



**Student Services**  
+27 86 999 0001

**Cape Town**  
+27 21 673 9100

**Johannesburg**  
+27 11 718 4000

**QUALIFICATION: POSTGRADUATE DIPLOMA in BUSINESS ADMINISTRATION**  
**(SAQA ID: 76924; NQF Level 8)**

**MODE OF DELIVERY: CONTACT (MELVILLE CAMPUS)/DISTANCE LEARNING ONLINE**

### **DESCRIPTION AND PROGRAMME PURPOSE**

The Postgraduate Diploma in Business Administration (PGDip (Business Administration)) provides the opportunity for prospective students with an undergraduate degree to gain general and advanced knowledge of business administration and management. Students without management experience can engage in a challenging curriculum covering finance, strategic management, design thinking for problem solving, business research, business ethics and corporate governance, and social responsibility and environmental management.

An additional prospect, after completing the qualification, is to enrol for a Master of Business Administration (MBA) or a research Master's degree to further career prospects in management and administration. Students who proceed and are admitted to Milpark's Master of Business Administration degree, will receive module exemptions from the Postgraduate Diploma in Business Administration.

### **WHO SHOULD ENROL?**

On your way to an MBA, you need Milpark's dynamic PGDip (Business Administration) for admission. The PGDip (Business Administration) equips you to excel in the marketplace by providing an immersive experience that provides you with a variety of skills, such as critical and strategic thinking, problem-solving, responsible, and ethical leadership. Graduates will receive credits for four modules towards the Milpark MBA, which will enhance their career prospects and assist by reducing the time taken to complete the MBA.

### **PROGRAMME OUTCOMES**

Successful completion of this qualification should enable the student to:

- Read and interpret introductory, functional, and advanced literature in the field of management science.
- Communicate effectively, using graphical and language skills in the modes of oral and/or written presentation.
- Demonstrate understanding of the business world as a set of open systems in which each element is embedded in an array of interrelated elements.

- Collect, organise, analyse, and critically evaluate relevant information to enhance management decision-making.
- Undertake research projects.
- Identify and solve problems in the field of business management, using critical and creative thinking.
- Demonstrate an awareness of the economic, social, and political factors that affect public managers and businesspeople.
- Apply the conceptual knowledge and practical skills in a specific work context, either working alone or in teams.

## PROGRAMME STRUCTURE

Module name	Code	Credits	C/E
Finance for Non-Financial Managers**	FNFM01-OS	0	Bridging
General Management Environment	GENV01-8	15	Compulsory
Business Ethics and Corporate Governance	BECG01-8	15	Compulsory
Social Responsibility and Environmental Management	SREM01-8	15	Compulsory
Management Accounting and Finance	MAFI1A-8	15	Compulsory
Design Thinking for Problem Solving	DTPS01-8	20	Compulsory
Strategic Management	STRM01-8	20	Compulsory
Research Methodology	BRES01-8	20	Compulsory

\*\*This module is compulsory for all students who have not studied financial management at an undergraduate level or have no working experience in financial management. This course must be completed within the first semester of studies before attempting *Management Accounting and Finance MAFI1A-8*.

## MODULE DESCRIPTIONS

### Business Ethics and Corporate Governance BECG01-8

This module exposes students to perspectives and philosophies on moral and business ethics. Students will develop skills to identify and manage issues related to ethical practice and decision-making, and will be exposed to the requirements and practice of good corporate governance.

### Design Thinking for Problem Solving DTPS01-8

After completion of this module, students would have developed skills in alternative methodologies for problem-solving and the ability to create innovative solutions. Students should have developed an ability to define the problem that needs to be resolved in an empathetic way, allowing for a human-centred approach to product and service design.

### **Finance for Non-financial Managers FNFM01-OS**

This short course 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 people with no financial background to understand finance and its associated terminology. It will enable you to do the basics such as understand and analyse financial statements, complete basic cash and capital budgeting, manage working capital, make valid pricing decisions, and assess project progress and returns.

### **General Management Environment GENV01-8**

After students have completed this module, they should have a good theoretical and practical understanding of management. Emphasis is placed on the managerial skills needed at various different levels of management and the ways in which to master management skills and competencies. Furthermore, an understanding of the nature of designing and managing a 'winning strategy' is demonstrated.

### **Management Accounting and Finance MAF11A-8**

The purpose of this module is to provide students with the tools and abilities that enhance their decision-making proficiency. The ability to make informed and rational financial decisions is critical if students are to succeed within the financial management sphere.

### **Research Methodology BRES01-8**

After students have completed this module, they should have a good theoretical and practical understanding of conducting applied research in a relevant business sector. Emphasis is placed on identifying an appropriate and viable research problem, formulating aligned research questions and objectives, conducting a literature review, and selecting an appropriate design. Students will have to draft and submit an initial research report based on the research conducted, presenting their findings, conclusions, and recommendations.

### **Social Responsibility and Environmental Management SREM01-8**

The purpose of this module is to empower students (business executives, managers and leaders) to understand the influence and impact of business enterprises and their responsibilities. The module examines the social, ethical, and environmental issues faced by both business and other kinds of organisations, providing business executives, managers, and leaders with a theoretically supported analytical perspective of Corporate Social Responsibility (CSR) and enabling them to critically assess CSR issues, initiatives, drivers, and responses. The module will enable students to recognise that current forms of economic activity are either unsustainable or will at least be subject to a wider raft of ethical, social and environmental constraints in the future. As such, the module considers social, ethical, and environmental issues to the extent to which they represent both constraints and opportunities for commercial enterprise.

### **Strategic Management STRM01-8**

This module is designed to provide students with an essential understanding of the role of strategy in an organisation. Fundamental tools for the strategic analysis of the external and internal environment of the organisation are presented. Students will also develop an appreciation of the strategic thinking process.

## ADMISSION REQUIREMENTS

The minimum admission requirement for the PGDip (Business Administration) is a Bachelor's degree (NQF Level 6/7).

Admission to the qualification is further subject to academic selection criteria. Applicants must achieve an acceptable rating in the Milpark admission assessment. The applicant must also be:

- proficient in English. (Proof of proficiency may be required for international students.)
- computer and internet-literate.

### Recognition of Prior Learning (RPL) applications\*

*\*Kindly contact the relevant Programme Manager BEFORE applying online for admission on RPL grounds to determine availability, as RPL admissions are limited to 10% of the total intake and it is therefore continuously oversubscribed.*

Applicants who do not have the required degree but who have extensive work experience and/or proven leadership in their field of endeavour may apply in terms of Milpark's Recognition of Prior Learning policy; however, admission on these grounds is limited. RPL applicants must have a minimum of 10 years of employment experience and demonstrate potential to complete the programme, and must submit:

- a comprehensive curriculum vitae and relevant certificates.
- a one-page essay motivating why they believe they should be admitted to the programme.

In addition, an applicant may be required to present him/herself for an interview with the Selection Panel.

### Other certificates

Any applicant who has a certificate other than a South African National Senior Certificate has to provide a SAQA Certificate of Equivalence, if they want to enrol for a postgraduate qualification ([www.saqa.org.za](http://www.saqa.org.za));

## 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.

The following modes are available for this specific programme:

- Contact learning part-time (CLPT)
- 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.**

## 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 <sup>1</sup>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	1 GB <sup>1</sup>
Upload Speed	0.092 Mbps - 0.244 Mbps <sup>2</sup>			
Microphone	Any Microphone, either internal or external <sup>3</sup>			
Webcam	320x240 VGA resolution (minimum) internal or external <sup>3</sup>			

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.

## STUDENT SUPPORT

### Library Access

The Milpark Library provides access to e-books 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 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 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

All modules are compulsory. Students are required to complete all seven credit-bearing modules. Students require 120 credits to complete the qualification. *Finance for Non-Financial Managers FNFM01-OS* must be completed by all students who have not studied financial management at an undergraduate level or have no working experience in financial management.

## ASSESSMENT

Formative assessment contributes 40% towards the final mark. Most modules have multiple formative assessments. These will be communicated to you at the start of the semester.

In addition, contact-learning (CL) students are expected to attend at least 75% of the contact sessions in order to meet the Due Performance (DP) requirement. Distance-learning online (DLO) students need to participate in specific online forums per module and join online live@Milpark sessions to meet the DP requirement.

Students will complete a final, summative assessment at the end of each semester, which contributes 60% 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% to pass the module.

## DURATION

The programme can be completed in a minimum of one year and a maximum of three years.

## CERTIFICATION

On successful completion of the qualification, the student will receive a Postgraduate Diploma in Business Administration, NQF Level 8 (minimum credits: 120). The Postgraduate Diploma in 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 8 and it will provide for articulation options into NQF level 9 programmes. Narrowly, students may proceed to Milpark's Master of Business Administration.

Students who successfully complete the GENV01-8, BECG01-8, SREM01-8 and MAF11A-8 modules, and are desirous of continuing with MBA studies at Milpark, will be granted exemptions for these modules if admitted onto the MBA programme.

Beyond Milpark Education, this qualification should articulate vertically with other Master's qualifications in the relevant fields of management development. A student who has completed modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution horizontally should be able to apply for exemption from relevant modules based on 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 your 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](http://www.milpark.ac.za)

**EMAIL:** [info@milpark.ac.za](mailto:info@milpark.ac.za)

**JOHANNESBURG CAMPUS:** Tel: (011) 718-4000 Fax: (011) 482-1814

Cnr Main Road and Landau Terrace, Melville Ext 2

P O Box 91714, Auckland Park, 2006

Email: [studentservices@milpark.ac.za](mailto:studentservices@milpark.ac.za)

Website: [www.milpark.ac.za](http://www.milpark.ac.za)

**CAPE TOWN CAMPUS:** Tel: (021) 673-9100

**STUDENT SERVICES:** 086 999 0001

[studentservices@milpark.ac.za](mailto:studentservices@milpark.ac.za) (Students wanting to register)

[support@milpark.ac.za](mailto:support@milpark.ac.za) (Admin/support-related queries)