Faculty of Management Sciences
2014 for 2015
Vanderbijlpark

Retail Business Management
Marketing
Sport Management
Logistics
Human Resources Management
Cost and Management Accounting
Internal Auditing
Financial Information Systems

Additional Information:
Bursaries & Loans
Sport Academy
Retail Business Management
Faculty: Management Sciences
Department: Marketing & Sport Management
National Diploma: Retail Business Management
3 year Full-time course

1. Admission Requirements:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>National Diploma</th>
<th>Retail Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC Endorsement</td>
<td>Eligibility for Diploma or BTech Degree</td>
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<tr>
<td>First level (English)</td>
<td>4</td>
<td>Note</td>
</tr>
<tr>
<td>Second level (any other)</td>
<td>3</td>
<td>3 = 40-49%</td>
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<tr>
<td>Mathematical Sciences</td>
<td>3</td>
<td>4 = 50-59%</td>
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<tr>
<td>Mathematical Literacy or</td>
<td>5</td>
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<tr>
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<td>8 = 90-99%</td>
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<tr>
<td>Computer Application Technology</td>
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<tr>
<td>Information Technology</td>
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</tbody>
</table>

TOTAL 24 (with Maths) / 25 (with Maths Lit)

2. Curriculum

1st Year: Business Management I, English Online, ICT Skills, Retail Business Management I, Consumer Behaviour, Applied Communication Skills I.
2nd Year: Retail Business Management II, Business Management II, Logistics II, Personal Selling, Practical Accounting I.
3rd Year: Retail Business Management III, Business Management III, Shopping Centre Management, Labour Relations I.

Core syllabi
Retail Business Management 1: Introduction to Retailing, Building relationships in retailing, Planning in Retailing, Retail institutions, Store-based retailing, Web and non-store based retailing. Understanding consumers, Information gathering in Retailing, Trade area analysis, Site selection, Retail organizations and HRM, Financial management.
Retail Business Management 2: Retail research, Role of research in decision-making, The research process, Secondary data, Primary data, Self-administered primary data, Computer-aided data collection. Merchandise plans, Financial merchandise management, Retail pricing, Establishing and maintaining retail image, Promotional strategy.
Retail Business Management 3: Buyer’s role in retail buying, Planning the purchase, Additional buying responsibilities, Making the purchase.
Business Management 2: The production function, External relations function, Financial function.
Business Management 3: The management function, the marketing function, the purchasing function, the HR function, Supply dynamics, Systems design, logistics.
Consumer behaviour 1: Purchasing behaviour, Consumer decision-making process, Individual and group factors.
ICT: Operating systems concepts, Information organization, Pc Hardware and software, security, Practicals: MS DOS, Word processing, Excel, spreadsheets and graphics, records, file and database.
Logistics 11: Introduction to logistics, Systems and market foundations, capacity foundations, Movement process, Performance foundation.
Personal selling: The selling process, sales organization, Communications, selling strategies.
Practical accounting: Cost and price determination, break-even analysis, basic accounting, Analysis and interpretation of financial statements.
Shopping Centre Management: What is a shopping centre, Site selection, design principles, maintenance, Tenant mix, Insurance and safety management. Feasibility study, customer services, finance and administration, Presentation, Refurbishments, financial feasibility, centre promotion.

Applied Communications Skills: Drafting of business letters, notices, reports, agenda, minutes, Business communication.
Labour relations: The labour relationship analysis, Industrial relations systems, SA industrial relations systems, Trade union and employer organizations, principles of labour economics, Labour market issues and problems in SA, Intergroup conflict, organizational change.

3. What are the functions of a Retail Business Manager?
The Retail Business Manager determines all the activities in the sale of goods and services to the consumer. These activities include shopping centre management; purchasing, customer service, promotion and pricing.

4. Career opportunities
Retail Business Management offers a challenging and exciting career in the private sector. There is a great demand for experts in the retail business. This qualification also offers the opportunity to start your own business. Career opportunities include: Store Manager, Buyer, Category Manager, Brand Manager, Stock Controller, Merchandiser.

5. Enquiries
Enquiries may be addressed to:
Head: Department of Marketing and Sport Management
Faculty of Management Services
Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900
Tel: (016) 950-6890, Fax to e-mail: 086 731 8700 e-mail: aubrey@vut.ac.za
website: www.vut.ac.za

Marketing
Faculty: Management Sciences
Department: Marketing & Sport Management
National Diploma: Marketing 3 Year Full-time Course
B Tech: Marketing 1 Year Full-time Course
M Tech: Marketing Research Based
D Tech: Marketing Research Based

1. Admission Requirements:

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<tr>
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<td>3</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>4 or</td>
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<tr>
<td>Mathematical Literacy or</td>
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<tr>
<td>Mathematics</td>
<td>6</td>
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<td>Life Orientation (min/max)</td>
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<td>Recommended subjects (max 3):</td>
<td>8</td>
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<tr>
<td>Accounting, Business</td>
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<td>Studies, Economics,</td>
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<td>Information Technology</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 24 (with Maths) / 25 (with Maths Lit)

2. Curriculum: National Diploma
1st year: Marketing I, Accounting for Marketers, English Online, Consumer behaviour, ICT Skills, Applied Communication Skills I.
2nd year: Marketing II, Quantitative Techniques I, Personal Selling I, Economics I, Advertising and Sales Promotion.
3rd year: Marketing III, Sales Management III, Marketing Research III, Mercantile Law.
B Tech: Marketing: A complete ND: Marketing, or equivalent qualification. An average of 60% is required for final year modules.
B Tech Curriculum: Marketing IV, Market Research IV, Advanced Marketing Finance IV, Applied Marketing IV.
M Tech: Marketing: A complete B Tech: Marketing or equivalent qualification. Draft proposal should be submitted for approval before registration. Prospective students must have obtained an aggregate of a minimum of 65% in the B Tech and must have passed Marketing Research IV, Excellent analysis skills.
D Tech: Marketing: A complete M Tech: Marketing or equivalent qualification. Draft proposal should be submitted for approval before registration. Prospective students must have obtained an aggregate of a minimum of 65% in the M Tech. Excellent analysis skills. Candidates may be required to subject themselves to a colloquium to establish their understanding of their chosen topic and extent of research knowledge prior to approval and acceptance.

Curriculum: D Tech: Marketing offers a challenging and exciting career in both the private and public sectors. There is a great demand for experts who can identify and utilize marketing opportunities.

Position at entry level: Junior Sales Consultant, Promotion Officer, Marketing Researcher, Distribution Controller.

Middle Management: Managers in charge of the various marketing functions. Brand Manager, Advertising.

Top Management: Marketing Manager.

5. Enquiries
Enquiries may be addressed to:
The Head of Department: Marketing & Sport Management Valt University of Technology, Private Bag X021 VANDERBILJPARK 1900 Tel: (016) 950-6890; Fax to e-mail: 086 731 8700 e-mail: mahaliam@vut.ac.za website: www.vut.ac.za

Sport Management
Faculty of Management Sciences
Department: Marketing and Sport Management
National Diploma: Sport Management
3 Year Full time course

1. Admission Requirements:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Sport Management</th>
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<tr>
<td><strong>NSC Endorsement</strong></td>
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<td>Official Languages (max 2)</td>
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<td>Second level (any other)</td>
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<td>Mathematical Literacy or</td>
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<td>Life Orientation (min/max)</td>
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<td>Recommended subjects (max 3):</td>
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<td></td>
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</tbody>
</table>

**TOTAL**
24 (with Maths), 25 (with Maths Lit)

2. Curriculum - National Diploma


Third year: Sport Management III, Sport and Physical Recreation Studies III, Sport Practica III, Internship. An internship of 5 months must be completed.

The Vaal University of Technology will provide assistance to students in securing placements for experimental training, but does not guarantee such placements. A practical mark will be earned through competitive participation in a sport of choice, biokinetik tests, organisational ability and exposure to 16 sports codes where the rules and elementary coaching will be taught. For this reason a student must be medically fit to participate in sport.

**Syllabi**

**Sport Management I**: Background to sport in South Africa, Career opportunities in sport, Business knowledge, Programme planning, Tournament planning.

**Sport Management II**: Club management, Inventory management, Purchasing management, Didactical aspects of coaching, Record keeping, Financial aspects, Legal aspects.

**Sport Management III**: Labour relations, Turf and facility management, Risk management, Tour management, Conflict management, Rules and the administration of sports are done in all three subjects.

**Sport and Physical Recreation Studies I**: Physiological aspects, anatomical aspects and biomechanics

**Sport and Physical Recreation Studies II**: Psychological aspects, nutrition, the influence of steroids and other substances on the body, Recreation management.
Sport and Physical Recreation Studies III: Social structures and cultures, Sport psychology, Sport physiology.

**Practica I:** Specialisation in own sport, exposure to 8 other sports, biokinetic test, sports trauma, life skills.

**Practica II:** Specialisation in own sport, exposure to 8 other sports, biokinetic test, organising an event, public speaking.

**Practica III:** Biokinetic test, presenting a recreation program, swimming/lifesaving, job hunting skills.

**Marketing I:** The market concept. The SA marketing environment, Market segmentation, The marketing mix.

**Marketing II:** Influence of the marketing environment on the firm, market segmentation, the role of the consumer.

**Public Relations I:** Ethical considerations, public relations and the role of public relations.

**ICT Skills:** Computer Background, Theory, Practical - MS Dos commands and file management, Word processing, spreadsheets and graphics, record, file and database management programs, Applicable packages with respect to the field of study of the student.

**Applied Communication Skills:** The subject has an exit level outcome that the student must be able to communicate clearly and appropriately in a range of business and marketing contexts. The specific outcome expects of the student to demonstrate advanced writing and presentation skills in all communication.

**Personal Selling:** Aim of selling, buying and selling procedures, sales administration and negotiation skills.

**Consumer Behaviour:** Consumer decision making process, Impact of individual and environmental influencing variables, diffusion and adoption process.

3. What are the functions of a Sport Manager?
The manager is responsible for the administration of a number of sport and recreation activities at a specific organisation. This includes purchases, tournaments, clubhouse management and financial matters.

4. Career Opportunities
Sport management offers a challenging and exciting career in both the private and public sectors. Sport managers are regularly required at government institutions, metropolitan substructures, industries, tertiary institutions and sport clubs. As an alternative, candidates can also follow a marketing career or start their own sport enterprises.

5. Enquiries
Enquiries may be addressed to:
The Head of Department
Department of Marketing and Sport Management
Vaal University of Technology, Private Bag X021 VANDERBILTPARK 1900
Tel: (016)950-6890, 9620; Fax: 086 731 8700
e-mail: mahaliam@vu.ac.za
website: www.vu.ac.za

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**Logistics**
Faculty: Management Sciences
Department: Logistics
National Diploma: Logistics 3 Year Course
B Tech: Logistics 4 Year Course
M Tech: Logistics
D Tech: Business

1. Admission Requirements:

<table>
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<td>NSC Endorsement</td>
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<td>Second level (any other)</td>
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<tr>
<td>Mathematical Sciences</td>
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<td>Life Orientation (min. 3)</td>
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<td>Accounting, Business Studies, Economics, Computer Application Technology/Information Technology</td>
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**B Tech:** Logistics: A completed ND: Logistics or equivalent with an aggregate of 60% is required.

**M Tech:** Logistics: A completed B Tech: Logistics or equivalent qualification. An aggregate of 65% is required in the 3rd year modules.

**D Tech:** Business: A completed M Tech: Logistics or equivalent qualification. Draft proposal should be submitted for approval before registration.

2. Curriculum

**Logistics**

**First year**

**Second year**

**Third year**
Purchasing Management III, Business Management III, Logistics III, Production planning & Control.

**Fourth year**
Purchasing IV, Logistics IV, Business Management IV, Research Methodology.

**Business Management I:** Introduction to Business Economics, Functional division of the enterprise, Entrepreneurship and the small enterprise.


**Commercial Law I:** A brief overview of the South African Law, General principles of the law of contract, with special reference to purchase contracts, credit agreements and agency, Insolvency, Bills of exchange, lease, companies, close corporations, Labour Relations Act.

**Communication in English:** Verbal and non-verbal communication, Reporting, Public Speaking, Correspondence, The Article, Meeting Procedures.

**Costing and Estimating:** Introduction to Elements of cost, Elements of cost, Introduction to Elementary accounts, Absorption costing, Marginal costing, Cost-Volume-Profit, Analysis, Budgeting, Variance Analysis, Profitability of new projects, Just-in-time accounting.

**ICT:** Computer Background theory, Historical background, Concept definitions, Operating system concepts, Information organisation, Telecommunications.

**Application programmes:** Background knowledge on various application packages, PC hardware and software acquisition, Security.

**Purchasing Management I:** Purchasing’s role in business, Relationship with other departments, Procedures, forms and records, Basic policies/Planning, Organisation, Purchasing Control, Budgeting, Purchasing ethics/public relations.

**Purchasing Management II:** Sourcing, Quality, Quality determination, Right time. Price, Surplus materials.
1. Admission Requirements:

**Subjects**

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<th>NSC Endorsement</th>
<th>Eligibility for Diploma or Btech Degree</th>
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<td>Life Orientation (min/max)</td>
<td>3 7</td>
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<td>Additional subjects (max 3):</td>
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**National Diploma:**
- Human Resources Management 3 Years full time
- B Tech (One year full time, 2 years part time)
- M Tech (Research based)
- D Tech: Business (Research based)

All these qualifications are accredited by the South African Board for People Practice

2. Curriculum

**National Diploma:**
- **First Year:** Human Resources Management 1, Business Management 1, Applied Communication Skills 1, ICT Skills, Labour Law 1
- **Second Year:** Human Resources Management 2, Business Management 2, Accounting Aspects, Descriptive Statistics, Human Resources Development 1, Labour Relations 1
- **Third Year:** Human Resources Management 3, Business Management 3, Human Resources Development 2, Labour Relations 2

**B TECH:**
- Human Resources Management 4, Organisational Behaviour 4, Human Resources Development 4, Labour Relations 4, Strategic Management 4, Research Methodology 1

**Human Resources Management:**
- The world business and business management, general management principles, financial management, operations management, entrepreneurship, informal sector, facilities for the entrepreneur, concluding contracts, taxation, business plan, Financial management for the small business.
- **Business Management:**
  - The production function, the external relations function, the financial function.
  - **Business Management 3:** The management function, the marketing function, the purchasing function, the HR function, supply dynamics, systems design, logistics.

**Human Resources Management 1:**
- Introduction to Human Resources Management; Historical Development; The nature and challenges of Human Resources Management (roles and functions); Fields of study; Learning and training; Employee assistance program; Business ethics; Sexual harassment; Human Resources Research; Motivation and retention.
- **Human Resources Management 2:** Job design and job analysis; Recruitment and selection; Induction; Internal staffing; Career management; Performance management and appraisal; Managing compensation and benefits
- **Human Resources Management 3:** Competency-based Human Resources; HRIS; Diversity management; Health & safety; Ethics; HR challenges; Motivation from concept to application; Human Resources policies & practices; HRIS PRACTICAL

**Human Resources Development 1:**
- Training concepts and terminology; Learning theories; Adult learning principles and methodology; Role and function of HRD within an organisation; The training cycle; Training legislation, structures and mechanisms; Training policies, strategies, plans, procedures and budgets; Related to HRD in order to establish effective HRD practices.
- **Human Resources Development 2:**
  - Training gap/needs analysis; Design and develop learning programmes; Learning interventions; Assess learners’ competence; Effectiveness and impact of training interventions for the organisation; Integrate the different phases of the training process.
- **Labour Relations 1:**
  - Analyse Labour Relationship; Identify parties to the Labour Relationship; Explain factors regulating interaction; Analyse Labour Relations theories; Know origins and development of dual system of Labour Relations; Distinguish between different types of unions; International rejections on Labour Relations aspects; Participants in SA labour market; Introduction to labour economics; Contemporary issues in the SA labour market; Some future patterns and prediction for Labour Relations.
- **Labour Relations 2:** Sound understanding of contractual law; understand various levels of bargaining; Comprehend the role and purpose of procedures in the employment relationship; Comprehend the industrial actions process; Familiarise learners with different forms of employee involvement; Explore different forms of dispute resolution mechanism.

**Applied Communication Skills 1:**
- Reading, writing & comprehension skills; understanding of various forms of language use; Analysis of article.

**Labour Law:**

**ICT Skills:** Recognizing computers, Microsoft Windows 7 (Word, Excel, Powerpoint, Outlook, Explorer)

**Accounting Aspects 1:**
- Introduction to auditing; Financial accounting concepts & terminology; Auditing equation; Financial statements; Budgetary control; Payroll accounting.

**Descriptive Statistics 1:** Basic calculations; tables & graphs; measures of central
Location; measure of dispersion; measure of skewness; summary of statistics; regression & correlation; time series analysis.

**Human Resources Management 4:** Recruitment & selection, compensation systems; job analysis, strategic HR planning, human resources information systems, personnel management in special sectors, ergonomics, performance management, retention strategies, international HR management.

**Human Resources Development 4:** Human resources development legislation, strategic human resources development, the learning organisation, performance consulting, training needs analysis, designing human resources development interventions, planning & organising training, management development, e-learning, employee orientation, employment equity & diversity training, adult basic education & training, multi skilling, career management & performance, quality management training, evaluation & assessment, international human resources development, continuing professional development.

**Labour Relations 4:** Unfair dismissals, procedural and substantive fairness, dismissals based on operational requirements, AIDS in the workplace, employment equity, unfair discrimination, affirmative action, employment equity plan, diversity management, characteristics of the labour market, functioning of the labour market, demand and supply of labour in South Africa, wages and productivity, globalisation, unemployment, human capital, inequalities and discrimination, institutions of the labour market.

**Organisational Behaviour 4:** Management of individual, group and organisational processes and effectiveness, diagnostic approach to organisational behaviour, practical application of leadership behaviour, and motivation theories, organisational design and change, the organisation as a social system, organisational wellness.

**Research Methodology 1:** Introduction to research methodology - the aim and nature of research; research procedure: requirements for tertiary educational qualifications; selection and justification of a research topic; preparation of the research proposal; research design process - problem definition; research hypotheses; collection of research information - secondary sources, primary sources - sampling, questionnaire design, data gathering techniques; processing of research information - data interpretation; preparation of the research report.

**3. What are the functions of a Human Resources Practitioner?**

Policy initiation and formulation, advising line managers on HR policy, liaison and negotiation with trade unions and seeing to the needs and welfare of both the organisation and the employees. Manpower planning, recruitment, selection, compensation administration, development and presentation of training courses and the maintenance of employee records. Monitoring the performance of line and other staff departments to ensure that they conform to established HR policy, procedures and practices.

**4. Career Opportunities**

Human Resources Management offers a challenging and exciting career as organisations in both the private and public sectors are experiencing an increasing need for people in this field. Position on entry-level: Job analyst, Recruitment Officer, HR Trainee, Assistant Personnel Officer.

**5. Enquiries**

Enquiries may be addressed to:

Head of Department

Department: Human Resources Management

Vaal University of Technology

Private Bag X021 VANDERBILJPARK 1900

Tel: (016) 950-6572; Fax to e-mail: 086 614 1322

e-mail: rochelle@vut.ac.za website: www.vut.ac.za

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**Cost and Management Accounting**

**Faculty:** Management Sciences

**Department:** Accountancy

**National Diploma:** Cost & Management Accounting 3 year qualification

**B Tech:** Cost & Management Accounting 3 year qualification

**M Tech:** Cost & Management Accounting 1 Year qualification

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**1. Admission Requirements:**

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<tr>
<th>Subjects</th>
<th>Cost &amp; Management Accounting</th>
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<td>3</td>
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<tr>
<td>Any other 3 subjects totaling:</td>
<td>11</td>
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</table>

**Note:**

3 = 40-49%

4 = 50-59%

5 = 60-69%

6 = 70-79%

7 = 80-89%

8 = 90-99%

**2. Instructional Offering**

Auditing 2, Financial Accounting 1, 2 & 3, Cost and Management Accounting 1 & 2, Business Information Systems 1 & 2, Business Ethics 1, Commercial Law for Accountants 1 & 2, Communication 1 & 2, Economics 1, Entrepreneurial Skills 1, Management Accounting 3, Organisational Management 1, Statistics 1, Taxation 1 & 2.

**3. Baccalaureus Technologiae (B Tech): Cost and Management Accounting**

**3.1. Admission Requirements:** National Diploma: Cost and Management Accounting with an average of at least 60% in the 3rd year subjects of the diploma.

**3.2. Course Duration:** Minimum formal time is one year full time.

**3.3. Instructional Offerings:** Management Accounting 4, Financial Management 4, Financial Reporting 4, Business Strategy 1, System and Project Management 1, Research Methodology.

**4. Career opportunities:** Through this course you can obtain the necessary skills to prepare and present accounting information to assist in the decision making process. Career opportunities include: Management accountant, financial manager, investment advisor.

**5. Magister Technologiae (M Tech): Cost and Management Accounting**

**5.1. Admission Requirements:** Baccalaureus Technologiae: Cost and Management Accounting. A minimum average of 65% is required.

**5.2. Course Duration:** Minimum formal time is one year full time. Maximum duration - 3 years.

**5.3. Course structure:** A dissertation.

**6. Enquiries**

Enquiries may be addressed to:

The Head of Department:1 Accountancy

Vaal University of Technology

Private Bag X021 Vanderbijlpark 1900

Tel: (016) 950-9267; Fax: (016) 950-9576

e-mail: queenm@vut.ac.za

website: www.vut.ac.za
National Diploma: Internal Auditing

1. Admission Requirements:

- **NSC Endorsement**
  - Compulsory Subjects: Accounting, English, Mathematics or Mathematical Literacy, Life Orientation
  - Recommended subjects: Business Studies, Economics, Computer Application Technology/Information Technology

2. Instructional offering


3. Baccalaureus Technologiae (B Tech) Internal Auditing

3.1. Admission Requirements: National Diploma: Internal Auditing with an average of at least 60% in the third year subjects of the diploma.

3.2. Course Duration: Minimum formal time is one year full time.

3.3. Instructional Offerings:

- Internal Auditing 4
- Financial Accounting 4
- Management Accounting 3
- Financial Management 4
- IS Auditing 4
- International Law
- Advanced Management Communication Skills
- Research Methodology

4. Career opportunities

Through this course the student will be to follow the Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA) qualification route. Career opportunities are available in the public and private sector.

5. Enquiries

Enquiries may be addressed to:
- The Head of Department: Accountancy
- Vaal University of Technology
- Private Bag X021
- Vanderbijlpark
- 1900
- Tel: (016) 950-9267, Fax: (016) 950-9576
- e-mail: queenm@vut.ac.za
- website: www.vut.ac.za

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National Diploma: Financial Information Systems

1. Admission Requirements:

- **NSC Endorsement**
  - Compulsory Subjects: Accounting, English, Mathematics or Mathematical Literacy, Life Orientation
  - Recommended subjects: Business Studies, Economics, Computer Application Technology/Information Technology

2. Instructional offering


3. Baccalaureus Technologiae (B Tech): Financial Information Systems

3.1 Admission Requirements: National Diploma: Financial Information Systems with an average of at least 60% in the third year subjects of the diploma.

3.2 Course Duration: Minimum formal time is one year full time.

3.3 Instructional Offerings

- Financial Information Systems 4
- Financial Reporting 4 (Module 1 and 2)
- Functional Management
- Taxation 2 (Module 182)
- Financial Management 4 (Module 1 and 2)
- Research Methodology

4. Career Opportunities

Qualified candidates could easily be promoted from clerk to accountant to management. People in possession of this qualification are in demand in commerce and industry, the banking sector, insurance and the public service. They could also head the electronic data processing department using their management skills and programming knowledge.

5. Enquiries

Enquiries may be addressed to:
- The Head of the Department
- Department: Accountancy
- Vaal University of Technology
- Private Bag X021
- Vanderbijlpark
- 1900
- Tel: (016) 950-9267, Fax: (016) 950-9576
- e-mail: queenm@vut.ac.za
- website: www.vut.ac.za
Welcome
The Sport Academy would like to extend a warm welcome to you as a new student on campus. We invite you to make use of the numerous well equipped sport facilities that are available. We have top quality coaches who are willing to help with your needs. Through sport we build the image of VUT. We wish you a happy and successful sporting experience.

Admission Requirements
Registration at any one of the sport clubs is open to all full time, part time, as well as non-students at the Vaal University of Technology. Acceptance to clubs depend on that club’s constitution. There is no discrimination with regard to gender, colour or creed at the Sport Academy and its associated divisions and clubs. This is also the policy at the Vaal University of Technology. Kindly note that only bona fide VUT students will qualify for selection to national student teams and for representing the VUT at the University Sport South Africa (USSA) tournaments.

Sport Codes
USSA and Provincial Leagues
Track and Field
Cross Country
Road Running
Tennis
Table Tennis
Dance
Karate
Cricket
Hockey
Rugby
Basketball
Softball
Volleyball
Netball
Body Building
Aerobics
Chess
Football

Dean: Mr GB Koen (016) 950-9918
Head of Department (Sport and Recreational Services): (016) 950-9248

Secretary (016) 950-9282
Stadium Manager: Mr Hannes Hattingh (016) 981 6403

Facilities
Isak Steyl Stadium
2 rugby fields (floodlit)
grandstand & VIP lounge
3 soccer fields (floodlit)
1 athletics track (floodlit)
throws practice nets (floodlit)
Astro Hockey field (floodlit)
2 hockey grass fields (floodlit)
hockey/cricket/soccer clubhouse
2 cricket fields (2 x floodlit)
8 cricket nets
hockey/cricket open pavillion
6 netball courts (floodlit)
6 tennis courts (floodlit)
3 basketball courts (floodlit)
weight training room
VUT radio station

Hostels
3 tennis courts (floodlit)
2 soccer fields
1 gymnasium

Sport Merit Bursaries
Merit bursaries are available, with the minimum requirements being provincial colours. Priority is given to USSA sports.
The annual closing date is 31 October.

Sport Awards
Honours:
Awarded to athletes who are selected at a senior provincial level or higher and to those who are selected to represent the different USSA teams.

Merits:
Awarded to athletes who are selected for provincial junior teams.
General:
The Sport Academy works in conjunction with the Academic Faculties and the Sport Management Department as well as
with South African Sport Federations such as Athletics South Africa, Basketball South Africa, Gauteng Cricket Board, Falcons Rugby etc.

**Enquiries**

Sport Academy  
Vaal University of Technology  
Private Bag X021  
Vanderbijlpark 1900  
Tel: (016) 950-9917  
Fax: (016) 950-9763

Sport and Recreation  
Tel: (016) 950-9282  
Fax: (016) 950-9763

GPS coordinates  
S26, 42° 15.1 / E 27, 52° 35.1
VISION
To become recognised as a leading administrative section providing a creative, holistic personalised and satisfactory service to a wide range of clients, to the maximum benefit of all concerned.

MISSION
Financial Aid Office strives to offer a comprehensive internal and external administrative service to all stakeholders, specifically catering for individual needs in a creative and professional manner in order to make a meaningful contribution to their success and in so doing to foster a long term working relationship.
The Financial Aid Office offers the following services in order to help students to obtain bursaries and/or loans to be able to complete their studies. Bursaries and/or loans are offered in all study fields at the Vaal University of Technology.

1. SPORT BURSARIES
The Vaal University of Technology offers Sport Bursaries to students who have excelled in sport. The value of these bursaries is determined by the level of competitions in which candidates have participated.
The retention of a sport bursary is dependent on satisfactory academic progress.
Contact number: (016) 950 9282 / 9307

2. MERIT AWARD (Academic)
2.1 FIRST YEARS
Closing date: 31 January each year
Contact number: (016) 950 9342 / 950 9486

2.2 SENIOR STUDENTS
Please note:
A list of all qualified students will be published no later than 31 March.
Funds are allocated in the following manner:
Annual aggregate of 75+(Minimum 3 registered subjects per annum), R5000 automatic award.

3. PRESTIGE AWARDS
Depending on the availability of funds, students can receive prestige awards dependant on involvement in student activities throughout the year.
Contact number: (016) 950 9900

4. COMPANY BURSARIES
At the Vaal University of Technology we fully provide assistance to all company sponsored students.
Students who are in possession of confirmation letters must report to the Financial Aid Bureau where their registration will be dealt with.
The following assistance is provided
* Meal vouchers
* Book vouchers
* Booking of residence
* Sending of statements
* Sending of Academic Records
* Handling of all refunds
* Debt Collection
* Company Visits

NOTE: The Vaal University of Technology is not responsible in funding nor seeking sponsorship(s) for students. It also remains the responsibility of the student to ensure that their accounts are settled on time.

Should any information be required feel free to contact the following numbers:
Tel: (016) 950 9342 Fax: (016) 950 9106

The Vaal University of Technology will provide assistance to students in securing placements for experiential training but does not guarantee such placements.

<table>
<thead>
<tr>
<th>2013 GRADE 12 RESULTS</th>
<th>Bursary</th>
</tr>
</thead>
<tbody>
<tr>
<td>75%+ Science, Engineering &amp; Technology, Photography, Fine Arts</td>
<td>R 15 000</td>
</tr>
<tr>
<td>70%+ Accounting</td>
<td>R 12 000</td>
</tr>
<tr>
<td>65%+ Accounting</td>
<td>R 10 000</td>
</tr>
<tr>
<td>75%+ Other</td>
<td>R 10 000</td>
</tr>
<tr>
<td>70%+ Other</td>
<td>R 6 000</td>
</tr>
<tr>
<td>65%+ Other</td>
<td>R 4 000</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
5. LOANS
i) NSFAS LOANS
What is NSFAS?
The National Student Financial Aid Scheme (NSFAS) is a loan
and bursary scheme operating in terms of Act 56 of 99 and
funded by the National Department of Education.
NSFAS has been established to assist academically deserving
and financially needy students to achieve academic goals at
tertiary educational institutions in South Africa, with
particular concern in overcoming barriers created by
structural disadvantage.

What does NSFAS offer?
- The means to obtain a tertiary qualification
- Loans at low interest rates
- Loans without guarantees
- A reasonable repayment plan

NSFAS convert loan(s) to a Bursary.
Up to 40% of the award may be converted into a bursary
depending on your end of year results.

- If you pass all the courses for which you have registered,
you qualify for a 40% bursary.
- If you pass three quarters of the course, you qualify for a
30% bursary.
- If you pass half of the courses, you qualify for a 20%
bursary.
- If you pass one quarter of the course, you qualify for a
10% bursary.
- If you pass none of the courses, you qualify for no bursary
at all.

What is a loan?
- A loan is the money you borrow to cover tertiary studies.
- This loan has to be repaid.

Who qualifies for a NSFAS loan?
You can qualify for a NSFAS loan if you are:
- A South African citizen;
- Registered at a South African university or University of
Technology;
- An undergraduate, studying for a first tertiary educational
qualification; or
- Studying for a second tertiary qualification, if this is
necessary to practice in your chosen profession; (e.g. LLB or
HDE)
- Able to demonstrate potential for academic success;
- Financially needy;
- You will, however, be expected to make your own family
contribution towards the total costs of your studies.(EFC)

How much money do you get?
- There is a minimum award and a maximum award, which
is determined annually by NSFAS. Please enquire at the
Financial Aid Office for the current limits.

Where do you apply for a loan?
At the Financial Aid Office of the Vaal University of
Technology.

NOTE: Interest on NSFAS awards is determined annually by
NSFAS.
Closing dates:
Senior students (year and first semester courses) 04 October
2013
First year students (year and semester courses) 31 October
2013. Late first year applicants: 24 January 2014.
Late applicants will only be considered for awards if funds
are available.

Contact numbers: (016) 950 9484, 9972, 9486, 9485,
9571
Brochures for NSFAS ‘Students guide to funding’ are
available at the Financial Aid Bureau office.

ii) EDU-LOAN
Do you need study finance?
You can apply for Edu-loan at the VUT campus (Finance).
Edu-loan offers hassle free educational finance. As long as
you, or a family member, receive a salary, paid into a bank
account then you could qualify for an Edu-loan. What’s
more, if we have an agreement with your, or your family
member’s employer, we won’t even have to carry out credit
checks.
Once your loan is approved we will:
- Pay your student fees to the educational institution of your
choice.
- Assure you of affordable interest rates with a fixed monthly
installment.
- Give you the option of an Edu-Xtras Smart Card for books
and accessories.
- You don’t even have to pay a deposit.

Contact numbers EDU-LOAN (016) 950 9948/9373
Call Centre: 0861 861 888 or 0861 861 VUT

Financial Aid Office
Vaal University of Technology
Private Bag X021
VANDERBILTPARK
1900

Financial Aid Office support a care free education.
Vaal University of Technology
Faculty of Management Sciences

Major expenses for the year
Registration fee, Accommodation, Class / course fees, Books, Pocket money, Transport to campus. For costs see VUT website www.vut.ac.za (look under: Study at VUT, Tuition fees & Study loans.)

Application for Admission and Accommodation
Prospective students are advised to apply early in the year preceding registration for admission to the course, and/or for hostel accommodation. Arrangements can be made to visit the campus in this regard. Closing dates for admission and/or accommodation applications 31 October.

International students: 31 October.

How to apply: See front page of application form or VUT website (www.vut.ac.za) click on 'Study at VUT' and then 'Admissions and How to apply' and then on 'How to apply'.

Enquiries
General Tel: (016) 950 9924/5 or Call Centre 0861 861 888
Admission Enquiries: (016) 950-9356

Application Status : Self-check
Go to VUT website – www.vut.ac.za.
Click on “admissions new students”.
Click on “check your application status”.
Click on blue block “check your application status”.
Enter your student or identification number.
Click "submit".

The Department of Co-operative Education assists in experiential learning administration and placements.
Contact details: Tel: 016-950-9496, Fax: 016-950-9759, E-mail: wil@vut.ac.za

The Institution makes every attempt to accommodate students with disabilities.

Whilst every effort has been made to present you with the relevant information in this brochure, program offerings may be subject to change in order to keep abreast with new developments in the higher education landscape. The institution therefore reserves the right to unilaterally change or amend any of the content/structures contained herein.