

DIPLOMA IN BUSINESS ADMINISTRATION (NQF 6) (3 YEAR)

CHE (HEQC) ACCREDITED QUALIFICATION

SAQA ID: 88897

1. Diploma in Business Administration (NQF 6) (6 Year)

The PC Training & Business College (Pty) Ltd Diploma in 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 Diploma in Business Administration

The Diploma in Business Administration is a vocational and industry oriented qualification. The knowledge emphasises general principles, application and technology in the Commerce Field. The Diploma in Business Administration provides learners with a knowledge base in the Business field and the ability to apply their knowledge and skills in Business Management. It also equips them to undertake other more specialised and intensive learning. The programme is intended to provide learners with access to the labour market. It will provide learners with the necessary skills to contribute to economic growth.

3. Career Focus / Opportunities

Human Resources Manager, Project Administrator and Quality Controller, Marketing Manager, Training and Development Consultant, Public Administrator, Economic Advisor.

4. Regulatory Compliance

Registered with: Department of Higher Education and Training (DHET)

Accredited by: The Council on Higher Education
H/PR037/E037CAN

Registered on: National Qualifications Framework by SAQA (ID Reference 88897)

Admission Requirements:

- The minimum entry requirement is the National Senior Certificate and the National 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:

- A pass in all modules
- Learners are only allowed to carry two modules from one Year to the next

Minimum Requirements to complete the Diploma: A pass in all modules totaling 370 credits including competency in Work Integrated Learning

Minimum Completion time: 3 years

Maximum Completion time: 5 years

Progression:

Completion of the Higher Certificate in Business Administration meets the minimum entry requirement into an Bachelor's Degree or similar subject to Institutional requirements..

5. Admission Requirements

- Grade 12 or Equivalent or NQF Level 4 Qualification National Certificate
- Adequate language and numeracy skills are necessary
- Having information gathering, analysis and presentation skills required at exit level 4 on the NQF

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: Diploma in Business Administration

YEAR 1

COMPULSORY						
SEMESTER 1				SEMESTER 2		
MODULE	CODE	CREDITS		MODULE	CODE	CREDITS
Business Communication	511	10		Business Communication 512	512	10
Accounting	511	10		Accounting	512	10
Business Management	511	10		Business Management	512	10
Business Information Systems	511	10		Business Information Systems	512	10
Training and Development	511	10		Training and Development	512	10
Choose One Specialisation						
Economics	511	10		Economics	512	10
Public Management	511	10		Public Management	512	10
Human Resources Management	511	10		Human Resources Management	512	10

YEAR 2

MODULE	CODE	CREDITS		MODULE	CODE	CREDITS
Business Management	621	10		Business Management	622	10
Business Statistics	621	10		Business Statistics	622	10
Marketing Management	621	10		Marketing Management	622	10
Business Law	621	10		Business Law	622	10
Total Quality Management	621	10		Total Quality Management	622	10
Choose One Specialisation						
Economics	621	15		Economics	622	15
Public Management		10		Public Management	622	10
Human Resources Management		10		Human Resources Management	622	10

YEAR 3

MODULE	CODE	CREDITS		MODULE	CODE	CREDITS
Business Management	731	15		Business Management	732	15
Entrepreneurship & Small Business Management	631	10		Entrepreneurship & Small Business Management	632	10
Industrial Psychology	631	10		Industrial Psychology	632	10
Project Management	631	10		Project Management	632	
				Work Integrated Learning	632	10
Choose One Specialisation						
Economics	731	15		Economics	732	15
Public Management	731	15		Public Management	732	15
Human Resources Management	731	15		Human Resources Management	732	15

10. Diploma in Business Administration: Programme outcomes

The Diploma in Business Administration will enable learners to:

- Demonstrate an informed understanding of concepts, terms, rules, principles of business, business management, the management processes and the business environment and give a broad overview of the different management functions.
- Demonstrate an understanding of and interpret the legal environment for sound business practices.
- Demonstrate knowledge and understanding of concepts and principles of Business Information Management in relation to Business Management.
- Demonstrate an understanding of allocation of scarce resources, policy decisions and their implications for society (i.e. macroeconomic and microeconomic environment).
- Demonstrate integrated knowledge and understanding of public management theory and practice.
- Demonstrate knowledge and understanding of the concepts and principles of human resource policies and practices and the importance of training and development programmes.

11. Duration of Study

The minimum duration to complete the Diploma in **Business Administration** is 3 year, over 6 semesters. The maximum duration is 5 years, over 10 semesters. Learners must register for a minimum of 3 modules in any semester.

12. 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 (provided that you pass the modules you registered for). You may register for a maximum of 6 modules per semester.

13. 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.

14. 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.

15. 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.

16. Language of delivery of Teaching for Learning

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

17. Mode of delivery

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

18. PCT & BC 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 Examination) 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. 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

22. 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.

23. Certification

On successful completion of this qualification, you will graduate with a **Diploma in Business Administration**, NQF Level 6 (Total Credits 370) from PC Training & Business College.

24. Articulation based on completion of the Diploma in Business Administration

Upon successful completion of the **Diploma in Business Administration programme**, you may articulate into a NQF Level 7 qualification, provided that you meet the admission and selection criteria to a public university or private or foreign higher education institutions.

25. 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 **Diploma in 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.

27. 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 payment plans.