



QUALIFICATION

**Bachelor of Business Administration
(SAQA ID: 61700; NQF Level 7)**

**Bachelor of Business Administration
with a major in
PUBLIC ADMINISTRATION**

Mode of Delivery:
Immersive Online Learning

**We've got you.
You've got this.**

1 Description and Programme Purpose

The **Bachelor of Business Administration** (BBA) degree at **NQF Level 7** is a versatile qualification designed to equip students with strong managerial, leadership and digital transformation skills. The **BBA** provides a **broad foundation across key** areas of business administration, preparing graduates to **operate effectively** in a wide range of organisational contexts. Students will develop **critical thinking**, problem-solving, and communication skills that are essential for success in **modern business environments**.

[Learn More](#)



This factsheet **specifically focuses on the BBA** with a stream in **Public Administration**, which allows students to engage with the core principles of governance, service delivery and **policy alongside a solid grounding** in business and management. It is ideal for students who want to **understand how government** and business intersect, gain insight into **public sector operations**, and build the skills needed to contribute to both corporate and public environments.

2 Who Should Enrol

01

The **BBA with a stream in Public Administration** is designed for individuals who aspire to **build careers in both business** and the **broader public sector**. It is **well-suited to students** who are interested in **governance, policy, economics**, and leadership, and who wish to understand how these **areas impact organisations**, communities and development.

02

This **qualification is particularly** valuable for students who want to gain practical management expertise **while developing an understanding of public sector** institutions and their role in service delivery and accountability. **It appeals to those who envision** themselves as managers, analysts, or leaders in municipal, provincial or national contexts, as **well as professionals** who want to bring governance and policy awareness into corporate or **non-profit roles**.

03

Graduates of this **stream are equipped to contribute** to organisations in both people-centred and operational roles and are well-positioned to pursue **careers in areas such as municipal administration**, policy analysis, public sector project management, community development, financial management in government, or leadership roles in **NGOs and development agencies**. By focusing on leadership, ethics, governance and accountability, the **BBA with Public Administration** offers a distinct **pathway for students** who want to drive impact in both business and public contexts.

3 Programme Outcomes

Successful completion of this qualification should enable the student to:

- 1. Develop business communication** and digital skills that **demonstrate understanding** of **communication theories** and strategies and **digital tools to support** problem-solving, collaboration, ethical decision-making and reporting in **relevant workplace** settings and contexts.
- 2. Apply key operational**, management and leadership principles, concepts, theories, models and **practices** to strategically plan, **organise, and optimise** the use of **human resources** across diverse business **environments in an era** of digital transformation.
- 3. Explain and apply key principles**, concepts, theories, models, procedures, methods, tools and **techniques relevant** to micro- and **macroeconomics in key business** functions such as marketing, human resources, **project management** and supply chain **management** in relevant business contexts.



4. Use the **fundamental principles and practices** of holistic personal and professional development and **practical tools** and strategies to manage stress, **build resilience** and maintain a positive mindset.
5. **Integrate knowledge**, skills and attributes **from different functional** areas of business and entrepreneurial thinking to report on findings to execute an **Applied Business Capstone** project relevant to a selected focus area.

4 Programme Structure

Major: **Public Administration: 360 credits**

Semester 1	Year 1	Year 2	Year 3
Compulsory (all)	• Foundations to Business Studies FOBS01-5 (10/5) • Introduction to Business Management INBA01-5 (20/5) • Mathematical Skills for Business MABU01-5 (10/5) • Digital Skills for Business DIGB01-5 (10/5) • Introduction to Financial Reporting INFIO1-5 (10/5) • Introduction to Microeconomics MICR01-5 (15/5) • Introduction to Macroeconomics MACR01-6 (15/6) • Financial Reporting FIRE01-6 (10/6) • Law for Business Context LABS01-6 (20/6)	• Business Management 2A BUMA2A-6 (20/6) • Business Management 2B BUMA2B-6 (20/6) • Finance for Non-Financial Managers FMAG01-6 (20/6) • Introduction to Public Administration INPA01-6 (20/6) • Local Government & Service Delivery LGSD01-6 (20/6) • Public Sector Economics & Policy PSEP01-6 (20/6)	• Contemporary Leadership and Communication LCOM01-7 (20/7) • Strategic Management STRA01-7 (20/7) • Applied Business Capstone CAPG1C-7 (20/7) • Public Financial Management & Accountability PFMA01-7 (20/7) • Public Sector Leadership & Change Management PSLC01-7 (20/7) • Policy Design, Implementation & Evaluation PDIE01-7 (20/7)
	Total credits per year	120	120

Note: All modules are only offered via Immersive Online (IO).

Second-year modules are available from 2027, and third-year modules are available from 2028.

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Mode of Learning

The programme will be offered via **Immersive Online (IO) Learning**. IO Learning is our guided, dynamic and **flexible digital study experience** designed to foster deeper learning and meaningful connection.

Through scheduled online sessions, interactive content, and **collaborative activities**, students engage in a human-centred environment that blends structure with flexibility. **IO Learning uses advanced online** systems and multimedia resources to **support clear pathways**, small-group collaboration, and personalised feedback, creating a rich, connected, and engaging learning journey.



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Module Descriptions

Foundations to Business Studies FOBS01-5

This module onboards students to Milpark Education by **outlining the layout and structure** of their courses, as well as providing an explanation of Milpark's learning management system. **Students will be equipped** with basic numeracy and writing skills, and the knowledge necessary to embark on higher education **studies in the commerce field**. The module will also introduce students to professional communication and **ethical skills required** not only for studies, but also to operate within the business landscape.

In this module, students are introduced to the **fundamental principles of management** and the essential skills and competencies required for effective management. The **primary management tasks** (planning, organising, leading and controlling) and supporting management tasks (communication, motivation and delegation) are **covered and applied across management** functions, notably, operations, financial, marketing and human resources management. The **importance of fostering** an entrepreneurial philosophy and ethical culture as a manager is also dealt with in this module.

Introduction to Business Management INBA01-5

**Mathematical
Skills for
Business
MABU01-5**

The module emphasises the **use of basic principles of mathematics** to summarise and analyse business data. Students **apply a range** of mathematical **techniques to real-life business examples**. Students will be introduced to basic forecasting techniques, including time-series analysis and relating variables through regression **analysis and scatter** diagrams. The module also provides students with a **basic understanding** of the theory of interest for application to relevant business transactions.

This module introduces students to **foundational digital skills essential** for making informed and data-driven business decisions. Students will have a clear **understanding of basic components** within information technology (IT) and the relevant IT considerations within a business, including the impact and risks of digital data collection, storage, **processing and communication**. Through exercises and practical applications, students will learn to utilise digital tools for analysing and **reporting information that informs** business decisions. Since spreadsheet software and data analysis are covered in this module, the successful completion of *Foundations to Business Studies FOBS01-5* and *Mathematical Skills for Business MABU01-5* are prerequisites for this module.

**Digital Skills
for Business
DIGB01-5**

**Introduction
to Financial
Reporting
INFIO1-5**

This module **provides students from non-accounting disciplines** with a broad and practical understanding of fundamental financial reporting principles. The module **explores the role of accounting** in business and guides students through the full accounting cycle, from recording transactions to preparing basic financial statements. **At the end of the module**, students will be able to process basic accounting **transactions and understand** key financial documents such as journals, trial balances and financial statements.

This **foundational microeconomics** module introduces students to the core principles and analytical tools used to understand economic behaviour at individual and firm level. **This module aims to develop economic** reasoning and equips learners to apply microeconomic concepts to real-world decision-making. **Key areas of focus include demand** and supply analysis, elasticity, consumer and producer behaviour, market structures, public goods, and the evaluation of efficiency and equity in economic outcomes. At the end of the module, students will be **able to critically assess** how economic agents interact within various market environments, and the implications of their choices.

**Introduction to
Microeconomics
MICR01-5**

**Introduction to
Macroeconomics
MACR01-6**

This module **provides students with a comprehensive** understanding of macroeconomic principles and their application to the South African economy. Over the **course of eight weeks**, students will explore key topics such as the structure and functions of the banking system, government intervention, fiscal policy, and economic growth. **The module emphasises** the practical application of theoretical models, including the Keynesian model, to real-world economic scenarios.

This practical module builds on the **foundational accounting** principles introduced in *INFIO1-5* which is a prerequisite for this module. The module explores the full **financial lifecycle of a business**, from sourcing funding and making investment decisions, to **managing daily operations** and evaluating performance. Students will see how accounting supports every stage of business activity. **Additionally, students will deepen** their understanding of financial statements, engage with the **Statement of Cash Flows** for the first time and gain insight into the South African tax system. With real-world examples and a strong focus on practical application, this module equips students to **confidently engage with financial information** and finance professionals, make informed business decisions, and apply these skills across a wide range of careers and entrepreneurial ventures. *Introduction to Financial Reporting INFIO1-5* is a prerequisite for this module.

**Financial
Reporting
FIRE01-6**



**Law for Business
Context LABS01-
6**

This module provides a **clear understanding** of the South African legal framework as it relates to the South African business environment. The **relevance of legal considerations** to business will be illustrated through practical scenarios in a business context. After completion of this module, students will be able to **identify and mitigate legal risk** and assess and communicate legal compliance across **functional departments** of a business.

This **module provides an overview of the primary business** functions that directly create and deliver value to customers: operations and marketing. It covers the role of **management in overseeing operations** management, including the planning, organising and **controlling of resources** and processes involved in inbound logistics, production or service delivery, and outbound logistics. The module also examines marketing management, focusing on market research, product development, branding, pricing strategies, promotion, communications and consumer behaviour. **Students will gain an understanding** of how the effective management of these core functions contributes to competitive advantage and **overall business success**. By the end of the module, students will have the skills and knowledge needed to manage these essential activities effectively in a **contemporary business environment**. *Introduction to Business Management INBA01-5* is a prerequisite for this module.

**Business
Management 2A
BUMA2A-6**

**Business
Management 2B
BUMA2B-6**

This **module offers an overview** of the functional areas in business that provide essential supporting activities in business. This includes the role of **management in overseeing procurement** and supplier relationships. The module also examines information technology management, a critical aspect in contemporary business. Human resource management is covered, highlighting talent acquisition, **performance management and employee development and engagement**. Additionally, the module explores basic financial functions and oversight, including tax and legal compliance, and corporate governance and **risk frameworks that support effective** and ethical business operations. Students will develop the skills and knowledge to **manage these critical supporting** functions effectively, contributing to long-term business sustainability. *Introduction to Business Management INBA01-5* is a prerequisite for this module.

This module builds on **year 1 foundational financial reporting** knowledge and lends to the practical application of financial accounting principles. Students will **explore core accounting processes**, including VAT, depreciation and entity-specific reporting. The module focuses on preparing and analysing financial statements to **support business decision-making**, with an emphasis on utilising digital tools and cloud-based accounting systems. Students will also gain an **understanding of more complex accounting topics**, such as group structures and basic consolidation concepts, alongside the treatment of financial instruments. **By the end of the module**, students will have the skills required for modern financial reporting and compliance with relevant accounting standards. *Introduction to Financial Reporting INFIO1-5* and *Financial Reporting FIRE01-6* are prerequisites for this module.

**Financial
Accounting
for Business
Decisions
FBUD01-6**

**Local
Government &
Service Delivery
LGSD01-6**

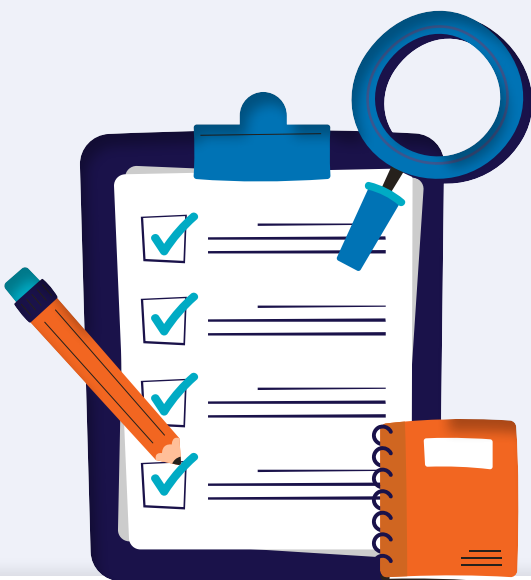
Students will **examine the principles of municipal governance**, the design of service delivery models and community participation. The Batho Pele principles will be **explored as a framework for accountability**, transparency and citizen-centred service. This module links governance theory with practical applications in improving lives through effective local government.

This **module introduces economics from a public sector** perspective, with a focus on fiscal policy, developmental state theory and socio-economic transformation. **Students will learn how government** spending, taxation and economic interventions affect communities, markets and long-term growth. In addition, students will **learn how the government manages public** goods. Through policy analysis, **students will gain insights** on the various policy tools used to improve on the quality of life of citizens.

**Public Sector
Economics &
Policy PSEP01-6**

**Contemporary
Leadership and
Communication
LCOM01-7**

This module examines **contemporary leadership** and communication practices essential for leading diverse individuals and teams in **complex business environments**. Students will explore how modern leaders use ethical decision-making, cultural **intelligence and inclusive approaches** to enable trust, collaboration and high performance. The module also covers key concepts from **business communication** theory and practical communication strategies for engaging with diverse audiences, **managing conflicts and influencing stakeholders**. Students will develop the skills needed to navigate cultural diversity, lead others responsibly, and **communicate with clarity** and impact across different organisational contexts. By the end of the module, students will be prepared to **lead and communicate effectively** and ethically in diverse contemporary workplaces.



The **Strategic Management module equips** students with the skills to formulate strategies and **implement changes in an organisation**. Strategic management is about ongoing planning, monitoring, analysis, and assessment of organisational needs in order to meet its goals and objectives. Changes in business environments will require organisations to constantly assess their strategies for success. The **strategic management process** helps organisations take stock of their present situation, craft suitable strategies, deploy them and analyse the **effectiveness of the implemented** management strategies. *BUMA2A-6 Business Management 2A* and *BUMA2B- 6 Business Management 2B* are prerequisites for this module.

Strategic Management STRA02-7

Applied Business Capstone CAPG1A-7

This **capstone project integrates and applies** the knowledge and skills that students have **gained across their coursework** in a practical, real-world context. **Students will demonstrate critical thinking**, problem-solving, research and communication skills relevant to commerce and business environments. The **module covers various business disciplines**, functions and skills learned throughout the degree. Students will develop the ability to work both **independently and collaboratively**, which will require them to apply academic concepts to practical situations. **Students will also reflect** on their learning journey and assess their efforts and contributions.

This module **explores the financial governance** of public institutions, covering the PFMA, MFMA, budgeting cycles, procurement frameworks and audit compliance. **Students will learn how to interpret budgets**, monitor spending and assess **performance against** accountability standards.

Public Financial Management & Accountability PFMA01-7

Public Sector Leadership & Change Management PSLC01-7

Students will study **leadership in public sector institutions** and organisations, with a focus on stakeholder management, conflict resolution, and leading transformation. **The module will explore important leadership** theories with the emphases on the role of leadership in achieving service excellence, managing change and ensuring **inclusive development**. By the end of the module, students will be skilled to lead with integrity, accountability, **transparency and contribute** meaningfully to society.

This module **introduces the full policy cycle**, from formulation through implementation and monitoring, to evaluation and impact assessment. The module further **highlights the complexities of policy implementation**, factors that ensure successful delivery of resource allocation. Students will learn how to design policies that **address real problems**, engage stakeholders effectively, and apply monitoring frameworks to **assess success** and inform improvement.

Policy Design, Implementation & Evaluation PDIE01-7

The admission criteria for the **Bachelor of Business Administration** are as follows:

If the candidate matriculated in 2007 or earlier

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/>).

If the candidate matriculated in 2008 or later

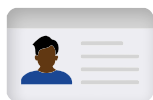
Candidates require a **National Senior Certificate (NSC)** with a **minimum of 50%** in four NSC **20-credit** subjects, including English as the language of instruction at Milpark Education, as certified by Umalusi. (Life Orientation is not a **20-credit-bearing** subject.) Candidates who have a **National 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/>).

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 **BBA** degree.

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You've got this.**



Applicants must, at a minimum, **submit the following documents with their application:**



Copy of
**South African
13-digit identity
document** or
valid passport.



Copy of **Senior
Certificate** with
matriculation
endorsement/
exemption for
degree studies



Copy of
**National Senior
Certificate** with
a bachelor's
degree pass



Copy of **Senior
Certificate or
National Senior
Certificate** plus
a qualification
at **NQF Level 5
or above (120
credits or more)**,
supported
by a copy of
the certificate
or letter of
completion.

Kindly note

The **documents listed above** represent the minimum requirements. Applicants may be asked to provide **additional supporting documentation** if further evidence is needed. Applicants are encouraged to provide all **supporting documentation** at the time of applying to avoid unnecessary delays in the processing of their application.

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.



Foreign nationals residing in South Africa on a temporary visa must provide proof from the **South African Home Affairs** offices that they are permitted to study and enrol for studies at the **tertiary level**.

[Learn More](#)

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.

Applicants will be required to provide evidence as outlined below **when applying for admission via the RPL route**:

- Curriculum vitae – applicant must have **10 years** of relevant work experience.
- Applicant must have a **matric qualification**, even if they performed poorly on it.
- **Personal motivational letter**, advising how the qualification will assist them and how the qualification links with their line of work.
- Evidence from **performance in the workplace** (e.g. motivational letter from direct line manager, evidence from workplace appraisal).
- **Evidence** from prior achievement.
- **Certified academic transcript**/statement of result.

[Learn More About The RPL Requirements](#)

8 Mode of Delivery

The **Department of Higher Education and Training** has registered the programme, and the Council on Higher Education has accredited the programme for delivery via **distance learning**.

[Learn More](#)

Following mode is available for this specific programme:



Distance
learning

9

Access to Technology

Through the *myMilpark* and *myCourses* **online tuition** and support environments, students have **access to all course materials** (including formative and summative assessments), discussion opportunities, administrative **services and a wealth of external resources**.

Minimum requirements to study online and complete assessments and online proctored assessments

A **laptop or personal computer (PC)** with one of the **following operating systems**:



Windows 10+



macOS 10.11+



Ubuntu 18.04+



Chrome 58+



Continuous (daily) access to a **stable internet connection** with an upload and download speed of at least 5 Mbps.



A **camera/webcam** (720p resolution)



Speakers and a microphone **OR** headphones



2GB free **RAM** (memory)



250MB **free disk space**.

[View Technical Requirements](#)

[How To Check Your RAM](#)

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 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.

Online lecturer (IO)

Comprehensive student **support services are available**. Students are provided with administrative support by Student Services. To assist with understanding content, students have **access to online lecturers** 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)*.

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**.

We've got you. You've got this.

Website:

www.milpark.ac.za

Apply Now

Enquiries

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**We've got you.
You've got this.**

