



UNIVERSITY  
of  
TECHNOLOGY,  
MAURITIUS

**School of Business, Management and Finance**  
**And**  
**School of Sustainable Development and Tourism**

**Certificate in Management and Social Sciences**

PROGRAMME DOCUMENT

VERSION 1.0

*CMSS*

September 2017

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# **Certificate in Management and Social Sciences Version 1.0**

## **A. PROGRAMME INFORMATION**

This one-year full-time programme has been designed to help those applicants who do not meet the minimum entry requirements to enrol at UTM in fields such as Management, Tourism and Hospitality, Communication, Counselling and Humanities. Unfortunately many applications get rejected due to the fact they do not meet the minimum entry requirement. After successfully completing the Certificate, candidates can enrol in the first year of any undergraduate programme in the School of Business, Management and Finance and the School of Sustainable Development and Tourism.

## **B. PROGRAMME AIM**

The main aim of this Certificate is to help those applicants who are not eligible for direct entry to an undergraduate course, to gain access to such programs at UTM. It will enable students to gain the subject-specific knowledge and skills required to embark on degree-level studies.

## **C. PROGRAMME OBJECTIVES**

At the end of the course the students who have passed this Certificate will be able to apply for the appropriate undergraduate course at UTM where students will be considered for entry into Certificate Level of that undergraduate programme of study. Upon successful completion of the Certificate Level they will be allowed to proceed to the Diploma Level of that undergraduate programme of study. The Certificate Programme will widen access to tertiary education in the fields of Business, Finance, Economics, Procurement, Banking, Marketing, Accounting, Social Sciences, Tourism and Hospitality, Communication, Counselling, Management and the like.

## **D. GENERAL ENTRY REQUIREMENTS**

As per UTM'S Admissions Regulations, and 'Admission to Certificate Programmes' requirements.

## **E. PROGRAMME MODE AND DURATION**

Full -Time:        Minimum Duration : 1 Year (2 semesters)  
                         Maximum Duration: 3 Years(6 semesters)

## **F. TEACHING AND LEARNING STRATEGIES**

The programme will employ a wide variety of teaching methods, including lectures, individual or group projects and presentations. Self-learning will, among other features of the programme, enable students to explore, investigate and research into the various topics, interact with practitioners, and work in teams on projects.

## **G. STUDENT SUPPORT AND GUIDANCE**

In addition to traditional lectures, group tutorials or individual tutorials will be arranged for students.

## H. ATTENDANCE REQUIREMENTS

As per UTM's Regulations and Policy.

## I. CREDIT SYSTEM

Modules carry 3/4/6 credits as per the programme structure. The modules with 4 credits must compulsorily involve assessment of at least 3 components of continuous assessment including one class test. Modules carrying 6 credits will be delivered over 2 semesters and examined at the end of the 1 year.

Credits required for the Certificate: 33 Credits

1 credit = 15 contact hours

1 credit = 30 hours of practical/tutorials/seminars

## J. STUDENT PROGRESS AND ASSESSMENT

Students must complete and pass the overall modules in the examinations, coursework and other forms of assessment to be awarded a Pass in the Certificate and allowed to progress to any relevant undergraduate programme of study at UTM. The overall pass mark for a module shall be 40%.

All modules will carry a maximum of 100 marks and will be assessed as follows (unless otherwise specified): Students are required to sit for written examinations of up to 3-hours' duration contributing to 70% of the total marks and continuous assessment carrying up to 30% of the total marks. Continuous assessment can be based on assignments and/or class tests.

### Note:

- Modules 'Business Mathematics' and 'Accounting' will be assessed on a 50:50 basis, i.e., 50% continuous assessment and 50% examinations.
- Business Mathematics and Accounting modules will have the written examination at the end of semester 2 and credit will be earned at the end of the level.
- The modules studied at the Certificate in Management and Social Sciences will not give the applicant any entitlement to exemption for undergraduate courses at UTM.

### Grading

Certificate Programme		
<i>Overall Marks</i>	<i>Grade</i>	<i>Remarks</i>
$70 \leq X \leq 100$	A	Excellent
$60 \leq X < 70$	B	Very Good
$50 \leq X < 60$	C	Good
$40 \leq X < 50$	D	Satisfactory
$X < 40$	F	Referred

## K. EVALUATION OF PERFORMANCE

The percentage mark at the end of both semesters contributes a 100% weighting towards the Certificate classification.

## L. AWARD CLASSIFICATION

$y \geq 70$	Certificate with Distinction
$40 \leq y < 70$	Certificate
$y < 40$	No Award

## M. Programme Organisation and Management

Programme Committee Team: Mrs Dookhan Kiran, Mr. Dave Mootien, Dr Diroubinee Narrainen and Miss Havisha Vaghjee

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**PROGRAMME STRUCTURE AND PLAN**

<i>Year 1</i>							
<b>Semester 1</b>				<b>Semester 2</b>			
Code	Modules	Hrs L+T/P	Credits	Code	Modules	Hrs L+T/P	Credits
ACCF 0130	<i>Accounting</i>	2 + 2	*	ACCF 0130	<i>Accounting</i>	2 + 2	6*
QUAN 0305	<i>Business Mathematics</i>	2 + 2	*	QUAN 0305	<i>Business Mathematics</i>	2 + 2	6*
LANG 1114B	<i>English Language</i>	3 + 0	3	MGMT 0135	<i>Introductory Business Management</i>	3 + 2	4
LANG 1115B	<i>French Language</i>	3 + 0	3	ECON 0115	<i>Introduction to Economics</i>	3 + 2	4
MMIS 1100	<i>Digital Tools for Businesses</i>	2 + 2	3	COMM1112B	<i>Communication for Management</i>	3 + 2	4
<i>End of Year 1</i>						→	
* Business Mathematics and Accounting modules will be assessed yearly (Credit will be earned at the end of level).							

**LANG 1114B: English Language**

Nouns, pronouns, grammar, spelling, reading & pronunciation; Verbs, adjectives & adverbs in sentence construction; Construction of sentences & the specificities of the English language; Interaction & class discussions; Reflection & expression for communication; Simulation of various situations during conversation, oral presentation & real life situations; Speaking English at meetings and public conferences; Translation of English in to French & vice versa; Simulation of interpretation & techniques of oral translation; Styles of writing in French for meetings, minutes, magazines, newspapers, reports, letters & curriculum vitae; Portfolio preparation & presentation based on a chosen topic; Preparation & execution of interviews; Class debates on chosen topics.

**LANG 1115B: French Language**

Nouns, pronouns, grammar, spelling, reading & pronunciation; Verbs, adjectives & adverbs in sentence construction; Construction of sentences & the specificities of the French language; Interaction & class discussions; Reflection & expression for communication; Simulation of various situations during conversation, oral presentation & real life situations; Speaking french at meetings and public conferences; Translation of French in to English & vice versa; Simulation of interpretation & techniques of oral translation; Styles of writing in French for meetings, minutes, magazines, newspapers, reports, letters & curriculum vitae; Portfolio preparation & presentation based on a chosen topic; Preparation & execution of interviews; Class debate on chosen topics.

**ACCF 0130: Accounting**

**Semester 1:** Roles and Principles of Accounting; Provisions in Accounting; Capital and Revenue Expenditure; Double Entry Book Keeping; Trial Balance; Correction of Errors; Preparation of Final Accounts for Sole Traders, Partnerships and Non-Profit Organizations; Single Entry and Incomplete Records; Control Accounts; Bank Reconciliation.

**Semester 2:** Manufacturing Account; Stock Valuation Methods; Costing Concepts: Role of Cost Accounting and its Link to Financial Accounting, Costs Classification, Accounting for Overheads, Costing Methods and Principles, Contract Costing, Process Costing, Break Even Analysis, Budgeting, Standard Costing, Variance Analysis.

**QUAN 0305: Business Mathematics**

**Semester 1:** Number; use set language and set notation, and Venn diagrams to describe sets and represent relationships between Sets Function Notation use the four operations for calculations with Whole Numbers, Decimal fractions, Vulgar (and Mixed) Fractions, Estimation, Ratio, Proportion rate, Percentages, Measures, Graphs of Functions, Indices, Arithmetic and Algebra( representation, formulae and manipulation)

**Semester 2:** Geometrical terms, Relationships and Constructions; Probability; Real Functions of a real variable and their Geometrical representation; Trigonometry and its Application; Matrices; Linear functions and lines; Series and applications; Basic Vectors; Differentiation; Integration and Logarithmic and Exponentiation functions; The tangent to a curve and the derivative of a function; Polynomials; Binomial theorem; Permutations & combinations; Statistics.

**ECON 0115: Introduction to Economics**

Introduction & Basic Concepts; Nature of economics - definition, contents, scope; Economic systems - a comparison; Demand & Supply Analysis; Consumer Theory; The Utility Theory; Market Exchange & Efficiency; Production Theory;Market Competition; Factor Market; The Problem of Social Cost; National Income; Inflation; Theory of Unemployment; International Trade.

**MGMT 0135: Introductory Business Management**

Planning and Financing a Business: Starting a Business - The challenges and issues of starting a business; enterprise; entrepreneurs Financial Planning - Key financial concepts needed to start a business including: sources of start of finance, planning cash flow, contribution and break even. Recruitment; HR planning, Operations Management - adding value; quality; customer service, Finance - improving cash flow, measuring profit, improving profitability, Marketing and Competition - planning; 4'P's; The Business Environment and Change; Managing People & Teams.

**COMM 1112B: Communication for Management**

Business letter writing; Application letters and CVs; Report writing; Memoranda; Taking of minutes; Initiating and answering telephone calls; Email and Internet operations; Simple secretarial practices: Handling and filing of incoming and outgoing correspondences; Organisation of meetings, seminars and conferences; Convocation and agendas for meetings; action plans.

**MMIS 1100: Digital Tools for Businesses**

Basic principles of hardware including circuits, coding schemes, binary, the five generations of computers, registers, cache, RAM, magnetic storage, optical storage, solid-state storage, ROM, BIOS, the motherboard, buses, and the CPU- basic computer architecture; networks; Internet: website creation, multimedia, social media, and e-Commerce; privacy and security issues; operating a computer; application software and system software word processing software; spreadsheet software; Database software; presentation software to more effectively give presentations; world wide web including sending email, conducting searches, having familiarity with online educational resources and having an awareness of online "cloud computing" tools such as Google Word Processing, Google Spreadsheets, and the many other online tools offered by Google; Using of blogs and social media.