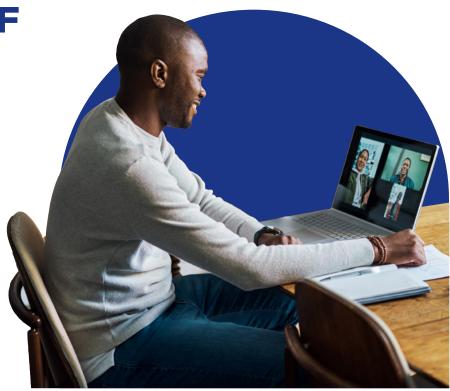# BACHELOR OF COMMERCE

QUALIFICATION:
BACHELOR OF COMMERCE
SAQA ID 90509, NQF Level 7

MODE OF DELIVERY:
Distance Learning/
Distance Learning Online

DESCRIPTION AND PROGRAMME PURPOSE

The purpose of the Bachelor of Commerce (BCom) degree is to provide a broad but solid educational foundation to students in the field of commerce, including various key discipline areas such as business management, accounting and law. The qualification has been designed to provide the knowledge base, practical competence and application skills that will enable students either to enter the labour market or to pursue further studies in this field. As an alternative to a general commerce major, students are able to select from various areas of specialisation, namely Banking, Banking and Investment Management, Compliance and Risk Management, Credit, Financial Management, Financial Planning, Investment Management, Logistics and Supply Chain Management, Short-term Insurance, and Taxation..

Kindly note that there is a more detailed factsheet available for each of the majors listed above, which contains detail on the modules specific to the major.

The BCom degree appears on the Financial Sector Conduct Authority's (FSCA) list of recognised qualifications for FAIS Fit and Proper purposes.

WHO SHOULD ENROL

The BCom degree provides a strong platform for a wide range of career opportunities in all branches of commerce and industry, including financial services, information technology, retail, manufacturing, tourism, transport and business consulting. A combination of foundation skills derived from the compulsory modules, core skills built in the second and third year of study, as well as the critical thinking skills and professional business knowledge learned, will ensure that students adapt effectively in the ever-changing business environment. Milpark's range of majors offer a wide variety of focus areas for school-leavers, each geared at preparing the graduate for employment in a particular field. The degree is also appropriate for employed persons who wish to formalise their knowledge in a particular field, and to those who wish to make a career change into an area of specialisation.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

1. Demonstrate awareness of the management and leadership competences necessary to operate in the local or international business environment.
2. Demonstrate awareness of the essential components of an effective operations strategy in a business environment.
3. Demonstrate awareness of essential economic theory and its managerial and business implications.
4. Conduct business research with appropriate supervision in a business environment.

PROGRAMME STRUCTURE

The modules in the table below are compulsory for all streams in Semester 1 and Semester 2. To see the details of the additional stream-specific modules, please see the individual factsheets for the different BCom majors, which are as follows:

- BCom (General)
- BCom with a major in Banking
- BCom with a major in Banking and Investment Management
- BCom with a major in Compliance and Risk Management

- BCom with a major in Credit
- BCom with a major in Financial Management
- BCom with a major in Financial Planning
- BCom with a major in Investment Management
- BCom with a major in Logistics and Supply Chain Management
- BCom with a major in Short-term Insurance
- BCom with a major in Taxation.

Below is an example of a typical programme structure. The structure shown is for BCom (General). Other majors will differ with regard to electives and certain compulsory modules.

MAJOR: 380 CREDITS

Semester 1	Year 1	Year 2	Year 3
Compulsory (all)	Induction to Business Studies INDBS1-5 (2/5)* Business Numeracy BNUM01-5 (3/5)* Principles of Microeconomics PMIC02-5 (20/5) Principles of Accounting ACCP02-5 (20/5) Introduction to Business Management INBM02-5 (20/5)	Business Statistics BSTA01--6 (15/6) Intermediate Macroeconomics INME02--6 (15/6) Operations Management OMAN02-6 (20/6) Financial Management 1 FINM02-6 (20/6)	General Management GMAN01-7 (16/7) International Economics ECIN01-7 (15/7) Financial Management 2 FINM02-7 (15/7)

Semester 2	Year 1	Year 2	Year 3
Compulsory (all)	Business Mathematics BSMA02-5 (20/5) Principles of Macroeconomics POME02--6 (15/6) Applied Financial Accounting AFAC02-6 (20/6) Business Law BLAW1B-6 (14/6)	Marketing Management Practice PMAR01-6 (20/6) Management and Leadership MLED02-6 (20/6)	Monetary Economics MOEC01-7 (20/7) International Business INBU01-7 (18/7) Business Research Methods BREM01-7 (20/7)
Electives		**Select any 1 of the following:** Semester 1: Intermediate Microeconomics IMEC02-6 (15/6)** Semester 2: Financial Reporting FINR01-6 (15/6)** Taxation TAXN01-6 (15/6)** Project Management PROM02-6 (20/6)	**Select any 1 of the following:** Semester 1: Risk Management RISM01-7 (20/7)** Entrepreneurship ENPS02-7 (18/7) Semester 2: Entrepreneurship ENPS02-7 (18/7) Technology and Innovation Management TIMA01-7 (20/7)
Total credits per year	134	125 or 130	122 or 124

* Please note that INDBS1-5 and BNUM01-5 are only offered via Distance Learning Online (DLO) and should be completed in the first semester of study.

** Modules in italics and with two asterisks** will change according to your selected major. Please see the specific factsheet for your additional compulsory and elective modules.

Please note that IMEC02-6 and RISM01-7 are on offer only in Semester 1, whereas FINR01-6 and TIMA01-7 are on offer only in Semester 2.

ADMISSION REQUIREMENTS

The admission criteria for the Bachelor in Commerce degree are as follows:

If the candidate matriculated in 2007 or earlier
Candidates who matriculated in 2007 or earlier require:

1. A Senior Certificate with matriculation endorsement/exemption for degree studies. Candidates who have a Senior Certificate but who do not meet the matriculation endorsement/exemption requirements stated above, may apply to Universities South Africa (USAF), for mature age exemption (https://mb.usaf.ac.za/).

and

2. A symbol of E or higher for Mathematics on HG, or a symbol of D or higher for Mathematics on SG. Candidates who do not meet the Mathematics requirement may be offered admission on condition that they successfully complete the BCom bridging programme, if they have achieved at least a symbol of E on HG or a C on SG in any two of the following subjects:
   - Economics
   - Business Economics
   - Accounting
   - Physical Science or Physics/Chemistry
   - Natural Science or Biology.

If the candidate matriculated in 2008 or later
Candidates who matriculated in 2008 or later require:

1. A National Senior Certificate (NSC) with a minimum of 50% in four NSC 20-credit subjects, including English as the language of instruction at Milpark Education, as certified by Umalusi. (Life Orientation is not a 20-credit-bearing subject.) Candidates who have a National Senior Certificate (NSC) but who do not meet the matriculation endorsement/exemption requirements stated above, may apply to Universities South Africa (USAF), for mature age exemption (https://mb.usaf.ac.za/).

and

2. A minimum mark of 50% for Mathematics or 70% for Mathematics Literacy. Candidates who do not meet the Mathematics requirement but who have achieved a minimum mark of 50% or higher in any two of the following subjects may be offered admission on condition that they successfully complete the bridging programme:
   - Economics
   - Business Economics
   - Accounting
   - Physical Science or Physics/Chemistry
   - Natural Science or Biology.

Candidates who have completed a relevant Higher Certificate (NQF 5) or Diploma (NQF 6) in the field of business or commerce, may also be admitted to the BCom degree.

Other / International certificates
Further to the requirements for admission provided above, foreign nationals or South African nationals, seeking to apply for admission onto the qualification based on a non-South African/foreign senior school leaving certificate, must obtain and submit to Milpark, a Certificate of Exemption from Universities South Africa (USAf) (www.usaf.ac.za).

Applicants with foreign senior school leaving certificates, who have already completed the equivalent of a South African Grade 12, are advised to submit their USAf Certificate of Exemption at the time of applying online for the Milpark bachelor's degree.

Any foreign national or South African national, seeking admission based on a non-South African/foreign tertiary qualification must obtain and submit to Milpark a Certificate of Exemption from Universities South Africa (USAf) (www.usaf.ac.za) at the time of applying for admission onto the qualification.

Recognition of Prior Learning (RPL) applications
Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Applicants interested in applying via RPL will be considered individually by the relevant Head of School.

MODE OF DELIVERY

Students are required to select their mode of study on admission. Please note that there are mode factsheets available that explain each mode in detail.

A change of mode will only be allowed in specified circumstances. An application has to be submitted to the Academic Committee for consideration.

Select one of the following modes available for this specific programme:
- Distance learning (DL)
- Distance learning online (DLO).

STUDENT SUPPORT

Library access
The Milpark Library provides access to eBooks in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit to the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the library is included in the module fee.

Tutor
Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems, have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have a stable internet connection and the minimum system requirements in place.

Minimum system requirements
1. Reliable broadband (high-speed) internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication
7. Access to Microsoft 365 using Milpark student credentials.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

RULES OF PROGRESSION

Compulsory modules have to be completed by all students. Students are required to select one of the following majors, which will determine the electives available to them.
1. Banking
2. Banking and Investment Management
3. Compliance and Risk Management
4. Credit
5. Financial Management
6. Financial Planning and Insurance
7. General
8. Investment Management
9. Logistics and Supply Chain Management
10. Short-term Insurance
11. Taxation.

Most of the advanced modules have prerequisites. These are indicated in the factsheet specific to the major selected. Candidates may NOT register for any Level 2 or Level 3 modules if they still have four or more modules outstanding on the previous level. Candidates with any outstanding first-year module(s) may NOT register for any third-year module.

ASSESSMENT

Formative assessment contributes 30% to the final mark and consists of a combination of assignments and tests. The exact formative structure per module will be communicated to the student at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester, which contributes 70% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment, and an overall mark of 50% in order to pass the module.

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB[1]	2 GB[1]	2 GB[1]	1 GB[1]
Upload Speed	0.092 Mbps – 0.244 Mbps[2]			
Microphone	Any Microphone, either internal or external[3]			
Webcam	320x240 VGA resolution (minimum) internal or external[3]			

1. Free RAM is the minimum amount of memory that is not in use by other applications.
2. Depends on the exam settings, secure browser has no upload speed requirement.
3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

DURATION

Part-time and distance-learning students have a minimum of three years and a maximum of nine years to complete the qualification.

CERTIFICATION

On successful completion of the qualification, the student will receive a Bachelor of Commerce degree, NQF Level 7. The Bachelor of Commerce degree is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

PRICING

All module fees include one round of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for the student's own account. The prescribed book list will be available on *myMilpark*, on registration.

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and to opening up access to higher education. The programme is at NQF level 7 and will provide for articulation options into NQF level 8 programmes. Narrowly, students may proceed to any of the Postgraduate Diplomas that Milpark offers (such as Banking, Business Administration, Financial Planning, Investment Management, Management Accounting, Public Administration, or Risk Management), a Postgraduate Diploma or an Honours degree (at any number of public universities) in one of the disciplines, subject to meeting the admission and selection criteria of the receiving institution.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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