

Bachelor of Business Administration (NQF 7) (3 Years)

CHE (HEQF) Accredited Qualification

SAQA ID: 88921

1. 1. Bachelor of Business Administration (NQF 7) (3 Years)

The PC Training & Business College (Pty) Ltd Bachelor of Business Administration is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE).

PC Training & Business College is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 and as a Private Further Education College under the Further Education and Training Act, 2006. Registration Certificate No. 2008.FE07/050. Also appointed by the Department of Higher Education and Training as an Employment and Skills Development Agency (ESDA) under the Skills Development Act, 2007. Registration Certificate No. 00073.

2. Purpose of the Bachelor of Business Administration

The intention of the Bachelor of Business Administration is to promote the development of knowledge and skills that are required in all sub-sectors of management; to release the potential of people; and to provide opportunities for people to move up the value chain and between the different sectors of the economy.

The Bachelor of Business Administration should produce knowledgeable, intellectually skilled individuals who are able to contribute to improved productivity and efficiency within the organisation. It should provide the means for current individuals in the general management field to receive recognition of prior learning and to upgrade their skills and knowledge base.

3. Career Focus / Opportunities

Marketing Manager, Business Manager, Project Manager, Financial Manager, Research Assistant, Training & Development Manager, HR Manager.

4. Regulatory Compliance

Accredited by	The Council on Higher Education (H/PR037/E027CAN)
Registered by	Department of Higher Education & Training (DHET)
Registered on	National Qualification Framework by the South African Qualifications Authority (ID Reference : 88921)
Admission Requirements	<ul style="list-style-type: none">• The minimum entry requirement is the National Senior Certificate or the National Senior Certificate (Vocational) with appropriate subject combinations and level of achievement.• Mature Age Exemption for learners above the age of 23 years as set out in the Higher Education Regulations.• Recognition of Prior Learning (RPL)
Minimum Requirements to move from one semester to another semester :	<ul style="list-style-type: none">• A pass in all modules;• Learners only allowed to carry two modules from one semester to the next
Minimum Requirements to complete the Degree :	A pass in all modules totalling 360 credits including competency in Work Integrated Learning
Minimum Completion time:	3 years
Maximum Completion time:	5 years
Articulation Possibilities	Honours or MBA Programme or similar subject to Institutional requirements

5. Admission Requirements

A number of higher education qualifications may meet the requirement for admission into the degree:

- Higher Certificate, NQF (HEQF) Level 5, minimum Credits 120;
- Advanced Certificate, NQF (HEQF) Level 6, minimum Credits 120;
- Diploma, NQF (HEQF) Level 6, minimum Credits 360;
- Equivalent qualification from a foreign higher education institution

6. Other Admission Requirements / Recognition of Prior Learning Applications (RPL)

- The maximum number of learners admitted via RPL is 10 % of the total number of students enrolled. Applications for RPL must be submitted to the office of the Chief Academic Officer.

7. Foreign Students

All Foreign Students must submit their SAQA evaluation documents.

SAQA contact details: +27-(0)12 431-5070 or visit <http://www.saqa.org.za/>

8. Curriculum: Bachelor of Business Administration

Duration: 3 years

NQF Level: 7

Year 1

Module/Course Name	Credits	NQF Level
Year 1	120	
Business Communication 511	10	5
Business Management 511	10	5
Economics 511	10	5
Information Systems 511	10	5
Accounting 11	10	6
Elective 611	10	6
Total	60	
Business Communication 512	10	5
Business Management 512	10	5
Economics 512	10	5
Information Systems 512	10	5
Accounting 612	10	6

Elective 612	10	6
Total	60	
Year 2	120	
Business Management 621	10	6
Business Statistics 621	10	6
Industrial Psychology 621	10	6
Business Law 621	10	6
Business Ethics 621	10	6
Elective 621	10	6
Total	60	
Business Management 622	10	6
Business Statistics 622	10	6
Industrial Psychology 622	10	6
Business Law 622	10	6
Business Ethics 622	10	6
Elective 622	10	6
Total	60	
Year 3		
Entrepreneurship & SBM 731	10	7
Project management 731	10	7
Business Management 731	10	7
Total Quality Management 731	10	7
Research Methodology 700	10	7
Elective 731	10	7

Total	60	
Entrepreneurship & SBM 732	10	7
Project management 732	10	7
Business Management 732	10	7
Total Quality Management 732	10	7
Work Integrated Learning	10	7
Elective 731	10	7
Total	60	
Human Resource Management		
Marketing Management		
Accounting (Elective from YEAR 2)		
Grand Total	360	

*Choose any ONE ELECTIVE from: Human Resources Management 511/512 or Marketing Management 511/512 in the first year

9. Bachelor of Business Administration: Programme outcomes

The Bachelor of Business Administration will enable learners to master the scarce and essential skills required to:

- Demonstrate competence in communicating effectively in the business environment.
- Demonstrate understanding of concepts relating to research methodology and the ability to prepare a research proposal
- Demonstrate knowledge of business law and its implications for business management
- Demonstrate basic knowledge of accounting and its application in the business management environment.
- identify, analyze, formulate, and serve the commercial and economic needs of individuals and the organization
- work effectively in groups, organisations, the community, and contribute to the group outputs in the business, commerce and management fields

- understand that problem solving does not exist in isolation and that responsibility and accountability forms part of problem solving
- apply general business principles to the organization in its cultural context and in real life work experience
- interpret economic realities of the organization and understand how it relates to the local community and South Africa as a whole
- assess and understand human knowledge and behaviour in the dynamic technological context in all business environments
- analyse financial information critically to ensure the desired outcomes
- Demonstrate understanding of human resources management and the ability to implement human resources management in the business environment
- Demonstrate understanding of marketing management and the ability to implement marketing management in the business environment.

10. Duration of Study

The minimum duration to complete the Bachelor of Commerce is 3 years, over 6 semesters. The maximum duration is 6 years, over 12 semesters. Learners must register for a minimum of 3 modules in any semester.

11. Minimum and maximum number of modules per semester

You may register for a minimum of 3 modules per semester. This will ensure that you complete your qualification within the required time frame (providing that you pass the modules you registered for). You may register for a maximum of 6 modules.

12. Application for Credits

PC Training & Business College (PCT & BC) allows students who passed modules at other recognized Higher Education Institutions, to apply for credits. Applications for Credits must be accompanied by an Original Academic Record as well as Syllabus of the modules for which the learner wishes to apply for credits. Not more than 50% of credits will be granted towards a PCT & BC qualification. A minimum fee is payable for credit applications.

13. Requirements to Pass a Module

Students are required to have a Final mark of 50% to pass a module. Students who do not pass any module, will be granted another opportunity to rewrite the examination, at an additional fee. Students will be provided with further support in any module which they find challenging.

14. How is the Final mark calculated?

The final mark is calculated from the Formative and Summative assessments. Formative Assessments are assignments and continuous assessment tests, which contributes towards 40% of the final mark. The Summative Assessment is an Examination which contributes 60% towards the final mark. Each module will have at least three Formative Assessments and one (1) Summative Assessment.

15. Language of delivery of Teaching for Learning

English is the language of communication, instruction and assessment at PCT & BC.

16. Mode of delivery

The mode of delivery is Distance Learning. This mode of delivery is supported by access to our national Tuition Centres / Campuses

17. The 2014 Academic Calendar

The Academic Calendar 2014 highlights important dates for assessments ensuring that you plan and pace your studies accordingly to ensure academic success.

1st Semester 2014			
Duration	Start	Finish	No. of Days
November 2013 Supplementary Exams	10 February 2014	18 February 2014	9
Semester 1	23 February 2014	08 July 2014	136
Workshop 1	01 March 2014	09 March 2014	9
Assignment 1 Due Date (MCQ)	27 March 2014	07 April 2014	12
Assignment 2 Due Date (Written)		05 May 2014	1
Assignment 3 Due Date (MCQ)	23 May 2014	04 June 2014	13
Workshop 2	07 June 2014	15 June 2014	9
Examinations	25 June 2014	08 July 2014	14
2nd Semester 2014			
Duration	Start	Finish	No. of

			Days
Semester 2	21 July 2014	05 December 2014	138
June 2014 Supplementary Exams	04 August 2014	12 August 2014	8
Workshop 1	26 July 2014	03 August 2014	9
Assignment 1 Due Date (MCQ)	22 August 2014	02 September 2014	12
Assignment 2 Due Date (Written)		30 September 2014	1
Assignment 3 Due Date (MCQ)	18 October 2014	29 October 2014	12
Workshop 2	01 November 2014	09 November 2014	9
Examinations	19 November 2014	05 December 2014	17

18. PCT&BC Tuition Tuition Centre / Campus

PCT & BC tuition centres grants distance learners access to computers, free Wi-Fi, online assessments, technology based training material, electronic and physical library facilities, examination venues and administrative services. It is recommended that you select a tuition centre / campus nearest to you. The institution encourages you to make use of these facilities for the duration your studies as these are offered as a free service.

19. Materials required to Study

Students will be given a Tablet PC with all study guides preloaded, as well as a data bundle for internet access. It is imperative that you familiarize yourself with the Tablet PC so that you are able to make the most of this technology for your study. PCT&BC also provides you with prescribed e-textbooks, timetables, sample assessments, and videos for each module.

20. Completion of Assessments

All students must select a tuition centre / campus for the purpose of assessments. Formative Assessments (continuous Assessment Tests) and Summative assessments (final examinations) will be conducted at the selected tuition centre / campus.

The venue will depend on the specific module requirements.

- Assignments will be uploaded onto our online student portal which can be done from home or at the selected tuition centre / campus.
- Tests will be conducted at tuition centres only.

21. Provision of Academic and Tuition Support

PCT & BC has appointed qualified and experienced facilitators / tutors / lecturers and academics to provide support to our learners. Students can contact facilitators / tutors / lecturers and academics via e-mail, telephonically, or face-to- face appointments.

22. Certification

On successful completion of this qualification, you will graduate with a Bachelor of Business Administration degree, NQF Level 7 (minimum Credits 370) from PC Training & Business College.

23. Further studies on completion of the Bachelor of Business Administration

On successfully completing the Bachelor of Business Administration degree, you may articulation into a NQF Level 8 qualification. Providing that you meet the admission and selection criteria to a public university or private or foreign higher education institutions, you may proceed to a Postgraduate Diploma or Honours qualification.

24. How to apply for admission?

Students that wish to apply for this qualification may use the following processes:

PROCESS 1: ELECTRONICALLY / ONLINE APPLICATION

STEP 1: Access PCT&BC website via the following link: www.gopctraining.co.za

STEP 2: Complete the **Online Application Form**.

STEP 3: Upload all the necessary supporting documentation.

PROCESS 2: APPLY AT ANY OF THE PCT & BC CAMPUS/CONTACT CENTRE OR TUITION CENTRE.

STEP 1: You can find a listing of all sites on the PCT & BC website or call the call centre on 0861 321 321.

STEP 2: Visit PCT & BC and obtain the “Application Form: 2014”.

STEP 3: Complete the Application form and submit it to the Campus manager, or registration staff with all necessary supporting documentation. The Campus Administrator will capture and submit your information to Head Office.

On receipt of your application, it will be evaluated and successful students will be registered for the **Bachelor of Business Administration**.

26. On acceptance, what next?

Once you have been successfully accepted you will be sent notification accordingly. You must now proceed with the registration process.

- To register you are required to complete the “Registration Form: 2014”, and pay the minimum registration fees.
- On payment of the registration fees, proof of payment must be submitted to the nearest Campus or Head office.
- Your registration will be captured, and the necessary information will be forwarded to you.
- You will then receive your study pack, including your FREE Tablet PC and Internet bundle.

25. Advantages of Studying through Distance education at PC Training & Business College

- Online Learning is Cost Effective.

- You can study at your own pace, anywhere and at any time.
- The Tablet PC ensures that you have your study material with you all the time.
- Examinations are written at a venue nearest to you.
- Assignments are submitted online.
- Provided with videos and electronic journals.
- No interest charged on payments