



QUALIFICATION

Bachelor of Business Administration
(SAQA ID: 61700; NQF Level 7)

Bachelor of Business Administration
Majoring in BANKING



Mode of Delivery:
Immersive Online Learning
Distance Learning

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

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Description and Programme Purpose

The **Bachelor of Business Administration** (BBA) degree at NQF Level 7 is a **versatile qualification designed** to equip students with strong managerial, leadership and digital transformational skills. The **BBA in Banking develops a solid foundation** in business and management while **focusing on the knowledge and competencies** required to operate effectively in the financial services sector. Students are **introduced to core business disciplines** such as accounting, management, and leadership, while **building specialised expertise** in banking operations, risk, strategy, and innovation.

Learn More

The programme is **designed to prepare graduates** for careers in the banking and financial **services industry by combining** managerial **training with practical** knowledge of modern banking practices. With the sector **undergoing significant transformation** due to digitalisation, **machine learning** and artificial intelligence, the curriculum places strong emphasis on adaptability, entrepreneurial and **intrapreneurial thinking**, and the ability to identify **opportunities for innovation such as fintech ventures**.



Students are exposed to integrated learning areas including **Banking without Boundaries**, Business Management and Leadership Development, ensuring that they **graduate with a well-rounded and industry-relevant skill set**.

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

Who Should Enrol



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



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

Programme Outcomes

1. Develop **business communication** and digital skills that demonstrate understanding of **communication theories** and strategies and digital tools to support problem-solving, **collaboration**, ethical decision-making and **reporting in relevant** work place settings and contexts.
2. **Apply key operational**, management and leadership principles, concepts, theories, models and **practices to strategically** plan, organise, and optimise the use of **human resources across** diverse business environments in an era of **digital transformation**.



3. Explain and apply key principles, concepts, theories, models, procedures, methods, tools and techniques relevant to micro- and macroeconomics in key business functions such as marketing, human resources, project management and supply chain management in relevant business contexts.
4. Use the fundamental principles and practices of holistic personal and professional development and practical tools and strategies to manage stress, build resilience, and maintain a positive mindset.
5. Integrate knowledge, skills and attributes from different functional areas of business and entrepreneurial thinking to report on findings to execute an Applied Business Capstone project relevant to a selected focus area.

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Programme Structure

Major: Banking: 376 Credits

	Year 1	Year 2	Year 3
Compulsory (all)	<ul style="list-style-type: none"> • Foundations to Business Studies FOBS01-5 (10/5) • Introduction to Business Management INBA01-5 (20/5) • Mathematical Skills for Business MABU01-5 (10/5) • Digital Skills for Business DIGB01-5 (10/5) • Introduction to Financial Reporting INFI01-5 (10/5) • Introduction to Microeconomics MICR01-5 (15/5) 	<ul style="list-style-type: none"> • Business Management 2A BUMA2A-6 (20/6) • Business Management 2B BUMA2B-6 (20/6) • Finance for Non-Financial Managers FMAG01-6 (20/6) • <i>Introduction to Retail Banking INRB02-6 (25/6)*</i> • <i>Sales Management SMAN02-6 (20/6)*</i> • <i>Banking without Boundaries BWBO01-6 (20/6)*</i> 	<ul style="list-style-type: none"> • Contemporary Leadership and Communication LCOM01-7 (20/7) • Strategic Management STRA01-7 (20/7) • Applied Business Capstone CAPG1A-7 (20/7) • <i>Global Banking Operations GBA001-7 (23/7)*</i> • <i>Bank Management BAMA01-6 (25/6)*</i> • <i>Sales and Marketing Strategy SMST01-7 (23/7)*</i>

- Introduction to Macroeconomics MACR01-6 (15/6)

- Financial Reporting FIRE01-6 (10/6)

Compulsory
(all)

- *Regulation and Compliance in the Banking Industry* RCB102-5 (20/5)*

Total credits per year

120

125

131

Note

All first-year modules are offered via **Immersive Online (IO)**, except for **RCIB02-5**. Second-year modules are **available from 2027**, and third-year modules are **available from 2028**.

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

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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**.



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Module Descriptions

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 MICRO1-5

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 to the South African economy**. Over the **course of eight weeks**, students will explore key topics such as the structure and functions of the banking system, government intervention, fiscal policy, and economic growth. The **module emphasises the practical application** of theoretical models, including the Keynesian model, to real-world **economic scenarios**.

Introduction to Macroeconomics MACRO1-6



Financial Reporting FIREO1-6

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

Regulation and Compliance in the Banking Industry
RCB102-5

Business Management 2A
BUMA2A-6

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** management, including the planning, organising and controlling of resources and **processes involved in inbound** logistics, production or service delivery, and outbound logistics. The **module also examines marketing** management, focusing on market research, product development, branding, pricing strategies, promotion, communications, and consumer behaviour. **Students will gain an understanding** of how the effective management of these **core functions contributes** to competitive advantage and **overall business success**. At 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.



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 of contemporary business. Human resource management is covered, **highlighting talent acquisition**, performance management and employee development and engagement. **Additionally**, the module explores basic financial functions and oversight, including tax and legal compliance and **corporate governance and risk frameworks** that support effective and ethical business operations. Students will develop the skills and **knowledge to manage these critical** supporting functions effectively, contributing to long-term business sustainability. *Introduction to Business Management INBA01-5* is a prerequisite for this module.

Business Management 2B BUMA2B-6

Finance for Non-Financial Managers FMAG01-6

This module introduces **financial management principles** and empowers students to better understand the financial aspects of business. The **module equips students with essential** financial literacy for managerial decision-making, **including the interpretation** of financial statements to **evaluate organisational** performance. Students will learn budgeting techniques and working capital management to **optimise resource allocation**, as well as the fundamentals of funding structures for business growth. The **module covers financial ratio analysis** to assess liquidity, profitability, and operational efficiency, while addressing ethical considerations in **financial decision-making**. By the end of the module, students will have the knowledge to understand and interpret financial information to support decision-making. *Introduction to Financial Reporting INF101-5* and *Financial Reporting FIRE01-6* are prerequisites for this module.

Introduction to Retail Banking INRB02-6

Students are introduced to the banking industry and the financial services sector. **They will learn about the financial ratios** required by the South African Reserve Bank, and how to **effectively manage** the banks' assets and liabilities in order to increase profitability. The **relationship between banks and customers** is discussed, as is pricing. The module covers the different banking and insurance products available, and **how to match them to different clients'** needs. It also **explains different sources** of finance for businesses or business ventures. Current trends in the South African banking industry are highlighted. *This module is only on offer in Semester 1.*

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

Sales Management
SMAN02-6

Banking without Boundaries
BWBO01-6

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

This module **examines contemporary leadership** and communication practices essential for **leading diverse individuals and teams in complex** business environments. **Students will explore** how modern leaders use ethical decision-making, cultural intelligence, and inclusive approaches to enable trust, collaboration, and high performance. The module also **covers key concepts from business communication** theory and practical communication strategies for **engaging with diverse** audiences, managing conflicts, and influencing stakeholders. Students will develop the **skills needed to navigate cultural diversity**, lead others responsibly, and communicate with clarity and **impact across different** organisational contexts. **At the end of the module**, students will be prepared to lead and communicate effectively and ethically in diverse contemporary workplaces.

Contemporary Leadership and Communication
LCOM01-7

Strategic Management
STRA02-7

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

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

Applied
Business
Capstone
CAPG1A-7

Global Banking
Operations
GBAO01-7

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

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

Bank
Management
BAMA01-6

Sales and
Marketing
Strategy
SMST01-7

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

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/>).

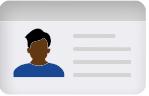


Candidates who matriculated in 2008 or later require:

Candidates require a National Senior Certificate (NSC) with a **minimum of 50%** in four NSC **20-credit subjects**, including English as the language of instruction at Milpark Education, as certified by **Umalusi**. (Life Orientation is not a 20-credit-bearing subject.) Candidates who have a National Senior Certificate (NSC) but **who do not meet the matriculation** endorsement/exemption requirements stated above, may apply to Universities South Africa (USAf) for **mature age exemption** (<https://mb.usaf.ac.za/>).

Candidates who have completed a relevant Higher Certificate (NQF 5) or Diploma (NQF 6) in the field of **business or commerce** may also be admitted to the BBA degree.

Applicants must, at a minimum, submit the following documents with their application:

-  **Copy of South African 13-digit identity document or valid passport.**
-  **Copy of Senior Certificate with matriculation endorsement/exemption for degree studies**
-  **Copy of National Senior Certificate with a bachelor's degree pass;**
-  **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).

Applicants with **foreign senior school leaving certificates**, who have already completed the equivalent of a South African Grade 12, are advised to submit their **USAf Certificate** of Exemption at the time of **applying online for the Milpark bachelor's degree**.

Any foreign national or **South African national seeking admission** based on a non-South African/foreign tertiary **qualification** must obtain and submit to Milpark, a Certificate of Exemption from Universities South Africa (USAf) (www.usaf.ac.za) at the time of applying for **admission onto the qualification**.



Foreign nationals **residing in South Africa on a temporary visa must** provide proof from the **South African Home Affairs offices** that they are permitted to study and **enrol for studies at the tertiary level**.

Recognition of Prior Learning (RPL) applications

Milpark admits a **small number of students onto its programme via Recognition of Prior Learning** (RPL). Applicants interested in applying via RPL will be **considered individually** by the relevant Head of School.

Applicants will be required to provide evidence as outlined below **when applying for admission via the RPL route:**

- Curriculum vitae – applicant must have **10 years** of relevant work experience.
- Applicant must have a **matric qualification**, even if they performed poorly on it.
- **Personal motivational letter**, advising how the qualification will assist them and how the qualification links with their line of work.
- Evidence from **performance in the workplace** (e.g. motivational letter from direct line manager, 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

The following mode is available for this specific programme:



Immersive
Online
Learning



Distance
Learning
Online

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



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**.

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 create **smart bookshelves per course or module for students** to access. These shelves can **contain prescribed** and recommended books. Students can also create their **own personal smart bookshelves containing** resources for their studies. Having access to a digital library means that thousands of **students can access books** and resources from anywhere, at the same time, online.

There is no need to **make reservations and requests, and no limit** on the **time a student has to access a book**. With the **implementation** of Cyberlibris, **students also have access** to full-text resources via ProQuest (global), Emerald (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. **Access to the Library is included in the module fee.**

Online lecturer (IO)

Comprehensive student **support services are available**. Students are provided with administrative support by Student Services. To **assist with understanding** content, students have access to **online lecturers who 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).**

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.



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.

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

Upon **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)**.

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 articulation options into NQF level 8 programmes. Students may proceed narrowly to Milpark's **Postgraduate Diploma in Banking or Business Administration**.

A student **who transfers from one qualification** to another within Milpark Education may be given credit for some modules successfully completed. **Beyond** Milpark Education, this qualification **should articulate with other qualifications** in the relevant fields of professional administration and business management.

A student who has **completed certain modules on this qualification** at Milpark Education and who wishes to transfer to **another tertiary-level** institution, should be able to apply for exemption from relevant modules **based on the modules that have been passed** at Milpark Education.



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.

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**.

Website:

www.milpark.ac.za

Apply Now

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You've got this.**

