



**Department of Applied Accounting**  
**School of Accounting | 2023**

Frequently asked questions & Information



## **MANAGEMENT STRUCTURE OF THE SCHOOL OF ACCOUNTING**

### **DIRECTOR OF SCHOOL OF ACCOUNTING**

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### **HEAD OF DEPARTMENT: ACCOUNTING SCIENCES**

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### **HEAD OF DEPARTMENT: APPLIED ACCOUNTING**

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### **DISCIPLINE LEADER - FINANCIAL ACCOUNTING**

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### **DISCIPLINE LEADER - MANAGEMENT ACCOUNTING**

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### **DISCIPLINE LEADER - TAXATION**

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### **DISCIPLINE LEADER - AUDITING**

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### **HIGHER CERTIFICATE IN ACCOUNTANCY**

Mrs L. van Niekerk (programme co-ordinator)  
South Campus



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### **SECRETARY**

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**The Department of Applied Accounting offers the following programmes:**

- Higher Certificate in Accountancy
- Diploma in Accountancy
- Advanced Diploma in Accountancy: Professional Accounting
- Advanced Diploma in Accountancy: Internal Auditing
- Postgraduate Diploma in Internal Auditing

## **What modules do I have in the first year?**

### **Higher Certificate in Accountancy**

- Essentials of Accounting
  - Basic Bookkeeping
  - Financial Statements

Applied Accounting  
 Authors: Beck, Chalmers, Maseko, Pelle, Radebe, Walker  
 Publisher: Oxford  
 ISBN 978 0 19 042391 9
- Fundamentals of Management Accounting
  - Cost Classification
  - Cost Determination

Principles of Cost Accounting, 2nd Edition  
 Author: Hurter et al  
 Publisher: Oxford  
 ISBN 9780190721985
- Computerised Accounting Applications
  - Accounting
  - Payroll

Free e-Book provided with cloud software BCA1101  
 Sage Pastel Partner Payroll Training Manual  
 The manual must be purchased from the Department of Applied Accounting (Mrs Van Niekerk will provide more information during the first lecture) BCA1102



- Computing Concepts I – No prescribed textbook is required. Department of Computing Sciences has developed material which is provided to students free of charge.
- Computing Concepts II - No prescribed textbook is required. Department of Computing Sciences has developed material which is provided to students free of charge.
- Business Communication  
Communication: A hands-on Approach  
Sandra Cleary  
Third Edition  
ISBN 978 485 130925
- Business Writing  
Communication: A hands-on Approach  
Sandra Cleary  
Third Edition  
ISBN 978 485 130925

### **Diploma in Accountancy**

- Financial Accounting I
  - Accounting Fundamentals
  - Accounting for Business Entities
 Applied Accounting- Revised 2019 edition  
 Authors: Beck, Chalmers, Maseko, Pelle, Radebe, Walker  
 Publisher: Oxford  
 ISBN 978-0-19-042391-9  
 Please note that there are quite a few textbooks in the library and online which we encourage students to use.
- Cost and Management Accounting I  
Principles of Cost Accounting, 2nd Edition  
Author: Hurter et al  
Publisher: Oxford  
ISBN 9780190721985
- Accountant in Business I  
Business Information Systems I - No prescribed textbook is required. Department of Computing Sciences has developed material which is provided to students free of charge.
- Communication I  
Communication: A Hands-on Approach (edited by Sandra Cleary) Third Edition.
- Commercial Law: Business Entities  
Govindjee et al Commercial Law: Fresh Perspectives (2019) 3rd edition, Pearson.

### **Does Nelson Mandela University assist graduates in finding work after they have graduated?**

The University strives to make relevant information and services available to students in order to better equip them after they have graduated. The Graduate and Student Placement Division assists students in finding suitable employment through a number of initiatives, including the annual Careers Day.



## **How does the academic year work at the Nelson Mandela University?**

Our academic year consists of two semesters. The first academic semester runs from February with exams in May/June with the second semester starting the beginning of July with exams in October.

## **Where do lectures take place?**

Lectures will take place on one of two campuses in Port Elizabeth: South Campus and Second Avenue Campus. Please make sure you know where your classes will be offered. First year students will be divided into groups after they have registered. Diploma in Accountancy students can find their name and group allocation at Building X, Second Avenue Campus, room 225 (grey boards). Dr T.G. Beck is responsible for group allocation of first years.

## **What happens if I should fail a module?**

Should a student fail a module, then s/he will be required to repeat the module in the following academic year, this may cause timetable clashes (you may not be registered for modules should there be a clash on the timetable). The Faculty has official requirements for readmission, e.g. number of completed credits after one year, two years of study etc. These requirements appear in the Faculty Prospectus, which you receive upon completion of registration.

Students studying towards the Higher Certificate in Accountancy will have two years to complete the Higher Certificate. Those who do not obtain at least 72 credits in the first year of study will only be allowed to reregister for the next year subject to certain conditions.

## **Are textbooks provided?**

No, textbooks are not provided. Please refer to the booklist which you have been provided.

## **What should students provide other than textbooks?**

Normal stationery (writing pads, files, pens, pencils etc). Your studies will also require that you have a calculator with certain required functions. Please make sure you buy the correct one.

## **Are reports handed out at the end of each term?**

No, reports are not handed out to students at the end of each term. A notice of results is sent to each student after the May/June and October examinations are written. Regular updates of marks of tests written can be obtained from the Nelson Mandela University Student Information System and Nelson Mandela University Student Portal

## **What will be expected of students?**

Students should attend all classes as an absolute requirement. Furthermore, self or independent study is an integral element of university study and, in addition to your normal self-study, assignments are given regularly to students to complete. It is the responsibility of the student to ensure that they apply themselves and comply with requirements such as submitting assignments.

## **Higher Certificate in Accountancy**

This qualification enables students that do not qualify to study any Diploma qualifications the opportunity to study further in the field of Accountancy.



Students who graduated with a Higher Certificate in Accountancy or an equivalent qualification will be considered for admission to the Diploma in Accountancy provided they have demonstrated academic diligence by:

- having completed the course of study for the Higher Certificate in Accountancy or equivalent qualification within the minimum time frame of one year of full-time study; and
- having exceeded the minimum pass requirement of 50% for each and every module that constitutes the curriculum of the qualification.

### **SELECTION PROCEDURE**

Due to restrictions in respect of student numbers, selection will be made on a basis of first come, first served.

## **CONTACT INFORMATION**

### **FACULTY/ADMINISTRATION OFFICER**

**Contact:** Mr X. Sipoyo  
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Ensure you obtain a copy of the Nelson Mandela University's Faculty and General Prospectus. Please read the General Prospectus in order to obtain an understanding of the University's **GENERAL RULES**.

### **Business and Economic Sciences Learning and Teaching Philosophy:**

The Business and Economic Sciences Learning and Teaching Philosophy is as follows:

To develop purposeful and meaningful educational experiences through a caring teaching practice, thus producing innovative leaders as well as students who approach their learning with motivation and confidence to succeed.

This will be achieved by -

- creating an environment where valuable knowledge can be shared,
- instilling life-long learning in an ethical, collaborative and caring environment,
- utilising discussion, debate, case studies and group work to unpack relevant content and develop proficient business skills and competent professionals,
- encouraging students to be critical and curious, to be accountable with impeccable, professional work ethic, to take ownership of their own learning, and
- preparing students to apply what they have learned to their career and life situations.

**WELCOME!!!**

