QUALIFICATION: Bachelor of Business Administration (SAQA ID 61700, NQF LEVEL 7) (GENERAL)

MODE OF DELIVERY: CONTACT (Melville)/DISTANCE LEARNING/DISTANCE LEARNING ONLINE

DESCRIPTION AND PROGRAMME PURPOSE

The Bachelor of Business Administration (BBA) is designed to offer a well-balanced exposure to the knowledge, skills and attitudes required to operate effectively in a general management environment, or as a foundation for postgraduate studies in Business Administration or related areas. In order to set a broad foundation for a conceptual and functional understanding of management issues, this qualification is built around three learning areas, namely, Business Management, Marketing and Human Resource Management. Students are exposed to these areas in a carefully integrated manner that reinforces lateral learning to achieve the set outcomes of the qualification. One of the exit outcomes of the qualification focuses specifically on developing an understanding of the entrepreneurial process and the role of entrepreneurship in business and economic development. In addition to the major focus areas, students are exposed to fields such as Project Management, Financial Management and Leadership Development, which are selected to align the qualification to the demands of the contemporary business organisation.

WHO SHOULD ENROL

The BBA degree would be suitable for candidates:

- who require a generalist qualification as foundation in the fields of Marketing, Business and Human Resource Management. The additional modules allow students to acquire knowledge of the key principles, rules and theories applicable to management.
- who would like to pursue a formal qualification for a desired career or even career advancement in the field of Marketing, Business and Human Resource Management.
- who regard themselves as entrepreneurs and would like to start their own business or who need a more formal qualification to run their current business more successfully. At the end of the qualification, students will be able to contribute to their own business venture or the workforce in a positive, ethical and sustainable manner.
PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

- Communicate effectively in a business environment.
- Demonstrate competence in conceptualising, conducting and reporting on business research at a basic level.
- Demonstrate an understanding and application of management principles in a business environment.
- Demonstrate knowledge of the economic and legal environment, and the potential impact on a business organisation.
- Demonstrate a functional understanding of the roles, core processes and interfaces between the various departments of a business.
- Demonstrate the ability to contribute to a process of driving transformation and change within a business organisation.
- Demonstrate an understanding of the entrepreneurial process and the role of entrepreneurship in business and economic development.
## PROGRAMME STRUCTURE

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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<tbody>
<tr>
<td><strong>Induction to Business Studies</strong>&lt;br&gt;INDBS1-5 (0/5)*</td>
<td><strong>Operations Management</strong>&lt;br&gt;OMAN02-6 (15/6)</td>
<td><strong>Business Management 3A</strong>&lt;br&gt;(General Management)&lt;br&gt;BBAB301A (16/7)</td>
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<tr>
<td><strong>Business Numeracy</strong>&lt;br&gt;BNUM01-5 (0/5)*</td>
<td><strong>Finance for Managers</strong>&lt;br&gt;FMAN02-6 (20/6)</td>
<td><strong>Human Resource Management 3</strong>&lt;br&gt;(Organisational Development)&lt;br&gt;BBAHR301 (20/7)</td>
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<tr>
<td><strong>Introduction to Business Management</strong>&lt;br&gt;INBM02-5 (20/5)</td>
<td><strong>Business Ethics</strong>&lt;br&gt;BUSE02-6 (20/6)</td>
<td><strong>Business Research Methods</strong>&lt;br&gt;BBAM301B (20/7)</td>
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<td><strong>Business Communication</strong>&lt;br&gt;BCOM02-5 (12/5)</td>
<td><strong>Principles of Human Resource Management</strong>&lt;br&gt;HRMA01-6 (20/6)</td>
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<td><strong>Principles of Microeconomics</strong>&lt;br&gt;PMIC02-5 (20/5)</td>
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<td><strong>End-User Computing</strong>&lt;br&gt; ENDU01-5 (10/5)</td>
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<td><strong>Operations Management</strong>&lt;br&gt;OMAN02-6 (15/6)</td>
<td><strong>Management and Leadership</strong>&lt;br&gt;MLED02-6 (20/6)</td>
<td><strong>Business Management 3B</strong>&lt;br&gt;(Strategic Management)&lt;br&gt;BBAB301B (16/7)</td>
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<td><strong>Workplace Relations</strong>&lt;br&gt;WREL01-6 (20/6)</td>
<td><strong>Business Management 3C</strong>&lt;br&gt;(International Business)&lt;br&gt;BBAB301C (18/7)</td>
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<td><strong>Technology and Innovation Management</strong> TIMA01-7 (20/7)</td>
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<td><strong>Entrepreneurship</strong> BBAENT301 (18/7)</td>
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<tr>
<td><strong>Marketing Management Practice</strong>&lt;br&gt;PMAR01-6 (20/6)</td>
<td><strong>Electives (choose one):</strong>&lt;br&gt;<strong>Digital Marketing</strong>&lt;br&gt;MARK2B-6 (20/6)</td>
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<tr>
<td><strong>Business Law</strong>&lt;br&gt;BLAW1B-6 (14/6)</td>
<td><strong>OR</strong>&lt;br&gt;<strong>Project Management</strong>&lt;br&gt;PROM02-6 (20/6)</td>
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<td><strong>Principles of Macroeconomics</strong>&lt;br&gt;POME02-6 (15/6)</td>
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<td><strong>Principles of Accounting</strong>&lt;br&gt;ACCP02-5 (20/5)</td>
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* 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.

## MODULE DESCRIPTIONS

### Compulsory

**Business Communication BCOM02-5**

Effective communication is essential for the proper functioning and development of any business. In this module, you will be introduced to communication theory in general, and to communication in the organisation specifically. The module will further address the requirements for effective communication within a business context – both verbal (spoken and written) and non-verbal. All of this will happen within the boundaries of good academic reasoning and writing. In short, this module will help you to gain the essential skills to be an effective communicator within a business context.
**Business Ethics BUSE02-6**
Ethical behaviour by employees makes a substantial contribution to the long-term viability of a business. In this context, decisions are taken by individuals or groups within an organisation. The purpose of this module is to enable students to participate in ethical decision-making in the business environment. The module covers the importance of corporate governance globally, as well as locally, with the focus on the individual and the business environment.

**Business Law BLAW1B-6**
This module covers the South African legal framework as it relates to the business environment. Specific reference is made to the principles of contracts applicable in the commercial environment. The requirements for a valid contract, as well as the consequences of valid, void and voidable contracts are dealt with. In order to ensure relevance, the law of contract is dealt with as it applies to different commercial interactions, including agency, sale, letting and hiring, insurance, surety, negotiable instruments, consumer credit agreements, and consumer protection.

**Business Management 3A (General Management) BBAB301A**
This module builds on the fundamental principles of business management learnt in earlier modules in the first and second years of study. It aims to develop general management competencies such as planning, organisational structure, decision-making, teamwork, leadership and communication. It also aims to firm students’ appreciation of critical management issues such as ethics, corporate social responsibility and workforce diversity. The emphasis lies in the integration of these diverse competencies and skill sets to enable the emerging manager to function effectively in a dynamic business environment. *Management and Leadership MLED02-6* is a prerequisite for this module.

**Business Management 3B (Strategic Management) BBAB301B**
Strategic Management is the capstone course for business administration majors. Students learn new strategy formulation, implementation, and evaluation concepts and techniques. Students use this new knowledge, coupled with knowledge acquired from other courses, to chart the future direction of different organisations. Strategic Management students analyse firms in different industries, suggest objective strategic options for companies, and justify those decisions. Students recommend strategies for the organisations studied, and specify how those strategies could best be implemented. *Management and Leadership MLED02-6* is a prerequisite for this module.

**Business Management 3C (International Business) BBAB301C**
This module draws on the knowledge and understanding of business management principles and practices that have been covered during the first and second years of study. This international business module is an integrated and multi-disciplinary module and it incorporates business management, human resource management, operations, and marketing facets, in order for students to gain a holistic understanding of undertaking business internationally. It also gives emphasis to the importance of ethical leadership and good corporate governance within international organisations. The importance of this module lies in the integration of diverse knowledge, skills and competencies, in order to enable the emergent business manager to function effectively within a dynamic international business environment.
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.

Business Research Methods BBAM301B
In this module, students learn how to identify and define a business problem and provide answers to the resultant research questions through a systematic process of data collection, analysis and interpretation. The module further focuses on developing a research report.

End-User Computing ENDU01-5
The purpose of this module is to provide students with essential knowledge and skills in the use of the computer and computing devices to support various study and work functions. Students learn fundamental theory on the structure and function of the computer and computer networks. Then there is a practical component focused on application programs, including word-processing, spreadsheets, databases and presentation, as well as the use of the internet. The module places a stronger emphasis on the practical component. This subject must be registered for by all first-year students at the beginning of Semester 1.

Entrepreneurship BBAENT301
This module deals with the application of fundamental business management principles in the unique field of entrepreneurship. It explores the nature, significance and characteristics of entrepreneurs. Students learn how to generate ideas and develop them into viable opportunities and build competitive advantage to protect their opportunities. Creative and innovative thinking is applied to generate business opportunities. This module will equip students with entrepreneurial skills that are needed to address challenges and demands facing the South African economy.

Finance for Managers FMAN02-6
This module introduces you to basic financial management principles and empowers you to better understand the financial aspects of business and management decisions. The purpose of the course is to enable students to understand finance and its associated terminology. It will enable you to analyse financial statements, complete basic cash and capital budgeting, manage working capital, make valid pricing decisions and assess project progress and returns. Principles of Accounting ACCP02-5 is a prerequisite for this module.

Human Resource Management 3 (Organisational Development) BBAHR301
Organisational development adopts a system-wide approach to enforcing planned change in an organisation. The goal of such change is ultimately to achieve both efficiency and effectiveness. Students learn to apply principles and practices of behavioural science to the change process at organisational level. This syllabus provides the assumptions, strategies, models and intervention techniques needed to assess the current state and to strive towards achieving stated goals. Organisational development will excite students and stimulate...
plenty of debate on contemporary issues affecting many organisations in South Africa and globally. *Principles of Human Resource Management HRMA01-6* is a prerequisite for this module.

**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.

**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.

**Management and Leadership MLED02-6**
When leadership is exercised poorly within an organisation, it has spiralling effects that can result in a decline in team performance, stress for the manager, and possibly the loss of well-performing employees. An efficient organisational leadership strategy will ensure there is capable leadership to guide the organisation through unprecedented political, socio-cultural, economic and environmental changes that characterise the world today. The purpose of this module is to provide a holistic picture of the dynamic and evolving concept of leadership taking into account typical African circumstances, values and beliefs in order to equip students with entrepreneurial and managerial leadership skills that will contribute towards the facilitation of a transformed African society. Students will be exposed to the basic strategies that can be implemented to ensure successful leadership and change initiatives in the corporate environment. A structured approach to ethical, transformational and entrepreneurial leadership will also be presented. *Introduction to Business Management INBM02-5* is a prerequisite for this module.

**Marketing Management Practice PMAR01-6**
The purpose of this module is to provide a holistic picture of the field of marketing management and the resultant marketing strategies that can be implemented to obtain a competitive advantage. The module provides more insight into the context of the contemporary marketing landscape and presents students with a structured approach to developing a marketing plan. Topics include an analysis of the marketing environment, market targeting and positioning, as well as strategies that can be implemented to obtain a competitive advantage.

**Operations Management OMAN02-6**
The purpose of this module is to provide students with essential knowledge of how operations management designs for and operates in productive systems. Emphasis is placed on strategic operations management,
supply chain management, project management, process design, forecasting, inventory management, materials requirement planning, scheduling, and quality control. *Introduction to Business Management INBM02-5* is a prerequisite for this module.

**Principles of Accounting ACCP02-5**
This module introduces students to the basic principles of accounting. The double-entry principle and accounting equation are addressed. In addition, students are introduced to different types of journal entries, ledger accounts and bank reconciliation statements. Different types of financial statements are also introduced.

**Principles of Human Resource Management HRMA01-6**
This module consists of a detailed look at the Human Resource Value Chain. Students will be introduced to HR activities that include attracting, motivating, engaging, developing, retaining and performing Strategic HR planning, aligned to the overall business strategy. Through linking with the HR value chain, the management of employees will become a vital link to sustaining competitive advantage. The aim of the module is to develop students who will conduct these activities in a consistent, fair and effective manner while taking the framework of the South African environment into consideration.

**Principles of Microeconomics PMIC02-5**
This module aims to introduce students to the study of economics as a whole, including microeconomic theory and its application to economic analysis. Economic principles are then applied to a wide range of individual and business applications in order to provide a solid grounding in microeconomics. The module emphasises the importance of price mechanism, as well as consumer and producer equilibrium in an economy. It also provides a basic understanding of the different market structures that exist. Economic concepts, tools and techniques will be evaluated as explanations of economic behaviour.

**Principles of Macroeconomics POME02-6**
Macroeconomics focuses on the economy as a whole. The economic system is studied as a total with special attention paid to aggregate economic behaviour and aggregate economic performance. In order to do this, students will be introduced to topics such as total production, income and expenditure, economic growth, unemployment, inflation and the balance of payments. Through linking economic action on a microeconomic level (the individual), with economic action on a macroeconomic level (all the individuals added together) we develop an overall view of the economy. The aim of this module is to develop students’ understanding of the structure and performance of the South African economy.

**Technology and Innovation Management TIMA01-7**
The module aims to equip students with the generic knowledge base needed to manage the introduction or change of technology, its impact on the organisation’s operations, and ultimately, on the attainment of organisational objectives. Key themes canvased in the module include the strategic importance of innovation and technology management, managing disruptive change and harnessing the technology lifecycle.

**Workplace Relations WREL01-6**
This module is aimed at providing the student with an overview of the complex nature of the employment relationship in South Africa, both from an individual and collective perspective.
The student is introduced to the interpersonal relationship between employer and employee and the various stakeholders that encompass the employment relationship.

The outcome of the module is to enable the student to understand and acquire the necessary skills to address contemporary workforce-related issues within the South African labour legislative framework.

The purpose of this module is to equip the student to practically apply skills acquired to confidently address employment-related issues and conflict-handling within the South African context. *Principles of Human Resource Management HRMA01-6* and *Business Law BLAW1B-6* are prerequisites for this module.

**Electives**

**Digital Marketing MARK2B–6**

The module is designed to offer students more insight into the design of a digital marketing campaign. The material introduces students to the key elements of a digital marketing strategy and provides guidelines on techniques that can be applied to measure the success of a digital marketing campaign. Topics include ‘pay per click’ marketing, search engine optimisation, affiliate marketing, social media marketing, digital display advertising, email and mobile marketing and web analytics. *Marketing Management Practice PMAR01-6* is a prerequisite for this module.

**Project Management PROM02-6**

This module covers the applications of fundamental management principles in the management of projects. It runs along the well-known Project Management Body of Knowledge (PMBoK). All the well-known knowledge areas and processes of project management are given detailed treatment. This is further reinforced by the extensive use of case studies and practical scenarios to bring theoretical concepts to life.

**ADMISSION REQUIREMENTS**

Knowledge, comprehension and application of the English language at NQF level 4 (Grade 12 or equivalent level) are required. In order to determine the qualification for which a student may register, the Milpark Education points system applies as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Higher Grade</th>
<th>Standard Grade</th>
<th>NSC Result</th>
<th>Points awarded</th>
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<tbody>
<tr>
<td>A</td>
<td>8</td>
<td>6</td>
<td>90–100%</td>
<td>8</td>
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<tr>
<td>B</td>
<td>7</td>
<td>5</td>
<td>80–89%</td>
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<td>C</td>
<td>6</td>
<td>4</td>
<td>70–79%</td>
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<td>3</td>
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For entry into the degree, candidates who matriculated in 2007 or earlier, require: For entry into the degree, candidates who matriculated in 2008 or later, require:
A Senior Certificate AND a minimum of **24 points** on the Milpark points system. A National Senior Certificate as certified by Umalusi with an achievement rating of **4** (adequate achievement, 50–59%) or better in four subjects from the recognised 20 credit list, one of which must be the language of instruction, namely English.

**Foreign students**

Foreign applicants whose first language is not English are required to provide proof of proficiency in English prior to admission to the qualification. Foreign students who do not hold a South African matric certificate must present matric verification from the South African Matriculation Board, on application.

**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 Dean.

**ACCESS TO TECHNOLOGY**

Milpark provides students with materials, resources, formative 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. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

**Minimum system requirements**

1. Reliable broadband internet access
2. Firefox/Internet Explorer/Chrome web browser
3. Microsoft Word
4. PDF viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication.

**MODE OF DELIVERY**

Students are required to select their mode of study on admission. Please note that there are mode fact sheets 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:

- Contact learning (CL) Full-time (CL-FT) and Contact Learning Part-time (CL-PT).
- Distance learning (DL)
- Distance learning online (DLO).

**Note:** Contact-learning classes are subject to minimum student numbers, but a module will be available via distance learning should it not be available in contact-learning mode.

**STUDENT SUPPORT**

**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 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).

**RULES OF PROGRESSION**

1. Candidates may NOT register for any Year 2 or Year 3 modules if they still have four or more modules outstanding from the previous year.
2. 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 students 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

Full-time students have a minimum of three years and maximum of four years to complete the qualification. 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, students will receive a Bachelor's Degree, NQF Level 7 (minimum credits: 360). The Bachelor of Business Administration is 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 opening access to higher education. The programme is at NQF level 7 and it will provide for articulation options into NQF level 8 programmes. Students may proceed narrowly to Milpark's Postgraduate Diploma in Business Administration.

A student who transfers from one qualification to another within Milpark Education, may be given credit for some modules successfully completed. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant fields of professional administration and business management.

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.

PRICING

All module fees include one round of formative and summative assessments (supplementary examinations excluded). Contact fees include lectures. Module fees do not include the cost of prescribed textbooks, which will be for the students’ 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.

Website: www.milpark.ac.za
Email: info@milpark.ac.za