

QUALIFICATION: POSTGRADUATE DIPLOMA in BUSINESS ADMINISTRATION
(SAQA ID: 76924; NQF Level 8)
MODE OF DELIVERY: DISTANCE LEARNING ONLINE

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.

An additional prospect, after completing the qualification, is to enrol for a Master of Business Administration (MBA) or a research master's degree to further career prospects in management and administration. Students who proceed and are admitted to Milpark's Master of Business Administration degree will receive module exemptions from the Postgraduate Diploma in Business Administration.

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

Successful completion of this qualification should enable the student to:

- Read and interpret introductory, functional and advanced literature in the field of management science.
- Communicate effectively, using graphical and language skills in the modes of oral and/or written presentation.
- Demonstrate an understanding of the changing world in which businesses operate as a set of open systems in which each element is embedded in an array of interrelated elements.
- Collect, organise, analyse and critically evaluate relevant information to enhance ethical management decision-making and improve the application of strategy, governance and risk management measures.

- Undertake research projects.
- Collaboratively and individually identify and solve problems in the field of business management, using various thinking modes and moral reasoning.
- Demonstrate an awareness of the ethical, economic, social, environmental, technological, legal and political factors that affect organisations, public managers and businesspeople.
- Apply conceptual knowledge and practical skills in a specific work or related context, working either alone or in teams.
- Demonstrate an awareness of organisational impacts on and responsibilities to society through practical engagements.
- Develop personal and interpersonal leadership attributes and skills in a management capacity.

PROGRAMME STRUCTURE

Module name	Code	Credits	C/E
Business Acumen Essentials	BACS01-8	5	Compulsory
Leading an Organisation Responsibly	LDRS01-8	20	Compulsory
Leading an Organisation in Context	LDCT01-8	10	Compulsory
Business Research for Managers	BRSM01-8	25	Compulsory
Design Thinking and Problem-Solving	DTPS02-8	25	Compulsory
Financial Management for Strategic Decision-Making	FMSD01-8	10	Compulsory
Strategic Management Principles	STMP01-8	10	Compulsory
Risk and Governance	RGOV01-8	10	Compulsory
Leadership for Managers	LMAN01-8	5	Compulsory

MODULE DESCRIPTIONS

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.

Leading an Organisation Responsibly LDRS01-8

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 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.

Business Research for Managers BRSM01-8

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.

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.

Financial Management for Strategic Decision-Making FMSD01-8

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.

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.

Risk and Governance RGOV01-8

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.

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.

MINIMUM ADMISSION REQUIREMENTS

Bridging module

(See Entry route 1 admission requirements below.)

Finance for Non-Financial Managers FNFM01-OS

This short course 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 people with no financial background to understand finance and its associated terminology. It will enable you to do the basics, such as understand and analyse financial statements, complete basic cash and capital budgeting, manage working capital, make valid pricing decisions, and assess project progress and returns.

Entry route 1

The minimum admission requirement for the PGDip (Business Administration) is a bachelor's degree (NQF Level 7).

Admission to the qualification is further subject to academic selection criteria. Applicants must achieve an acceptable rating in the Milpark admission assessment.

The applicant must:

- have a minimum of three to four years of relevant work experience.
- be proficient in financial management at an undergraduate or postgraduate level or have working experience in financial management. Applicants with no proficiency in or experience with financial management must enrol in our bridging module, *Finance for Non-Financial Managers FNFM01-OS*. This bridging module must be completed successfully before students can register for *Financial Management for Strategic Decision-Making FMSD01-8*. However, completing the bridging module before the start date of the first PGDBA block is advisable. (Please see the details of the short bridging module above.)
- submit a CV using the Milpark Business School template (the template is available on the online admission application).
- present themselves for an interview with the Programme Manager.

The applicant must also be:

- proficient in English (proof of proficiency may be required for international students).
- computer literate.

Entry route 2: Recognition of Prior Learning (RPL) applications*

**Kindly contact the relevant Programme Manager BEFORE applying online for admission on RPL grounds to determine availability, as RPL admissions are limited to 10% of the total intake and is therefore continuously oversubscribed.*

Applicants who do not have the required degree but who have extensive work experience and/or proven leadership in their field of endeavour may apply in terms of Milpark's Recognition of Prior Learning policy. However, admission on these grounds is limited. RPL applicants must have a minimum of 10 years of employment experience and demonstrate potential to complete the programme. The applicant must:

- Achieve an acceptable rating in the admission test.
- Submit a comprehensive curriculum vitae and relevant certificates.
- Submit a one-page essay motivating why they believe they should be admitted to the programme.
- Present themselves for an interview with the Programme Manager.
- In addition, an applicant may be required to present themselves for an interview with the Selection Panel.

Note: only once all Entry route 1 places have been finalised can any RPL candidates be admitted to the qualification.

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

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 NQF Level 7 equivalent qualification or degree, must obtain, and submit to Milpark, a Certificate of Equivalence from the South African Qualifications Authority (SAQA) (www.saqa.org.za).

Applicants with non-South African/foreign degree qualifications, are advised to submit their SAQA Certificate of Equivalence at the time of applying online for a Milpark Postgraduate degree.

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.

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.

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

Comprehensive student support services are available.

Students are provided with administrative support by Student Services. Lecturers will facilitate compulsory live online interactive sessions for all modules. 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*).

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.

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.

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.

DURATION

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

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).

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.

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.

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.