**QUALIFICATION: Bridging Programme for the Bachelor of Commerce**
**MODE OF LEARNING: IMMERSIVE ONLINE LEARNING**

## DESCRIPTION AND PROGRAMME PURPOSE

The Bachelor of Commerce (BCom) degree has a minimum admission requirement in respect of Mathematics (see below). For students who achieved a bachelor's pass in their Senior Certificate or National Senior Certificate examination, but did not meet the minimum requirement for Mathematics, the Bridging Programme offered by Milpark Education will assist students to achieve the minimum admission requirement and enable them to enrol for the BCom degree.

The minimum requirements for admission to the BCom degree are as follows:

### If the candidate matriculated in 2007 or earlier

Candidates who matriculated in 2007 or earlier require:

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/).

and

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.

### If the candidate matriculated in 2008 or later

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/).

and

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.

## WHO SHOULD ENROL

The Bridging Programme is designed to improve the mathematical abilities of students intending to enrol for the BCom programme, and runs for a full semester, only on the Distance Learning Online study mode. A combination of foundation skills derived from the compulsory modules and core skills built in the semester of study will ensure that students adapt effectively in the full BCom programme.

## PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

1. Demonstrate basic understanding of academic reading and writing components that will expose students to good reading techniques and guidance through the writing process.
2. Demonstrate understanding of business mathematics.

## PROGRAMME STRUCTURE

The programme consists of four compulsory modules. The modules are offered in four cycles of eight weeks each, during a year, as shown in the table below under “Cycle”. Students are able to choose in which cycle they would like to complete their subjects.

| Cycle | Year 1 | Compulsory/optional |
|---|---|---|
| 1 & 3 | Foundations to Business Studies FOBS01-5 (10/5) | Compulsory |
| 1 & 3 | Mathematical Skills for Business MABU01-5 (10/5) | Compulsory |
| 2 & 4 | Digital Skills for Business DIGB01-5 (10/5) | Compulsory |
| 1 & 3 | Introduction to Business Management INBA01-5 (20/5) | Compulsory |

## MODE OF LEARNING

The programme will be offered via **Immersive Online (IO) Learning**. 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.

## MODULE DESCRIPTIONS

### Compulsory

#### Foundations to Business Studies FOBS01-5

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.

#### Mathematical Skills for Business MABU01-5

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 relating 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.

### 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.

### 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 (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.

## MINIMUM ADMISSION REQUIREMENTS

Candidates who have achieved a Senior Certificate or a National Senior Certificate with a bachelor's pass, but do not meet the Mathematics requirement set by Milpark for admission onto the BCom degree, may be admitted to the Bridging Programme, provided that they have achieved a minimum mark of 50% or higher in any two of the following subjects:

- Economics
- Business Economics
- Accounting
- Physical Science or Physics/Chemistry
- Natural Science or Biology.

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.

**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 so as to avoid unnecessary delays in the processing of their application.

## 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. direct line manager motivational letter, evidence from workplace appraisal)
- Evidence from prior achievement
- Certified academic transcript/statement of result.

Click on RPL Commerce to view the RPL requirements for Commerce programmes.

## 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.

## ACCESS TO TECHNOLOGY

Through the *myMilpar*k 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.

## 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

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

## RULES OF PROGRESSION

Compulsory modules have to be completed by all students, in order to be admitted to the BCom Programme. Candidates will receive credits for the relevant modules passed, when they enrol for the BCom Programme. Successful completion of the BNUM01-5 module is a prerequisite for the BSMA02-5 module.

## ASSESSMENT

Formative assessment will contribute 40% to the final mark. 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 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 60% towards the final mark, depending on the module. 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 they understand how their final mark will be calculated.

## DURATION

The duration of this Bridging Programme is one year.

## CERTIFICATION

On successful completion of the qualification, the student will be entitled to be admitted into the Bachelor of Commerce degree, as 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 to opening up access to higher education. The programme will provide for articulation into the Bachelor of Commerce degree, NQF level 7.

## 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.

## 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.