



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

MODE OF LEARNING: IMMERSIVE ONLINE LEARNING/DISTANCE LEARNING

This factsheet is intended for students registered for the BBA with a major in Banking intake in 2026.

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 transformational skills. The BBA in Banking develops a solid foundation in business and management while focusing on the knowledge and competencies required to operate effectively in the financial services sector. Students are introduced to core business disciplines such as accounting, management and leadership, while building specialised expertise in banking operations, risk, strategy and innovation.

The programme is designed to prepare graduates for careers in the banking and financial services industry by combining managerial training with practical knowledge of modern banking practices. With the sector undergoing significant transformation due to digitalisation, machine learning and artificial intelligence, the curriculum places strong emphasis on adaptability, entrepreneurial and intrapreneurial thinking, and the ability to identify opportunities for innovation such as fintech ventures. Students are exposed to integrated learning areas, including Banking without Boundaries, Business Management and Leadership Development, ensuring that they graduate with a well-rounded and industry-relevant skill set.

WHO SHOULD ENROL

The BBA (Banking) degree is suited to individuals who want to pursue a career in banking and financial services while also gaining broad-based managerial and leadership skills. The programme is ideal for those seeking a formal qualification to prepare for career entry or advancement in banking, as well as for individuals who want to strengthen their understanding of management and commerce within the financial sector.

Graduates of this programme will be well-prepared for roles such as Branch Manager, Relationship Manager, Business Development Manager, or Operations Manager within the financial services industry. The qualification also appeals to entrepreneurs and intrapreneurs who want to apply innovative thinking to launch or grow business ventures, particularly in areas such as digital banking and fintech. By integrating business management with specialised banking knowledge, the programme equips students to make a positive, ethical and sustainable impact on organisations and society.

PROGRAMME OUTCOMES

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 in order to execute an Applied Business Capstone project relevant to a selected focus area.

PROGRAMME STRUCTURE

Major: Banking: 396 Credits			
	Year 1	Year 2	Year 3
Compulsory (all)	Foundations to Business Studies FOBS01-5 (10/5)	Business Management 2A BUMA2A-6 (20/6)	Contemporary Leadership and Communication LCOM01-7 (20/7)
	Introduction to Business Management INBA01-5 (20/5)	Business Management 2B BUMA2B-6 (20/6)	Strategic Management STRA01-7 (20/7)
	Mathematical Skills for Business MABU01-5 (10/5)	Finance for Non-Financial Managers FMAG01-6 (20/6)	Applied Business Capstone CAPG1A-7 (20/7)
	Digital Skills for Business DIGB01-5 (10/5)	<i>Introduction to Retail Banking</i> INRB02-6 (25/6)*	<i>Global Banking Operations</i> GBA001-7 (23/7)*
	Introduction to Financial Reporting INFI01-5 (10/5)	<i>Sales Management</i> SMAN02-6 (20/6)*	<i>Bank Management</i> BAMA01-6 (25/6)*
	Introduction to Microeconomics MICR01-5 (15/5)	<i>Banking without Boundaries</i> BWBO01-6 (20/6)*	<i>Sales and Marketing Strategy</i> SMST01-7 (23/7)*
	Introduction to Macroeconomics MACR01-6 (15/6)		
	Financial Reporting FIRE01-6 (10/6)		
	Law for Business Context LABS01-6 (20/6)		
	<i>Regulation and Compliance in the Banking Industry</i> RCBI02-5 (20/5)*		
	140	125	131

Note: All first-year modules are offered via Immersive Online (IO), except for RCIB02-5.

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

*Specialist modules relating to your chosen major may only be offered on the Distance Learning (DL) mode of learning.

MODE OF LEARNING

The programme will be offered via **Immersive Online (IO) Learning** or **Distance Learning (DL)**, based on the student's selection of mode of learning.

Immersive Online (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.

Distance Learning (DL) is our more traditional, flexible study mode designed for independent learners who prefer minimal online engagement.

Students in this mode primarily rely on textbooks and study guides, with access to supplementary online resources via our learning platform. DL supports self-paced learning and is ideal for students with limited internet connectivity or those who prefer offline study. While lecturer support is available, interaction is less frequent compared to other modes, allowing students to manage their time and progress independently.

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 in the business landscape.

Introduction to Business Management INBA01-5

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 (such as 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.

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.

Digital Skills for Business DIGB01-5

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.

Introduction to Financial Reporting INFI01-5

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. By 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.

Introduction to Microeconomics MICR01-5

This foundational microeconomics module introduces students to the core principles and analytical tools used to understand economic behaviour at the 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. By 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 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.

Financial Reporting FIRE01-6

This practical module builds on the foundational accounting principles introduced in INFI01-5 (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 INFI01-5* is a prerequisite for this module.

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.

Regulation and Compliance in the Banking Industry RCBI02-5

This module sets out the key legislative Acts applicable to the banking sector, and further applies relevant risk and compliance methodologies. The module will assist you in understanding how regulatory compliance is managed within the banking sector and it provides an overview of the main regulatory Acts that impact the banking sector. The responsibility for complying with these Acts rests on all employees of an organisation.

Business Management 2A BUMA2A-6

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 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 businesses. 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.

Finance for Non-Financial Managers FMAG01-6

This module introduces financial management principles and empowers students to better understand the financial aspects of business. The module equips students with essential financial literacy for managerial decision-making, including the interpretation of financial statements to evaluate organisational performance. Students will learn budgeting techniques and working capital management to optimise resource allocation, as well as the fundamentals of funding structures for business growth. The module covers financial ratio analysis to assess liquidity, profitability, and operational efficiency, while addressing ethical considerations in financial decision-making. By the end of the module, students will have the knowledge to understand and interpret financial information to support decision-making. *Introduction to Financial Reporting INFI01-5* and *Financial Reporting FIRE01-6* are prerequisites for this module.

Introduction to Retail Banking INRB02-6

Students are introduced to the banking industry and the financial services sector. They will learn about the financial ratios required by the South African Reserve Bank, and how to effectively manage the banks' assets

and liabilities in order to increase profitability. The relationship between banks and customers is discussed, as is pricing. The module covers different banking and insurance products available, and how to match them to different clients' needs. It also explains different sources of finance for businesses or business ventures. Current trends in the South African banking industry are highlighted. *This module is only on offer in Semester 1.*

Sales Management SMAN02-6

It is acknowledged that the contemporary sales executive has to do more than just 'push' a product. The focus has shifted to the customer. In the relationship, persuasion and influence play a role. The objective of a sale is for the customer to make a value exchange. The purpose of this module is to introduce students to more advanced sales techniques, such as leadership, relationship management and planning in the financial services industry. This will enable students to improve their performance in a sales management role in a banking services environment. *This module is only on offer in Semester 1.*

Banking without Boundaries BWBO01-6

The purpose of this module is to introduce students to the effects that technological disruption is having in the banking industry, from different angles. Students will reflect on banking as a future career and how to serve customers in a virtual world, using new technologies and delivery mechanisms. This module is important for students in the banking field today, since they are at the forefront of these developments. *This module is only offered in Semester 1.*

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.

Strategic Management STRA02-7

This module provides students with a comprehensive understanding of the strategic management process, focusing on the analysis, formulation, implementation, and evaluation of business strategies. Students will develop the ability to analyse both internal and external environments using strategic tools and frameworks. The module covers the development of strategic objectives and competitive strategies at various levels. Emphasis is placed on effective strategy implementation, including methods for monitoring and controlling strategic performance. This module prepares students for strategic decision-making roles within complex business contexts. *Business Management 2A BUMA2A-6 and Business Management 2B BUMA2B-6 are prerequisites for this module.*

Applied Business Capstone CAPG1A-7

The purpose of this Capstone module is to provide students with the opportunity to integrate and apply knowledge from various business disciplines to address complex, real-world business challenges. Through a comprehensive project, students will enhance their critical thinking, problem-solving, and project management skills, demonstrating their ability to work independently and collaboratively. This module aims to bridge theory and practice, encouraging students to reflect on their learning journey and assess their career readiness as they transition from academia to the professional business environment.

Global Banking Operations GBAO01-7

The purpose of this module is to introduce students to aspects of international banking and the international monetary system. It introduces students to the concept of international trade, and the structure and goals of central banking both in South Africa and in the USA. Students will be exposed to monetary policy systems and policies through case studies. Students will be required to evaluate different international banking products that banks could sell in specific situations, based on an understanding of the workings of foreign exchange. Furthermore, an understanding of strategies for global banking risks will be needed. The course will end off with a review of the potential impact of the latest global financial technology developments on banks. *Bank Management BAMA01-6* is a prerequisite for this module. *This module is only on offer in Semester 2.*

Bank Management BAMA01-6

This module will introduce students to bank financial statements and how banks generate money. It will also touch on some other specialist banking topics suitable for this NQF level, such as capital requirements and asset-liability management.

Sales and Marketing Strategy SMST01-7

The purpose of this module is to equip students to operate professionally in a senior sales and marketing management role. This module will cover strategy, core strategy tools, types of strategy schools of thought, the link between corporate and marketing strategy, the use of different marketing/strategy tools, and understanding of sales and marketing strategy implementation. This module will further provide students with an understanding of strategy in a sales and marketing environment and how this can be applied in the banking industry. This module is only on offer in Semester 2.

MINIMUM ADMISSION REQUIREMENTS

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

If the candidate matriculated in 2007 or earlier

Candidates who matriculated in 2007 or earlier require 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.

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; or
- **Copy of National Senior Certificate** with a Bachelor's Degree Pass; or
- **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.

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 so as 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.

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. direct line manager motivational letter, evidence from workplace appraisal)
- Evidence from prior achievement
- Certified academic transcript/statement of result.

Click on [RPL Commerce](#) to view the RPL requirements for Commerce programmes.

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.

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.

For more information, such as tips to help prevent technical issues during an online proctored assessment, visit [Technical requirements](#).

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 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)*.

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 will contribute between 30% and 40% to the final mark, depending on the specific module. It may consist of a combination of the following: assignments, quizzes, presentations, journalling, participation, engagement and tests. Students are advised to consult the module orientation and assessment guidelines provided for each module to ensure that they understand how their final mark will be calculated.

Students will complete a final, summative assessment at the end of each module, which will contribute between 60% and 70% towards the final mark, depending on the module. In all cases, students are required to obtain a sub-minimum of 40% in the final summative assessment and an overall final mark of 50% to pass the module.

Students are advised to consult the module orientation and assessment guidelines provided for each module to ensure that they understand how their final mark will be calculated.

DURATION

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 of Business Administration Degree, NQF Level 7. 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 Banking or 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). 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.