part 1 of the NUST Yearbook). In addition, candidates are required to have passed Mathematics with at least an E-symbol at NSSC Ordinary Level or a 4 at NSSC Higher Level.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of the Namibia University of Science and Technology (GI2.2 in Part 1 of the NUST Yearbook). Only applicants that scored 50% and above in English and Mathematics in the Mature Age Entry Test will be considered.

Mode of Delivery

This programme will be offered on full-time, part-time and distance modes of study in accordance with NUST rules and regulations.

Assessment Strategies

Students will be assessed through continuous formative and summative assessments. These assessments will focus on the achievement of competencies and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students’ intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific outcome can be repeated or a specific skill can be transferred. In accordance with NUST policy on diversified continuous assessment, each course assessed by means of Continuous Assessment only will have a minimum of six assessments. Courses that are assessed using a combination of continuous assessment and a final end-of-semester examination must have at least three assessments.

WIL will be assessed on the basis of the following:

- immediate WIL supervisor’s report;
- academic assessor’s mark (academic assessor to interview both the student and the WIL immediate supervisor and give a mark);
- WIL report which is to be written following the guidelines given by the department. This report is supposed to be signed by either the supervisor or the manager at the workplace.

Transition Arrangements

The Bachelor of Transport Management (old curriculum) will be phased out systematically by the end of 2021 in order to cause minimal disruption to existing students’ learning progression. The last intake of 1st year students for the programme to be phased out (old curriculum) was in 2016.

Students who have registered in 2016 for the first year of the phased-out programme (old curriculum) and who fail more than 50% of courses at the end of 2016, will be required to change their registration to the revised programme in 2017, and will be granted credits on a course-by-course basis in accordance with information in Table 1 below.

The revised Bachelor of Transport Management programme will be implemented at the start of the 2017 academic year, and will be phased in completely by the end of the 2019 academic year. Courses will be offered based on the revised syllabi only in 2017 (1st year), 2018 (2nd year) and 2019 (3rd year). Students who fail any of the courses in the old curriculum will be required to repeat such courses based on the corresponding subjects in the revised curriculum. Please refer to Table 2 below for detailed information on the new or revised corresponding courses to be done if students fail courses in the old curriculum.

The deadline for completely phasing out the Bachelor of Transport Management (old curriculum) is the end of the 2021 academic year after which students must automatically switch to the revised programme and fulfil all requirements based on the revised curriculum.

Table 1: Courses to be credited

Course Code	Bachelor of Transport Management (Old Courses)	Course Code	Bachelor of Transport Management (New/ Revised Courses)
Year 1: Semester 1			
ITM011S	Introduction to Mathematics	ITM111S	Introduction to Mathematics
LIP411S	Language in Practice	PLU411S	Principles of English Language Use
BSC410S	Basic Science	BSC410S	Basic Science
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
Year 1: Semester 2			
BMA122S	Business Ethics and Leadership	BBE612S	Business Ethics
CUS411S	Computer User Skills	CUS411S	Computer User Skills
ICT120S	Information Competence	ICT521S	Information Competence
LPBO320	Language in Practice B	EPR511S	English in Practice
TEP512S	Transport Economics & Procedures	TEP512S	Transport Economics & Planning

Table 2: Corresponding Courses (if Failed). This is not a credit table.

Course Code	Bachelor of Transport Management (Old Courses)	Course Code	Bachelor of Transport Management (Corresponding New/Revised Courses)
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
TEP512S	Transport Economics & Procedures	TEP511S	Transport Economics & Planning
IRT511S	Introduction to Road Traffic and Transport Legislation	TLL621S	Traffic & Transportation Law
RTL611S	Road Traffic & Transport Legislation	TLL621S	Traffic & Transportation Law
ART612S	Advanced Road Traffic & Transport Legislation	TLL621S	Traffic & Transportation Law
LET520S	Law of Evidence and Criminal Procedure	CML111S	Commercial Law 1A
ITE611S	Intermodal Transport Economics	IMT711S	Intermodal Transportation
ATE612S	Applied intermodal Transport Economics		
ATE712S	Advance Transport Economics		
PRI512S	Principles of Road Safety and Infrastructure Management	TIS511S	Principles of Transport Safety and Infrastructure Management
RIM611S	Road Safety & Infrastructure Management	SPI621S	Transport Safety Practice and Infrastructure Management
PRI612S	Practical Road Safety & Infrastructure Management		
RIT711S	Road Safety and Infrastructure Management		
ARM712S	Applied Road Safety & Infrastructure Management		

PTO612S	Practical Transport Operations Management	OTM611S	Operational Transport Management
TOM612S	Transport Operations Management		
TOT711S	Transport Operations Management Techniques		
ATO712S	Applied Transport Operations Management		
IRT711S	International and Regional Transport Economics	IRT711S	International and Regional Transport Economics
Experiential Learning 1 (Transport)	Experiential Learning 1(Transport)	WOL721S	Work Integrated Learning
Experiential Learning 2	Experiential Learning 2(Transport)		
WOL711S	Work Integrated Learning 1 (Transport)		
WOL712S	Work Integrated Learning 2 (Transport)		

NB: Exemption may not be granted for part of a course. Hence, in cases where more than one course in the old curriculum is replaced by one course in the new curriculum, students who have failed any of the corresponding courses in the old curriculum will have to do the entire new course in the new curriculum.

Please Note: Table 2 above, only highlights new/revised core courses in Transport Management that should be done if courses on the old curriculum are failed. Service courses from other Departments are excluded, but the rules of relevant Departments apply to this programme as well. Old courses that do not have corresponding courses in the revised curriculum will continue to be offered until the old programme is completely phased out in 2021:

- Self-Development and Study Skills (SDS010S)

CURRICULUM

Year 1 (Bachelor of Transport Management – Phased in 2017)

07BTMM

Semester 1

Course Title	Course Code	Prerequisite
Introduction to Mathematics	ITM111S	None
Fundamentals of Marketing	FOM511S	None
Introduction to Supply Chain Management	ISM511S	None
Principles of Transport Economics	PTE511S	None
Principles of English Language Use	PLU411S	None
Computer User Skills	CUS411S	None

Semester 2

Transport Economics and Planning	TEP521S	None
Business Ethics	BBE612S	None
English in Practice	EPR511S	Principles of English Language Use/ Language in Practice, or Language in Practice A, or Module 2, or a Minimum B in English as 2 nd Language at NSSC Ordinary Level, or NAMCOL.
Information Competence	ICT512S	None
Basic Sciences	BSC410S	None
Fundamentals of Logistics Management	FLM521S	None

Year 2

Semester 3

Principles of Transport Safety and Infrastructure Management	TIS511S	None
Operational Transport Management	OTM611S	None
Basic Business Statistics 1A	BBS111S	Introduction to Mathematics Or a B symbol or better in Grade 12
Commercial Law 1A	CML111S	None
English for Academic Purposes	EAP511S	None
Financial Accounting 101	FAC511S	None

Semester 4

Traffic and Transportation Law	TTL621S	Commercial Law 1 A
Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A
Forwarding and Shipping Management	FSM621S	None
Transport Safety Practice & Infrastructure Management	SPI621S	Principles of Transport Safety & Infrastructure Management
Professional Writing	PWR611S	Communication Skills or Module 4, or Exemption from Communication skills/ Module 4

Year 3**Semester 5**

Innovation, Creativity and Entrepreneurship	ICE712S	None
International and Regional Transport Economics	IRT711S	None
Intermodal Transportation	IMT711S	None
Logistics and Fleet Management	LFM711S	None
Leading and Managing Projects	LMP711S	None
Elements of Maritime Transport	EMT711S	None

Semester 6

Sustainability and Development	SYD611S	None
Work Integrated Learning	WOL721S	All core courses up to Semester 5.

**BACHELOR OF TRANSPORT MANAGEMENT
(Phasing out from 2017 until 2021)**

07BTRM

NQF Level: 7

NQF Credits: 390

NQF Qualification ID: Q0458

Description

The Bachelor of Transport Management is a three-year degree programme that is aimed at equipping qualifying students with applied competencies in:

- understanding and interpretation of transport safety and traffic management,
- transport economics,
- management and regulatory principles.

The aim of this programme is to establish Transport Management qualifications at Bachelor degree level with exit points at Certificate and Diploma level for people in the Transport and Logistics industry that will enable them to perform their respective duties at various levels professionally.

The students will be trained for a market dealing with all areas of Transport Management which includes Road Safety & Infrastructure Management, Transport Economics, Legal Framework and Transport Operations Management, as well as preparation for positions in the workplace.

The Bachelor of Transport Management degree is designed to be at NQF Level 7 with 400 credits, including credits allocated to the 1st year Certificate and 2nd year Diploma exit levels.

Admission Requirements

In addition to the General Admission Requirements (Regulation GI2.1) and Mature Age Entry Scheme (Regulation GI2.2) as contained in Part 1 of the NUST Yearbook. Students shall write a special English test (not a placement test) which they should pass with at least 50% to be admitted into the programme. Admission under the Mature Age Entry Scheme shall also consider Recognition of Prior Learning (RPL).

Students who successfully completed the Transport Management bridging programme will also be eligible to enroll for this programme.

CURRICULUM

Certificate in Transport Management - Phased in 2011

05CTRM

NQF Level: 5

NQF Credits: 119

NQF Qualification ID: Q0456

Year 1

Semester 1

Course Title	Course Code	Prerequisite	NQF Level	NQF Credits
Self-Development and Study Skills	SDS010S	None	4	NCB
Principles of English Language Use	PLU411S	None	4	NCB
Introduction to Mathematics	ITM111S	None	5	10
Computer User Skills	CUS411S	None	4	10
Introduction to Road Traffic and Transport Legislation	IRT511S	None	5	10
Principles of Transport Economics	PTE511S	None	5	10
Basic Science	BSC410S	None	4	8
Experiential Learning 1 (TRANSPORT)	EXL511S	None	5	8

Semester 2

English in Practice	EPR511S	Principles of English Language Use	5	NCB
Business Ethics	BBE612S	None	6	10
Information Competence	ICT512S	None	5	10
Law of Evidence and Criminal Procedure	LET520S	None	6	15
Transport Economics & Planning	TEP521S	Principles of Transport Economics	5	10
Principles of Road Safety & Infrastructure Management	PRI512S	None	5	10
Experiential Learning 2 (TRANSPORT)	EXL512S	None	5	8
Computer User Skills (if not yet taken)	CUS411S	None	4	10
Basic Science (if not yet taken)	BSC410S	None	4	8

Diploma in Transport Management, including credits allocated to the Certificate**06DTRM****NQF Level: 6****NQF Credits: 243****NQF Qualification ID: Q0457****Year 2****(Available on the Distance Education Mode as from 2012)****Semester 3**

English for Academic Purposes	EAP511S	English in Practice	5	14
Principles of Logistics Management	PLM611S	None	6	12
Road Traffic & Transport Legislation	RTL611S	None	6	12
Intermodal Transport Economics	ITE611S	Transport Economics & Procedures	6	12

And any ONE of the following:

Road Safety & Infrastructure Management	RIM611S	Principles of Road Safety & Infrastructure Management	6	12
Transport Operations Management	TOM611S	Principles of Road Safety & Infrastructure Management	6	12

Semester 4

Professional Writing	PWR611S	English for Academic Purposes	6	14
Operational Logistics Management	OLM612S	Principles of Logistics Management	6	12
Advanced Road Traffic & Transport Legislation	ART612S	Road Traffic & Transport Legislation	6	12
Applied Intermodal Transport Economics	ATE612S	Intermodal Transport Economics	6	12

And any ONE of the following:

Practical Road Safety & Infrastructure Management	PRI612S	Road Safety & Infrastructure Management	6	12
Practical Transport Operations Management	PTO612S	Transport Operations Management	6	12

Bachelor of Transport Management**07BTRM****NQF Level: 7****NQF Credits: 390****NQF Qualification ID: Q0458****Year 3****(Available on the Distance Education Mode as from 2013)****Semester 5**

Basic Business Statistics 1A	BBS111S	Introduction to Mathematics	6	12
Project Planning & Management	PPM411S	None	8	15
International and Regional Transport Economics	IRT711S	Applied Intermodal Transport Economics	7	12
Work Integrated Learning 1 (TRANSPORT)	WOL711S	Completion and pass of all courses up to Semester 4.	7	18

And any ONE of the following:

Road Safety & Infrastructure Management Techniques	RIT711S	Practical Road Safety & Infrastructure Management	7	12
Transport Operations Management Techniques	TOT711S	Practical Transport Operations Management	7	12

Semester 6

Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A	6	12
Business Logistics and Supply Chain Management	BLM322S	Business Operations	7	12
Sustainability and Development	SYD611S	None	6	12
Advanced Transport Economics	ATE712S	International and Regional Transport Economics	7	12
Work Integrated Learning 2 (TRANSPORT)	WOL712S	Completion and pass of all courses up to Semester 4.	7	18

And any ONE of the following:

Applied Road Safety & Infrastructure Management	ARM712S	Road Safety & Infrastructure Management Techniques	7	12
Applied Transport Operations Management	ATO712S	Transport Operations Management Techniques	7	12

**BACHELOR OF SPORT MANAGEMENT
(Phased in 2017)**

07BOSM

Description

The Bachelor of Sport Management is a three-year degree programme that aims at producing graduates who can competently manage and administer sports businesses and sport business-related tasks and duties in private and/or public establishments as well as make effective decisions within the scope of their responsibilities. Similarly, the degree will provide students with a solid foundation and diverse range of skills and competencies in sport-related business fundamentals including general management, marketing, governance, legal issues, and event and facility management, etc. Through this programme, students will be able to apply relevant sport management principles, concepts and tools to effectively and efficiently make business decisions in the areas of sport sponsorship, events management, outsourcing and insourcing of duties and responsibilities, etc., as well as, managing themselves and others, while providing mentorship and coaching to subordinates. In the same vein, students would be able to appraise and manage the synergy between sport, marketing, business, management and other functional areas of management in a sporting organisation.

Admission Requirements

Candidates may be considered for admission to this programme if they meet the General Admission Requirements of NUST (GI2.1 in Part 1 of the NUST Yearbook).

Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of NUST (GI2.2 in Part 1 of the NUST Yearbook)- with a minimum of 50% in both English and Mathematics.

Applicants who have successfully completed the entire bridging programme for Sport Management offered by NUST, through CED, will also be eligible for admission into the degree.

Mode of Delivery

The programme will be offered on full-time and part-time mode, in accordance with NUST's rules and regulations. The programme will also be available on the distance mode at a time to be determined by the Centre for Open and Life-long Learning (COLL).

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50% of the credits for a qualification.

Students who successfully complete the Bachelor of Sport Management **will ordinarily** be able to pursue further studies at NQF Level 8 in Sport Management or a related cognate area of learning.

Requirements for the Qualification

The Bachelor of Sport Management will be awarded to students credited with a minimum of 362 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the Yearbook of NUST.

CURRICULUM**Year 1****Semester 1**

Course Title	Course Code	Prerequisite
Basic Mathematics	BMS411S	None
Fundamentals of Marketing	FOM511S	None
Introduction to Business Management	BMI511S	None
Business Accounting 1A	BAC1100	None
Principles of English Language Use	PLU411S	None
Computer User Skills	CUS411S	None

Semester 2

Sport, Lifestyle & Recreation Sciences	SLR521S	None
Business Ethics	BBE612S	None
English in Practice	EPR511S	Principles of English Language Use, or Language in Practice A, or Module 2, or a minimum B in English as a second language at NSSC Ordinary Level, or NAMCOL English Communication Modules 1-4, or Exemption
Information Competence	ICT521S	None
Sport Management Foundation	SMF521S	Introduction to Business Management
Business Accounting 1B	BAC1200	Business Accounting 1A

Year 2**Semester 3**

Principles of Microeconomics	PMI511S	None
Basic Business Statistics 1A	BBS111S	Introduction to Mathematics/Basic Mathematics or a B symbol or better in Grade 12
Sports Sociology and Psychology	SSP611S	None
Sport Marketing	SMT611S	Fundamentals of Marketing
Sport Law and Regulations	SLR611S	None
English for Academic Purposes	EAP511S	None

Semester 4

Principles of Macroeconomics	PMA512S	None
Corporate Sports and Salesmanship	CSS621S	Fundamentals of Marketing
Sport Facilities Management	SFM621S	None
Sport Didactics and Coaching	SDC621S	Sport Sociology and Psychology
Project and Events Management	PEM621S	None
Professional Writing	PWR611S	English for Academic Purposes, or Communication Skills, or Module 4, or Exemption from English for Academic Purposes/ Communication Skills/Module 4

Year 3**Semester 5**

Media and Public Relations	MPR711S	Fundamentals of Marketing
Consumer Behaviour in Sports	CBS711S	Fundamentals of Marketing
Sport Governance & Policy	SGP711S	None
Innovation, Creativity and Entrepreneurship	ICE712S	None
Sustainability and Development	SYD611S	None
Business Research for Sports Managers	BRS711S	Fundamentals of Marketing & Basic Business Statistics 1A

Semester 6

Work Integrated Learning- Sport Management	WIS721S	A pass or at least admission to the examination in all cores courses up to Semester 5 of the programme.
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LOGISTICS

**BACHELOR OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT
(Phased in 2017)**

07BLSC

Description

The Bachelor of Logistics and Supply Chain Management is a three year degree programme aimed at producing graduates who can competently manage logistics and supply chain management related tasks for business competitiveness in both public and private sectors.

- Students will be exposed to relevant logistics and supply chain management techniques, information systems for efficient supply chain decisions in areas such as strategic sourcing, reduction of costs in local and global logistics, managing supply chain risks and timely delivery of value added products, responsive to customer specific requirements.
- Students will acquire both theoretical knowledge and practical application through work related and simulation programmes, including new subjects such as Environmental and Humanitarian Logistics, Global Logistics and Supply Chain Management, Procurement Management, and Information Technology in Logistics.

Admission Requirements

Candidates may be considered for admission for this programme if they meet General Admission Requirement of the Namibia University of Science and Technology (G12.1 in Part 1 of the NUST Yearbook). In addition, candidates are required to have passed Mathematics with at least an E-Symbol at NSSC Ordinary Level or a 4 at NSSC Higher Level.

Mature age candidates will be considered provided they meet the requirements and pass the mature age entry examinations of the Namibia University of Science and Technology (G12.1 in Part 1 of the NUST Yearbook).

Mode of Delivery

The programme will be offered on full-time, part-time and distance modes in accordance with the Namibia University of Science and Technology rules and regulations.

Transition Arrangements

The revised Bachelor of Logistics and Supply Chain Management programme will be implemented incrementally on a year by year basis. The revised programme will be phased in completely by the end of the 2019 academic year. The Bachelor of Logistics and Supply Chain Management (old curriculum) programme will be phased out systematically with minimal disruption to existing students' learning progression.

Students who are registered in 2016 for the first year of the phased-out programme (old curriculum) and who fail more than 50 % of courses at the end of 2016, will be required to change their registration to the revised programme in 2017, and will be granted credits on a course-by-course basis in accordance with information in Table 1 below. Courses will then be offered based on the revised syllabi only in 2017 (1st year), 2018 (2nd year) and 2019 (3rd year). Students who fail any of the courses in the old curriculum will be required to repeat such courses based on the corresponding subjects in the revised programme. Please refer to Table 2 below for detailed information the new or revised corresponding courses to be done if students fail courses in the old curriculum.

The deadline for complete phasing out of the Bachelor of Logistics and Supply Chain Management (old curriculum) is 2021 after which students must automatically switch to the new programme and meet all requirements based on the new curriculum.

Table 1: 1st Year Courses to be credited

Course Code	Bachelor of Logistics and Supply Chain Management (Old Courses)	Course Code	Bachelor of Logistics and Supply Chain Management (New/Revised Courses)
Year 1, Semester 1			
LIP411S	Language in Practice	PLU411S	Principles of English Language Use
CUS411S	Computer User Skills	CUS411S	Computer User Skills
IME511S	Introduction to Marketing & its Environment	FOM511S	Fundamentals of Marketing
BMS411S	Basic Mathematics	ITM111S	Introduction to Mathematics
ISM511S	Introduction to Supply Chain Management	ISM511S	Introduction to Supply Chain Management
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
Year 1, Semester 2			
BEL112S	Business Ethics and Leadership	BBE612S	Business Ethics
TEP512S	Transport Economics & Procedures	TEP521S	Transport Economics and Planning
EPR511S	English in Practice	EPR511S	English in Practice
ICT120S	Information Competence	ICT521S	Information Competence

BSC410S	Basic Science	BSC410S	Basic Science
PLM611S	Principles of Logistics Management	FLM511S	Fundamentals of Logistics Management

Table 2: Corresponding courses (if failed). This is not a credit table.

Course Code	Bachelor of Logistics and Supply Chain Management (Old Courses)	Course Code	Bachelor of Logistics and Supply Chain Management (New/Revised Courses)
ISM511S	Introduction to Supply Chain Management	ISM511S	Introduction to Supply Chain Management
IME511S	Introduction to Marketing & its Environment	FOM511S	Fundamentals of Marketing
PTE511S	Principles of Transport Economics	PTE511S	Principles of Transport Economics
TEP512S	Transport Economics & Procedures	TEP511S	Transport Economics & Planning
OLM612S	Operational Logistics Management	OLM612S	Operational Logistics Management
DAR611S	Data Analysis and Reporting	FDA621	Forecasting and Data Analysis
PLM611S	Principles of Logistics Management	FLM511S	Fundamentals of Logistics Management
SCM711S	Supply Chain Management	SCM711S	Supply Chain Management
		EHL621	Environmental & Humanitarian Logistics
		FSM621S	Forwarding & Shipping Management
		ITL611S	Information and Technology in Logistics
		PMM711S	Procurement Management
GSM712S	Global Supply Chain Management	GSM712S	Global Logistics and Supply Chain Management
ENT312S	Entrepreneurship	ICE712S	Innovation, Creativity and Entrepreneurship
PRM422S	Project Management	LMP711S	Leading and Managing Projects
WIG712S	Work Integrated Learning (Logistics)	WIG712S	Work Integrated Learning (Logistics)

Requirements for Qualification Award

The Bachelor of Logistics and Supply Chain Management will be awarded to students credited with a minimum, of 362 NQF credits. In addition, students must meet the administrative and financial requirements as spelt out in the NUST Yearbook.

CURRICULUM

Year 1

Semester 1

Course Title	Course Code	Prerequisite
Introduction to Mathematics	ITM111S	None
Fundamentals of Marketing	FOM511S	None
Introduction to Supply Chain Management	ISM511S	None
Principles of Transport Economics	PTE511S	None
Principles of English Language Use	PLU411S	None
Computer User Skills	CUS411S	None

Semester 2

Transport Economics and Planning	TEP521S	Principles of Transport Economics
Business Ethics	BBE612S	None
English in Practice	EPR511S	Principles of English Language Use or Language in Practice A, or Module 2, or Minimum B in English as 2 nd Language.
Information Competence	ICT521S	None
Basic Sciences	BSC410S	None
Fundamentals of Logistics Management	FLM511S	None

Year 2

Semester 3

Financial Accounting 101	FAC511S	None
Basic Business Statistics 1A	BBS111S	Introduction to Mathematics
Information and Technology in Logistics	ITL611S	None
Operational Logistics Management	OLM612S	None
Commercial Law 1A	CML111S	None
English for Academic Purposes	EAP511S	English in Practice, or Language in Practice B, or Module 3, or Exemption

Semester 4

Forwarding and Shipping Management	FSM621S	None
Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A
Environmental and Humanitarian Logistics	EHL621S	None
Commercial Law 1B	CML112S	Commercial Law 1A
Forecasting and Data Analysis	FDA621S	None
Professional Writing	PWR611S	Communication Skills or Module 4, or Exemption from Communication Skills/ Module 4

Year 3

Semester 5

Leading and Managing Projects	LMP711S	None
Global Logistics and Supply Chain Management	GSM712S	None
Innovation, Creativity and Entrepreneurship	ICE712S	None
Supply Chain Management	SCM711S	Introduction to Supply Chain Management
Procurement Management	PMM711S	None

Semester 6

Sustainability and Development	SYD611S	None
Work Integrated Learning (Logistics)	WIG712S	All core subjects up to Semester 5 .

BACHELOR OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT
(Phasing out from 2017 until 2021)**07BLSM****NQF Level: 7****NQF Credits: 388****NQF Qualification ID: Q0275****Description**

The Bachelor of Logistics and Supply Chain Management is worth 388 credits and registered at Level 7 on the NQF.

Admission Requirements

Applicants are expected to meet the general admission or mature age entry requirements of the Namibia University of Science and Technology (GI2.1 & GI2.2 in Part 1 of the NUST Yearbook).

Mode of Delivery

The programme will be offered on the following modes available in the Namibia University of Science and Technology:

*Full-Time**Part-Time**Distance***CURRICULUM****Year 1****Semester 1**

Course Title	Course Code	Prerequisites	NQF	NQF
Level	Credits			
Principles of English Language Use	PLU411S	None	4	NCB
Basic Mathematics	BMS411S	None	4	12
Computer User Skills	CUS411S	None	4	10
Introduction to Business Management	BMI511S	None	5	10
Business Accounting 1A	BAC1100	None	5	10
Introduction to Marketing and its Environment	IME511S	None	5	10

Semester 2

Business Ethics	BBE612S	None	6	10
Basic Science	BSC410S	None	4	8
Marketing Principles	MPS512S	None	5	10
Information Competence	ICT521S	None	5	10
English in Practice	EPR511S	Principles of English Language Use, or Language in Practice A, or Module 2, or exemption for Grade B in English (NSSC Ordinary Level)	5	NCB
Introduction to Supply Chain Management	ISM511S	None	5	10

Year 2**Semester 3**

English for Academic Purposes	EAP511S	English in Practice, or Language in Practice B, or Module 3, or exemption	5	14
Principles of Logistics Management	PLM611S	None	6	12
Basic Business Statistics 1A	BBS111S	Basic Mathematics	6	12
Principles of Transport Economics	PTE511S	None	5	10
Operations Management	OPM611S	None	6	12
Management Information Systems	MNS511S	None	5	12

Semester 4

Operational Logistics Management	OLM612S	Principles of Logistics Management	6	12
Professional Writing	PWR611S	English for Academic Purposes, or Communication Skills, or Module 4 or Exemption	6	14
Transport Economics and Planning	TEP521S	Principles of Transport Economics	5	10
Basic Business Statistics 1B	BBS112S	Basic Business Statistics 1A	6	12
Business Finance	BBF612S	None	6	12
Enterprise Systems Applications**	ESA310S	Management Information Systems	6	12
Data Analysis and Reporting	DAR611S	None	6	12

Year 3

Semester 5

Supply Chain Management	SCM711S	Principles of Logistics Management	7	12
Small & Medium Enterprise Management	BEP712S	None	7	12
Contemporary Issues	CIS610S	None	6	12
Entrepreneurship*	ENT312S	None	7	12
Elements of Maritime Transport	EMT711S	None	6	12
Commercial Law 1A	CML111S	None	5	12

Semester 6

Commercial Law 1B	CML112S	Commercial Law 1A	5	12
Global Supply Chain Management	GSM712S	None	7	12
Work Integrated Learning (Logistics)	WIG712S	Small & Medium Enterprise Management	7	36

**This course has been replaced with Innovation, Creativity and Entrepreneurship worth 15 credits at NQF Level 7.*

***This course has been replaced with Enterprise Resource Planning (ERP720S).*

Special Arrangements for Work Integrated Learning

Work Integrated Learning (WIL) is incorporated in the 6th semester, following the project management course completed in the 5th semester. The work integrated learning requires students to undertake a work/industry related project to ensure that practical experience is gained by a student on completion of the programme. The work integrated learning experience and resultant project comprises of 36 credits (360 notional hours) of the total programme.

Students with assistance from the academic supervisor will be required through-out the 5th semester to identify a placement in industry.

The student will then sign an agreement provided by the academic supervisor with the organisation that has approved the placement, and assigned an industry supervisor to the student.

The agreement will include the job description of the student, together with a project plan compiled by the student that will count towards the final mark of WIL.

Once the project plan has been approved by the academic supervisor, the work-integrated learning can commence. The work-integrated learning process through-out the 6th semester should be documented and a short report should be given to the academic supervisor on a 2 weekly basis, after approval by the industry supervisor.

The time-period for the experiential learning will span over 16 weeks, to ensure the students fulfil their requirements of 360 hours.

The student will be required to compile a final report on all activities and project during the WIL process, and produce it to the academic supervisor at the end of the semester that will count towards the final mark of WIL.

A presentation will be required by student at the end of the semester that will count towards the final mark of WIL.

The final mark of the student will be calculated according to the following:

Project Plan:	10%
2 Week Reports:	10%
Final Report:	70%
Presentation:	10%

The role of the student is to undergo the training, as broadly specified by the academic department and offered by the company.

POSTGRADUATE PROGRAMMES**PROGRAMMES OFFERED**

Bachelor of Economics Honours (Phased in 2015)	08HECO
Bachelor of Business Management Honours (Phased in 2017)	08BBMH
Bachelor of Human Resources Management Honours	08HRMH
Bachelor of Marketing Honours	08HMAR
Bachelor of Logistics and Supply Chain Management Honours	08LSCH
Bachelor of Logistics Honours	08BHTH
Bachelor of Hospitality and Tourism Management Honours	22BLOH
Master of Logistics and Supply Chain Management	09MLSC
Master of Marketing (Phased in 2020)	09MARK
Master of Management	09MM
Master of Human Resources Management	09MHRM

DEPARTMENT OF ACCOUNTING, ECONOMICS AND FINANCE**Code 203****BACHELOR OF ECONOMICS HONOURS
(Phased in 2015)****08HECO****NQF Level: 8****NQF Credits: 120****NQF Qualification ID: Q0286****Description**

The Bachelor of Economics Honours is an initial postgraduate specialisation degree in economics. The programme is purposefully designed to equip students with deepened and systematic knowledge and expertise in the economics discipline, and to develop their capacity to conduct supervised research of an applied nature. The programme's main emphasis is on the evaluation and application of economic theories and economic data in order to solve complex economic problems that face the public and private sectors in the economy. Students are required to do a combination of compulsory and elective courses, as well as a Mini-thesis.

Overall, the Bachelor of Economics Honours aims to:

- provide deepened knowledge of advanced concepts and frameworks in economics and facilitate a high level of theoretical engagement;
- develop research capacity in the methodologies and techniques of the discipline;
- enable graduates to present and communicate academic/professional work effectively;
- equip graduates with skills that would enable them to offer consultancy services; and
- develop and sharpen the critical thinking, analytical and problem-solving skills of students in the economics discipline.

Graduates of this programme will be able to find employment in the public and private sectors as Economic/Senior Economic Researchers, Financial/Senior Financial Analysts, Brokers/Dealers, Trainee Managers/Managers, Junior Lecturers, etc.

Admission Requirements

In order to be considered for admission to the Bachelor of Economics Honours, candidates must have a Bachelor of Economics or an equivalent qualification of at least 360 credits at NQF level 7, with a minimum overall average of at least 60 % in the core Economics courses.

Students who obtained their Bachelor degrees, or equivalent qualifications, from other Universities may be required to make up for any deficiencies as deemed necessary by the Department.

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Students who graduate with the Bachelor of Economics Honours will ordinarily be able to pursue further studies in Economics, or a similar/related cognate area of learning, at NQF Level 9.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
RMA810S	Research Methodology	None	8	15
AMI810S	Advanced Microeconomics	None	8	15
AEM810S	Applied Econometrics	None	8	15

Plus ONE of the following Elective courses (based on demand):

FEO810S	Financial Economics	None	8	15
ENE810S	Environmental Economics	None	8	15

Semester 2

MTE820S	Mini-Thesis	Research Methodology and Applied Econometrics	8	30
AMA820S	Advanced Macroeconomics	None	8	15

Plus ONE of the following elective courses (based on demand):

IEC820S	Industrial Economics	None	8	15
HEC820S	Health Economics	None	8	15

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students’ intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In accordance with the Namibia University of Science and Technology policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments. The mini-thesis will be assessed in accordance with the University’s rules for studies at postgraduate level.

**BACHELOR OF BUSINESS MANAGEMENT HONOURS
(Phased in 2017)****08BBMH****Description**

The Bachelor of Business Management Honours is a postgraduate specialisation degree, designed to equip students with deepened and systematic knowledge and expertise in business management. This programme enables students to develop the capacity to conduct supervised applied research. The programme emphasises business management skills to enable graduates handle complex interpersonal interactions and business ventures. There has been a significant contribution in the development of this programme from the academia and small to medium business enterprises.

Criteria for Admission

For admission to the Bachelor of Business Management Honours, applicants must have a Bachelor of Business Management at NQF level 7 (with at least 360 credits) or an equivalent qualification from a recognised institution. Applicants with pre-NQF qualification of three years Bachelor degrees in domain areas closely related to Business Management, such as Public Management, Human Resources Management, Office Management and Technology, Accounting and Economics, Business Administration may also apply into the programme. Such applicants will be evaluated by the department and considered for admission on a case-by-case basis.

Articulation Arrangements

Transfer of credits will be dealt with according to the University's Regulations on Recognition of Prior Learning. This provides for course-by-course credits as well as credit transfer by volume under certain academic conditions. The maximum credits that can be granted should not be more 50% of the credits for a qualification.

This programme is an excellent route to further studies in Business Management, or similar/related cognate area of learning at NQF level 9.

Mode of Delivery

This programme will initially be offered on the full-time and part-time modes of study in accordance with University's Rules. It is anticipated that the programme will also be available on the distance mode at a time to be determined by the Centre for Open and Long-life Learning (COLL) of the institution.

Requirements for Qualification Award

The Bachelor of Business Management Honours will be awarded to students credited with a minimum of 120 credits at NQF level 8. Students are required to do 6 compulsory courses worth 105 credits which include a mini thesis worth 30 credits, and 1 elective course worth 15 credits. In addition, students should meet the administrative and financial requirements spelt out in the University's Yearbook Part 1 of the NUST.

CURRICULUM

Year 1

Semester 1

Course Title	Course Code	Prerequisite
International Business Management	IBM811S	None
Advanced Project Management	APM811S	None
Research Methodology	RME811S	None
Strategic Management	SMM811S	None

Semester 2

Mini-Thesis	MTH812S	Research Methodology
Small Enterprise Support	SES821S	None

Plus ONE of the following elective courses (Courses to be offered based on demand)

Management of Technology	MTC821S	None
Management Consulting	MCG821S	None
Enterprise Systems Management	ESM821S	None

**BACHELOR OF HUMAN RESOURCES MANAGEMENT HONOURS
(Revised programme) (Phased in 2016)****08HHRM****NQF Level: 8****NQF Credits: 120****NQF Qualification ID: Q0256****Description**

This programme is designed to provide students with a deepened, comprehensive and systematic understanding of the human resources management skills needed to make complex decisions in the workplace. The Bachelor of Human Resources Management Honours is aimed at propelling students into the realm of being human resources practitioners and experts with exemplary strategic thinking capacity. In addition, through this programme, students will be capacitated with the knowledge and skills required to demonstrate acritical understanding of the guiding principles, theories, methodologies and practices of human resources management and strategic thinking. In same vein, on completion of this programme graduates will be able to monitor, plan, manage, and develop strategies to sustain creativity, innovation and high performance in organisations.

The Bachelor of Human Resources Management Honours programme is dedicated to developing existing and new human resources practitioners by offering expanded professional and academic diverse knowledge to solving difficult but strategically based human resources management problems through individual and/or group research.

Admission Criteria

In order to be admitted to this programme, candidates must have a Bachelor of Human Resources Management degree at NQF level 7, worth at least 360 credits, or an equivalent qualification from a recognised institution.

Students who have a Bachelor degree in Human Resources Management, but did not do a course on Performance Management during their undergraduate study, will be required to do our undergraduate course called, Managing Employees Performance.

Students who lack HRM cognate area courses may be admitted on Advanced Standing. They will however be required to do the following modules on non-degree purpose: Labour Law 1A and 1B; ODC711S, ETD711S, MEP711S, WHE721S, IRL711S and PTD712S. Upon successful completion, students can then seek admission to the Honours programme.

Applicants who are admitted to this programme may be required to make up specific deficiencies, as deemed necessary by the Head of Department.

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. This provides for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit transfer that can be granted is 50 % of the credits for a qualification.

Graduates of this programme will ordinarily be able to pursue further studies in Human Resources Management, or a similar/related cognate area of learning, at NQF Level 9.

Mode of Delivery

The programme will be delivered on the full-time, part-time, distance or e-learning modes of study.

Requirements for Qualification Award

This qualification will be awarded to students credited with a minimum of 120 credits at NQF Level 8. Students are required to do three compulsory courses (worth 45 credits), three elective courses (worth 45 credits), and a mini-thesis (worth 30 credits). In addition students should meet the administrative and financial requirements as spelt out in the postgraduate prospectus of NUST.

Teaching and Learning Strategies

The requirements of the NQF underline the acquisition of cognitive skills and competencies exceeding the knowledge and understanding of subject specific knowledge items and professional/technical competencies. Thus, the qualification focuses on the engagement of students in an interactive learning process in order to provide for the development of generic cognitive and intellectual skills, key transferable skills, and, as the case may be, subject specific and/or professional/technical practical skills.

This learning process will be facilitated both in and outside the classroom, requiring specific tasks to be carried out by the student. This facilitation will make use of, inter alia, lectures, practical projects, tutorials, case studies, problem based learning and individual and/or group work. The progress of learning embedded in such tasks will be monitored, recorded and assessed.

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations). The use of validating end of term assessments may be minimised in order to free students' intellectual capacity for broader cognitive development. Assessment by means of tests and/or examinations will, therefore, be restricted to situations where it is necessary to establish that a previous specific performance can be repeated or a specific skill can be transferred. In

accordance with the University's policy on diversified continuous assessment, each course will have a minimum of six assessment events. Courses that are assessed using a combination of continuous assessment and a final end-of-term examination must have at least three assessments. The research project will be assessed in accordance with the University's rules for studies at postgraduate level.

Quality Assurance Requirements

Each course will have one or more examiner and one moderator. Moderators will be identified externally. The required minimum qualification of the moderator would be a Master degree in a related field of studies or the person must be a well-respected expert in the field in more practical areas of marketing. Lecturing staff will set and mark tests and/or examinations which will, together with relevant study material of that particular course and other material containing course learning outcomes in the context of the qualification learning outcomes, be forwarded to the moderator for moderation purpose, therefore, ensuring quality of the assessment and the qualification as a whole. Courses at Level 8 will be externally moderated.

CURRICULUM

Year 1

Semester 1

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
SHR811S	Strategic Human Resources Management	None	8	15
APM811S	Advanced Project Management	None	8	15
RME811S	Research Methodology	None	8	15

Plus one of the following elective courses (based on demand):

CBT811S	Capacity Building and Talent Management	None	8	15
ILR811S	Advanced Industrial and Labour Relations	None	8	15
MAL8111S	Management and Leadership	None	8	15

Semester 2

MTS812S	Mini Thesis	Research Methodology	8	30
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Plus any two of the following Elective courses (Courses to be offered based on demand):

ADC812S	Advanced Organisational Development and Change Management	None	8	15
CMA812S	Compensation Management	Strategic Human Resources Mgmt.	8	15
CMD812S	Career Management and Development	None	8	15
APM821S	Advanced Performance Management	None	8	15

**MASTER OF MANAGEMENT
(Phased in 2020)****09MM****NQF level: 9****NQF credits: 240****Description**

The Master of Management degree is specifically designed to produce high-calibre graduates with a solid foundation in understanding of the business environment while developing the skills and awareness needed to be successful and further boost their career statuses.

The Master of Management will prepare students to progress with confidence into academia and leadership roles by:

- instilling a passion for academic path, business improvement, innovation and entrepreneurial action to help students lead in the growth or creation of new business opportunities;
- deepening their understanding of how businesses and markets work, how value is created through innovation and marketing, how strategies are crafted, how businesses are financed, how performance is measured, how value is delivered efficiently and effectively, and how organisations should be governed, managed and led through change;
- develop students' ability to think strategically and beyond disciplinary silos.

Admission Criteria

Applicants holding a Bachelor of Business Management Honours degree from Namibia University of Science and Technology or an equivalent qualification at NQF Level 8, or a 4-year pre-NQF qualification with a research component in related fields are eligible for admission into this programme. Furthermore, the admission will be guided by the General Admission Requirements of the Namibia University of Science and Technology post graduate Prospectus and in accordance with the National Qualifications Framework

Assessment strategies

Assessment for all courses in the programme will be by diversified continuous assessment. These assessments will focus on the achievement of competencies and take the form of problem-solving activities, individual /group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and tests at this programme level. In accordance with NUST policy on diversified Continuous Assessment, each course will have a minimum of four assessments. A minimum final mark of 50% is required to pass each of the courses

CURRICULUM**Year 1****Semester 1**

Course code	Course Title	Prerequisite	NQF Level	NQF Credits
MFR911S	Management Frontier	None	9	20
OTY911S	Organisational Theory	None	9	20
SSY911S	Sustainable Strategy	None	9	20

Semester 2

TVS912S	Commercialisation of Intellectual Property	None	9	20
ENT912S	Entrepreneurship	None	9	20
CIP912S	Technology Ventures	None	9	20
MNS912S	Management Narratives	None	9	20
RME912S	Research Methodology	None	9	20

Year 2**Semester 3**

THM911S	Thesis	RME912S	9	120
THM912S				
THM912X				

Semester 4**Extension (If required)**

THM913X	Thesis	None	9
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NQF level: 9

NQF credits: 240

Description

The Master of Human Resource Management is designed to provide students with the human resource management knowledge and skills at an advanced level. The programme aims to equip students with an exemplary knowledge and relevant expertise in their area of major, labour relations, organisational behaviours and human resource development, to operate effectively in today's ever changing and challenging business environment both in public and private establishments. It introduces students to advanced comprehensive principles, concepts, theories and problem-solving techniques to cope in a workplace environment. This programme further aims to inculcate a sense of appreciation for innovative, analytical and creative thinking in human resource management areas. Through this programme, students will explore ways in which Human Resource Management value chain roles exist and function within Namibia and other countries generally. The programme will further enable students to acquire knowledge, as well as added hands-on practical approaches to develop research initiatives that to solve real life challenges.

Admission Criteria

Applicants that hold a Bachelor of Human Resources Management Honours degree from Namibia University of Science and Technology or an equivalent qualification at NQF Level 8, that was obtained from any recognised institutions or a 4-year pre-NQF qualification with a strong research component in related fields are eligible for admission into this programme.

An evaluation of the applicant's academic record and personal letter providing reasons for wishing to enrol for the Master of Human Resource Management will be required for selection purposes.

Assessment strategies

The courses will be assessed by means of diversified continuous assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercise, individual/group assignments and presentations, case studies, report writing, practical applications, tutorials, practical projects and tests as outlined in the individual course syllabi. For ensuring the authenticity of assessment evidence, at least 50% of the assessment events that make up the final mark will be conducted under controlled conditions like those under which institutional examinations are conducted. In accordance with NUST's policy on diversified continuous assessment, each course will have a minimum of four assessment events. Thesis will be assessed in accordance with the university's rules concerning post-graduate studies.

CURRICULUM

Year 1

Semester 1

Course code	Course Title	Prerequisite	NQF Level	NQF Credits
SCM910S	Strategic Change Management	None	9	20
OSY911S	Organisational Strategy	None	9	20
LAR911S	Labour Relations	None	9	20

Semester 2

SHR912S	Strategic Human Resource Management	None	9	20
TLM912S	Talent Management	None	9	20
RME912S	Research Methodology	None	9	20

Year 2

Semester 3

THM911S	Thesis	RME912S	9	120
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Semester 4

Extension (If required)

THM913X	Thesis	None	9	
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BACHELOR OF MARKETING HONOURS
(Phased in 2014)**08HMAR****NQF Level: 8****NQF Credits: 120****NQF Qualification ID: Q0267****Admission Requirements**

In order to be admitted to this programme, applicants must have a Bachelor's degree in Marketing, or an equivalent qualification at NQF Level 7 of at least 360 credits, with a minimum aggregate of 60 % in major (marketing) subjects at exit level.

Applicants who have completed the current National Diploma in Marketing (phased-in in 2009) can gain admission into the Bachelor of Marketing Honours provided they have an overall average of at least 65 % in their third year courses. In addition, applicants should have passed Product Pricing Management or an equivalent course. Applicants may be allowed to register for this course concurrently with Honours degree courses if resources permit. This particular group of applicants will be evaluated on a case-by-case basis for purposes of admission.

Applicants with a National Diploma in Marketing awarded by the Namibia University of Science and Technology as part of its 2006/07 curriculum will be considered for admission to this programme provided they have an overall average of at least 65 % in their third year courses. In addition, applicants should have passed Product Pricing Management, Marketing Research and Market Intelligence as well as Electronic & Web-Based Marketing. This particular group of students will be evaluated on a case-by-case basis for purposes of admission.

Applicants who are admitted to the programme may be required to make up for any deficiencies, as deemed necessary by the Head of Department.

Articulation Arrangements

Transfer of credits will be dealt with according to the University's regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Graduates of this programme will be able to pursue further studies at NQF Level 9 in Marketing, or a related cognate area of learning.

CURRICULUM**Year 1****Semester 1**

Course Title	Course Code	Prerequisite	NQF Level	NQF Credits
International Marketing Management	IMT811S	None	8	15
Strategic Marketing Management: Analysis, Planning and Decision Making	SMG811S	None	8	15
Product Innovation and Project Management	PIM811S	None	8	15
Research Methodology	RME811S	None	8	15

Semester 2

Value and Supply Chain Management	VSM812S	None	8	15
Mini Thesis	MTS812S	Research Methodology	8	30

Plus ONE of the following Elective courses:

Specialised and Cause Related Marketing	SCM812S	None	8	15
Customer Care and Relationship Marketing	CRM812S	None	8	15
Intercultural Communications and Negotiation Management	ICM812S	None	8	15

Description

The Bachelor of Logistics and Supply Chain Management Honours will be awarded to candidates who achieve the minimum total of 120 credits, including 30 credits for research or project work as spelt out in the regulations. The programme is designed to span over 2 semesters.

Admission Requirements

In order to be admitted to this programme, applicants must have a Bachelor of Logistics and Supply Chain Management, Bachelor of Transport, Bachelor of Marketing degree or an equivalent qualification at NQF level 7 from a recognised institution, worth at least 360 credits or a pre-NQF Bachelor degree of at least three years duration in one of the above fields from a recognized institution. Applicants who are admitted to the programme may be required to make up for any deficiencies, as deemed necessary by the Head of Department.

Articulation Arrangements

Transfer of credits will be dealt with according to the NUST’s regulations on Recognition of Prior Learning. These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification. Graduates of this programme will be able to pursue further studies at NQF level 9 in Logistics, Supply Chain Management or a related cognate area of learning.

Mode of Delivery

This programme is delivered on part-time mode only in accordance with NUST rules and regulations.

Requirements for Qualification Award

The Bachelor of Logistics and Supply Chain Management Honours will be awarded to students credited with a minimum of 120 NQF credits at NQF Level 8. In addition, students should meet the administrative and financial requirements spelt out in the Postgraduate Prospectus of the Namibia University of Science and Technology.

CURRICULUM

Semester 1

Course Title	Course Code	Prerequisites
Strategic Supply Chain Management	SSC811S	None
Procurement and Supplier Relationship Management	PSS811S	None
Advanced Logistics Management	ALM811S	None
Research Methodology	RME811S	None

Semester 2

Mini Thesis	MTS812S	RME811S
Projects in Supply Chain Management	PSC812S	None
Financial Techniques for Logistics Management Operations	FTL821S	None

**BACHELOR OF LOGISTICS HONOURS (PHASING OUT 2019)
(Extended until 2020)****22BLOH****NQF Level: 8****NQF Credits: 141****NQF Qualification ID: Q0163****Description**

The Bachelor of Logistics Honours will be awarded to candidates who achieve a minimum total of 141 credits at NQF Level 8, including 30 credits for research or project work as spelt out in the detailed regulations below:

- Semester 1: 4 x compulsory courses (57 credits) which includes the Research Methodology course for thesis preparation (15 credits and allowed to take in the second semester as well).
- Semester 2: 3 x compulsory course (39 credits).
- Semester 3: 1 x compulsory course (15 credits) with a Research Project (30 credits).

Note: The Programme is designed to span over 3 semesters, but the flexibility is available for students to complete the programme in one year, with the Research Proposal in the first semester, and the Research Project in the second semester, with all the modules required.

Admission Requirements

A Bachelor degree at NQF level 7 from a recognised institution or its equivalent as determined by Senate. Such admission qualification must contain the foundational and professional core studies at NQF Level 7 of the underlying subject matter in Logistics and may be in fields such as:

- Business Management
- Business Computing
- Economics

Other degrees or appropriate NQF Level 7 qualifications will be evaluated for admission on a case-by-case basis.

CURRICULUM**Semester 1**

Course Title	Course Code	Prerequisite(s)	NQF Level	NQF Credits
IT in Logistics Management	IILM812S	None	8	15
Research Methodology	RME811S	None	8	15
Distribution and Transport Management	DTM811S	None	8	15
Economics of Namibia and SADC	ECN411S	None	8	12

Semester 2

Transport Economics	TEC411S	None	8	12
Supply Chain Management and Global Logistics	SCG812S	None	8	15
Materials Handling Technology and Storage Techniques	MHS810S	None	8	12

Semester 3

Mini-Thesis	MTS812S	Research Methodology	8	30
Soft Skills for Management	SSM811S	None	8	15

NQF Level: 9

NQF Credits: 240

NQF Qualification ID: Q0264

Description

The Master of Logistics and Supply Chain Management is designed to provide broad high level competencies that build on the learning outcomes of the Bachelor of Logistics Honours. This vocation-focused programme will equip students with critical managerial competencies required by the logistics and supply chain industry in Namibia. The programme aims to prepare students to plan, evaluate, organise, direct, and control the logistics and supply chain management functions and processes of firms/organisations and to engage in rigorous analysis and problem-solving. The programme includes a combination of coursework (both compulsory and elective courses) and a Mini-thesis in order to prepare students for advanced, specialist and managerial roles in logistics and supply chain management and enables them to conduct applied research and contribute to the advancement of knowledge in the field.

Admission Requirements

The Master of Logistics and Supply Chain Management seeks to recruit suitably qualified students who are capable of benefitting from, contributing to, and successfully completing the programme. In order to be considered for admission to this programme, prospective students must:

- Hold a Bachelor Honours degree in Logistics, Supply Chain Management or a related cognate area of learning, or an equivalent qualification at NQF Level 8 from a recognised institution, which must include professional studies of the underlying subject matter in Logistics and Supply Chain Management and a component of supervised research.
- Have passed Business Mathematics or an equivalent course at undergraduate level. Students who have reached the required standard of competence in another manner will be required to demonstrate such competence through a process of rigorous assessment, i.e. Recognition of Prior Learning.
- Demonstrate competency in English communication in business at post graduate level, as demonstrated by the fact that the undergraduate degree was done in the medium of English. If the undergraduate degree was not done in the medium of English, then the candidate will be required to show competence in the medium of English through achieving at least Band 7 of the International English Language Testing System (IELTS), or an equivalent test.

Qualifications in related cognate areas of learning will be evaluated on a case-by-case basis for purposes of admission. Students may be required to make up specific deficiencies at the discretion of the Head of Department.

An evaluation of the applicant’s academic record and a personal letter providing reasons for wishing to enroll for the Master of Logistics and Supply Chain Management will be required for selection purposes.

Assessment Strategies

Students will be assessed through continuous and summative assessment. These assessments will focus on the achievement of qualification outcomes and take the form of problem solving exercises, individual/group assignments and presentations, case studies, report writing, practical application of skills and competencies, tutorials, practical projects and questioning (tests and/or examinations), as outlined in the individual course syllabi.

The core courses in Logistics and Supply Chain management will be assessed using diversified continuous assessment. Each course will have a minimum of six assessment events in accordance with the NUST policy. The specific assessment strategies for service courses from other departments are outlined in the respective syllabi. The Mini-thesis will be assessed in accordance with the University’s rules on postgraduate studies.

CURRICULUM**Year 1****Semester 1**

Course Code	Course Title	Prerequisite	NQF Level	NQF Credits
LSM911S	Logistics and Service Management	None	9	12
FRC910M	Financial Reporting & Control	None	9	12
ILB911S	International Business	None	9	12
ODS912S	Optimisation and Decision Support System	None	9	12
LDP911S	Leadership	None	9	12

Semester 2

OSM912S	Operations Management	None	9	12
SES912S	Sustainable Strategy	None	9	12
STM912S	Strategic Transport Management	None	9	12
DFT912S	Demand Planning and Forecasting Techniques	None	9	12
PTM912S	Project Management	None	9	12

Year 2**Semester 3**

SCM911S	Strategic Supply Chain Management	None	9	12
RMD922M	Research Methodology	None	9	12

Plus one of the following Elective courses:

MEL911S	Maritime Logistics	None	9	12
PMT911S	Procurement Management	None	9	12

Semester 4

MTS912S or MTS912X	Mini-Thesis	Research Methodology	9	84
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NQF Level: 9

NQF Credits: 240

NQF Qualification ID: Q0264

Description

The Master of Marketing aims at equipping students with advanced principles, techniques and skills related to marketing strategy development, implementation and evaluation, as well as advanced research techniques that will enable them to acquire data, process it thus enabling them to conceive and execute a rational and, effective strategy. Marketers everywhere are seeking to raise the visibility of their discipline in terms of contributing to the overall aims and objectives of their organisations. For this to happen it is crucially important for students to understand and be able to carry out the procedures necessary for building and implementing a great marketing strategy. Hence this programme aims at providing the foundations necessary to embed students in strategic marketing in a practical and comprehensive way.

On completion of the programme, students will be able to find employment in public and private sector as Marketing consultants, Marketing researchers, Brand Managers, Communication Managers, Marketing Lecturers.

The programme has been endorsed by members of the Programme Advisory Committee (PAC), while academic peers at higher learning institutions were consulted for purposes of benchmarking (attached, please find evidence of consultation, benchmarking and support documents).

Programme Rationale

The Master of Marketing Programme is conceptualised to address the critical need for more qualified marketers for both the public and private sector. The programme targets those with marketing qualifications at level 8, yet lack the required concepts, theories, research and methods of management to effectively analyse and craft marketing strategies that can give an organisation a competitive advantage needed in the highly competitive marketing environment. The programme therefore would go a step further by presenting a greater challenge to students that would include the latest techniques and thinking on strategy development, implementation and evaluation, giving students the essential skills needed to conceive and execute a rational and effective strategy. The development of the Master of Marketing supports the Namibia University of Science and Technology’s (NUST) vision and mission of being a responsive university that creatively meets the needs of students and society through multiple pathways for excellent education and applied research. The Master of Marketing would be of strategic importance in the socio-economic development of Namibia and would give a new dimension to the improvement of marketing and managerial skills in Namibia. The need analysis conducted prior to the development of this programme revealed that there is a need for qualified marketers who can fill in the gaps in the industry such as marketing managers and brand managers to mention but a few.

Exit Programme Outcomes (Qualification Outcomes):

Upon completion of the programme graduates will be able to:

- Identify opportunities and challenges associated with marketing across the borders.
- Analyse the relationship between global marketing and global business strategy as well as customers and competitors globally.
- Plan and conduct supervised original research in any area of marketing in compliance with national and internationally recognised standards.
- Evaluate service marketing frameworks and design effective marketing strategies for them.
- Display an in-depth understanding of the characteristics of services and the implications that these have on marketing managers in the service sector.
- Design marketing strategies that will assist an organisation to connect with consumers.
- Use different statistical methods to build more robust analytical techniques such as multivariate linear regression.
- Develop brand performance metrics and strategies that can ensure durability and apply marketing communication strategies through an examination of core communication functions and their integration in marketing practice.
- Identify options for approaching complex strategic marketing situations in an interactive way.
- Solve marketing problems in an industry.

Criteria for Admission

The Master of Marketing programme seeks to recruit suitably qualified students who are capable of benefitting from, contributing to, and successfully completing the programme. In order to be considered for admission to this programme, prospective students must:

- Hold a Bachelor of Marketing Honours from a recognised institution, or an equivalent qualification at NQF Level 8, which include a component of supervised research achieving a mark of 60% or higher.
- An evaluation of the applicant’s academic record and a personal letter providing reasons for wishing to enrol for the Master of Marketing will be required for selection purposes.

Articulation Arrangements

Transfer of credits will be dealt with according to the NUST's regulations on Recognition of Prior Learning (RPL). These provide for course-by-course credits as well as credit transfer by volume under certain academic conditions. Maximum credit that can be granted is 50 % of the credits for a qualification.

Students who successfully complete the Master of Marketing will ordinarily be able to pursue further studies at NQF Level 10 in Marketing, or a related cognate area of learning.

Mode of Delivery

This programme will be offered on the full time and part-time modes of study in accordance with NUST rules and regulations.

Requirements for awarding qualification

The Master of Marketing will be awarded to students credited with a minimum of 240 NQF credits, all at NQF level 9. In addition, students must meet the administrative and financial requirements as spelt out in the Prospectus of the Namibia University of Science and Technology.

CURRICULUM				
Year 1 Semester 1 Course Code	Course Title	Pre-requisite	NQF Level	NQF Credits
GMS911S	Global Marketing and Supply Chain Management			
None	9	20		
BMC911S	Brand Management and Customer Equity			
	None	9	20	
SMM911S	Service Marketing Management	None	9	20
Semester 2				
MAI912S	Marketing Insights			
	None	9	20	
CMB912S	Consumer Behaviour			
	Global Marketing and Supply Chain Management	9	20	
RMA911S	Research Methodology			
	None	9	20	
Semester 3				
QRM911S	Quantitative Research Methods			
	None	9	20	
ADM911S	Advertising and Digital Marketing	None	9	20
STM911S	Strategic Marketing Management			
	None	9	20	
Semester 4				
MTS912S	Mini-Thesis	Research Methodology	9	60
MTS912X	Mini-thesis (Extension)	Research Methodology	9	60



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