



VUT

Vaal University of Technology

*Your world to a better future*



*Retail Business Management*

*Marketing*

*Sport Management*

*Logistics*

*Human Resources Management*

*Cost and Management Accounting*

*Internal Auditing*

*Financial Information Systems*

Faculty of Management Sciences

2013 for 2014

Vanderbijlpark

# Retail Business Management

Faculty: Management Sciences  
 Department: Marketing & Sport Management  
 National Diploma: Retail Business Management  
 3 year Full-time course  
 B Tech: Retail Business Management

## 1. Admission Requirements:

Subjects	National Diploma	
	Retail Business Management	
NSC Endorsement	Eligibility for Diploma or BTech Degree	
<b>Official Languages (max 2)</b>		<b>Note</b>
First level (English)	4	3 = 40-49%
Second level (any other)	3	4 = 50-59%
<b>Mathematical Sciences</b>		5 = 60-69%
Mathematical Literacy or Mathematics	4 or 3	6 = 70-79%
Life Orientation (min/max)	3	7 = 80-89%
<b>Recommended subjects (max 3):</b>	11	8 = 90-99%
Accounting, Business Studies, Economics, Computer Application Technology/ Information Technology		
<b>TOTAL</b>	<b>24 (with Maths) / 25 (with Maths Lit)</b>	

## 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 1:** Introduction businesses, Functional division of the enterprise, Entrepreneurship.

**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.

**End User computing:** 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:

Subjects	National Diploma	
	Marketing	
NSC Endorsement	Eligibility for Diploma or BTech Degree	
<b>Official Languages (max 2)</b>		<b>Note</b>
First level (English)	4	3 = 40-49%
Second level (any other)	3	4 = 50-59%
<b>Mathematical Sciences</b>		5 = 60-69%
Mathematical Literacy or Mathematics	4 or 3	6 = 70-79%
Life Orientation (min/max)	3	7 = 80-89%
<b>Recommended subjects (max 3):</b>	11	8 = 90-99%
Accounting, Business Studies, Economics, Computer Application Technology/ Information Technology		
<b>TOTAL</b>	<b>24 (with Maths) / 25 (with Maths Lit)</b>	

## 2. Curriculum

**National Diploma:** Marketing (1st year): Marketing I, Accounting for Marketers, English Online, Consumer behaviour, ICT Skills, Applied Communication Skills I.

**National Diploma:** Marketing (2nd year): Marketing II, Quantitative Techniques I, Personal Selling I, Economics I, Advertising and Sales Promotion.

**National Diploma:** Marketing (3rd year): Marketing III, Sales Management III, Marketing Research III, Mercantile Law.

**BTech:** Marketing: A complete ND: Marketing, or equivalent qualification. An average of 60% is required.

**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.

### Core Syllabi

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

**Marketing II:** International marketing, Service marketing, Direct marketing.

**Marketing III:** Strategy formulation process, SWOT analysis, Generic strategy options, Strategic changes, Marketing ethics.

**Marketing IV:** Strategic marketing, Market opportunity analysis, Formulating marketing strategies for specific situations, Implementation and control of marketing strategy, Marketing plan, Trends affecting the strategic role of marketing.

**Applied Marketing IV (Industrial Marketing):** Types of industrial consumers, Product, price, distribution and promotion strategies, Industrial marketing research, Methods of Industrial Marketing.

**Advanced Marketing Finance IV:** Budgeting and budget control, Sales budget and control, Marginal costs, Break-even-analysis, Debtors, Financial ratios, Sales variance analysis.

**Applied Promotion IV:** Promotion strategy, Forms of promotion, Promotion control and evaluation, Promotion budget and control.

**Marketing Research III:** The planning of a research project, Secondary data, Primary data, Questionnaire design and fieldwork, Sampling methods, Data processing and reports.

**Marketing Research IV:** Qualitative research, Scale Techniques, International research, Strategic marketing studies, Forecasting techniques, Specific research fields.

**Consumer Behaviour:** Models of purchasing behaviour, Decision making process, Individual and group factors, the SA consumer.

**Advertising and Sales Promotion:** Planning of a promotion programme, execution and evaluation, Measuring advertising efficiency, Types of promotion, Promotion budgeting.

**Personal Selling I:** The selling process, Sales organisation, Communication, Selling strategies.

**Sales Management III:** Selection and appointment of sales people, Training and remuneration of sales people, Sales planning and organisation, Sales budgeting.

**Economics I:** Economic systems, Macro economics: National income, Money and banking, International Trade, Price theory and marketing mechanisms, Types of markets.

**Accounting for Marketers:** Cost accounting and price determination, Break-even-analysis, Analysis and interpretation of financial statements.

**Applied Communication Skills:** The drafting of business letters and notices, Reports, agenda and minutes.

**Quantitative Techniques I:** Collection and presentation of numerical information, Trade calculations, Frequency distributions, probability and sampling, Time series analysis.

**Mercantile Law:** A brief review of the SA Law, General principles of law of contract - purchasing, Law of exchange controls.

**End User Computing:** Operating system concepts, Information organisation, Tele-communication PC hardware and software acquisition, Security, Practical: MS Dos, word processing, spreadsheets and graphics, record, file and database.

### ENTRY REQUIREMENTS FOR B TECH: MARKETING

To gain entry into B. Tech: Marketing the candidate must have completed the ND: Marketing and must have obtained an aggregate of a minimum of 60%.

### ENTRY REQUIREMENTS FOR M TECH: MARKETING

To gain entry into M. Tech: Marketing the candidate must have completed the B. Tech in Marketing and must have passed Marketing Research 4. Prospective candidates must have obtained an aggregate of a minimum of 65% in the B. Tech. In addition the student must display excellent analytical statistical skills.

### REGISTRATION PROCEDURE FOR M TECH / D TECH

Prospective candidates must make an appointment to the HOD detailing the nature and scope of the intended research in order to establish the viability and relevancy of their

research focus. Details of registration and the procedure will then be spelt out to the candidate. Students will be required to submit a proposal outlining the scope of the study in accordance to the University guidelines on proposal writing.

### 3. What are the functions of a Marketing Officer/Manager?

A marketing officer determines market trends and needs. Formulate marketing policy. This includes product, price, promotion and distribution policies. Control and co-ordinate marketing activities such as transport, storage, packaging promotions, etc. Control and monitor marketing functions and activities and measure results. Service - supply pre- and post- purchase service to the customer, i.e. advice, warranties, etc.

### 4. Career Opportunities

Marketing Management 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

Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900

Tel: (016) 950-6890; Fax to e-mail: 086 731 8700 e-mail: mahaliem@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:

Subjects	National Diploma	
	Sport Management	Eligibility for Diploma or BTech Degree
<b>N5C Endorsement</b>		
<b>Official Languages (max 2)</b>		<b>Note</b>
First level (English)	4	3 = 40-49%
Second level (any other)	3	4 = 50-59%
<b>Mathematical Sciences</b>		5 = 60-69%
Mathematical Literacy or Mathematics	4 or 3	6 = 70-79%
Life Orientation (min/max)	3	7 = 80-89%
<b>Recommended subjects (max 3):</b>	11	8 = 90-99%
Accounting, Business Studies, Economics, Computer Application Technology/ Information Technology		
<b>TOTAL</b>	<b>24 (with Maths), 25 (with Maths Lit)</b>	

### 2. Curriculum - National Diploma

**First year:** Sport Management I, Sport and Physical Recreation Studies I, Marketing I, Public Relations I, ICT Skills, Sport Practica I, English Online, Applied Communication Skills I.

**Second year:** Sport Management II, Sport and Physical Recreation Studies II, Marketing II, Sport Practica II, Consumer Behaviour I, Personal Selling I.

**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 experiential training, but does not guarantee such placements. A practical mark will be earned through competitive participation in a sport of choice, biokinetic tests, organisational ability and exposure to 16 sporting 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 1:** Background to sport in South Africa, Career opportunities in sport, Business knowledge, Programme planning, Tournament planning.

**Sport Management 2:** Club management, Inventory management, Purchasing management, Didactical aspects of coaching, Record keeping, Financial aspects, Legal aspects.

**Sport Management 3:** 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:** 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 VANDERBIJLPARK 1900

Tel: (016)950-6890, 9620; Fax: 086 731 8700

e-mail: mahaliam@vut.ac.za

website: www.vut.ac.za

# 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:

Subjects		Logistics Management	
NSC Endorsement		Eligibility for Diploma or BTech Degree	
<b>Official Languages (max 2)</b>			
First level (English)	4		Note
Second level (any other)	3		3 = 40-49%
Mathematical Sciences			4 = 50-59%
Mathematical Literacy or Mathematics	4 or 3		5 = 60-69%
Life Orientation (min/max)	3		6 = 70-79%
			7 = 80-89%
			8 = 90-99%
<b>Recommended subjects (max 3):</b>			
Accounting, Business Studies, Economics, Computer Application Technology/Information Technology	11		
<b>TOTAL</b>		24, (25 with Mathematical Literacy)	

**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.

**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:** Business Management I, End User Computing, Communication X, Purchasing Management I, Costing & Estimating I

**Second year:** Purchasing Management II, Business Management II, Logistics II, Economics 1, Commercial Law, Communication.

**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.

**Business Management II:** The Production Function, The External Relations Function, The Financial Function.

**Business Management III:** The Management Function, The Marketing Function, Business Management IV, Strategic Management, Contemporary Management Issues.

**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.

**End User Computing:** 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.

**Purchasing Management III:** Purchasing capital equipment, Contract buying, Retail buying, Engineering and construction contracting, State and Institutional Purchasing, International buying, Make or buy, Negotiations, Purchasing research, Measuring Purchasing Management, Total cost of ownership.

**Purchasing Management IV:** Strategic purchasing, Evaluation techniques, Staffing, Advanced negotiation techniques, Project purchasing, Buying decision models, Research, Purchasing for small businesses, Purchasing administration, Supply dynamics, System design modelling, Logistics, Manoeuvrability, Marketing, Reporting techniques.

**Economics I:** Economic systems, macro economics, national income, money and banking, International trade, price theory and market mechanisms, types of markets

**Research Methodology:** Sampling, types of investigating, variance, non-design experimental procedures, methods of data collection, experimental designs, two-group designs, factorial designs, small-n-designs data analysis, the research process, the research problem, literature study, practical I.

**Logistics II:** General introduction to logistics foundations, System and market foundations, Capacity foundations, Movement process, Foundations and performance foundations.

**Logistics III:** A. Logistics Operations Process, Managing products and services, Logistics process management, Logistics design decisions, B. Channel transaction and relationship management, Channel management, Channel decisions.

**Logistics IV:** A. Logistics Modelling, Transport models, Warehouse models, Customer satisfaction, Logistics research design, B. Integrated Logistical strategy Laboratory Practice III.

### 3. Career Opportunities

Logistics offers a challenging and exciting career in both the private and public sectors. There is a continuous demand for trained logisticians. Position on entry-level: Junior Purchaser. Order Clerk. Middle Management: Senior Purchaser, Assistant Logistics Manager. Top Management: Logistics Manager. Transport Managers.

### 4. Enquiries

Enquiries may be addressed to: The Head of Department  
Department: Logistics

Vaal University of Technology, Private Bag X021 VANDERBIJLPARK 1900  
Tel: (016) 950 6883; Fax to e-mail: 086 612 8228; e-mail: elizabeth@vut.ac.za  
website: www.vut.ac.za

qualification..

## 2. Curriculum

**NATIONAL DIPLOMA: First Year:** Human Resource Management 1, Business Management 1, Applied Communication Skills 1, ICT Skills, Labour Law 1

**Second Year:** Human Resource Management 2, Business Management 2, Accounting Aspects, Descriptive Statistics, Human Resource Development 1, Labour Relations 1

**Third Year:** Human Resource Management 3, Business Management 3, Human Resource Development 2, Labour Relations 2

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

### Core Syllabi

**Business Management 1:** The business world 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 2:** 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 Resource Management 1:** Introduction to Human Resource Management; Historical Development; The nature and challenges of Human Resource Management (roles and functions); Fields of study; Learning and training; Employee assistance program; Business ethics; Sexual harassment; Human Resource Research; Motivation and retention.

**Human Resource Management 2:** Job design and job analysis; Recruitment and selection; Induction; Internal staffing; Career management; Performance management and appraisal; Managing compensation and benefits

**Human Resource Management 3:** Competency-based Human Resource; HRIS; Diversity management; Health & safety; Ethics; HR challenges; Motivation from concept to application; Human Resource policies & practices; HRIS PRACTICAL.

**Human Resource 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 Resource 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; Analysis of articles.

**Labour Law:** Common law contract of service, Compensation for Occupational Injuries and Diseases Act, Wage Act, Skills Development Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act.

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

**Accounting Aspects 1:** Introduction to accounting; financial accounting concepts & terminology; accounting equation; financial statements; budgetary control; payroll accounting.

**Descriptive Statistics 1:** Basic calculations; tables & graphs; measures of central

# Human Resources Management

Faculty: Management Sciences

Department: Human Resources Management

National Diploma: Human Resources Management 3 Year Course

B Tech (One year)

M Tech (Research based)

D Tech: Business (Research based)

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

## 1. Admission Requirements:

Subjects	Human Resource Management	Note
N5C Endorsement	Eligibility for Diploma or Btech Degree	
<b>Official Languages (max 2)</b>		
English	4	3 = 40-49%
Other Language	3	4 = 50-59%
Mathematical Literacy or Mathematics	4 or 3	5 = 60-69%
Life Orientation (min/max)	3	6 = 70-79%
<b>Additional subjects (max 3):</b>	10	7 = 80-89%
		8 = 90-99%
<b>TOTAL</b>	<b>24</b>	
	<b>23 (with Maths)</b>	

**BTech: Human Resource Management:** A completed ND: Human Resource Management, or equivalent qualification with an average of 60% for final year subjects.

**M.Tech: Human Resource Management:** A completed B Tech: Human Resource Management or equivalent qualification with an average of 65%.

**D Tech: Business:** A completed M Tech: Human Resource Management or equivalent

location; measure of dispersion; measure of skewness; summary of statistics; regression and correlation; time series analysis.

**Advanced Personnel 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.

**Advanced Management of Training 4:** Human resource development legislation, strategic human resource development, the learning organisation, performance consulting, training needs analysis, designing human resource 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 resource development, continuing professional development.

**Advanced Industrial 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.

**Strategic Management 4:** The strategic management process, strategic direction & corporate governance, internal environmental analysis, external environmental analysis, strategy formulation, industry specific strategies, strategic analysis & choice, the drivers of strategy implementation, the structural drivers & instruments for strategy implementation, continuous improvement through strategic control & evaluation, strategic management in not-for profit organizations, strategic management concepts in the global marketplace.

**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 Resource 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 Resource Management offers a challenging and exciting career as organisations in both the private and public sectors are experiencing in 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 Resource Management

Vaal University of Technology

Private Bag X021 VANDERBIJLPARK 1900

Tel: (016) 950-6872; Fax to e-mail: 086 614 1322

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

# Cost and Management Accounting

Faculty: Management Sciences

Department: Accountancy

National Diploma: Cost & Management Accounting 3 year qualification

B Tech: Cost & Management Accounting 1 Year qualification

M Tech: Cost & Management Accounting 1 Year qualification

National Diploma: Cost and Management Accounting

## 1. Admission Requirements:

Cost & Management Accounting		
Subjects	Eligibility for Diploma or BTech Degree	
<b>NISC Endorsement</b>		
<b>Official Languages (max 2)</b>		<b>Note</b>
<b>Compulsory Subjects</b>		3 = 40-49%
Accounting	4	4 = 50-59%
English	4	5 = 60-69%
Mathematics or	3 or	6 = 70-79%
Mathematical Literacy	4	7 = 80-89%
Life Orientation (min/max)	3	8 = 90-99%
<b>Any other 3 subjects totalling:</b>	11	
<b>Recommended subjects:</b>		
Business Studies, Economics,		
Computer Application Technology/		
Information Technology		
<b>TOTAL</b>		<b>25 (with Maths), 26 (with Maths Lit)</b>

## 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: 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

# Internal Auditing

Faculty: Management Sciences

Department: Accountancy

National Diploma: Internal Auditing 3 year qualification (360 credits)

B Tech: Internal Auditing 1 Year qualification (120 credits)

National Diploma: Internal Auditing

## 1. Admission Requirements:

Internal Auditing	
Subjects	Eligibility for Diploma or BTEch Degree
<b>NSC Endorsement</b>	<b>Note</b>
<b>Official Languages (max 2)</b>	3 = 40-49%
<b>Compulsory Subjects</b>	4 = 50-59%
Accounting	5 = 60-69%
English	6 = 70-79%
Mathematics or	7 = 80-89%
Mathematical Literacy	8 = 90-99%
Life Orientation (min/max)	
<b>Any other 3 subjects totalling:</b>	11
<b>Recommended subjects:</b>	
Business Studies, Economics,	
Computer Application Technology/ Information Technology	
<b>TOTAL</b>	25 (with Maths), 26 (with Maths Lit)

## 2. Instructional offering

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

## 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

# Financial Information Systems

Faculty: Management Sciences

Department: Accountancy

Diploma: Financial Information Systems 3 year qualification (360 credits)

B Tech: Financial Information Systems 1 Year qualification (120 credits)

National Diploma: Financial Information Systems

## 1. Admission Requirements:

Financial Information Systems	
Subjects	Eligibility for Diploma or BTEch Degree
<b>NSC Endorsement</b>	<b>Note</b>
<b>Official Languages (max 2)</b>	3 = 40-49%
<b>Compulsory Subjects</b>	4 = 50-59%
Accounting	5 = 60-69%
English	6 = 70-79%
Mathematics or	7 = 80-89%
Mathematical Literacy	8 = 90-99%
Life Orientation (min/max)	
<b>Any other 3 subjects totalling:</b>	11
<b>Recommended subjects:</b>	
Business Studies, Economics,	
Computer Application Technology/ Information Technology	
<b>TOTAL</b>	26

## 2. Instructional offering

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

## 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 1&2)  
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

# Sport Academy

*'Where champions meet'*

## 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

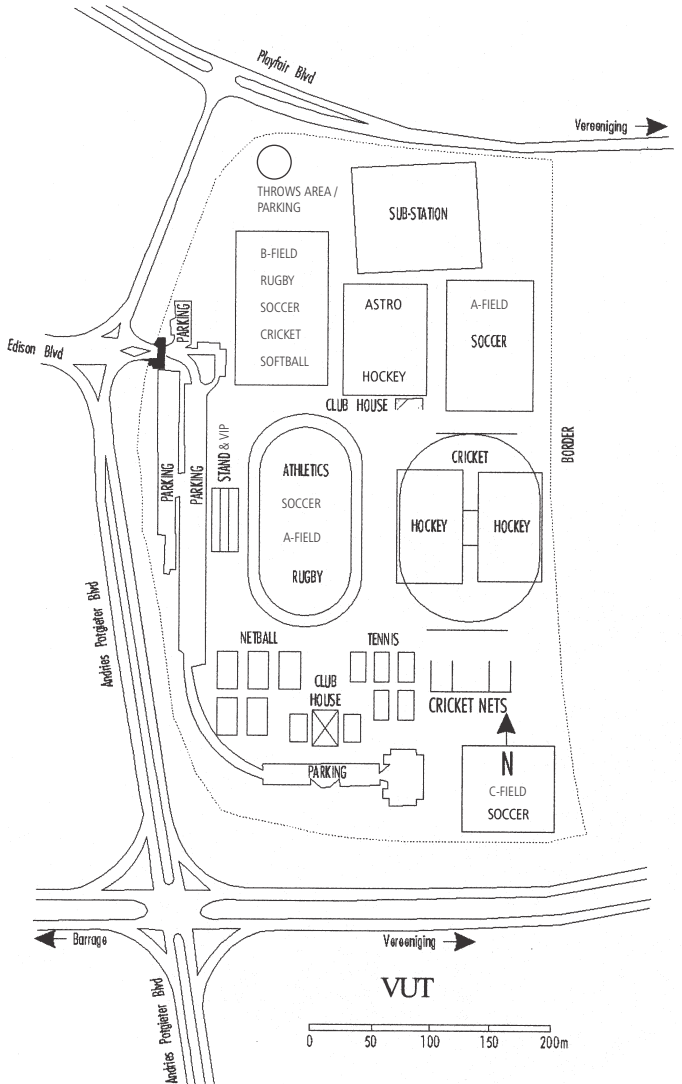


with South African Sport Federations such as Athletics South Africa, Basketball South Africa, Gauteng Cricket Board, Falcons Rugby etc.

**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

# Bursaries and Loans

## Financial Aid Office

### 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

2013 GRADE 12 RESULTS		
%	Criteria	Bursary
75%+	Science, Engineering & Technology,	R 15 000
70%+	Photography,	R 12 000
65%+	Fine Arts	R 10 000
75%+	Accounting	R 10 000
70%+	Accounting	R 6 000
65%+	Accounting	R 4 000
75%+	Other	R 7 500
70%+	Other	R 5 000
65%+	Other	R 3 000
TOTAL		

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.

## 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) 31 October 2013

First year students (year and semester courses) 25 January 2013

Senior students (second semester courses) 14 June 2013

First year students (second semester courses) 26 July 2013

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 instalment.

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  
VANDERBIJLPARK  
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](http://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](http://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 9366 or (016) 950 6766**

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](mailto: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.