

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

PGDip (Business Administration) - NQF Level 8 (120 credits)

Qualification code: P1BA21

SAQA ID: 109283, CHE NUMBER: H/H16/E079CAN

Campus where offered:

Pretoria Campus (Nana Sita Street)

REMARKS

- a. *Admission requirement(s):*
An Advanced Diploma, **or** a Bachelor's degree, **or** a Baccalaureus Technologiae in Business Administration or Administrative Management or Management Services, **or** an equivalent qualification at NQF Level 7. Candidates must have an average of 55% or more for the final-year modules.
- b. *Selection criteria:*
Admission is subject to selection. All candidates with an NQF Level 7 qualification in a Business or Management related field must have at least four years work experience. All candidates with an NQF Level 7 qualification in a Non-business or management related field must have at least four years management or supervisory experience.

Candidates will further be required to complete an online assessment test. The Tshwane School for Business and Society (TSB) uses Top Talent Solutions (TTS) for this purpose. It is required that a candidate complete the TTS online assessment, which includes an online video interview, and to reach a satisfactory score. Results from the NMAT (National Management Aptitude Test) are also accepted. Applicants who can provide proof that they have taken and passed the NMAT in the past three years will be exempted from doing the TTS assessment.

Admission is subject to selection. All applicants received by the published due date will be evaluated and ranked according to the previous related qualification obtained. Only the top performing applicants will be selected as per Departmental Student Enrolment Plan (SEP). Selection will be done in January and results will be published on departmental notice boards and communicated to applicants per e-mail.

- c. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.
- d. *Intake for the qualification:*
January only.
- e. *Presentation:*
Block-mode classes offered on Saturdays. This programme is also offered as evening classes during the week. Please refer to the Department of Management and Entrepreneurship for further information.
- f. *Minimum duration:*
One year.
- g. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.

CURRICULUM

YEAR MODULES

CODE	MODULE	NQF-L	CREDIT
1BA108G	Advanced Research Methodology	(8)	(30)



1ET108G	Corporate Entrepreneurship V	(8)	(30)
1HG108G	Change Management V	(8)	(30)
1T1108G	Strategic Management V	(8)	(30)

TOTAL CREDITS FOR THE QUALIFICATION: **120**

MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular module. At time of publication, the syllabus content was defined as follows:

A

ADVANCED RESEARCH METHODOLOGY (1BA108G) CONTINUOUS ASSESSMENT
(Module custodian: Tshwane School for Business and Society)
 Identify and formulate research idea and problem. Conduct a literature review. Select a research approach and develop an appropriate research design. Plan the research methods. Gain access and research ethics. Piloting data collection instrument. Data analysis techniques. Outline of the research report. Prepare defendable research proposal. Present and communicate a final draft of a research proposal to a range of audiences. (Total notional time: 300 hours)

C

CHANGE MANAGEMENT V (1HG108G) CONTINUOUS ASSESSMENT
(Module custodian: Tshwane School for Business and Society)
 The module is designed to create change agents, true masters of destiny and proponents that can change the world. (Total notional time: 300 hours)

CORPORATE ENTREPRENEURSHIP V (1ET108G) CONTINUOUS ASSESSMENT
(Module custodian: Tshwane School for Business and Society)
 This module is designed to empower the student with the necessary competencies (such as knowledge, skills and values) for entrepreneurial responsibilities at various levels of management in corporate environment. It enables the student to facilitate change within companies so that companies can become more entrepreneurial. (Total notional time: 300 hours)

S

STRATEGIC MANAGEMENT V (1T1108G) CONTINUOUS ASSESSMENT
(Module custodian: Tshwane School for Business and Society)
 This module presents students with practical real-life, strategic management related problems. Firstly, students will acquire knowledge of the underlying theoretical principles and then learn how to apply this knowledge to practical situations. (Total notional time: 300 hours)

