



commerce

**yellow
pages**

**students' survival guide
2007**

Everything you need to know about getting started in the Commerce Faculty... and more

Departments in the Commerce Faculty and contact details

<p>Department of Accounting Leslie Commerce Bldg, Room 4.50 (4th floor) Head of Dept: Assoc Prof M Wormald Enquiries: Phathiwe Ntshongwana Tel: (021) 650 2269</p>	<p>Department of Information Systems Leslie Commerce Bldg, Room 4.09 (4th floor) Head of Dept: Kevin Johnston Enquiries: Natasha Samuels Tel: (021) 650 2261</p>
<p>Department of Actuarial Science Leslie Commerce Bldg, Room 5.40 (5th floor) Head of Dept: Dr S Kendall Enquiries: Shieyaam Jacobs Tel: (021) 650 2475</p>	<p>School of Management Studies Leslie Commerce Bldg, Room 4.37 (4th floor) Head of Dept: Prof John Simpson Enquiries: Sindi Majebe Tel: (021) 650 2311</p>
<p>School of Economics Leslie Soc Sci Bldg, Room 4.54 (4th floor) Head of Dept: Prof Johann Fedderke Enquiries: Irfaan Ahmed Tel: (021) 650 2723</p>	<p>Department of Statistical Sciences PD Hahn Bldg, Room 101 (ground floor) Head of Dept: Prof T Dunne Enquiries: Nyameka Mhlonyelwa Tel: (021) 650 3219</p>

Commerce Yellow Pages

Welcome to the Faculty of Commerce!

This booklet is intended to provide you with useful (sometimes vital) information, suggestions and solid advice that will hopefully help you get settled in your new environment at UCT and, in particular, in the Commerce Faculty.

There are a series of handbooks on various aspects of academic life at UCT already existing, and we are not trying to repeat these details, but rather to bring together those aspects that we feel are particularly important to you, the Commerce student, in a user-friendly, accessible way.

From meeting the Faculty Office staff, finding your way round the Commerce Building, answering questions about parking and surfing (the net), to providing tips on campus safety and how to ace exam questions, we've tried to cover all the bases to get you off to a good start.

amogolesagang

wamkelekile

welkom

le amogetswe kamoka

1



welcome

hi!



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A message from the Dean

With much pleasure and enthusiasm I welcome you to UCT and, in particular, to the Commerce Faculty. Our goal is to make UCT a supportive environment for you to live and learn. All of us in the Faculty are dedicated to overall student welfare and remain uncompromising in our efforts to keep this commitment.

This is an excellent University on a spectacular campus in the mother city Cape Town. The Faculty, like the wider University community, is increasingly diverse and draws its students from a variety of backgrounds in response to the deepening of Transformation. Our emphasis on total institutional experience of teaching, research, and learning within an accommodating environment celebrates our diversity.

As we strive to maintain our reputation as an excellent Faculty in an outstanding African University, we remind you of an important role for you in this process. Please draw our attention to any shortcomings you encounter and use your Commerce Students' Council as an effective mechanism for ensuring that we remain responsive.

I hope that you find your experience here rewarding and that you can contribute to enrich the "UCT-Experience" beyond its current level.

Professor Melvin D. Ayogu

Dean of Commerce



Heads of Department in the Commerce Faculty



Dept of Accounting
Assoc Prof M Wormald



Dept of Actuarial Science
Dr S Kendall



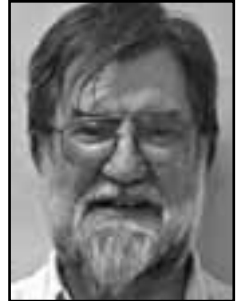
School of Economics
Prof Johann Fedderke



Dept of Information Systems
Kevin Johnston



School of Management
Studies
Prof John Simpson



Dept of Statistical Sciences
Prof T Dunne

... and the Dean's assistant



Ms Freda Williams
Dean's Admin Assistant



Welcome to the Faculty Office

A BRIEF OVERVIEW OF THE COMMERCE FACULTY OFFICE, LESLIE COMMERCE BUILDING, LEVEL 2, ROOM 2.26

The Commerce Faculty Office deals with all aspects of Academic Administration, affecting both students and staff. We offer a range of services to students including the following:

- All queries regarding admissions to the Commerce Faculty.
- Queries in relation to entry requirements, matric exemption, transferring to other degree programmes and faculties, credits and exemption of courses.
- Dealing with registration of all students including curriculum advice where necessary.
- Attending to curriculum changes with special reference to course withdrawals and additions.
- Handling applications for concessions regarding both short and long leave of absence.
- Acting as Commissioner of Oaths in certifying documents (Faculty Manager & Deputy Faculty Manager).
- Assisting with changes to personal details of students.
- Dealing with the allocation and monitoring of Entrance Scholarships.

The staff in the Faculty Office are committed to rendering a friendly, efficient and effective service to all students throughout the academic year. Members of staff have specific duties allocated to them and you are most welcome to see the relevant person in the Faculty Office.

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the faculty office





Jane Nash

Who's who?

Ms Jane Nash, Faculty Manager, has overall responsibility for Academic Administration in the Faculty.



Millicent Andrews

Ms Millicent Andrews, Undergraduate Assistant, deals with the following:

- admissions
- registration
- curriculum advice
- entrance scholarships
- undergraduate funding issues
- transferring students



Julie Norris

Ms Julie Norris – Postgraduate Officer, and **Ms Nomonde Matomela**, Postgraduate Assistant , deal with the following:

- admissions
- registration
- curriculum advice



Nomonde Matomela

Ms Cecilia Botha, Senior Secretary,

- assists with Faculty office administration

Ms Nolusindiso Gejengane & Ms Ronelle Steenberg, Faculty Office Assistants, deal with the following:

- change of personal details
- application for matric exemptions
- curriculum changes
- concessions
- admissions
- general enquiries
- issuing and collection of relevant forms

Several new members of staff will be joining the Commerce Faculty Office for the 2007 academic year.

Where?

The Commerce Faculty Office is in Room 2.26, Level 2, Leslie Commerce Building, Upper Campus

When?

The Faculty Office is open from Monday to Friday from 08:00 to 12:30 and 13:30 to 16:30. Please note that the office is closed on Thursdays from 08h30 to 09h30 for staff training.

Contact details

Tel: (021) 650 2696

Fax: (021) 650 4369

Email: comsec@uct.ac.za



Cecilia Botha



Nolusindiso Gejengane



Ronelle Steenberg



may we help you?





Finding your way around the University

Academic calendar

Semester dates 2007

1st Semester: 19 February – 15 June

Mid-term break: 31 March – 9 April

2nd Semester: 30 July – 14 December

Mid-term break: 8 September – 17 September

LECTURE TIMES

There are 9 daily lecture periods as follows:

1	=	08h00 to 08h45
2	=	09h00 to 09h45
3	=	10h00 to 10h45
4	=	11h00 to 11h45
5	=	12h00 to 12h45
The Meridian:		13h00 to 14h00
6	=	14h00 to 14h45
7	=	15h00 to 15h45
8	=	16h00 to 16h45
9	=	17h00 to 17h45



How do you get a student card?

When you register, a student card form is attached to your registration form. The appropriate people at the Faculty Office will sign this when you register. You should then go to Campus Access (in the Leslie Social Sciences Building) to have your photograph taken and be issued with your new student card. Returning students can obtain a sticker with the current year.

Your student card gives you identification, access to the library, certain laboratories and certain buildings (depending on which level you are at as a student). If you lose your card, first check with Lost Property, then if necessary, apply to the Faculty Office for a new one. A levy will be charged for replacement student cards.

Are you arriving from another tertiary institution?

You will need to see Ms Millicent Andrews in the Commerce Faculty Office if you are transferring from another institution. She will be able to assist you with your credits and any other details you may need in relation to your transfer.

Are you eligible for financial aid?

If you need financial assistance from the University you must indicate it in Section J of the University Application form by the end of October of the year before you intend to commence study at UCT. You will be asked to provide some information in Section J about your family income. That information will be fed into the government's National Means Test and will give an initial indication of whether your family income makes you financially eligible.

If you are a South African citizen and do not already hold a tertiary qualification and you pass the NMT, then the Faculty will make you a provisional offer of a financial assistance package if they have enough packages to allocate. Most, but perhaps not all, of the students who apply for financial aid will receive provisional offers of financial assistance along with the offer of an academic place.



Some academic places will be offered without financial assistance, depending on the demand.

With the provisional offer you will be sent a more detailed application form to complete and return to the Undergraduate Funding Office as soon as possible. After careful assessment the UFO will let you know if you will be offered a package and will let you know the size of the contribution your family will be expected to make.

The NMT does not offer an easy answer to the often-asked question "What makes me eligible?" This is because family size and the geographic area of your home are figured into the calculation. A total pre-tax income of below R100,000 is a very rough guideline for eligibility.

Any queries about help with finances should be directed to the Financial Aid office (Student Union Building, Level 6, Telephone: 650-2125).

Fee enquiries?

Approach the Fees Office (2nd floor, Kramer Building, Telephone 650-4076/1704, 09h00 – 15h30) regarding the status of your academic fee account. Enquiries about residence fees should be directed to the Student Housing Office (28 Main Road, Rondebosch, next to Mr Price, Telephone: 650-2977)

How do you find your way around campus?

We have provided a map of the upper campus on page 44 that will help you find your way to classes and the immediate facilities. You can purchase a more comprehensive Campus Guide from the UCT Bookshop or the Department of Communication at Welgelegen on the Lower Campus at a nominal cost.

How do you get from home to university?

There are trains, taxis and buses from most areas in Cape Town. Once you are in the Rondebosch area, you can walk or use UCT's Jammie Shuttle service.

Ke kopa o nnametse mo koloing!

A scheduled service will be available 7 days a week, during term times and vacation, and includes a late night service. It operates between all residences, campuses and local public transport terminals, so you can connect from train and bus or park 'n ride.

The Jammie Shuttle service is free of charge to all UCT students. Just show your valid student card when getting on. Timetables are available from the Traffic Office, Libraries, Faculty offices, Visitors' Reception and Information Centre or on the UCT website via the Staff and Student Portal. For more information contact the Transport Administrator at Tel 021 685 7135.

If you have your own transport, where can you park?

First-year students are not allowed to bring motor cars onto the Campus. Motorbikes are allowed but a special parking disc must be purchased for R145 from the Traffic Office (Blue doors – above the P14 car park, Ring Road, on the South side of the campus).

Bays for disabled students can be obtained through the Disability Unit (Level 5, Leslie Social Science Building, phone: 650-2427) (a valid doctor's certificate is required).

En waar kan ek parkeer?



Have you lost anything?

If you have lost anything, first check with the cleaning staff, the building supervisor of the building you were in, as well as the administrative office in that building. If you do not find it, go to the lost property office at Campus Protection Services in the basement of the Leslie Social Science Building.

A summer/winter term?

The summer and winter term programmes are designed to offer students the opportunity to obtain degree credit for courses over the vacations. This can help you catch up a course that you need, or accelerate your programme of study by relieving some pressure in the forthcoming academic year.

Semester length courses are compressed into a four-week block of lectures in either November/December, January/February or June/July. Over this period students come together for classes, complete the standard amount of work required for any semester course, and write a full examination. The Summer/Winter Term environment is extremely work-intensive, but evaluations of past programmes has shown that students who participate in this programme find it a very rewarding experience.

Application forms are available near the end of September from the Summer Term Office. Details regarding costs, closing dates and courses can be obtained from the Summer/Winter Term Officer, Room 408, Hoerikwaggo Building, phone: 650-2634)

Unless you have finance to provide for Summer/Winter Term, it is **unwise** to enrol as this is not usually covered by Financial Aid. Very limited financial aid is granted (usually to students who are graduating).

Questions in Commerce

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DETAILS ABOUT THE COMMERCE FACULTY

How do I decide which course to take?

The Commerce Faculty at UCT seeks to ensure that its graduates possess cutting edge expertise in one of the central specialisations of modern business: accounting, economics, information systems, statistics and the branches of management studies including actuarial science, finance, marketing and organisational psychology.

In your first year you will be exposed to all the key areas areas in Commerce, taking common foundation courses which include Accounting, Economics, Information Systems, Mathematics, Statistics and Law. This structure has been designed in order to broaden your knowledge and also to give you flexibility if you wish to change programmes at the end of your first year.

For those of you looking further ahead, be sure to explore the wide range of postgraduate options in the Commerce Faculty.

er... help?!

watte kursus?

...which course?





Here is an overview of the programmes in the Commerce Faculty:

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Bachelor of Commerce degree (3 or 4 years)

Programme: Accounting

Streams General Accountant

Within Chartered Accountant

Programmes Accounting and Law

Programme: Economics

Streams Philosophy, Politics & Economics (PPE)

Economics and Finance

Economics & Statistics

Economics & Law

Programme: Information Systems

Bachelor of Business Science degree (4 or 5 years)

Programme: Actuarial Science

Streams Actuarial Science

Quantitative Finance

Programme: Management Studies

Streams Finance non-CA option

Finance CA option

Computer Science

Information Systems

Economics

Law

Marketing

Organisational Psychology

Quantitative Management



What does the Commerce Academic Development Programme (CADP) involve?

This is a programme that has been designed to allow completion of a BCom degree over a three or four year period, offering a range of additional experience and value-added opportunities. The CADP specifically addresses the gaps and disparities in educational/ life experience so that students can be better equipped to manage the B Com programme. In addition, it provides students with a variety of types of support that enhance a broad and comprehensive range of educational and life skills.

Being on this programme means that your progress is monitored, you have regular contact with the coordinator of the programme where you can develop solutions to your day-to-day and academic concerns. You also have a range of opportunities to interact with your fellow students to develop and practice collaborative learning and communication skills. Specific support exists in Language development and Mathematics, as well as a range of additional interventions at varying levels and courses in the degree course.

Admission to the programme

Your application to the Commerce Academic Programme (CADP) is carefully screened to assess whether you indeed have had gaps in your education or general life experiences. If you are accepted to a three year B Com degree you may choose to be considered to be accepted to the CADP, OR you may not have been accepted to the three year B Com programme and with careful assessment regarding your academic potential and ability to succeed, you could be accepted to the four year CADP. We particularly do not state a specific matric score that should be attained, as your acceptance is weighed against a variety of admissions criteria related to academics and background.





What does the BBusSc Extended Curriculum Programme (ECP) involve?

The ECP addresses the University's policy of promoting both equity and excellence. The primary purpose is to attract and retain students whose school background has not adequately prepared them for the rigours of tertiary study and who want to study in the field of management. The programme provides extra time and an environment in which skills development is encouraged by additional support activities in the form of collaborative learning workshops and extra tutorials. If you could benefit from this, then the ECP is for you.

To accommodate the development of foundation skills, the first two years of the Business Science degree are extended over three years. The workload is increased each year, to reach the objective of student graduation within five years, although the possibility of completion within four years is not excluded.

Crucial support is provided for Mathematics and language development and is done within the context of the extended Micro-economics course; additional innovative structured learning sessions in subjects generally found to be challenging in the different years of study; and interaction between students as part of their studies to develop and practice effective communication skills.

First year ECP students integrate with mainstream courses to ensure that they get used to the pace, develop good study habits, and learn to take responsibility for their own learning. During the third and fourth academic years students follow their particular streams within the mainstream BBusSc programmes.

When are my lectures?

You will be advised at registration regarding the times and venues of your lectures. Certain lectures are repeated because of the large class sizes. Where there is more than one lecture period allocated per course, you will be advised at registration regarding the appropriate lecture time to fit in with your programme. For example, ACC1006F might be in lecture slots 6, 7 8 and 9. This means the

same lecture is repeated four times. You would go to that lecture slot that accommodates your other lecture times.

We're here for you



CADP Co-ordinator

Dr June Pym

Room 2.09 Leslie Commerce Building
Telephone: 650 3866
email: June.Pym@uct.ac.za

ECP Co-ordinator

Ms Ramona Francis

Room 4.22, Leslie Commerce Building
Telephone: 650 4392
email: Ramona.Francis@uct.ac.za



Administrative Assistant

Ms Shanaaz Solomons

Room 2.10, Leslie Commerce Building
Telephone: 650 3720
email: Shanaaz.Solomons@uct.ac.za

CADP Officer

Ms Sherry Stuart

Room 2.13 / 2.12, Leslie Commerce Building
Telephone: 650 4022 / 2758
email: Sherry.Stuart@uct.ac.za



Writing Consultant

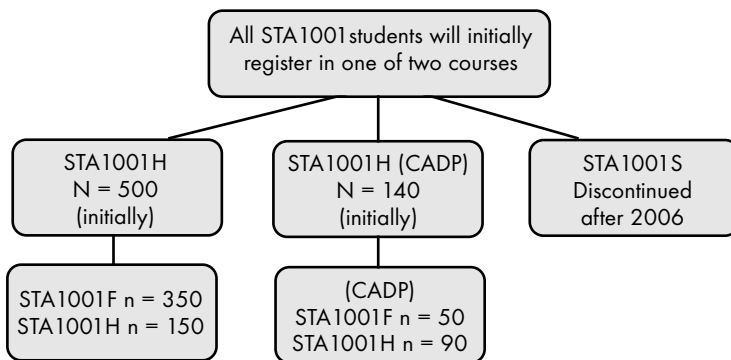
Ms Megan Riley

Room 2.06, Leslie Commerce Building
Telephone: 650 5349
email: Megan.Riley@uct.ac.za

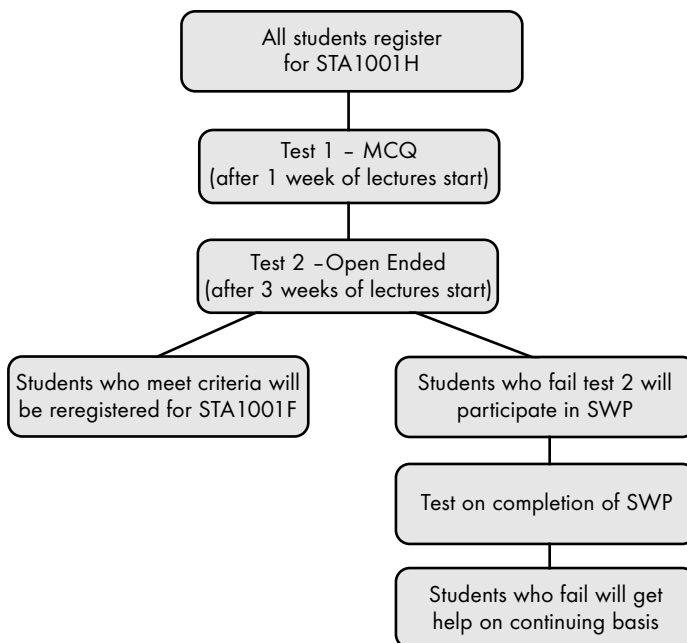




STATISTICS (STA1001) NEW STRUCTURE OF STA1001 COURSES IN 2007



SPECIAL WORKSHOP PROGRAM (SWP) -2007





COMMENTS:

1. Students are selected (up) for the F course according to their results from Test 1 and Test 2, as distinct from being selected (down) for the H course. Test 1 will be based on school algebra (excluding trigonometry and geometry) and will take place after one week of lectures. Test 2 will consist of open-ended questions and will take place three weeks after the commencement of lectures. This test will combine school algebra and material covered during the first 3 weeks of lecturing i.e. basic functions and graphs questions. The results of Tests 1 and 2 will serve as the criteria for selecting students for STA1001F. The students who do not achieve a specified level will remain in the H-course. Students selected for STA1001F will have their STA1001H registration automatically replaced by STA1001F.

All STA1001F students who fail the June Final Exam (marks < 50) will join STA1001H in the second semester.

2. Students who remain in STA1001H will participate in the SWP and their progress will be monitored on a constant basis.
3. Another objective of Test 2 will be to specify the area of weaknesses of each particular STA1001H student in order to assign him/ her to specific workshop in SWP.
4. The pace of the lectures in STA1001F and STA1001H during the first 3 weeks of the semester will be the same.
5. All CADP students will be included in the above system of selection but they remain in different classes as in 2006.
6. SWP times should be accommodated in the Faculty timetable of students registered for the course. It is proposed that the SWP be taught on Saturday mornings to avoid inevitable timetable conflicts and student fatigue in late afternoon classroom session.
7. The SWP will be designed to ensure an active participation by all students in the program. Participants will be assigned group tasks in a large venue with the assistance of an adequately large number of tutors. Material for the SWP is currently under revision.



What on earth do all these codes mean?!

The first three letters indicate the department offering the course.
For example: ACC stands for ACCOUNTING

Wat op aarde!?

The last letter indicates the duration, timing and status of the course;
W: Full course, WHOLE year
H: HALF course, whole year
F: Half course, FIRST semester
S: Half course, SECOND semester

ACC2012W

The first digit indicates the level of the course.
The 2 stands for a SECOND-YEAR course.

The last three numbers are used to identify a particular course
..... Financial Reporting 2.

How do I find my way about the Commerce Building?

The entrance to the Leslie Commerce Building faces the mountain and leads off the Engineering Mall. The maps on the following pages give you a floor plan of each level in the building, as well as the names and room numbers of lecturers. Not everything happens in the Commerce Building. Many of your lectures and tutorials will be held in other venues. This is where your map of the university will come in handy.

How do I find my first lecture?

Lecture venues will be up on the notice boards in the Department from the beginning of registration week (this is the week before lectures begin). Lectures start on Monday, 19 February.

What textbooks will I need?

It is advisable not to buy your books before your first lecture, as they do change from year to year. In some courses, each student is expected to own a copy of the textbook. These are known as prescribed books. In other courses, the textbooks are only recommended for extra reading. Second-hand books can be bought at the Brainbooks shop. Watch university notice boards for private sales of secondhand books.

Some textbooks are available from the Short Loan section in the Library (usually this means you may have the book for a few hours only).

So, **how** did you find your first lecture?

With great difficulty

I just looked on the notice board and **there** it was!

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how not to get lost...

help!

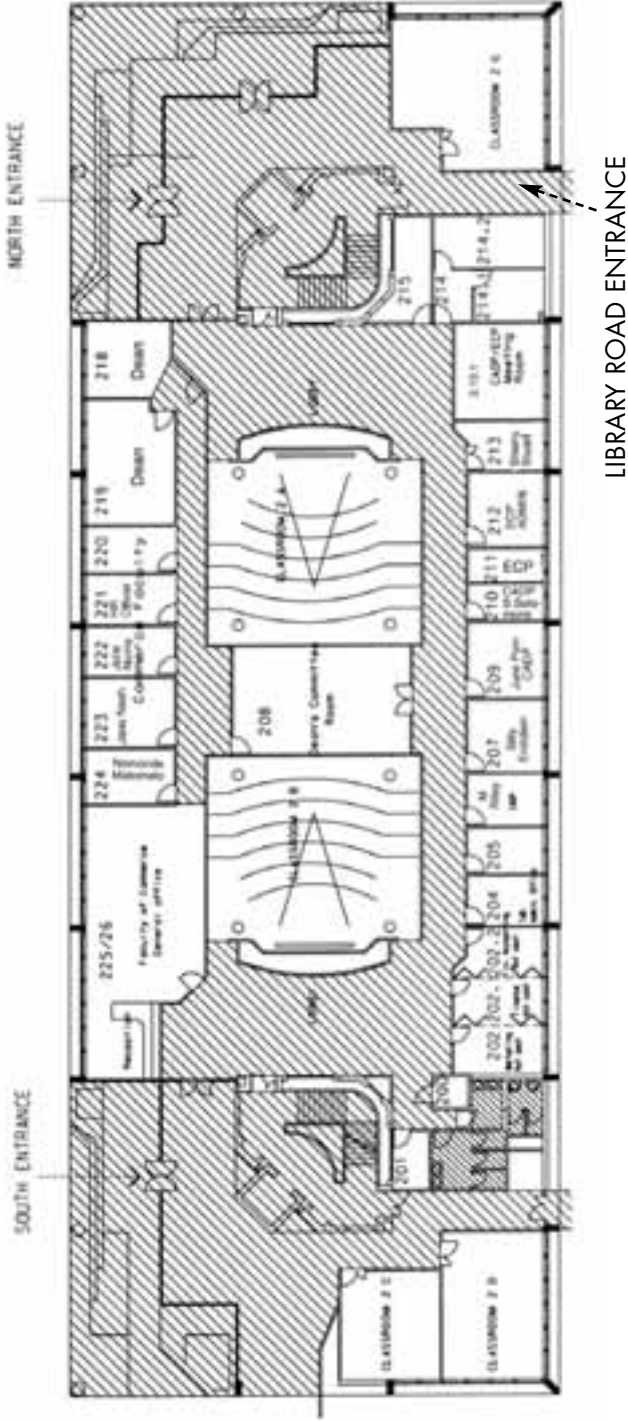


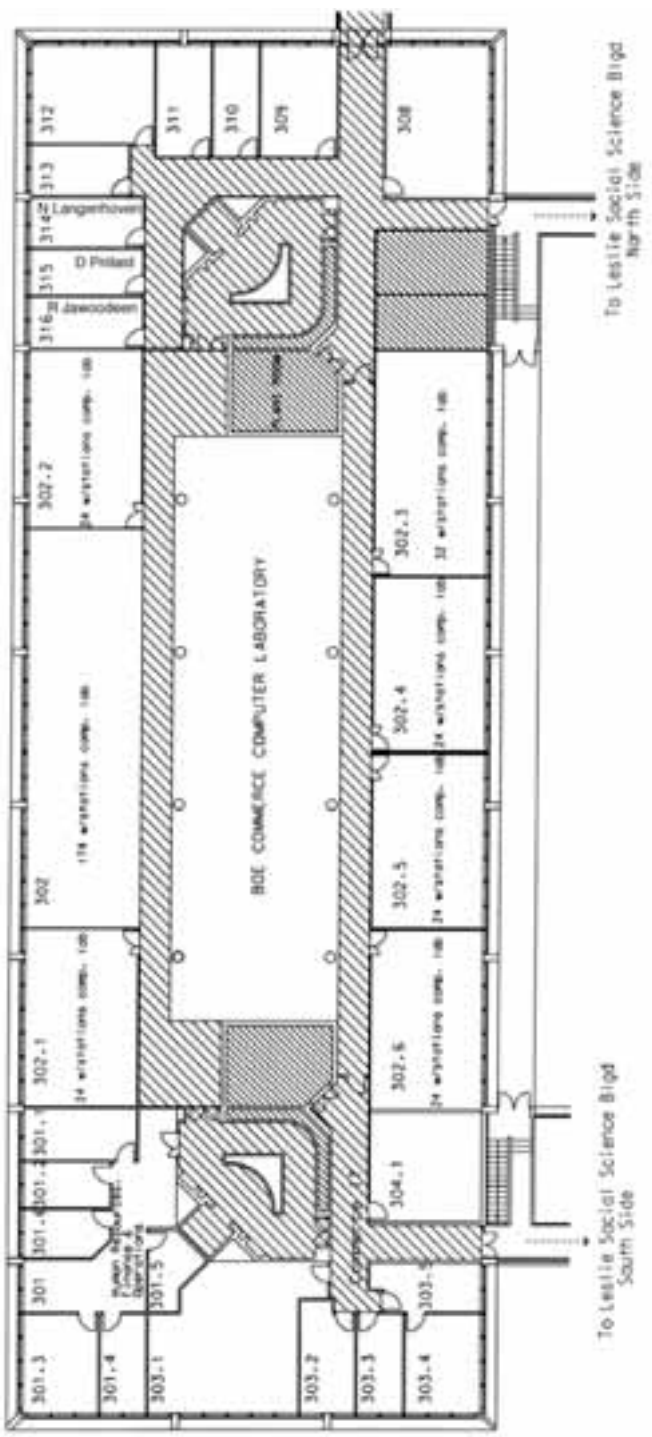


Leslie Commerce LEVEL 2

24

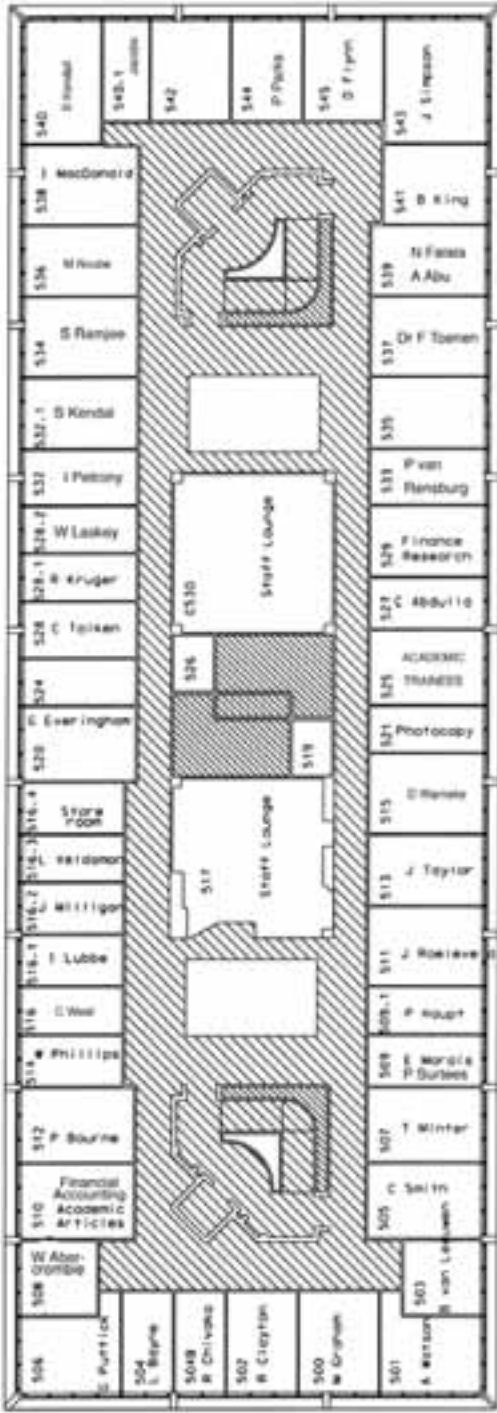
ENGINEERING MALL CAR PARK





25
 Leslie Commerce LEVEL 3

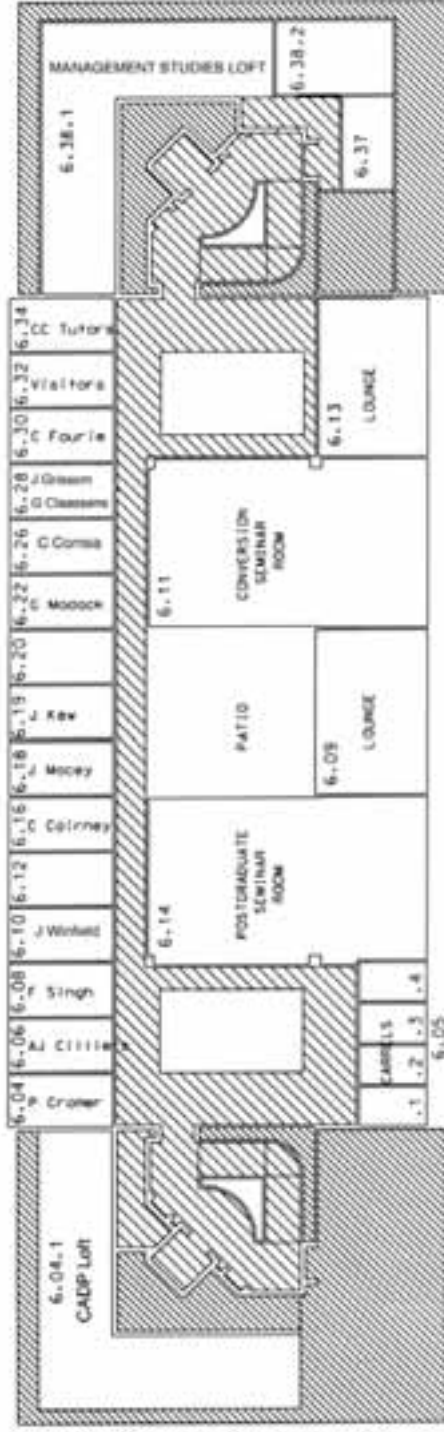




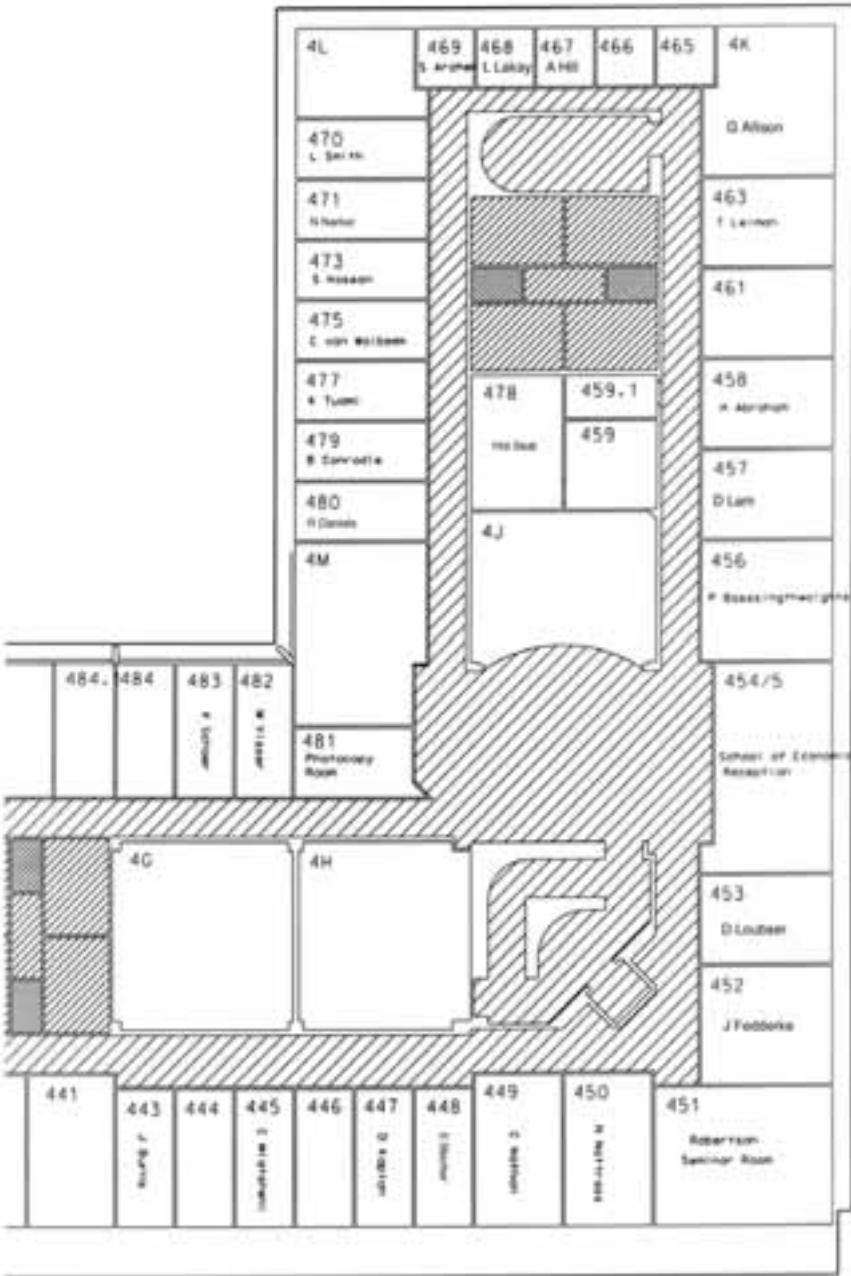


Leslie Commerce LEVEL 6

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School of Economics



School of Economics

29 :: Leslie Social Sciences LEVEL 4





The Commerce Students' Council 2007 "Representing the changing needs of Commerce Students"

The Commerce Students' Council is concerned with promoting the academic and social interests of all Commerce students. Our major responsibility is to represent you and your interests and concerns on the highest decision-making bodies in the Faculty, whilst trying to add value to your university life. The main vehicle for this is through the Class Rep System which you will become familiar with in due course!

We run various other initiatives such as parties, career advice and an outreach program, all geared towards putting the finishing touches on your university experience.

This year's CSC comprises 10 hard-working Commerce students who have been democratically elected to serve your interests – efficiently, transparently and with integrity.

What does the CSC do for me?

- ▶ **Grievances** – Our major role is to solve any academic problem you may have by taking it to higher levels of authority in the Faculty. This is facilitated mainly through an organised Class Representative System. The Reps are an effective network of enthusiastic individuals, elected for each year of study, who provide an easily accessible outlet for students' complaints and suggestions. The Reps report directly to the CSC and are involved in regular meetings with the Dean and Deputy Deans of Commerce. So, if you feel that a lecturer is doing a poor job, there are problems with the syllabus or the course is poorly



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CSC 2007

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Coordinator
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Charity Kiarie
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krxcha001@mail.uct.ac.za



Ayanda Sepamla
Events Coordinator
asepamla@gmail.com



administrated, don't just sit around and wait for these issues to fix themselves! Take action and talk to the CSC.

- ▶ Fun Stuff – We organise the Graduation Ball at the end of the year, the sale of Commerce clothing, and the highly popular Commerce Party. Through these events we try to add an important socialising edge to your time at varsity.
- ▶ Rands and Sense – This is the official Commerce Paper, and we are proud to be the only Faculty Council at UCT with our own free, quarterly publication. Jam-packed with interesting info, this paper is well worth a read.
- ▶ And... we give you a voice on the highest decision-making body in the Faculty, the Commerce Faculty Board; we organise addresses by highly prominent members of South African society; and we are partnering with the Careers Office to provide you with workshops and career advice to kickstart your professional life.

What does the CSC do for the community?

An exciting new project of ours is the Commerce Outreach project. With this programme, Commerce students can take the knowledge they gain from their degree and use it to uplift less fortunate members of the community. We will be reaching over a hundred high school kids from townships, and will teach them broad-based business skills, CV writing and interview techniques, as well as assisting them in finding scholarships and gaining entry to tertiary institutions.

What can I do for the CSC?

- ▶ Report grievances! If you don't tell us about your problems, we can't help you fix them. This is a world-class institution, but occasionally one or two things go wrong, and it's your responsibility to help us set things straight. Contact us by:
 - ▶ Visiting us in our office during meridian. It's located in the Leslie Commerce Building, room 2.14.2 next to classroom 2A.
 - ▶ Filling out a grievance form and leaving it in our postbox outside the office.



- ▶ Calling us on (021) 650 3995.
- ▶ Emailing us on contact@uctcsc.org.za.
- ▶ Speaking to your Class Reps, who will bring the matter straight to us.
- ▶ Filling out an online grievance form on our website, www.uctcsc.org.za
- ▶ Become a First Year Class Rep. This year we will choose ten first years to represent all first year issues, from course complaints to social events. This is a great opportunity to make yourself known in the Faculty, build your CV, and be part of a dynamic, ambitious and enthusiastic group of people. Watch out during O-Week for details on how to apply.
- ▶ Submit articles for Rands and Sense. If your article/cartoon/letter/whatever gets published, you will receive a cash prize of R150. Get writing!
- ▶ Join our Outreach program. This is a fantastic experience, and allows you to use your skills to improve the lives of others. Keep an eye out during O-Week and your first couple of lectures for details on how to get involved.

Who funds the CSC?

The CSC is proud to say that we are the only Student Representative Structure at UCT with an external sponsor. We are partly funded by UCT, but most of our sponsorship comes through the generous support of PwC. They are not just a sponsor to the CSC, but also a partner, working closely with us and supporting student initiatives.





For every problem...

What to do if you need a concession, advice or are unhappy regarding something about your course?

It is mostly a good idea to start with your LECTURER. If they can't help you, they should be able to direct you to an appropriate person.

YOUR CLASS REPRESENTATIVE. If you have a complaint about your lecturer or the course, tell you class representative about it, so that he/she can take this to the Commerce Student Council.

THE COURSE CONVENOR. When there is more than one lecturer teaching a course, one lecturer will have the overall responsibility of co-ordinating this course. Consult the Commerce Faculty handbook to see who the convenor is for your course. This is a person you could speak to if you are unhappy about a decision taken by your lecturer.

STUDENT ADVISOR. A member of the academic staff who will advise you how to complete your curriculum and any problems you might have with it.

HEAD OF DEPARTMENT. Refer to the Commerce Faculty handbook to get the details of the people who are Heads of the various departments in the Faculty.

THE PROGRAMME CO-ORDINATORS. A programme co-ordinator co-ordinates all the courses in that programme. Consult the Departments to speak to the programme coordinator.

What can I do if I am not understanding my work or I am just stuck with a particular problem in my work?

Most importantly ... address the problem. Don't leave it! ... it won't go away by itself ... in fact, it is likely to get worse! So ...

Use the HOTSEAT. The Hotseats are in the passage on the second floor (just after the Faculty office). Some Hotseats, for example Mathematics and Economics, are not in the Commerce building ... so

...there's always a solution

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be happy



ask your tutors or lecturers about their position and availability.

Friendly tutors are sitting in these rooms to help you..... or they will be able to refer you to those who can help you. Times for visits will be on their doors. There is also a Quiet Room in this area where you can sit and work.

Ask your LECTURER. Lecturers are here to help you. Either see them after the lecture, or make an appointment to see him/her, or go to their office during their student consultation hours.

Ask your TUTOR. The tutorial is the place to really engage with the details of what has happened in the lecture. Speak to your tutor where you feel that they are approachable and able to help or point you in the right direction.

Ask a FRIEND or FELLOW STUDENT. Many times we are able to help each other. Particularly if someone has had to go through a process of finding out what is going on. It also helps if that person speaks your own home language.

Is there a RESIDENCE TUTORIAL SCHEME for your course?
Find out from your residence if this exists, and if so, ask your residence tutor for help.

What do I do if a crisis in my life affects my attendance of courses or presentation of work?

If a personal situation give rise to you being away from the university for longer than 2 days, or if you have to miss a test, presentation and so on, you need to apply to the Commerce Faculty Office for a leave of absence.

You will need to make arrangements before you go, as well as having to give evidence and support for your need for leave of absence. Leaves of absence are granted on medical, compassionate and representation grounds

Exam questions?

When are examinations held?

Your exam timetable will be available on the UCT webpage.

What must I do to qualify to write examinations in my courses?

It really does help if you have worked well and consistently throughout the year. The final mark you get for your course will be made up of two parts:

1. YOUR COURSEWORK MARK ...

(these marks are a significant and important part of the evaluation)

The class record reflects your effort (or lack of it!) during the year. These evaluations could be based on tests, projects, journals, tutorials, assignments or anything else that the lecturer tells you about.

Dates of class tests and examinations are announced at the beginning of the course. Check your dates for your tests, and let your lecturer know immediately if there are clashes with other tests.

If you miss a test because of illness, bring a medical certificate (from a certified Medical Doctor), stating that you were unfit to write the test, to your lecturer as soon as you return. You might need to rewrite, have a cumulative mark from other tests or be required take an oral test.



2. ... AND FINAL EXAMS

Every course has certain DULY PERFORMED REQUIREMENTS Usually referred to as a 'DP'. These requirements relate to your attendance and your performance during the course. Check with the Commerce Faculty handbook and your lecturers to establish what these requirements are. If you do not obtain a DP you will not be eligible to write the required examination in that course. The symbol DPR is indicated to show that you have not met the requirements to write the examination.

If you miss an exam because of illness you will also need a Medical certificate from a certified Medical Doctor, but will need to apply to the Examinations Office for a deferment.

What does my final mark mean?

Your final mark will be given as a percentage and will be classified in the following way:

first class (75% and above)

upper second class (70-74%)

lower second class (60-69%)

third class (50-59%)

S - failed (less than 50%) but awarded a supplementary examination

F - failed and not awarded a supplementary examination

AB - absent.

Where and when will I get my final results?

Your provisional exam results are posted on the Faculty noticeboard the Friday before the first Wednesday in December. The final exam





results are available on the UCT website (student portal) on the Friday after the first Wednesday in December.

How do I get a supplementary examination?

You cannot request a supplementary examination. There are TWO ways of being granted entrance to a supplementary examination:

1. If you are classified with an S failure;
2. If you are ill before (a Medical Certificate, explicitly stating that you were unfit to write, must be given to your lecturer) or during the examination (you will need to go to Student Health Service as soon as possible), you need to apply for a Deferred Exam.

If you are given a supplementary examination, it means that you will have a chance to rewrite an examination that you have failed. These exams usually place in late January the following year, but may be arranged at different times by the various Departments. (It is therefore important that you check with the appropriate Department regarding the time schedule of a supplementary examination). If you do pass the supplementary exam, you will be given an unclassified pass (that means it is not graded as a first, second, third class pass). This means that you can continue with your studies, as though you passed the original examination.

What do I do if I fail a course?

If you fail a first semester course, go to the Faculty Office to re-register for this course. These changes are not automatic.

What is an academic exclusion?

You may be excluded from re-registering within the Faculty if you fail to meet the required number of courses passed in your year of study (consult the rules in the Commerce Faculty Handbook for specific details). There is an appeal process that needs to be formalised through the Commerce Faculty Office.

Ngiqhuba kanjani?

If I perform well, I will be rewarded! With what?



Class medals

One class medal per undergraduate course is awarded. A medal is only awarded to a student who has shown special ability. A few postgraduate diplomas also award class medals (see Faculty Handbook for details).

Dean's Merit List

To qualify for the Dean's Merit List in the Faculty of Commerce, you should:

- take at least the standard full year's course load appropriate to both the year of the degree, and to the special field/stream chosen, as laid out in the Faculty of Commerce Handbook.
- Pass all of these standard courses in the year.
- Not be carrying courses which you failed in a previous year.
- Obtain a weighted average of over 70% for the prescribed courses.

Qualifying for the Dean's Merit List is acknowledgment of good academic performance and has no monetary reward.

Prizes and Scholarships

There are numerous prizes and scholarships available. Refer to the Commerce Handbook for details.



What sort of useful organisations and services are offered by UCT?

(other than what we have already mentioned!)

We have chosen and drawn up an alphabetical list of a range of clubs, societies and services that you can use or benefit from particularly while you are a first year student at UCT (not necessarily only in your first year).

We have not separately listed the many places that sell a wide variety of food, as well as the Post Office, autobanks and a travel agent (Please remember not to be a litter-bug, take pride in your campus and accept responsibility for litter!):

Commerce Writing Consultant

(Room 2.06, Leslie Commerce Building, phone: 650 5349, e-mail: Megan.Riley@uct.ac.za). Consulting hours: 8.00 - 12.00

Megan Riley provides advice on planning written assignments and assists in the revision and editing of first drafts. Assignments that need to be revised/edited should be handed to Megan on the day before the consultation. The assignment can then be discussed during the consultation.

Campus Protection Services

Burnage House, Lower Campus; Basement of Robert Leslie Building (next to lecture theatre 2D); Level Two, Kramer Law Building, Middle Campus; Forest Hill (block E). Emergency numbers - all hours:
Lower Campus - 650 2222/3, Upper Campus - 650 2121/4080,
Middle Campus - 650 3022, Forest Hill - 650 3856.

(This service also operates at Medical School and Hiddingh campus).

CPS is responsible for the investigation of crime, the prevention of fire, crime awareness and prevention, and safety. The more you are aware of crime, the more you will take necessary preventative safety measures. You can phone at any time should you need help.

Careers Information Centre

(Hoerikwaggo Building, Phone: 650-2497)

The centre offers a range of resources on different careers, further study and skills pertaining to job searches. Seminars and workshops take place on a range of topics, as well as establishing links between students and potential employees. Career advice and counselling is also available.

Centre for Information Literacy

(Chancellor Oppenheimer Building, Phone: 650-3091)

The Centre focuses on assisting in the development of information literacy throughout the University, liaising with the Library over the running of the Knowledge Commons, developing a consultancy service for the use of personal bibliographic software and delivering the Library and Information Science Programme within HUMFAC.

Discrimination and Harassment Office

(The Cottage, Lovers' Walk, Lower Campus, Phone 650-3530, fbotha@protem.uct.ac.za)

This unit engages in complaints that include sexual harassment, racial discrimination and intimidation. Workshops are run for dealing with these issues, as well as on xenophobia and masculinity. They also offer advice to staff and students on a variety of legal issues.

Web site: <http://www.uct.za/org/discho/about2.htm>.

Disability Unit

(Level 4, Steve Biko Building, Phone: 650-2427)

This unit promotes access for disabled staff and students and develops solutions for problems they may experience. The unit offers a range of



services, including offering help if you are battling with concentration, dyslexia, chronic illness or psychological disability.

Libraries

There are a range of different libraries on campus. UCT's Main Library forms a U-shape around Jameson Hall on the Upper Campus. Most commerce material will be found in the Main Library. There are also branch libraries for special subjects Consult the Libraries' home page at <http://www.lib.uct.ac.za> for all kinds of services and a sense of the range of resources available.

You can borrow up to 6 items at a time if you are an undergraduate (12 for postgraduates). Your student card doubles as your library card, and you can also use it to make photocopies in all libraries.

Numeracy Centre (Maths Building, Level 2)

The Numeracy Centre fosters numeracy skills. This does not just mean an understanding of numbers, but understanding and skills that should form an integral part of numerical concepts and techniques used in daily life. This includes basic statistical concepts, interpreting charts and graphs, the manipulation of data, and spreadsheeting skills.

Off-campus Accommodation Bureau

(28 Main Road, Rondebosch (next to Mr. Price),
phone: 650 3001/2, caloca@protem.uct.ac.za, <http://cal.uct.ac.za>)

The Off-Campus Accommodation Bureau helps to find accommodation outside the UCT residence system. Every week the Bureau compiles an updated list of details of accommodation that is available off campus.

Professional Communications Unit (PCU)

(Basement, Beattie Building, phone: 650-3409)

The PCU runs professional communication skills courses for senior B. Bus. Science and Engineering students (undergraduates in their third year). They also offer courses at post-graduate level. The courses offered include: oral communication: individual and group (including



effective use of visual aids); written communication: reports, proposals, executive summaries, business correspondence and email. The teaching style uses workshops and small groups to ensure maximum participation of the individual. Extensive feedback is given to students' written work and some presentations are recorded on video for detailed discussion and evaluation.

Sexual Harassment Prevention and Support Service (SHARPSS)

(Room 104, Bremner Building, Phone: 650-2767/4196)

SHARPSS offers trained counsellors and mediators to provide supportive counselling to survivors of rape or attempted rape. It offers help or advice regarding sexual harassment and runs awareness campaigns on the issue itself and University policy and procedures in this regard.

Student Health and Welfare Centres Organisation (SHAWCO)

(Steve Biko, Level 5, Phone: 650-3525)

A welfare organisation, relying on UCT student volunteers, acting in partnership with disadvantaged communities in the greater Cape Town area for the empowerment and upliftment of citizens and communities. Project areas include: health clinics, tutoring and educational support, children's homes, HIV/AIDS, malnourishment. There are also a range of community centres providing senior citizens' clubs and child and family assistance programmes. Social history tours are also organised.

RAG Committees (Phone: 650-3525)

RAG is the promotions and events fundraising team for SHAWCO. It consists of approximately 140 students selected each year and divided into a number of committees under the leadership of the RAG Chairperson and the guidance of the RAG Project Co-ordinator. The projects undertaken by RAG students call for a variety of skills and talents and give students valuable experience and knowledge.



Sport and Recreation (Sports Centre, Phone: 650-3564)

UCT offers 48 different competitive and recreational activities, ranging from soccer to paragliding and waterskiing. If you want to be involved in organised sport or recreation, you will need to register with the relevant club and pay a subscription fee (which will go on to your fee account). There are some clubs that allow non-members to use the facilities in off-peak times.

There are many types of sporting facilities available, including fields, courts and a swimming pool.

Student Development and Services Department (SDSD)

(Steve Biko, Level 7, Upper Campus, Phone: 650 3534/5)

The SDSD administers the policy of the University Council relating to student affairs including the administration and supervision of related staff and financial matters. Its sections are: disability unit; job opportunities bureau; sports and recreation; student affairs secretariat; student affairs treasury; student health service; student housing and residence life; admissions office; undergraduate funding office. These are managed by the Dean of Students. Other services include applications to sell or serve alcohol on campus, to use Jameson Plaza and to obtain details and the home address of any student. A new Student Information and Orientation Centre (SIOC) has been established in the Otto Beit Building to deal with all student queries and problems. (Phone 650-5082)

Student Health Service

(28 Rhodes Ave, Mowbray, Phone 650 3000/ 4589)

The health service provides a range of services that include: consultations with nursing sisters, doctors and psychotherapists, eye-



testing, contraceptive advice and clinic, wart clinic, HIV testing and counselling, a dispensary with basic, low-cost medication.

The Student Health Service offers consultations, by appointment, for the assessment and treatment of psychological difficulties, including the following: depression; stress and anxiety (including exam anxiety); difficulty in coming to terms with losing someone; problems with self esteem; adjustment problems; dealing with trauma; relationship problems; family problems. Where necessary, students are referred to the consultant psychiatrist.

If you are not receiving financial aid, you will be charged medical aid rates for consultations and procedures (medical and counselling). Certain services are free of charge.

If you are taken ill during an exam, you are required to report immediately to the Student Health Service or to show why you were unable to do so.

If you wish to apply for extra time in examinations, you must apply well in advance to the Student Health Service. If you are applying on the grounds of a learning disability, you need to make an appointment with the Principal Clinical Psychologist at the Student Health Service.

Student Housing and Residence Life

(28 Main Road, Rondebosch (next to Mr Price), Phone 650-2977)
(Vacation accommodation: phone: 650-3001)

There are 22 residences with varying facilities. Dates vary from year to year, but applications for residence should normally be made before 31 October and before 31 August for readmission.

There are several structures and people to help you in residences: house committee, warden, residence development officers and supervisors. Find out who these people are in your residence, so that you know who you can go to.

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KAPLAN CENTRE
OPPENHEIMER INSTITUTE

ENGINEERING MALL

CHEMICAL ENGINEERING BLDG

SNAPE BLDG

LESLIE COMMERCE BLDG

LIBRARY RD

MENZIES BLDG

IMMELMAN

CHANCE OPPENHEIMER LIBRA

HUMANITIES GRADUATE SCHOOL

LESLIE SOCIAL SCIENCES BLDG

GEOLOGICAL SCIENCES BLDG

ELECTRICAL & MECHANICAL ENGINEERING

JAMESO

JAGGER LIBRARY

UNIVERSITY AVE SOUTH

CENTLIVRES BLDG

BEATTIE BLDG

ARTS BLOCK

JAMESO

RESI

FULLER HALL

RUGBY RD

TO MIDDLE CAMPUS





RING RD

SHELL EGGS BLDG

HOERIKWAGGO

PD HAHN BLDG

CHEMISTRY MALL

N BLDG

ELLOR
EIMER
RY

HLANGANANI

STEVE BIKO

NEW
SCIENCE
LECTURE
THEATRE

MOLECULAR
BIOLOGY BLDG

MOLLY
BLACKBURN
HALL

CISSIE GOOL PLAZA

JOHN DAY
ZOOLOGY BLDG

ON HALL

OTTO BEIT BLDG

COMPUTER
SCIENCE BLDG

UNIVERSITY AVE NORTH

RW JAMES BLDG

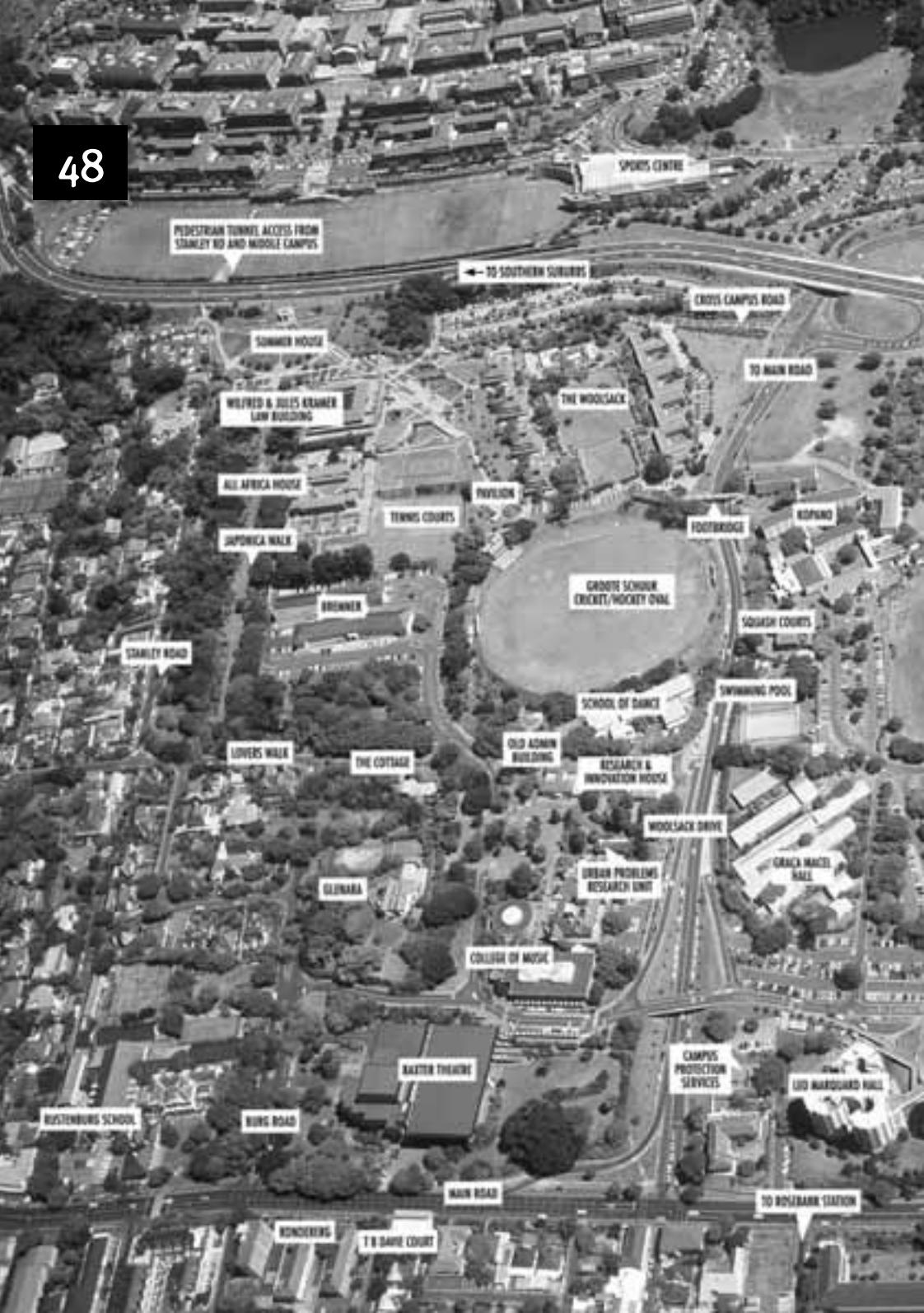
ON PLAZA

MATHS BLDG

HW PEARSON BLDG

DENCE RD

SMUTS HALL







Student Learning Centres

(Phone: 650 4126)

Multi-purpose student learning centres provide students with access to study facilities for informal small group work, computer micro-laboratories and other study resources, as well as facilities for social and cultural activities and offer office space for student government and student societies.

One centre is located at the lower campus in Cecil Road, next to Baxter Hall and the upper campus centre is in the new Students Union Building. The centres are open from 10 a.m. – midnight (Mon. – Thurs.), 10 a.m. – 10 p.m. (Friday) and 10 a.m. – 2.30 p.m. (Sat.-Sun.). You need a valid student card and an access card (which you can get from Campus Protection Services in the Robert Leslie Social Sciences Building, paying a refundable deposit of R25).

Student Representative Council (SRC)

(Steve Biko Building, Level 7, phone: 650 3537/8/9)

This council is elected annually by the student body. It consists of 15 members.

The SRC will address any problems that you may encounter during your time at UCT. Problems might relate to practical issues like parking to academic exclusion.

Student Societies

(Societies Contact Point: Societies Centre, Steve Biko Building)

There are over 70 societies that cater for students' cultural, religious and special interests. Detailed information on societies may be obtained from the Student Development and Services Secretariat or the SRC. Society registration forms are available from the societies stalls on the Plaza during the Orientation Week.



Text Conversion and Assistive Technology Services (TCATS)

(Steve Biko Building, phone: 650 2737)

TCATS is the text conversion service of the Disability Unit. It converts printed text to audiotape, Braille or electronic text for students with disabilities, and also offers scribe and transcription services. A student computer laboratory with adaptive computer equipment is located adjacent to the TCATS offices. You can offer your services by reading texts for the unit.

UCT Document Centre

(next to Chancellor Oppenheimer Library, Upper Campus, phone: 650 3372)

Offers a range of services including photocopying, colour copying, ring binding, copying on transparencies. You can also buy photocopy credits at this centre. Money is credited to your student card, which can then be used at photocopying machines at any library on campus. Binding of books, theses, etc. can also be done through the University Document Management Services (St Michael's Road, Observatory, phone 447-1451) or through the Bindery (Hiddingh Campus, phone: 480 7100).

Writing Centre

(4th level, New Student Union, Oppenheimer Building, Upper Campus, phone: 650 5021/3319)

The writing centre offers a walk-in, one-to-one consultancy service to students. Writing consultants will work with you over any academic writing task, discussing your topic and helping you to organise and research your work. The focus is on developing your abilities as a writer, rather than having someone check your work to make it more readable. It is advisable to make an appointment.



Burning issues for us all

HIV+ = ALIVE

A person with HIV looks just like someone without HIV and can still love, work, study and play.

What it means

In 2003, about a quarter of South Africa's youth have HIV. We cannot see who has it – and most people do not know their HIV status.

Because it usually takes a long time for HIV to develop into AIDS related conditions, we are all going to live with HIV in our lives – whether we ourselves are infected, our friends, our family, or the people we work with – for the rest of our lives.

We cannot just hope HIV and AIDS will go away, or hope HIV won't affect us. We must look at what we CAN do.

**IF YOU ARE HIV POSITIVE,
YOU CAN STILL STUDY AT UCT**

What it is....

HIV is a virus that is transmitted through contact with infected blood and/or sexual fluids. The best way to protect against HIV infection is to practise safe sex.



Safe, Protected Sex is.....

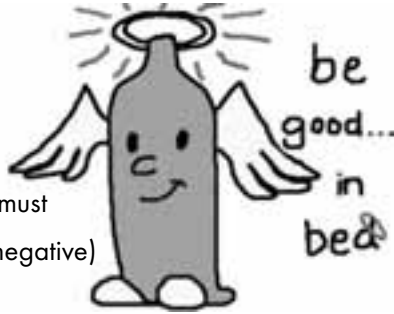
Abstaining

from having sex at all

Being faithful

to one partner

(but you and your partner must be sure you are both HIV negative)



using a **Condom** correctly

-it's easy but not instinctive, so ask someone who does know if you're not sure how

Mutual Masturbation

(i.e. non-penetrative sex)

Over a long period of time - an average of about 10 years - HIV makes a person's immune system weak. (That's why HIV stands for - the Human Immunodeficiency Virus.) If you have HIV you can help your immune system resist the virus by eating healthily, being happy and looking after yourself.

A person with HIV who doesn't look after his or her body slowly loses the strength to fight off illnesses. When an HIV positive person gets a serious illness, this is called AIDS (Acquired Immune Deficiency Syndrome).

AIDS related illnesses can be treated just like any other illness, but an HIV positive person's body is much weaker. People with HIV are less likely to recover - but they can live with the disease for many years.



**FREE HIV TESTING & COUNSELLING
IS AVAILABLE AT:**

▶ **STUDENT HEALTH**

28 Rhodes Ave, Mowbray

Phone no: 650 3000

▶ **ATTIC**

Phone no: 797 3327

▶ **TRIANGLE PROJECT**

Phone no: 448 3812

Or call the AIDS Helpline 0800 012 322

For more information about HIV and AIDS call the UCT HIV/AIDS Unit on 650 3599.

If you want to help educate other students about HIV/AIDS contact SHARP (the Student HIV and AIDS Resistance Programme) at 650 5022, the SHARP office, level 5, Chancellor Oppenheimer Building.

Find our websites: www.uct.ac.za/dept/hivaids/
or www.sharpuct.org.za (SHARP)

What can I do to prevent a crime?

Be alert for suspicious persons in and around campus buildings and in parking lots. One should ask:

Are they hanging around for no apparent reason?

Are they looking into cars as they walk through the parking?

Are they going from room to room trying doorknobs?

Are they carrying valuable property from buildings after normal working hours?

Don't try to apprehend them, **CALL CAMPUS PROTECTION SERVICES (CPS) IMMEDIATELY @ 650 2222/3.**

Protecting yourself

At Residences

- ▶ Lock your door and windows even when leaving the room for a short time.
- ▶ Keep emergency numbers next to your phone or fixed on your desk.
- ▶ Secure your door and window when you are alone and while you are asleep.
- ▶ Do not leave house keys hidden in a traditional location, such as under the doormat etc.
- ▶ Do not put your home address on your key ring.
- ▶ Get to know your neighbours. You can keep an eye on each other's rooms when you are not there.
- ▶ Call 650 2222/3 (EXT: 2222/3) to report suspicious persons or activities in or around your neighbourhood.
- ▶ Do not leave any messages on your door to indicate that you will be away for a lengthy period of time.
- ▶ Do not keep large sums of money inside your room.
- ▶ Take your valuables with you when you go on vacation.





When walking

- ▶ Remember you are safer when walking in a group, especially at night.
- ▶ Get into the habit of being escorted by a Security Official when walking late at night within UCT premises.
- ▶ Practise using the "Safe Walk" (look at the map on page 54) when walking in University property – you have the advantage of being close to the emergency phones and the areas are monitored by surveillance cameras.
- ▶ Avoid walking in dark and deserted areas and stay away from "short cuts".

Escort services

In the event that the Jammie Shuttle does not function (after 01h00), Campus Protection Services offer assistance to students by vehicular or foot escorts to their destinations from campus. However, one must understand that their core function on campus is not transportation of patrons, therefore due to operational reasons, one needs to expect that there may be delays especially for vehicular escorting.

Protecting your property

General

- ▶ Theft is the most common crime on campus. The best means of prevention is to reduce or remove the opportunity.
- ▶ Whenever you leave your office, laboratory or residence, lock the door and close windows.
- ▶ Never leave access doors propped open.
- ▶ When storing a purse or a wallet in the office, put it in a seldom-used file cabinet, then lock the cabinet.
- ▶ Do not leave any backpack or bags in open public places unsupervised, especially in cafeterias and libraries
- ▶ Keep a record of serial numbers and description of your valuables.

- ▶ Engrave your property preferably with your drivers licence number.
- ▶ Never leave items displayed inside your car while it is parked.
- ▶ Invest in a steering wheel or gear lock.

Sexual assault and rape

A sexual assault does not always have to be committed by a stranger, it can happen on a date. If you find yourself in an uncomfortable situation, know who to call for a ride home, or have money ready for a taxi. Please note that the more you consume alcoholic beverages, the less aware and more vulnerable you will become. We also recommend the following:

- ▶ Call CPS at 650 2222/3 (EXT 2222/3)
- ▶ Call a friend or relative for support.
- ▶ Our CPS Officers are trained in dealing with the situation, allow them to assist.
- ▶ Ensure that the matter is reported to the local SAPS.
- ▶ It is important to remember that all evidence will be lost if a rape survivor takes a bath, shower, or changes clothes before legal assistance.
- ▶ There is always a consultant on duty to offer advice or who can be called out to ensure that all the critical procedures have been properly conducted.

If you are the victim of a crime

Using the crime prevention techniques suggested here may reduce your chances of becoming a victim. If you are confronted with a threatening situation, THE FOLLOWING IS IMPORTANT.

Keeping property is not worth endangering your life. If you are confronted by a criminal who is armed (or claims to be armed), give up your property immediately.

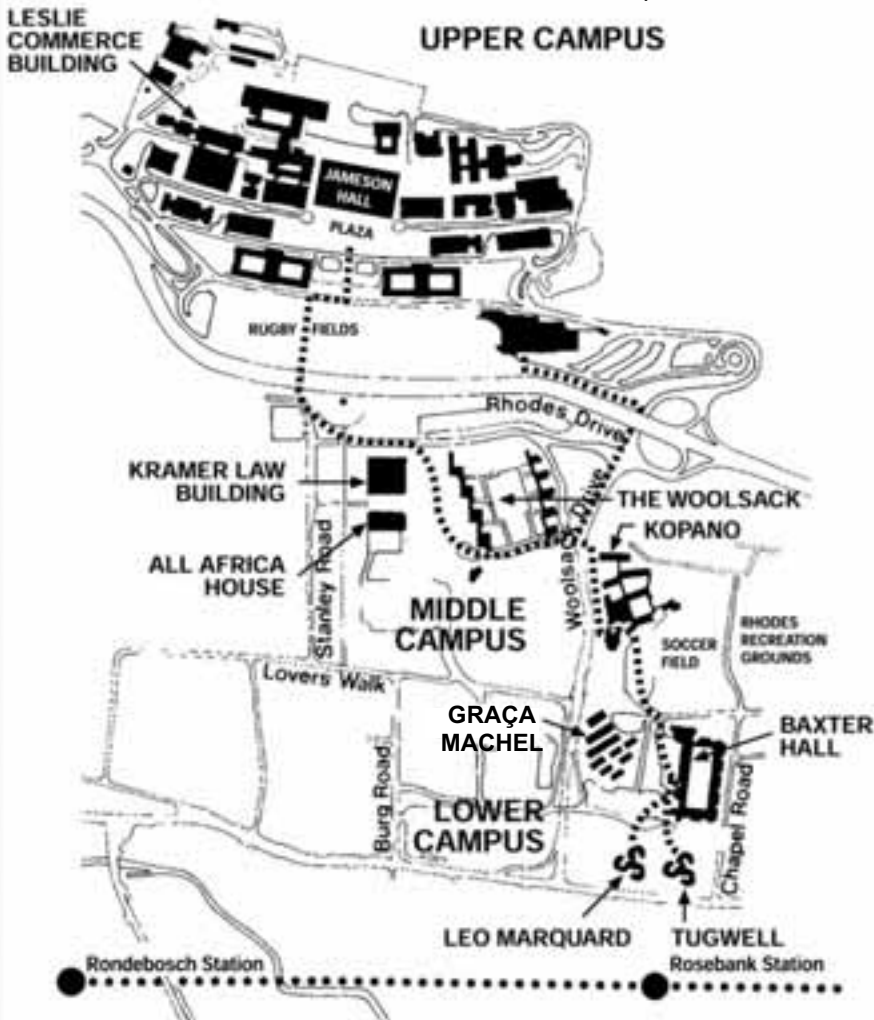
Judge each situation on an individual basis and do anything to stay alive. At the first opportunity, contact Campus Protection @ 650 2222/3.





Use the Blue Safe Walk Route

..... The Safe Walk Route below is demarcated by a dotted line.





THE BLUE SAFE WALK ROUTE

- ▶ The “Blue” Safe Walk routes are recommended routes to take when walking to and from the Upper Campus. However, it is also recommended that you should not walk alone if at all possible.
- ▶ These two routes are under CCTV (Closed Circuit TV) surveillance which is monitored by Campus Protection Services (CPS) day and night.
- ▶ There are Emergency Call points installed along the routes which are painted blue and can be identified by the blue light situated on the top of the unit. To call for assistance press the button and speak to the Control Room Operator who will know exactly where you are situated. He will have you under CCTV surveillance and will dispatch a patrol officer to assist you once he has established what difficulty you have encountered.
- ▶ Please note: Do not abuse these emergency call units as they are there for your protection. Any student found tampering with the unit will be recorded and the evidence used in a disciplinary hearing.

uhambe kakuhle

**...and you'll n-e-e-ver
walk alone...**



Campus Resources

Campus Protection Services

Burnage (Lower Campus)	650 2222/3
Robert Leslie (Upper Campus)	650 2121
Kramer (Middle Campus)	650 3022
Forest Hill (Residence)	650 3856
Medical Campus	650 6100
Hiddingh Campus	480 7101

Student Health Centre 650 4589/3000

Sexual Harassment Prevention 650 3530

Fire Prevention 650 3552

Traffic Services 650 3312/3/4

Access Control 650 3996/4357

SAPS (Rondebosch) 689 9321

SAPS (Mowbray) 685 7111

SAPS (Woodstock) 447 3883



Which path to follow ? ...

CAREER DEVELOPMENT

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career paths

The Careers Service aims to promote students' awareness of the career development process as part and parcel of the UCT learning experience.

From first year onwards, you are encouraged to make full use of the range of resources on offer to help you manage your own learning and personal development in preparation for the world of work.

The labour market is changing. Career development opportunities take many different forms. Very few graduates can expect to follow a clearly defined career path during the course of their working lives. Many more will make and shape their own employment prospects.

Regardless of which degree you take, employers are looking for more than academic qualifications.

What do employers want?

Employers of graduates in every field expect students to have taken full advantage of what university life has to offer. As well as academic achievement and intellectual ability, recruiters expect graduates to be able to demonstrate a range of competencies, skills and abilities.

In the contemporary world of work there is an emphasis on communication skills, teamwork, leadership, time management and project management skills, as well as the capacity to innovate, learn and adapt in a constantly changing environment.

In securing employment, the ability to demonstrate these transferable skills sometimes carries more weight than your degree certificate. And much of this learning takes place outside the classroom.





There is a wealth of opportunity for UCT students to develop these skills and enjoy real and rewarding experiential learning through extra-curricular activities, helping to build confidence, awareness and competencies that will directly enhance personal career development.

How can the Careers Service help?

Managing your time at university is part of the career development process. Making informed choices, reviewing earlier decisions and dealing with uncertainty about your future in today's complex and changing labour market presents challenges and opportunities. The Careers Service can help you to address your own development needs and goals through self-assessment and personal action plans, supported by a range of resources, events and activities that will enable you to explore available opportunities and learn job search skills and strategies.

The Careers Information Centre is well equipped with information on career planning, further study and employment opportunities. Written material is supplemented by a range of videotapes, computer programmes and Internet access.

Workshops on self-assessment, job search and CV writing take place throughout the year. Annual careers events and programmes establish direct links between students and graduate recruiters, with talks and presentations on different aspects of the world of work.

Individual careers advice and counselling is also available to help you explore, plan and manage your career development as an active, ongoing process.

The earlier you start, the easier it is for us to help you to chart your own path in ways that will stand you in good stead after graduation and beyond.

Commerce Faculty Computer Labs

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Please visit the website for the Commerce labs to read more detailed information about the labs available to all Commerce students and UCT's Computer Lab Policies at www.commerce.uct.ac.za/commerceit/labs

Lab Facilities

The Commerce Faculty has a number of computer labs located on the third floor of the Leslie Commerce Building. The labs are for the use of students enrolled in any commerce course. There are currently 9 undergraduate labs: known as the "COMLABS" More details on the labs' physical setup are available on the web page.

Student Network

The computers in the labs are all connected to a Network, and all students, who are registered for a course hosted by the Commerce Faculty, will automatically have their login account enabled for the Commerce Faculty Student Labs. Currently there are over 6500 Commerce student accounts. You will have been given a Student Number and an initial password, with your acceptance letter, The login ID which enables you to log in to this network is your student number, followed by the password, however, don't panic! - if you have lost or forgotten the password, the tutor on duty can give you another one.

Password integrity

Be careful with your password! No student or may disclose his/her password to another user, or permit another user to access his/her login account on the network You are responsible for your login and your account.



Lab Usage Policy

There is a policy document that governs all lab usage on the UCT campus and this document can be viewed in detail on the web page. Please read the lab policies document on the web regarding this.

Help Desk

The labs and student network are run by a team know as Commerce IT, who employ a team of some 40 tutors from the 3rd and 4th year student body, and who have the necessary computing skills, to help students in the labs. They are on duty from 8 a.m. till 10 p.m. at the Help Desk, located in the centre of the main labs, to help with student queries; logging on to the network, printing, student mail, etc.

Access to computer facilities

Access is obtained by means of the student's access card. Any student in the lab must be able to show a valid student card at any time.

Lab Hours

Some Commerce labs are open 24 hours a day, 7 days a week, during the academic year, except during 'varsity vacation times. At the end of the academic year, the labs are open normal office hours 8:30 to 4:30 Mondays to Fridays, but are occasionally closed for upgrades.

Printing

There is a Print Credit machine where students can buy "print credits" to print out black and white @ 50c per page or colour @ R5.00 per page.

Reservation of lab space

As the Main ComLab is open 7 days a week, 24 hours a day, it has been found that a formal booking system is not necessary, however, as the labs become very full (towards end-of-term or project hand-in



times), plan your lab project work carefully, and make allowances for full labs. The side labs are Tutorial Labs, and are booked by lecturers to run tutorials in. When a side lab has not been booked, students may use the labs to work in. Lab bookings may also be viewed on the web to enable you to see when labs will be very full and plan your lab work accordingly.

Do and Don'ts

Once again, please visit the web page for detailed documentation on the Lab Usage Policy: www.commerce.uct.ac.za/labs, where it outlines user rules.

Basically, NO eating, NO drinking, NO cell phones, NO computer games, NO abusive language, NO anti-social behaviour, NO sexual harassment, NO downloading/browsing of pornography, or any other material deemed to be antisocial, will be allowed. To ensure students toe the line, a tutor on duty has the authority to disable any student's account, if they are found infringing any of the lab rules or policies.

The Commerce Computer Labs are YOUR labs, and we hope to provide a clean, efficiently run computing environment for you, the Commerce Students, to work in, so welcome to the labs! Always feel free to ask for assistance or information from any tutor on duty.



Introduction to the Internet

What is the Internet?

The Internet is a world-wide network of computers. The Internet is the physical connection of cables and computers.

Several services are available through the Internet, but the most popular today is the World Wide Web. The World Wide Web, or WWW, is information stored in files, organised into Web pages, that people can see, hear, and bring down to their local computer. The local computer must be connected to the Internet. This is usually done using a modem which connects a computer to a telephone.

Another popular service on the Internet is electronic mail (e-mail) which allows users to send mail to anyone who has an Internet address.

Web Addresses

The information on the web is stored in the form of electronic "pages" of text and graphics. These are held on servers in many places, maintained by many organisations in most countries. In order to provide an easy means of access to that information, each page has a unique address. This is known as a Uniform Resource Locator or URL. e.g. <http://www.dti.gov.za> . By convention, addresses will very frequently start with `www`, indicating a World Wide Web site. The last part of the address indicates the domain, or type and country of the site. Domains can consist of a single part, e.g. `edu` or `com`. Alternatively, the domain could be in two parts, `co.za`. The `co` is the domain code, and `za` is the country code. The filename specifies the location of the page file on the server. For example, the MWeb home page is `www.mweb.co.za` .

Browsing the World Wide Web

The primary concept behind the Web is hypertext. Instead of reading text in a rigid, linear structure, hypertext allows you to jump from one point to another and back again, reading what interests you at that time. Microsoft Windows Help is an example of hypertext. If a topic is highlighted, clicking on it will take you to a new screen containing more information.

Finding Information on the Web

You can just click on interesting links and wander around the Web at random. If, however, you are trying to find a particular site or topic you can use one of the many available on-line search engines (e.g. Alta Vista, Yahoo or Lycos). Each search engine works slightly differently, but are all broadly similar. You may find information that is unlisted by one search engine will be available under another.

General Internet searches are available by selecting Internet Search from the Netscape or Internet Explorer toolbar. A search engine will usually contain a box allowing you type a subject or keyword and a button to Submit your request. Each operates differently, if you can't get any results or are having difficulty, try a different one.

The Home Page

This is your starting point, the point to which you can always return immediately at any time – just click on the large square home button. Different service providers will provide their own home page for you. You can reset your home page to any web address which you choose.

Surfing and Links

a) Links

The web, as its name implies, is made up of very many linked pages. The text links to other places are marked by a different coloured text. You will know when a link is available, as the cursor changes to a hand and the linked location's address appears at the very bottom of the screen.



b) Surfing

This is the term used when you have no particular place to go to, but just want to look around the Web, by following the so-called links. The links are text and pictures which you can click on and which then move you to the address which appears at the bottom of the screen as you move over the links with the mouse. There may be many links or not on any page. You can always move back to the previous page which you visited, by hitting the large square Back button. Or, of course, you can go back to your home page, by hitting the button marked Home.

Capturing Information

Once you have found something worth noting, you need to know ways of capturing the information.

a) Bookmarks to capture the location of a site

If you find a site worth visiting again, you need to add it to your Bookmark file in Netscape or Favorites file in Internet Explorer.

b) Cut and paste text

You can also copy and paste text to the Windows clipboard or another application such as Word, but it will not keep the original format, it will treat it as pure text. However, this is quite adequate if you just want to read the content of the information .

c) Save for off-line access

The "File" menu in Internet Explorer and Netscape allows you to save a whole web page with all the graphics to your local computer.

General search tips

1. It may seem blatantly obvious, but you DO need to have a rough idea of what you're looking for before you start searching the web. There's a vast body of information out there, so launching in just anywhere is unlikely to get you to where you want to be in a couple of clicks.

2. Write down some topic headings that you'd like to explore. This will help you to contain your searching and it will provide some much needed structure as you delve into a very unstructured medium.
3. Use a web directory to kick off your searching. The results won't be as numerous or as deep as you'd get from a search engine, but they will give you a fair idea of the kind of information that's available. (Google's web directory < <http://directory.google.com/> > is a good place to start.)
4. When you're a little more familiar with the territory, use search terms and the advanced search tool to narrow your results down further.
5. Search with a purpose in mind. There will always be interesting-looking links along the way that have very little to do with the topic. Bookmark them or open the page in a separate window if you'd like to indulge your curiosity. Try not to go chasing after unrelated material in the same window - you'll lose your focus and if the back button fails you're in trouble!
6. Add to your list of topics as you come across relevant links and sub headings. You can't look at everything all at once, but you can come back. Make a note of the URL or some keywords to make life a little easier later on.
7. Use other people's search results. Many sites have a whole page dedicated to links that will take you to related material on the web. Remember, the specialists in a particular field will know the best sites to visit, so let them do some of the work for you! This can be a valuable resource, especially when you're stuck trying to find more information or simply looking for some new avenues to explore.
8. Reference as you go. Once you've done all your research the last thing you want to do is go back to every website you visited to get the reference details. When you find material you think you will use, take a moment to write down the author, date, title and URL. It'll save you lots of time in the long run.

9. Two of the most useful search engines are Google at <http://www.google.com> and Ananzi (for South African sites) at <http://www.ananzi.co.za>

Email

Electronic Mail or email messages can be sent anywhere in the world and can arrive within a few minutes. (Depending on network congestion they can however sometimes take a few hours.) You can attach documents, pictures, sounds and video clips to your message. It is a convenient and informal way of contacting members of staff or other students.

To send electronic mail you will need to know the email address of the recipient. These take the form of "user@site.domain.country". The user is specific to the person themselves. The @ symbol is used to separate the name from their location which is constructed in a similar way to the address portion of a URL. Your UCT email address takes the form studentnumber@uct.ac.za

Managing your Email

Only subscribe to lists which are of interest to you and deliver useful information, conversation and networks.

Some mailing lists include a facility to only send out one mail every so often, and this one mailing will be a combination of all the messages that would otherwise have been sent out during that period - if you can, use this digest facility. <!-- GLUON NAME="signature" UPDATED="908156791" (12/Oct/1998 02:46) --><!-- DO NOT EDIT THE CODE BETWEEN HERE AND THE FOLLOWING /GLUON. --><!-- THIS IS MANAGED AUTOMATICALLY BY THE gluon PROGRAM -->

- ▶ Unsubscribe from lists if it becomes clear that there is minimal benefit in membership.
- ▶ Use filters to delete emails from known sources of junk mail.
- ▶ Home users of the Internet should read and compose emails while off-line in order to save on telephone bills and time spent online.



- ▶ Report persistent senders of spam/junk mail to your service provider's postmaster.
- ▶ Automatically file emails from particular lists and email groups in different folders for easier reference. As an alternative you might consider filing emails by month received/sent.
- ▶ Wherever possible delete old mail. You may adopt an upper limit to the number of emails stored.
- ▶ Use subject line and sender information to decide on the priority of the response.
- ▶ When composing email always attempt to provide an adequate summary in the subject line.
- ▶ Limit the number of subjects covered in each email.
- ▶ Use headings, bold text and bullet points to emphasise key points
- ▶ Use different email addresses for different networks. You may want to distinguish between correspondence with family and business communication. Given the fluidity of identity on the internet it may sometimes be wise to have an email address which does not include your name.
- ▶ Prioritise those emails which require a quick response. Remember that some emails do not require any response.
- ▶ Treat personal emails as private and do not forward them without agreement.

Safe Surfing

- ▶ Use nicknames or usernames for chat services.
- ▶ Do not share your passwords or someone else may send messages in your name.
- ▶ Be aware of the fluidity of identity on the net.
- ▶ Only download software from known and trusted sources. Do not assume that files sent by friends will be free of viruses.
- ▶ Use a virus checker on your computer for all new software downloaded from the Internet.



- ▶ Only disclose credit card details over a secure connection (if at all).
- ▶ Have more than one email address. Free email addresses are readily available from sites such as Yahoo (<http://www.yahoo.com>) , Netscape (<http://www.netscape.net>)
- ▶ Regularly backup your computer's F: drive or hard disk.
- ▶ Use software to filter out spam or junk mail.
- ▶ Have an interesting life off-line which leaves you only a limited amount of time to surf the web!

Some good online guides to the Internet

- ▶ Internet 101 at <http://www.internet101.org/internet.html>
- ▶ Living Internet.Com at <http://www.livinginternet.com/>
- ▶ The Helpweb at <http://www.imaginarylandscape.com/helpweb/>
- ▶ </TBODY>Acknowledgements: Andrea Eden, Multimedia Education Group, City University Computer Services, Wendy G Lehnert, Internet 101, Addison Wesley 1998, Global Internet Statistics available at <http://www.glreach.com/g>.

The learning experience in the Commerce Faculty

What are lectures and tutorials and why should I attend them?

Why should I attend lectures?

In the Commerce faculty, lectures cover the major content of your courses and in the first and second years they cater to large numbers of students. Your role will be to listen and take lecture notes. There may be very little interaction and few occasions to ask questions in such large lectures. For advice on how to take lecture notes, refer to the yellow study guide "STUDYING AT UNIVERSITY: A GUIDE FOR FIRST YEAR STUDENTS", which is available from the Centre for Higher Education and Development.

Why should I attend tutorials?

Tutorials in the Commerce Faculty usually take the form of small discussion groups of approximately sixteen to twenty students and are led by a senior postgraduate student or a lecturer. Most first year courses will require you to attend one tutorial per week. In order to get your duly performed certificate (DP) you need to attend a certain percentage of tutorials. DP requirements vary from department to department and it is best to check with each department as to what the DP requirements are for each course.

U studie
ervaring



How will I benefit most from tutorials?

Many students do not realise what an important part tutorials play in the university learning environment and do not get the full benefit from them. LEARNING TO USE THE TUTORIAL TO ITS MAXIMUM ADVANTAGE MAY BE THE KEY TO YOUR SUCCESS AT THE UNIVERSITY.

Your first experience of a tutorial can be rather overwhelming as you may feel that everyone else in the tutorial is more confident and more articulate than you are. However as the year wears on you will begin to realise that you are able to participate just as competently as anyone else and by doing so you will learn more and gradually become more confident, and more articulate too!! If English is not your home language, it is a good idea to pair up with a student who speaks the same language as you do and then, in group discussion time in tutorials, you may be able to assist one another by translating difficult concepts into your home language.

Tutorials allow you the opportunity to fit together the pieces of the puzzle that you have been collecting all week in lectures. This is the place to get help with the tricky conceptual problems that you have been struggling with. You may find that your tutor is more approachable than your lecturer because he/she is a student and has been in the same position as you fairly recently and he/she may be able to explain your problems in a more accessible way.

However, while the tutor certainly has a responsibility to the students in the "tut" group, so too, do you, the student, have a responsibility to your tutor, your fellow student and yourself. That responsibility is to ensure that you arrive at your tutorials PREPARED. You will be set readings or worksheets to prepare for your tutorial and it is very important to have completed them. In a small group of sixteen it can be fairly obvious that you are not prepared and, unfortunately, if you have not completed the work you will gain little from the discussion. Successful students say that the way to get the best out of a tutorial is to have completed the work and to take a list of questions to the tutorial.



Worksheets for ECONOMICS tutorials in first year may often be a list of multiple choice questions (MCQs). This gives you good practice in learning to answer multiple choice questions. Remember that in first year, economics tests and examinations tend to put a lot of emphasis on MCQs. (See “How do I do well in multiple choice type questions?”) To answer the long questions set for economics tutorials, it is important to analyse the question carefully. To clarify the task you have been given for both MCQs and longer questions it is often useful to draw a graph (if there is one that is appropriate to the question).

In most tutorials, but particularly accounting tutorials, you should not just leave the tutor to go through the worksheet questions. You should go to the tutorial with a list of the things you have struggled with and stop the tutor and ask questions. You should not feel that you are revealing your ignorance because it is likely that many other students will have struggled with the same problems. In accounting, economics and statistics/mathematics tutorials it is very important to understand the thinking behind the problem and it is the tutor who can help you with this.

How should I organise my time?

At university you are more independent than you were at school but that carries with it responsibility. You will be responsible for organising your time efficiently and one way to do this is to plan. Every course convenor will give you a course outline early on in the semester with due dates for tests and assignments etc printed on them. You should copy them into a diary, so that you can see when you will have particularly busy weeks and you can plan accordingly. You could also fill in sporting and social events.



How do I organise my timetable?

Draw up a timetable with all NINE lecture slots each day.

Look at the best times for each of your courses.

Choose those lecture slots that enable you to attend ALL the lectures for your registered course.

For example: ECO1010F: 2, 4, 5, 6 M - F

ACC1006F: 6, 7, 8, 9 M - Th

STA1001F: 1, 3, 7 M, W, F

INF1002F: 2, 4, 5, 8 M - F

Your timetable might look like this:

	MON	TUES	WED	THURS	FRI
1					
2	ECO1010F	ECO1010F	ECO1010F	ECO1010F	ECO1010F
3					
4	ECO1010F	ECO1010F	ECO1010F	ECO1010F	ECO1010F
5					
6	ACC1006F	ACC1006F	ACC1006F	ACC1006F	
7	STA1001F	STA1001F	STA1001F	STA1001F	STA1001F
8					
9					

You will then know what times are available for you tutorials.

You might need to alter your lecture slots to accommodate the available tutorial slots.

How is my work assessed?

Different courses will be assessed in different ways, however most courses will be assessed by means of both coursework and examinations.

Coursework might be:

- ▶ tests
- ▶ tutorial assignments
- ▶ essays
- ▶ reports
- ▶ projects
- ▶ oral presentations

Exams may consist of:

- ▶ multiple choice questions
- ▶ short answer questions
- ▶ essay questions

How can I do well in Multiple Choice Questions?

- ▶ Good MCQs test true understanding but you have to know your work well. A little bit of knowledge is very dangerous when dealing with MCQs.
- ▶ Read the questions very carefully. To clarify the task it is sometimes useful to draw a graph or a diagram.
- ▶ Reading speed is crucial. Check how long you have for each question eg 1.5 minutes and make sure you don't exceed the time limit on each question.
- ▶ Practice is the key. Keep all your tutorial MCQs for practising for exams and if necessary ask lecturers for extra MCQs to practise.





What am I being asked to do in Multiple Choice Questions?

There are different kinds of MCQ questions (the examples below are taken from economics, but you could probably find similar examples in other subjects):

Definitions of basic concepts and principles

Eg. Marginal cost is:

- the per unit cost of output
- the per unit cost of fixed factors
- the cost of producing one extra unit of output
- the per unit cost of variable factors of production
- none of the above

Hypothetical problems to test understanding of basic concepts. (these are often “if” questions)

Eg. If producers are willing to offer more of the product at each and every price, there is:

- an increase in quantity supplied
- an increase in supply
- a shift of the demand curve to the right
- a shift of the supply curve to the left
- none of the above

Negatives and exceptions – Which of the following do not take place?

Eg. Which of the following is not illustrated on the PPF?

- scarcity
- opportunity cost
- necessity for choice
- price
- technical efficiency

I have chosen to study Commerce / Business Science because I like working with numbers. Will I be required to do much writing in these courses?

Students often think that they will not have to do much writing if they choose to do a Commerce degree, however, this is no longer a correct assumption. As the advertisements from the Sunday Times show, businesses in South Africa and all over the world are looking for graduates who are effective communicators in both the written and spoken word. Therefore you will find that writing has been integrated into many of the courses that you do. Lecturers and tutors also emphasise writing because it helps you to develop your understanding of difficult concepts

In the Commerce faculty what kinds of writing will I be required to do?

You will encounter a wide variety of writing genres but the main ones called for in Commerce are:

- ▶ Essays
- ▶ Reports
- ▶ Short paragraphs

Ndisibhala njani esi sivakalisi?

Essays

Refer to the “yellow book” which is very useful for general guidelines to essay writing. However, in the Commerce Faculty, essays often take a rather different form from those in the Humanities disciplines. For instance, essays in Economics or Accounting may require students to evaluate a series of options by performing relevant calculations and to draw conclusions from these.





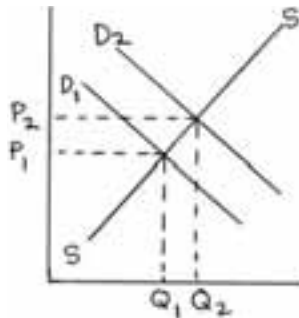
When dealing with numbers and graphs students often feel that the numbers are quite self-explanatory and need no further interpretation. However, numbers, graphs and diagrams need explanation both to ensure that your reader understands them and to show that you are able to interpret them.

Example of correct and incorrect responses to an exam question:

Question 1a)

Ford are worried that an increase in the price of their competitor Opel will lead to an increase in the price of their own Escorts and cause the sale of Escorts to fall. Is Ford's analysis confirmed or contradicted by supply and demand analysis? Explain. (10 marks)

1a)



Mary's
answer

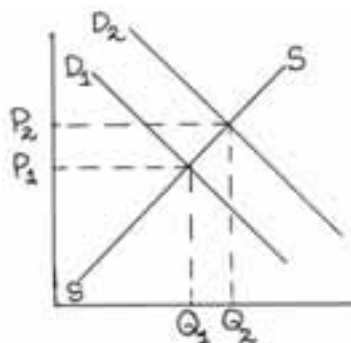
Opels and Escorts are substitutes for each other. An increase in the price of Opels will therefore cause a rise in the price of Escorts and this will be associated with an increase in the quantity of Escorts demanded (not a decrease). Ford's analysis therefore is contradicted by supply and demand analysis.

▶ Although this response to the question is basically correct, marks have been deducted because the diagram has not been explained.



1a)

Opels and Escorts are substitutes for each other. An increase in the price of Opels will therefore cause a rightward shift of the demand curve for Escorts, *ceteris paribus*, from D_1 to D_2 . As the diagram shows, this rightward shift will indeed cause a rise in the price of Escorts, from P_1 to P_2 , but this will be associated with an increase in the quantity of Escorts demanded, from Q_1 to Q_2 (not a decrease, as Ford fears) because of the rightward shift of the demand curve.



**Fikile's
answer**

Ford's analysis, therefore, is contradicted by supply and demand analysis. (An increase in the price of Escorts would be accompanied by a fall in the quantity demanded of Escorts if a leftward shift of the supply curve - caused perhaps by an increase in input costs - had led to an upward movement along the original demand curve, D_1 . But this is not what caused the rise in the price of Escorts in this instance).



A very good answer because it explains the graph and draws certain conclusions from that.


NB

Nonverbal aids such as tables, graphs and diagrams can clarify an issue very succinctly but they should only be used in appropriate situations.

It is important to remember that an essay is always a coherent piece of writing that depends on a carefully structured argument to convey its meaning. The style of academic essays is usually fairly formal but the first person pronoun (“I”) may be used and is preferable to stilted phrases such as “the writer thinks”. You may be required to indicate which option you would recommend or to interpret certain information and give your opinion, however it is important to remember that your opinion must always be substantiated by means of evidence.

Example of a claim that has been substantiated

Claim/argument

When a tax is imposed on tobacco and cigarettes, government revenue is likely to increase and tobacco and cigarette consumption should decrease. This is highly beneficial as health risks such as TB decline.

Evidence

For the past decade in the United States, studies show that a ten percent increase in the price of cigarettes would result in a two percent decrease in adult cigarette consumption (US Department of Health and Human Services, 1999).

Report writing

A report is a written document which provides information resulting from research or investigation. Report writing will differ according to the context in which it is to be used. For instance a report in Accounting usually involves analysis of an accounting problem and application of accounting principles to a particular situation. Therefore, as with other forms of writing, in planning your report you need to consider the purpose of the report and who its readers will be. Each lecturer is likely to have different requirements for report writing, therefore you will need to make sure that you understand what these requirements are.

Readers may not be specialists in the field and therefore it will be important to avoid the use of technical language or jargon. Data must be clear and accurate and presented in the appropriate manner eg. tables, charts or graphs. Your main results may be part of the main report; other data is usually put into numbered appendices and in the text you should refer the reader to each appendix by number.

**On the following pages is
an example of what a report
might look like:**





<p>Title</p>	<p>NEW MILLENNIUM CLOTHING COMPANY AND ITS POSITION IN THE CLOTHING SECTOR IN THE WESTERN CAPE</p>																		
<p>Executive Summary</p> <p>An executive summary is a brief summary of the contents of the report. However, it is unlikely that an executive summary would be required for a short report (such as this one) as the introduction should identify the main issues in the report.</p>																			
<p>Table of Contents</p> <p>This should show how the information has been organised and the exact page numbers for each section.</p>	<table border="0"> <thead> <tr> <th>TABLE OF CONTENTS</th> <th>PAGE</th> </tr> </thead> <tbody> <tr> <td>1. Introduction</td> <td>1</td> </tr> <tr> <td>2. Current Trends in the Clothing Industry in the Western Cape</td> <td>2</td> </tr> <tr> <td>3. New Millenium and the Export Market</td> <td>3</td> </tr> <tr> <td>4.....</td> <td>5</td> </tr> <tr> <td>5.....</td> <td>7</td> </tr> <tr> <td>6. Conclusions</td> <td>8</td> </tr> <tr> <td>7. Recommendations</td> <td>9</td> </tr> <tr> <td>List of References</td> <td>10</td> </tr> </tbody> </table>	TABLE OF CONTENTS	PAGE	1. Introduction	1	2. Current Trends in the Clothing Industry in the Western Cape	2	3. New Millenium and the Export Market	3	4.....	5	5.....	7	6. Conclusions	8	7. Recommendations	9	List of References	10
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List of References	10																		



<p>List of illustrations/figures</p> <p>A list of illustrations is only needed when the report contains more than four or five illustrations.</p>	
<p>Introduction</p> <p>Different kinds of reports call for different introductions but generally, the introduction should briefly cover the following:</p> <ul style="list-style-type: none"> • What the report is about • What gave rise to it • Aims of the report • Brief description of the plan of the report 	<p>1. INTRODUCTION</p> <p>1.1 Subject</p> <p>This report describes the results of research into the ABC clothing company and makes recommendations for future strategies.</p> <p>1.2 Background to the report</p> <p>ABC is a recently established clothing company operating in the Western Cape. It has taken a progressive approach to clothing manufacture and produces a diverse range of designer products for export markets. Company profits increased from 2000 to 2001 despite a slump in the local clothing market.</p> <p>The report has been commissioned by the Managing Director of the company so as to provide her with understanding of the clothing sector and of the company's past performance in order to assist her with future planning.</p>



Introduction

(Ctnd)

1.3 The objectives of this report

The objectives of the report are to:

- Provide an overview of current issues in the clothing sector
- Describe the strategies the company has used to become successful in the export clothing market
- Consider likely scenarios in the export market over the next two years
- Make recommendations for future strategies

1.4 Development of the report

The report begins by describing current trends in the clothing business, with particular reference to the Western Cape. It then analyses the business practices of ABC Clothing and the issues that have been identified in the company's recent successes. Exchange rates, trade treaties and possibilities of new legislation in export markets are then considered in order to predict trends in the clothing export market over the next two years. Finally recommendations will be made to assist the Managing Director with forward planning.



2. CURRENT TRENDS IN THE CLOTHING INDUSTRY IN THE WESTERN CAPE

The following issues have characterised the clothing industry over the past few years:

2.1 Increased competition in the local market

Over the last few years international trade in the clothing industry has increased significantly and this has impacted significantly on the way that successful clothing companies should strategise. A decreasing amount of clothing produced by the local market is actually consumed locally, due to significant penetration of the market from manufacturers in the Far East. At the same time, exports to countries like the US and Europe have increased (Wesgro Report 2002).

2.2 Labour Market flexibility

Employers in the clothing industry have called for more flexibility in the clothing labour market so that they can make greater use of contract workers because clothing is the industry is highly seasonal (Salinger et al 1999).

2.3 Product differentiation

.....



<p>Conclusion</p> <ul style="list-style-type: none"> • The conclusion should not just repeat the facts and findings of the report but should interpret and evaluate these findings • The conclusion can only be based on the findings of the report and should not introduce new ideas • Do not give opinions are draw assumptions for which you have shown no evidence. 	<p>From the findings of this report, the following conclusions can be drawn:</p> <p>5.1 Expansion predicted for export market</p> <p>The prediction that the Rand will continue to decline over the next few years indicates that the export market for designer clothing to the US and Europe is likely to grow...</p> <p>5.2 Increased competition in local market</p> <p>.....</p>
<ul style="list-style-type: none"> • Recommendations should follow from your conclusions • Recommendations are suggestions for action that can be taken <p>NOTE: In shorter reports where recommendations were not specifically called for, these could be included in the Conclusions</p>	<p>6. RECOMMENDATIONS</p> <p>As a result of the findings and conclusions of this report the following recommendations can be made:</p> <p>6.1 Increase production of export lines</p> <p>All current production quotas for designer clothing for the export market should be increased.....</p> <p>6.2 Decrease production of items for local market</p> <p>.....</p>

What are the differences between essays and reports?

- ▶ Essays and reports have different structures. See report structure below.
- ▶ Essays and reports have different layouts. Headings and numberings are used in reports but not in essays.
- ▶ Essays flow as continuous text. Reports are divided into sections.
- ▶ Essays present an argument. Reports present investigative data you have collected, for example in a survey or case study.
- ▶ Reports often include recommendations for action.



Why do I need to reference my work?

In your written work in the university every claim you make must be supported by EVIDENCE, so, for instance, if you say, "More males study economics than females", you could be asked, "What evidence do you have to support this statement?" and you would need to prove it by means of statistics. You will usually find the evidence in the readings you have done.

The reason that you need to reference your work is so that ideas can be shared. For instance if you have read an article stating that the gap between the rich and the poor in South Africa has widened and you mention this in an essay, it may well be that the reader wants to find out more about this issue and can do this by using the reference you have given.

What is plagiarism?

Plagiarism is using the words or ideas of others as if they were your own. The University regards plagiarism as a serious offence – particularly if there has been copying of another student's work. All students now have to pin a Declaration to each assignment stating that it is his/her own work. Plagiarised work will be given zero. In addition, a student who has plagiarised or cheated may be referred to the Vice-Chancellor, who may refer the student to one of the disciplinary courts of the university.

How should I reference?

Details of how to reference are given in the "yellow book". However, in the Commerce Faculty you will frequently have to reference from the Internet. When available you should give the author's name, date and title. You also need to give the date that you accessed the site and the web address (URL) eg Tilton, J. 1985. Composing good HTML. <http://www.cs.cmu.edu.tilt/> (1 Dec 1999).

Examples of correct and incorrect referencing

ESSAY TITLE:

The gap between the rich and the poor in South Africa is widening. Discuss.

A quotation from a newspaper should give the name of the newspaper, the day, month and year and the page number

Although there has been economic growth in South Africa since 1994, the gap between the rich and poor has widened. Business Day states that "A Study on income distribution undertaken between 1991 and 1996 by economic consultancy WEFA Southern Africa shows the rich continued to get richer, while the poor lost further ground, especially within the black community."

The quality of life in many black households has improved in that the proportion of black households in the richest 10% of households has increased from 2% in 1975 to 9% in 1991 and 22% in 1996. At the same time, however, the poverty of those blacks within the lowest income group has intensified (Business Day, 1 March, 2000, page 34).

This paragraph has been correctly referenced



The reasons for this growth in inequality include the restructuring that has been taking place in industry so as to make South Africa more competitive in the global economy. This has led to widespread unemployment. Another reason for the growth in inequality is the increasing demand for more skilled labour.

These are not the student's original ideas, therefore they need to be referenced.

good luck!

sinifisela okuhle!

geluk!

**siniqwenelela
impumelelo**