



Bachelor of Business Administration

SAQA ID 48859 NQF level 7

🕒 Qualification duration

Part-Time

Minimum: 5 years

Maximum: 7 years

☰ Qualification description

Looking to shatter glass ceilings? The multidisciplinary nature of this degree prepares you for work in many areas of business and is an excellent foundation for careers in commerce, marketing and human resource management.

This qualification is broad and comprehensive. It provides you with a sound understanding of, and skills in, administering and managing a business in any sector. You will cover core modules such as Business Management, Economics, Project Management, Business Ethics, Business Law and Financial Management. You will also cover subject areas such as Business English and Computer Skills, as well as a choice of specialist elective groups with major subjects.

Because of our degree's unique emphasis on application, you will select, conduct and present a research project and complete Work Integrated Learning (WIL) projects. The success of our Bachelor of Business Administration lies in its flexibility of subject choice, a curriculum that is relevant and ahead of trends, our Technology Enhance Learning (TEL) environment and a teaching staff with both business and academic experience.

By introducing you to research, we are also preparing you for honours studies, a unique offering in undergraduate degrees. This blended approach ensures that you graduate with essential work skills such as critical thinking, being innovative and adaptable to change, effective problem solving, working to deadlines, collaborating in team situations and communicating effectively.

✅ Entry requirements

- South African National Senior Certificate (NSC) with Bachelor's degree endorsement.
- Or**
- A National Certificate (Vocational) level 4 issued by the Council of General and Further Education and Training with Bachelor's degree endorsement.
- Or**
- A letter or certificate confirming an exemption from Universities South Africa (USAf) for any other school-leaving results.
- Or**
- Completion of a Bachelor's degree.
- Or**
- Completion of a relevant Foundation Programme along with a letter or certificate of exemption from Universities South Africa (USAf).
- Or**
- Completion of a relevant Higher Certificate.
- And**
- 25 Eduvos points or more.

📁 Possible career options

Does the prospect of managing a business inspire you?

The career choices for you, as a Bachelor of Business Administration graduate, are varied and employment options include:

- Business Administration
- Business Consulting
- Entrepreneurship
- Management

📄 Qualification accreditation

- Accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE)
- Registered with the South African Qualifications Authority (SAQA)



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This qualification is offered at the following campuses:

- Midrand

Qualification structure

Year 1

First-year-level subjects are aimed at introducing students to the basic principles in the field of Business.

- Business English
- Business Management 1A
- Business Management 1B
- Computer Skills
- Quantitative Techniques

And a choice of **three** of the following elective groups, of which two will be majors in your third year:

- Group 1: Human Resource Management 1
Human Resource Information Systems (Sage Payroll)
- Group 2: Marketing 1
Consumer Behaviour
- Group 3: Financial Accounting 1A
Financial Accounting 1B
- Group 4: Public Relations 1A (not available in Part-time)
Public Relations 1B (not available in Part-time)

Students who passed the Human Resource Information Systems exams with 75%+ will receive a Sage payroll certificate.

BBA students that choose Financial Accounting in their first year, may be legible for registering with IAB as members if they add Accounting on Computers for non-degree purposes.

Year 2

Second-year-level subjects are built on the foundation developed through the first-year subjects, and students develop an intermediate level of knowledge in the field of Business.

- Business Law
- Business Management 2A
- Business Management 2B
- Economics 1A
- Economics 1B

Year 2

- Research Methodology
- Project Management

And a choice of **two** of the following elective groups, which will be majors in your third year:

- Group 1: Human Resource Management 1
Human Resource Information Systems (Sage Payroll)
- Group 2: Marketing 2A
Marketing 2B
- Group 3: Management Accounting 2A
Management Accounting 2B
- Group 4: Public Relations 2A
Public Relations 2B

Students who passed the Human Resource Information Systems exams with 75%+ will receive a Sage payroll certificate.

Year 3

Third-year-level subjects are designed to help students develop an advanced level of knowledge in the field of business administration.

- Business Ethics
- Business Management 3A
- Business Management 3B
- Research Project
- Work Integrated Learning

And a choice of two of the following elective groups, based on selection of majors from Year 1 and 2:

- Group 1: Human Resource Management 3A
Human Resource Management 3B
- Group 2: Product and Promotion Management 3
Strategic Marketing
- Group 3: Financial Management 3A
Financial Management 3B
- Group 4: Public Relations 3A (not available Part-time)
Public Relations 3B (not available Part-time)