



QUALIFICATION

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

**Bachelor of Business Administration Majoring
in Marketing**



Mode of Delivery:

Distance Learning
Distance Learning Online

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

1 Description and Programme Purpose

The **Bachelor of Business Administration (BBA) with a major in Marketing** is designed to offer 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.

The BBA qualification sets a **broad foundation for a conceptual and functional** understanding of business management issues, and this qualification is built around learning areas in **Business Management with a major in Marketing Management**. Students are exposed to specific areas in Marketing in a carefully **integrated manner** that reinforces lateral learning to achieve the set outcomes of the qualification.



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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, Business Management** and **Leadership Development**, which are selected to align the qualification to the demands of the contemporary business organisation.

2 Who Should Enrol

The BBA degree with a major in Marketing would be suitable for:

01

A person who requires a **generalist qualification** as foundation in the fields of **Marketing** and **Business Management**.

02

A person who would like to **acquire knowledge of the key principles, rules and theories applicable** to management, with a focus on the Marketing discipline.

03

A person who would like to **pursue a formal qualification** for a desired career or even career advancement in the field of **Marketing and Business Management**.

04

A person who **regards themselves as an entrepreneur** and would like to start their own business or who needs 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.

3 Programme Outcomes

Successful completion of this qualification should enable the student to:

1. Communicate **effectively** in a business environment.
2. Demonstrate competence in conceptualising, **conducting and reporting** on business research at a **basic level**.
3. Demonstrate an understanding and application of **management principles** in a business environment.
4. Determine the **potential impact** of legal and economic **factors on a business** organisation.
5. Demonstrate a **functional understanding** of the roles, core processes and interfaces between the various departments of a business.
6. Demonstrate the **ability to contribute** to a process of **driving transformation** and change within a business organisation.
7. Demonstrate an understanding of the entrepreneurial **process and the role** of entrepreneurship in business and economic development.



4

Programme Structure

Major: **BBA with a major in Marketing : 390 credits**

Year 1	Year 2	Year 3
<ul style="list-style-type: none"> • Induction to Business Studies INDBS1-5 (2/5)* • Business Numeracy BNUM01-5 (3/5)* • Introduction to Business Management INBM02-5 (20/5) • Business Communication BCOM02-5 (12/5) • Principles of Microeconomics PMIC02-5 (20/5) • End-User Computing ENDU01-5 (10/5)** 	<ul style="list-style-type: none"> • Branding and advertising BRAD02-6 (20/6) • Finance for Managers FMAN02-6 (20/6) • Business Ethics BUSE02-6 (20/6) 	<ul style="list-style-type: none"> • General Management GMAN01-7 (16/7) • Services Marketing MARK3A-7 (20/7) • Business Research Methods BREM01-7 (20/7)
<ul style="list-style-type: none"> • Marketing Management Practice PMAR01-6 (20/6) • Business Law BLAW1B-6 (14/6) • Principles of Macroeconomics POME02-6 (15/6) • Principles of Accounting ACCP02-5 (20/5) 	<ul style="list-style-type: none"> • Management and Leadership MLED02-6 (20/6) • Digital Marketing DIGM02-6 (20/6) • Project Management PROM02-6 (20/6) 	<ul style="list-style-type: none"> • Entrepreneurship ENPS02-7 (18/7) • Visual Communication VISC01-7 (20/7)*** • Strategic Marketing SMAR01-7 (20/7)*** • Technology and Innovation Management TIMA01-7 (20/7)***
127	127	127

* INDBS1-5 and BNUM01-5 are only offered via Distance Learning Online (DLO) and should be completed in the first semester.

** This subject must be registered for by all first-year students at the beginning of semester 1. The subject is only available on DL.

*** Subjects only on offer in Semester 2.

Branding and advertising BRAD02-6

The branding of a product is its presentation to the public in a way that makes it easy for people to recognise. **Advertising is a means of communication** with the users of a product or service. In this module, students will gain insight into the **key promotional functions** of branding and advertising; primarily, the development and maintenance of a successful brand identity. In more detail, the focus is on the **development of an integrated marketing** communication campaign based on an organisation's strategy. *Marketing Management Practice PMAR01-6* is a prerequisite for this module.

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 Communication BCOM02-5

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.

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 Law BLAW1B-6

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 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 is about a systematic inquiry that helps to solve business problems and contribute to management knowledge. The **purpose of this module** is to **introduce you to basic business research** methodology. This module will guide you towards identifying and describing a research problem, drafting a basic **research design to investigate** the problem, and engaging in a literature review. **The final task** will be to draft a basic research proposal that will serve as a blueprint for a possible research project.

Business Research Methods BREM01-7

Digital Marketing DIGM02-6

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.

The purpose of this module is to **provide students with the knowledge** and skills essential for using **computers and computing devices** in order to complete assessments for qualification at Milpark, and articulate the importance of basic digital skills for workplace readiness. Students learn **fundamental components** focused on the structure and function of computers and computer networks. There is also a practical component focused on application programmes, including Word, PowerPoint and Excel. The module places a **stronger emphasis on the practical component**.

End-User Computing ENDU01-5

Entrepreneurship ENPS02-7

This module covers the important principles and theories that students must consider when establishing a new business venture. We explore 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 economies worldwide.

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.

Finance for Managers FMAN02-6

General Management GMAN01-7

The **General Management** module builds on the fundamental principles of business management learnt in earlier modules (from the first and second years of your study). It aims to **develop general management** competencies in areas such as planning, organisational structure, decision-making, teamwork, leadership and motivation. It also aims to **strengthen your knowledge of critical** and contemporary management issues, such as ethics, corporate social responsibility and workforce diversity. The **emphasis lies** in the integration of these diverse competencies and skills sets to enable you as emerging manager to function effectively in a dynamic business environment. *Management and Leadership MLED02-6* is a prerequisite for this module.

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. *Students need to register for this module and Business Numeracy BNUM01-5 before they will be allowed to register for any further modules.*

Induction to Business Studies INDBS1-5



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.

Introduction to Business Management INBM02-5

Management and Leadership MLED02-6

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.

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**.

Marketing Management Practice PMAR01-6

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.

Macroeconomics focuses on the economy as a whole. The **economic system is studied**, 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.

Principles of Macroeconomics POME02-6

**Principles of
Microeconomics
PMIC02-5**

This module aims to **introduce students to the discipline** of economics, including microeconomic theory and its application to economic analysis. Economic principles are then **applied to a wide range of individual** and business applications to give a solid grounding in microeconomics. The module emphasises the importance of managing scarce resources, demand and supply, the price mechanism, and 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.

This module covers the application of **fundamental management** principles in the management of projects. It runs along the well-known **Project Management Body of Knowledge (PMBok)**. All the recognised 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.

**Project
Management
PROM02-6**

**Services
Marketing
MARK3A-7**

The purpose of this module is to provide a holistic view of the **field of services marketing**. The module provides the student with insight into the unique components of services marketing and will expose the **student to services marketing strategies** that can be implemented as part of any organisation's marketing strategy. *Branding and Advertising BRAD02-6* is a prerequisite for this module.

This is the **final marketing module** on the qualification and students are practically assessed based on their three years of marketing knowledge. The **module includes the identification of a suitable target market**, research among the target market, and development of an integrated marketing plan (IMC) that **incorporates every aspect** of marketing activities from the design to the choosing of the appropriate media for a marketing campaign. *This module is on offer only in Semester 2 on DL.*

**Strategic
Marketing
SMAR01-7**

**Technology
and Innovation
Management
TIMA01-7**

The module aims to **equip students with the generic knowledge** 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 covered in the module include the strategic importance of innovation and technology management, managing disruptive change and harnessing the technology lifecycle. *This module is on offer only in Semester 2 on DL.*

The purpose of this module is to **provide an integrated perspective** of the field of visual communication and the associated fields of design and strategic thinking. Students will **gain insight into the various forms** of visual communication used within advertising and explore the processes, strategies and methods associated with campaigns. *This module is on offer only in Semester 2 on DL.*

**Visual
Communication
VISC01-7**

6 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.

Learn More

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.

Recognition of Prior Learning (RPL) applications

7 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.

Learn More

Select one of the following modes available for this specific programme:



Distance
learning



Distance
learning online

Note: Specialist modules relating to your chosen major may be on offer via distance learning only.

8 Technical Requirements

View Requirements



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.

Tutor

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.

10 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.

11

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 complete 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.

12

Duration

Distance-learning students have a minimum of **three years** and a maximum of **nine years** to complete the qualification.



13 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).

14 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.

15 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.**

16 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, as well as for market requirements and 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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**We've got you.
You've got this.**

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