



QUALIFICATION

Postgraduate Diploma
(SAQA ID: 76924; NQF Level 8)

Postgraduate Diploma in Business Administration



Mode of Delivery:
Distance Learning Online

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

1 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 business acumen essentials, strategic management principles, design thinking for problem-solving, financial management for strategic decision-making, business research for managers, risk and governance, leadership for managers and how to **lead an organisation responsibly** and in context.

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2 Who Should Enrol?

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



[Programme Outcomes](#)

[Programme Structure](#)

Scroll down until you find the relevant sections

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**Business
Acumen
Essentials
BACS01-8**

This module equips students with **essential skills** in collaboration and in writing, conducting and presenting qualitative and quantitative research. Students will also be introduced to various thinking modes to enhance their **problem-solving** and decision-making abilities in complex environments. These foundational elements prepare students for meaningful engagement with the rest of the programme.

This module **empowers students to critically evaluate** the influence and impact of business enterprises in society and their responsibilities as corporate citizens. The module examines the social, ethical and environmental issues experienced by organisations in light of global and local challenges and possible organisational responses, including involvement with community-based projects. Students will get the opportunity to support the **sustainability of community-based projects** through collaboration, active engagement and consultation.

**Leading an
Organisation
Responsibly
LDRS01-8****Leading an
Organisation
in Context
LDCT01-8**

This module provides a holistic understanding of the **complex interrelationship between the individual, the organisation** and the broader South African, African and global environment, emphasising values, ethical leadership and interconnectedness. Students will examine organisational dynamics, including culture, values, functional responsibilities and decision-making. The module also looks **outwards to frame the organisation within a broad context** for ethical and considered decision-making.

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.

**Business
Research for
Managers
BRSM01-8**

**Design
Thinking and
Problem-
Solving
DTPS02-8**

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.

This module provides students with a **comprehensive understanding** of financial management, costing techniques and financing considerations – and their applications in strategic decision-making for business leaders. It **focuses on equipping students** with the knowledge and skills needed to implement costing strategies and use financial data to make informed decisions that drive value creation from an organisational perspective.

**Financial
Management
for Strategic
Decision-
Making
FMSD01-8**

**Strategic
Management
Principles
STMP01-8**

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.

This module exposes students to legal and risk management principles. It also covers the requirements and practices of good corporate governance, including control frameworks. The module equips students to address **legal challenges and mitigate risks effectively** while upholding ethical standards. Students will explore the connection between sound governance and risk management for business resilience.

**Risk and
Governance
RGOV01-8**

**Leadership
for Managers
LMAN01-8**

This module follows a **multi-faceted approach** that includes reflections and engagements on personal and interpersonal leadership. Through this module, students will be introduced to the Milpark graduate attributes; these elements will be inculcated throughout activities and reflections within this module and integrated with selected other modules.

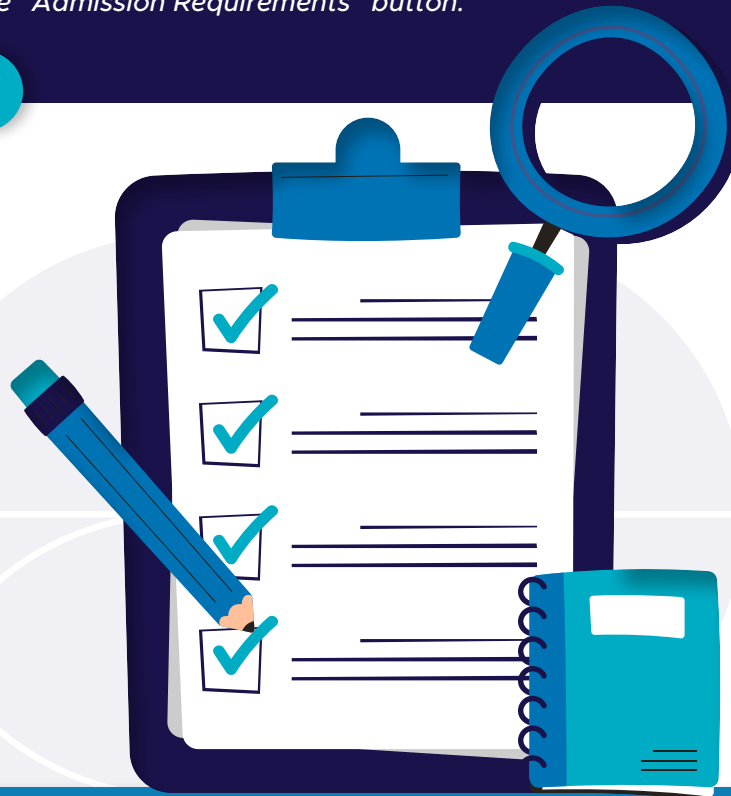


3 Admission Requirements

There are two admission entry routes that can be taken

Scroll down and click the “Admission Requirements” button.

[Learn More](#)



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4 Mode of Delivery

The programme will be offered via **distance learning online (DLO)**. Students will have weekly milestones per module and compulsory live online classes to attend per module.

[Learn More](#)



5 Technical Requirements

[View Requirements](#)



6 Student Support

Comprehensive student **support services are available.**

Students are provided with **administrative support by Student Services.** Lecturers will facilitate compulsory live online interactive sessions, often based on real-life case studies. Interactive group discussions and activities allow students to learn from lecturers and peers. 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)*.

7 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), Emerald, 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.**

8 Rules of Progression

All modules are compulsory. Students are required to complete all nine 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.

9 Assessment

Formative assessments comprising assignments and tests will contribute a **specified percentage towards the final mark**, and the summative assessment will contribute a specified percentage towards the final mark. The details regarding formative and assessments per module can be found in each module outline and are communicated to students at the start of each semester.

Students need to participate in specific online discussion forums per module and join online *live@Milpark* sessions to meet the due performance (DP) requirement.



10 Duration

Students have a minimum of one year and a maximum of three years to complete the qualification.

11 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).

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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 modules *BACS01-8*, *LDRS01-8*, *LDCT01-8*, *FMSD01-8* and *RGOV01-8* and are desirous of continuing with MBA studies at Milpark will be granted exemptions for these modules if admitted to 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.



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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 your own account. The prescribed book list will be available on myMilpark on registration.

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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 or for other reasons. Notice of such changes will be published on our website.

Website:

www.milpark.ac.za

[Apply Now](#)

Enquiries

Tel: (086) 999-0001

Deneb House

3rd Floor | 368 Main Road

Observatory | Cape Town

7925 | PO Box 44235

Claremont | 7735

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