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QUALIFICATION: Bridging Programme for the Bachelor of Commerce
MODE OF DELIVERY: DISTANCE LEARNING ONLINE

DESCRIPTION AND PROGRAMME PURPOSE

The Bachelor of Commerce (BCom) degree has a minimum admission requirement in respect of Mathematics (see below). For students who achieved a bachelor's pass in their Senior Certificate or National Senior Certificate examination, but did not meet the minimum requirement for Mathematics, the Bridging Programme offered by Milpark Education will assist students to achieve the minimum admission requirement and enable them to enrol for the BCom degree.

The minimum requirements for admission to the BCom degree are:

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.
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.
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.

WHO SHOULD ENROL

The Bridging Programme is designed to improve the mathematical abilities of students intending to enrol for the BCom programme, and runs for a full semester, only on the Distance Learning Online study mode. A combination of foundation skills derived from the compulsory modules and core skills built in the semester of study will ensure that students adapt effectively in the full BCom programme.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

1. Demonstrate basic understanding of academic reading and writing components that will expose students to good reading techniques and guidance through the writing process.
2. Demonstrate understanding of business mathematics.

PROGRAMME STRUCTURE

The programme consists of three compulsory modules, and one optional module. The modules are offered in cycles of eight weeks as follows:

Cycle	Year 1	Compulsory or Optional
1	Induction to Business Studies INDBS1-5 (0/5) Business Numeracy BNUM01-5 (0/5)	Compulsory Compulsory
2	Introduction to Business Management INBM02-5 (20/5)	Optional
3	Business Mathematics BSMA02-5 (20/5)	Compulsory
	Year 1	
4	Induction to Business Studies INDBS1-5 (0/5) Business Numeracy BNUM01-5 (0/5)	Compulsory Compulsory
5	Introduction to Business Management INBM02-5 (20/5)	Optional
6	Business Mathematics BSMA02-5 (20/5)	Compulsory

MODULE DESCRIPTIONS

Compulsory

Business Mathematics BSMA02-5

This is a foundation-level module that aims to provide students with an understanding of and an ability to apply a range of mathematical techniques to real-world situations in a quantitative manner. The module emphasises the use of basic principles of mathematics in order to summarise and analyse data from diagrams, distributions and index numbers. Students will also be introduced to basic forecasting techniques, including time-series analysis and relating variables through regression analysis and scatter diagrams, and furthermore perform calculations of simple and compound interest. *Business Numeracy BNUM01-5* is a prerequisite for this module.

Business Numeracy BNUM01-5

In this induction module, students are provided with the essential mathematics and business numeracy skills and knowledge to be successful with entry-level business degree studies in subjects that require these skills and knowledge. The course is divided into two weeks. Topics 1 and 2 focus on the basic numerical skills such as integers, fractions, decimals, notation, percentage, ratio and proportion. Topics 3 and 4 focus on business-related applications such as equations and formulae, representation and analysis of data, measurement and tax calculations.

Induction to Business Studies INDBS1-5

On this induction module, students are provided with the skills and knowledge to be successful with entry-level business degree studies. Making the most of the online learning environment is at the heart of success for degree studies and students are exposed to the requirements, practices and techniques that will help them to succeed. The academic reading and writing component exposes students to good reading techniques, guides them through the writing process, and helps them to write successful academic essays. The study skills component is aimed at providing students with basic information and techniques on how to improve their study skills, from preparation to exams. *Students need to register for this module and Business Numeracy BNUM01-5 before they will be allowed to register for any further modules.*

Optional

Introduction to Business Management INBM02-5

This module introduces the students to the fundamental principles of management and the essential skills and competencies needed for effective management. Students are exposed to the primary management tasks of planning, organising, leading and controlling. Supporting management tasks such as communication, motivation and delegation are also covered. Further, students are introduced to how these management competencies and tasks are applied across management functions; notably, operations, financial, marketing, and human resources management.

ADMISSION REQUIREMENTS

Candidates who have achieved a Senior Certificate or a National Senior Certificate with a bachelor's pass, but do not meet the Mathematics requirement set by Milpark for admission onto the BCom degree, may be admitted to the Bridging Programme, provided that they have achieved a minimum mark of 50% or higher in any two of the following subjects:

- Economics
- Business Economics
- Accounting
- Physical Science or Physics/Chemistry
- Natural Science or Biology.

MODE OF DELIVERY

This programme is only available in the Distance Learning Online mode of delivery.

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 the minimum system requirements in place.

Minimum system requirements

1. Reliable broadband 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 video-conferencing technology, such as Skype/Zoom.

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

	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.

LIBRARY ACCESS

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers 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 on 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), 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)*.

RULES OF PROGRESSION

Compulsory modules have to be completed by all students, in order to be admitted to the BCom Programme. Candidates will receive credits for the relevant modules passed, when they enrol for the BCom Programme. Successful completion of the BNUM01-5 module is a prerequisite for the BSMA02-5 module.

ASSESSMENT

INDBS1-5 and BNUM01-5

Formative assessment contributes 100% to the final mark and consists of a combination of assignments, tests and participation in discussions. The exact formative structure per module will be communicated to the student at the start of the semester. There are no written summative assessments for these modules.

BSMA02-5 and INBM02-5

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 write 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.

DURATION

The duration of this Bridging Programme is one year.

CERTIFICATION

On successful completion of the qualification, the student will be entitled to be admitted into the Bachelor of Commerce degree, as accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and to opening up access to higher education. The programme will provide for articulation into the Bachelor of Commerce degree, NQF level 7.

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.

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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