



## QUALIFICATION

Bachelor of Commerce  
(SAQA ID: 90509; NQF Level 7)

# Bachelor of Commerce Majoring in FINANCIAL PLANNING



### Mode of Delivery:

Immersive Online Learning  
Distance Learning

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

# 1 Description and Programme Purpose

The **Bachelor of Commerce (BCom)** degree at **NQF Level 7** is a dynamic, broad-based qualification designed to develop independent, analytical and ethically grounded graduates who are equipped with a **deep understanding of the core principles** of business and management, preparing them to think critically, solve complex problems, and **thrive as future leaders in a rapidly changing South African** and global economic environment.

## Learn More

This fact sheet specifically focuses on the **BCom with a major in Financial Planning** which **equips students with the knowledge** and skills required to help individuals and businesses achieve their financial goals **responsibly and sustainably**.

The **programme provides a strong foundation** in business, accounting, economics and management, combined with **specialised expertise in areas such as retirement planning, estate planning, investment management, insurance and taxation**.



The **Financial Planning stream** prepares students to navigate an increasingly complex financial landscape by developing critical thinking, **problem-solving**, and ethical decision-making skills. Graduates will be equipped to advise clients, design financial strategies and align **planning solutions with regulatory requirements**, thereby contributing to **both individual financial security** and broader economic stability.

The BCom degree is also **recognised** by the **Financial Sector Conduct Authority (FSCA)** for **FAIS Fit** and **Proper purposes**.



## 2 Who Should Enrol

The programme would be suitable for:



The **BCom Financial Planning** degree is suited to individuals who want to develop specialised **expertise in financial advice**, investment management, retirement planning and insurance and taxation, while also building a **strong foundation** in business and commerce.



The **programme equips students** with the ability to design and implement financial strategies, manage risk, and **provide holistic financial solutions** in line with ethical and regulatory requirements.



**Graduates of this programme** will be well-prepared for careers such as Financial Planner, Wealth Manager, Investment Advisor, Estate Planner, Retirement Fund Consultant, Insurance Specialist or Tax Consultant. The qualification also provides a **pathway for professional recognition in the financial planning** industry and **supports further studies** in finance, investment and business-related fields.

## 3 Programme Outcomes

Successful completion of this qualification should enable the student to:

1. **Apply key operational**, management and leadership principles, concepts, theories, models and **practices to strategically** plan, organise and optimise the use of human and **financial resources across diverse** digital business environments.
2. **Apply** principles, procedures, rules, **methods and techniques relevant** to the fields of accounting, marketing, human resources, governance, IT, and logistics and supply chain management, to **manage information and solve problems** to drive sustainable and **ethical business operations**.



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. 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.
5. **Assess and communicate** the impact of business **decisions on compliance risk** across functional departments of a business.

Module descriptions for all modules in the Financial Planning stream can be found below.

## Kindly note

That an overview factsheet is available that provides information on all the different BCom majors offered by Milpark.

[Learn more about our BComs](#)

# 4 Programme Structure

“Year 1, Year 2, and Year 3” correspond with the **complexity of the coursework and progression of the academic levels**. These labels align with international **BCom standards**. They do not represent the time it takes for a student to complete the qualification at Milpark.

Students have a **minimum of three years and a maximum of nine years** to complete the qualification. This allows for **flexibility on the learning journey**, at a pace that enables students the best possible opportunity for successful outcomes.



## Major: **Financial Planning: 390 credits**

|                               | Year 1                                                                                                  | Year 2                                                                                                          | Year 3                                                                                                     |
|-------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Compulsory</b><br>(all)    | <ul style="list-style-type: none"> <li>• Foundations to Business Studies FOBS01-5 (10/5)</li> </ul>     | <ul style="list-style-type: none"> <li>• Business Management 2A BUMA2A-6 (20/6)</li> </ul>                      | <ul style="list-style-type: none"> <li>• Strategy and Foresight SFOR01-7 (20/7)</li> </ul>                 |
|                               | <ul style="list-style-type: none"> <li>• Introduction to Business Management INBA01-5 (20/5)</li> </ul> | <ul style="list-style-type: none"> <li>• Business Management 2B BUMA2B-6 (20/6)</li> </ul>                      | <ul style="list-style-type: none"> <li>• Leadership and Organisational Dynamics LORG01-7 (20/7)</li> </ul> |
|                               | <ul style="list-style-type: none"> <li>• Mathematical Skills for Business MABU01-5 (10/5)</li> </ul>    | <ul style="list-style-type: none"> <li>• Financial Accounting for Business Decisions FBUD01-6 (20/6)</li> </ul> | <ul style="list-style-type: none"> <li>• Applied Business Capstone CAPG1C-7 (20/7)</li> </ul>              |
|                               | <ul style="list-style-type: none"> <li>• Digital Skills for Business DIGB01-5 (10/5)</li> </ul>         | <ul style="list-style-type: none"> <li>• Legal Aspects of Financial Planning LEGA01-6 (20/6)*</li> </ul>        | <ul style="list-style-type: none"> <li>• Advanced Investment Planning INVPO1-7 (20/7)*</li> </ul>          |
|                               | <ul style="list-style-type: none"> <li>• Introduction to Financial Reporting INFI01-5 (10/5)</li> </ul> | <ul style="list-style-type: none"> <li>• Corporate Financial Planning CFIN01-6 (20/6)*</li> </ul>               | <ul style="list-style-type: none"> <li>• Retirement Planning RETP01-7 (20/7)*</li> </ul>                   |
|                               | <ul style="list-style-type: none"> <li>• Introduction to Microeconomics MICR01-5 (15/5)</li> </ul>      | <ul style="list-style-type: none"> <li>• Taxation for Financial Planners TAXP01-6 (20/6)*</li> </ul>            | <ul style="list-style-type: none"> <li>• Estate Planning ESTP01-7 (20/7)*</li> </ul>                       |
|                               | <ul style="list-style-type: none"> <li>• Introduction to Macroeconomics MACR01-6 (15/6)</li> </ul>      |                                                                                                                 |                                                                                                            |
|                               | <ul style="list-style-type: none"> <li>• Financial Reporting FIRE01-6 (10/6)</li> </ul>                 |                                                                                                                 |                                                                                                            |
|                               | <ul style="list-style-type: none"> <li>• Law for Business Context LABS01-6 (20/6)</li> </ul>            |                                                                                                                 |                                                                                                            |
|                               | <ul style="list-style-type: none"> <li>• Risk Planning RPLA02-5 (30/5)*</li> </ul>                      |                                                                                                                 |                                                                                                            |
| <b>Total credits per year</b> | <b>150</b>                                                                                              | <b>120</b>                                                                                                      | <b>120</b>                                                                                                 |

## Note

Modules are offered via **Immersive Online (IO)**.

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.

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**.

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



**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**.

**Foundations  
to Business  
Studies  
FOBS01-5**

**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** of 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.

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 related** 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**.

**Mathematical  
Skills for  
Business  
MABU01-5**

**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.



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 Financial  
Reporting  
INFI01-5**

**Introduction to  
Microeconomics  
MICR01-5**

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. **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**.

This module provides students with a comprehensive understanding of macroeconomic principles and their application in 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.

**Introduction to  
Macroeconomics  
MACR01-6**

**We're online.  
We've got space.**





## Financial Reporting FIRE01-6

This **practical module builds on the foundational** accounting principles introduced in *INF101-5* 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 INF101-5* is a prerequisite for this module.

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.

## Law for Business Context LABS01-6

## Risk Planning RPLA02-5

This **module is aimed at providing students** with fundamental knowledge of the **risk needs that clients may have** in various life stages. Students are introduced to short-term, **long-term and healthcare planning with reference** to specific risks, legislation and factors relevant to each discipline. **Students are required to perform a capital needs analysis** to establish client needs at various life events. The module provides an in-depth **understanding of specific product solutions** to meet risk needs. Students are equipped to analyse and compare features, benefits and **applicable legislation relevant** to various products in order to recommend suitable solutions to client needs. **Upon completion of this module**, students will be familiar with the risk planning aspects of the **financial planning practice** and be able to address risk concerns to enhance their professional services to clients.

This **module provides an overview of the primary business** functions that directly **create and deliver value to customers**, namely operations and marketing. It covers the **role of management** in overseeing operations, 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 **contribute 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, **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 through 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 INF01-5* and *Financial Reporting FIRE01-6* are prerequisites for this module.

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

**Legal Aspects  
of Financial  
Planning  
LEGA01-6**

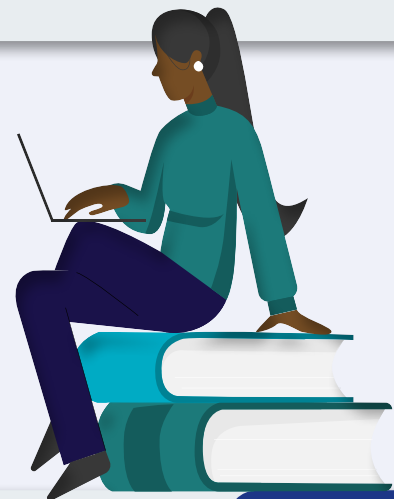
This **module introduces students to the legislation** and subordinate legislation **applicable to the rendering of appropriate** advice in the **South African financial planning context**. It covers the regulatory environment as well as legislation that affects financial planners, their practices, clients and products. **Factors that have an impact** on a client's status are also explored, **including the various matrimonial** property systems.

**Students will learn how to explain** the structure and workings of the different types of employee benefits. **They will be able to demonstrate an understanding** of the South African healthcare system and its challenges and **become familiar with current affairs** in this sector. The aim is to prepare students to evaluate the financial statements of a business to determine business assurance needs – with **specific reference to the structure**, implementation, tax consequences and legal requirements of a business.

**Corporate  
Financial  
Planning  
CFIN01-6**

**Taxation for  
Financial  
Planners  
TAXP01-6**

The **purpose of this module is to provide students** with detailed knowledge of income tax, and to enable them to **apply this knowledge to a client scenario** relevant to **financial planners**. Other aspects, such as ethical behaviour in the **financial planning environment** regarding taxation, are also considered.



This **module introduces students to strategic** thinking in a fast-changing, digital world. The **module explores how to use data**, digital tools and foresight techniques to plan, manage innovation and respond to disruption. **Students will learn to align strategy** with emerging trends, manage change, and incorporate ESG and digital risk considerations into long-term business planning. *Business Management 2A BUMA2A-6* and *Business Management 2B BUMA2B-6* are prerequisites for this module.

**Strategy and  
Foresight  
SFOR01-7**

**Leadership and  
Organisational  
Dynamics  
LORG01-7**

This **module examines leadership within organisations**, and the influence that leaders have on **employee behaviour and organisational culture**. It covers key leadership theories and styles, examining how leaders motivate, **influence and guide individuals** and teams. Students will explore leadership challenges and the use of power and influence in leadership roles. The **module also reviews the application** of organisational and employee behaviour theories to understand how individuals and groups act within the workplace. Additionally, the development of **emotional intelligence and psychological safety** are covered as qualities for effective leadership. By the end of the module, students will have a **solid understanding of how leadership** influences organisational success.

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, and research and communication skills relevant to the **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.

**Applied  
Business  
Capstone  
CAPG1C-7**

**Advanced  
Investment  
Planning  
INVPO1-7**

This **module provides students with an in-depth** knowledge of the fundamentals of investment planning. The **investment planning process is analysed** and various investment products are discussed. Students are introduced to the **various asset classes and the role of each** in the investment planning process. The module will enable students to conduct a comprehensive **investment planning exercise and draft an investment report**, given various client scenarios. *Taxation for Financial Planners TAXPO1-6* is a prerequisite for this module. **This module is only on offer in Semester 1 of every year.**



## Retirement Planning RETP01-7

This **module provides students with comprehensive** and detailed knowledge of the **South African retirement planning** landscape. Details of relevant aspects of available retirement savings vehicles are discussed, and students are **equipped to make recommendations based** on individual client needs. **Students gain detailed knowledge** of the financial calculations required in this and other areas of financial planning in order to conduct client needs analyses. *Taxation TAXP01-6* is a prerequisite for this module. **This module is only on offer in Semester 1 of every year.**

This **module will provide students with** an in-depth knowledge of legislation relevant to estate planning. **Relevant legislation will be analysed** in order for students to conduct estate duty calculations for various types of clients. **Students will gain in-depth understanding** of trusts as an estate planning mechanism, including all relevant features and legislation pertaining to trusts. Students are introduced to the complete **estate-planning process** and enabled to produce a comprehensive estate plan, including suitable recommendations, given unique client scenarios. *Taxation TAXP01-6* and *Legal Aspects of Financial Planning LEGA01-6* are prerequisites for this module. ***This module is only on offer in Semester 2 of every year.***

## Estate Planning ESTP01-7

# 7 Admission Requirements

The admission criteria for the **Bachelor of Commerce** degree are as follows:

**If the candidate matriculated in 2007 or earlier**

1. 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/>).



2. A symbol of E or higher for Mathematics on HG, or a symbol of D or higher for Mathematics on SG. **Candidates who do not meet the mathematics requirement** may be offered admission on condition that they successfully complete the **BCom Bridging** programme, if they have achieved at least a symbol of E on HG or a C on SG in any two of the following subjects:



Economics



Business Economics



Accounting



Physical Science  
or Physics/  
Chemistry



Natural Science  
or Biology

**Candidates who matriculated in 2008 or later require:**

1. 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/>).
2. A minimum mark of **50% for Mathematics or 70% for Mathematics Literacy**. Candidates who do not meet the **mathematics requirement but who have achieved** a minimum mark of 50% or higher in any **two of the following subjects** may be offered admission on condition that they successfully complete the bridging programme:



Economics



Business Economics



Accounting



Physical Science  
or Physics/  
Chemistry

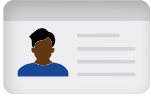


Natural Science  
or Biology

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 BCom 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;  
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**.

## 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](http://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](http://www.usaf.ac.za)) at the time of applying for admission onto the qualification.  
[www.saqa.org.za](http://www.saqa.org.za)

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**, i.e. Direct Line Manager Motivational Letter, 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



Immersive  
Online  
Learning





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).**

Compulsory modules **must be completed by all students**. Students are required to select one of the majors, which will determine the electives **available** to them.

Most of the **advanced modules** have prerequisites which are indicated under the Module Descriptions.

**Candidates may NOT register** for any Level 2 or Level 3 modules if they still have four or more modules outstanding on the previous level. **Candidates with any outstanding** first-year module(s) may NOT register for any third-year module.

# 12

## 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**.

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## Duration

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

# 14

## Certification

On successful completion of the qualification, the student will receive a **Bachelor of Commerce degree, NQF Level 7**. The Bachelor of Commerce degree is **accredited by** the Higher Education Quality Committee of the Council on Higher Education (CHE).



## 15 Further Studies

Milpark Education is **committed to the process of lifelong learning** and to opening up access to higher education. The programme is at **NQF level 7** and will provide for articulation options into NQF level 8 programmes. Narrowly, students may proceed to a **Postgraduate Diploma in Business Administration**, offered by Milpark Education, a Postgraduate Diploma, or an Honours degree at any number of public universities, in one of the disciplines, subject to meeting the admission and selection **criteria of the receiving institution**.

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.

## 16 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 student's own account. The prescribed book list **will be available on myMilpark, on registration**.

## 17 Disclaimer

The content of this brochure is **accurate at the time of going to print**. Milpark Education reserves the right to change the programme 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](http://www.milpark.ac.za)

**Apply Now**

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# M

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

