

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
BACHELOR OF BUSINESS ADMINISTRATION	7	125420	360

DESCRIPTION

The Bachelor of Business Administration (BBA) is designed to offer a well-balanced exposure to the knowledge, skills and attitudes required to operate effectively as a management practitioner or manager leading a team, or as a foundation for postgraduate studies in Business Administration. The BBA qualification sets a broad foundation for a conceptual and functional understanding of business management issues, built specifically around learning areas that focus on analytical and problem-solving skills, project management and innovation management. With major changes to the industry in the form of a rise in digitalisation, machine learning and artificial intelligence, data analytics and new business development are gaining in importance, over more technical skills.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Business Manager / Operations Manager
- Marketing Coordinator / Marketing Manager
- Human Resources (HR) Officer / HR Manager
- Financial Administrator / Financial Analyst
- Sales Representative / Sales Manager
- Entrepreneur / Business Owner

PROGRAMME OUTLINE**1st Year**

Module	Module Code	Credits	NQF LEVEL	Module	Module Code	Credits	NQF LEVEL
1st Year semester -1				1st Year semester -2			
Fundamentals of Financial Accounting 101		15	5	Fundamentals of Financial Accounting 102		15	5
Business Information Technology		15	5	Business and Society		15	5
Business Communication		15	5	Management, People and Organisations		15	5
Business Management 101		15	5	Business Management 102		15	5
Total		60		Total		60	

2nd Year

Module	Module Code	Credits	NQF LEVEL	Module	Module Code	Credits	NQF LEVEL
2nd Year semester -1				2nd Year semester -2			
Economics 201		15	6	Economics 202		15	6
Design thinking and Innovation Management		15	6	Business Law		15	6
Quantitative Methods for Business		15	6	Business Intelligence		15	6
Business Management - 201		15	6	Business Management - 202		15	6
Total		60		Total		60	



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3rd Year

Module	Module Code	Credits	NQF LEVEL	Module	Module Code	Credits	NQF LEVEL
3rd Year semester -1				3rd Year semester -2			
Entrepreneurship and Small Business Management		15	7	Corporate Strategy		15	7
Strategic Management 301		15	7	Strategic Management 302		15	7
Research Methodology		15	7	Ethics and Corporate Governance		15	7
Project Management		15	7	Strategic Innovation Management		15	7
Total		60		Total		60	

Note:

Bachelor of Business administration covers three different NQF level starting from level 5 to 7 and with modules being compulsory without any electives. The programme adopts the following rules of combination:

For the first-year modules there are no prerequisites and follows minimum entry requirement to the programme, however a student should be allowed to progress to the next year of study only if they pass a minimum of 4 modules in the first year of study.

From second year of study, apart from the standalone modules that do not have prerequisites, students are allowed to progress in their studies. Modules that have prerequisites in the second year are as follows:

1. Business Management -201 & 202 - the student has attempted Business Management 101 & 102
2. Strategic Management -301 & 302 - the student has attempted Business Management - 101 & 102 and 201 & 202

TYPE OF PROGRAMME

The programme duration is 3 years on a full-time basis, or 4 years on a part-time basis. Tuition is face to face and is scheduled per campus. Programmes are offered during the week on a full-time and part-time basis. Part-time tuition is scheduled as per the stipulated academic year planner.

ADMISSION REQUIREMENTS

The minimum entry requirement for the Bachelor of Business Administration is the following:

- a) A National Senior Certificate (NSC) with Bachelor pass, or
- b) An equivalent NQF level 4 qualification with proven proficiency in English
- c) A National Certificate Vocational (NCV) at NQF Level 4 with Degree endorsement, or
- d) Amended Senior Certificate (ASC), with Degree endorsement, or
- e) A Senior Certificate (SC), with University Exemption or Degree endorsement, or
- f) Foreign School leaving Certificate that complies with minimum admission requirements for Degree study as gazetted by the Matriculation Board (Equivalency evaluation is completed with the Matriculation Board),
- g) A Higher Certificate; an Advanced Certificate or Diploma
- h) It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL)

LEARNER MATERIAL

Prescribed textbook lists will be provided by the academic department at your campus. Students will receive electronic versions of the study guides for this programme.

PRICING

Enquire at the Berea College of Technology campus for a current programme pricelist.

ADDITIONAL COSTS

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

EXAMINATION AUTHORITY

All Examinations are held and administered by Berea College of Technology.



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CERTIFICATION

On successful completion of the programme, the student will receive at a Graduation Ceremony a Berea College of Technology Bachelor of Business Administration Certificate.

ARTICULATION

The BBA being a generic business administration degree allows students to articulate, vertically into a management honours (NQF8) degree or a postgraduate diploma in management. Horizontally, students could articulate to a general B Com degree with specific credits. In terms of horizontal articulation, students may articulate to cognate business degree programmes such as the B Com, which is offered by most private and public higher (UJ, UCT, Unisa, UKZN, UP, Wits, etc.) education institutions, nationally and internationally.

The Bachelor of Business Administration degree programme articulates into the Postgraduate Diploma, thereby providing a possible alternate access route to Master's and PhD studies. This is primarily the route followed by students at UKZN.

The BBA is famous in countries like USA, Canada, UK, Australia, Germany, Singapore, Italy, and other famous Study Abroad destinations. Thus, from an international articulation perspective, the proposed qualification provides international opportunities. Furthermore, since in some international countries such as the US, the BBA is a four-year qualification, graduates can be admitted to the MBA degree programme upon successful completion of the BBA and attainment of specific grades which meet the entry requirements for the MBA.

FURTHER STUDIES

Please enquire at the nearest Berea College of Technology campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea College of Technology control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea College of Technology will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.

