

Bachelor of Business Administration

Property Practices

SAQA ID 99380

NQF LEVEL 7

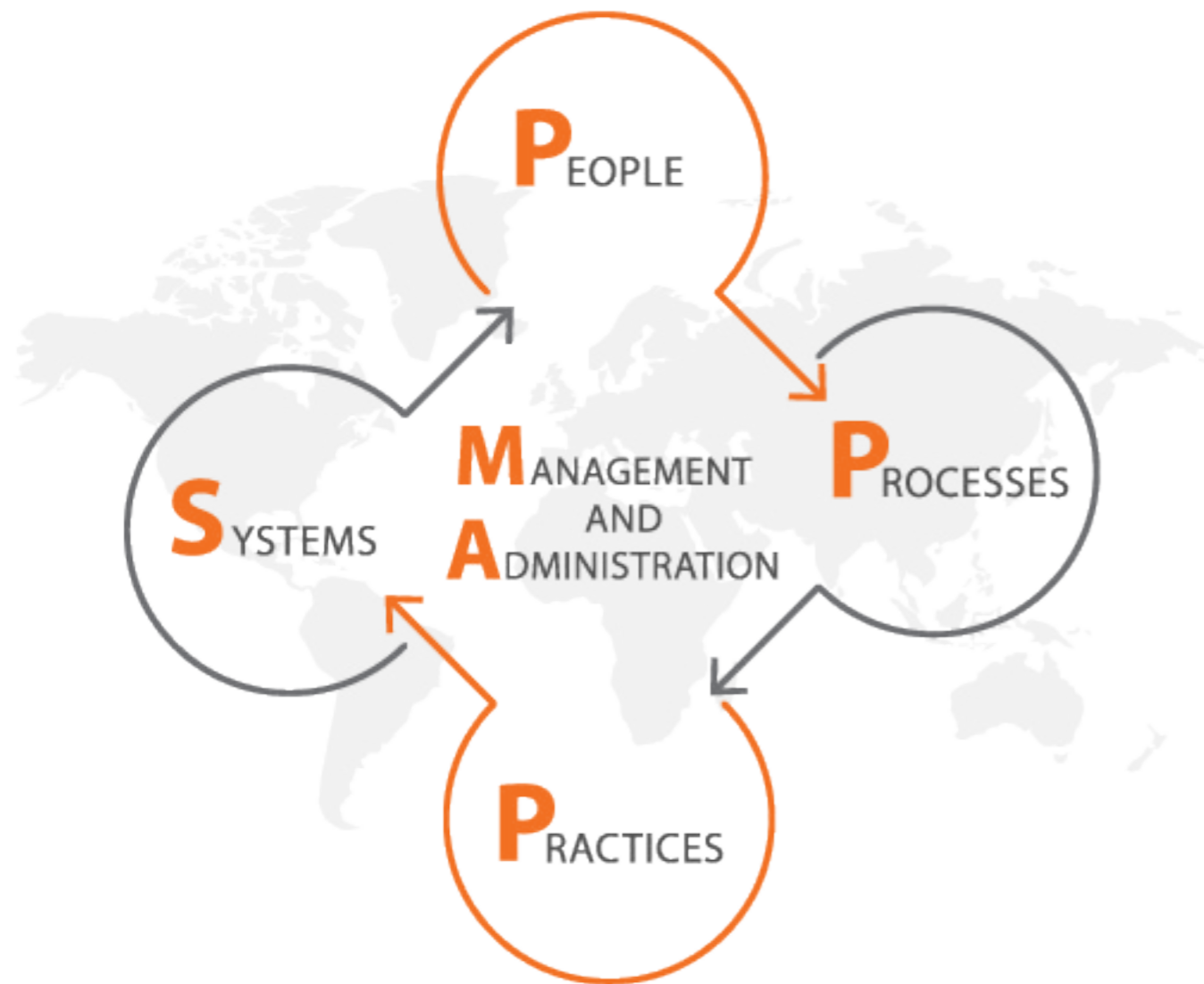
360 CREDITS

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Council of Higher
Education



The Chartall Business College Bachelor of Business Administration (BBA) focuses on the **management and administration of people, processes, practices and systems (MAPPPS)**.

It has been widely benchmarked against similar BBAs offered in other countries.



Purpose of the qualification



The qualification offers a logical progression in learning by introducing students to the basic concepts, theories and fundamental knowledge in the first year, which enables them to master the more complex skills of analysing, interpreting and applying the principles and theories of management and administration in a business context in the second and third years.

The property sector is a highly regulated, vital industry that is critical to the economic wellbeing and growth of our country. Weak management and poor administration of property sector entities coupled with non-compliance of property related legislation could result in sustainability issues for the entities themselves and negatively affect the financial wellbeing and happiness of individual citizens.

This qualification will give graduates the specialised knowledge and skills to effectively manage and administer within the property sector.

Who should apply?

This BBA degree is aimed at people who are employed or aspire to be employed in the property services sector and wish to acquire a degree in this field for advancement in the industry.

The Chartall advantage

Chartall Business College is an innovative and modern provider of post school education and training. We use multiple modes of training delivery to enhance our course offering, and we can tailor a unique solution for each client.

Benefits to the student

The unique design of the Chartall Business College BBA qualification ensures that:



Chartall Business College's innovative and flexible teaching and learning methods, as well as its extensive integrated student support system, focus on ensuring high levels of student success.

The strong work-integrated learning focus, further advantages students.



Students are introduced to the latest developments, theories and practices in the field of study.

Chartall Business College has incorporated latest distance and online teaching methods and techniques used by tertiary education institutions around the world.



The knowledge, skills and cognitive abilities demanded by businesses of administrators and managers have been incorporated into the learning content and outcomes of the qualification.

Benefits to the employer

The design of the Chartall Business College BBA has a very strong work-place focus and employers will see the impact of this as the student progresses through the qualification.

The compulsory research project must address a recognised significant workplace challenge.

The student will be required to undertake a rigorous research study on this challenge and propose a solution that can make a real contribution to the business improvement.

Duration and academic cycles

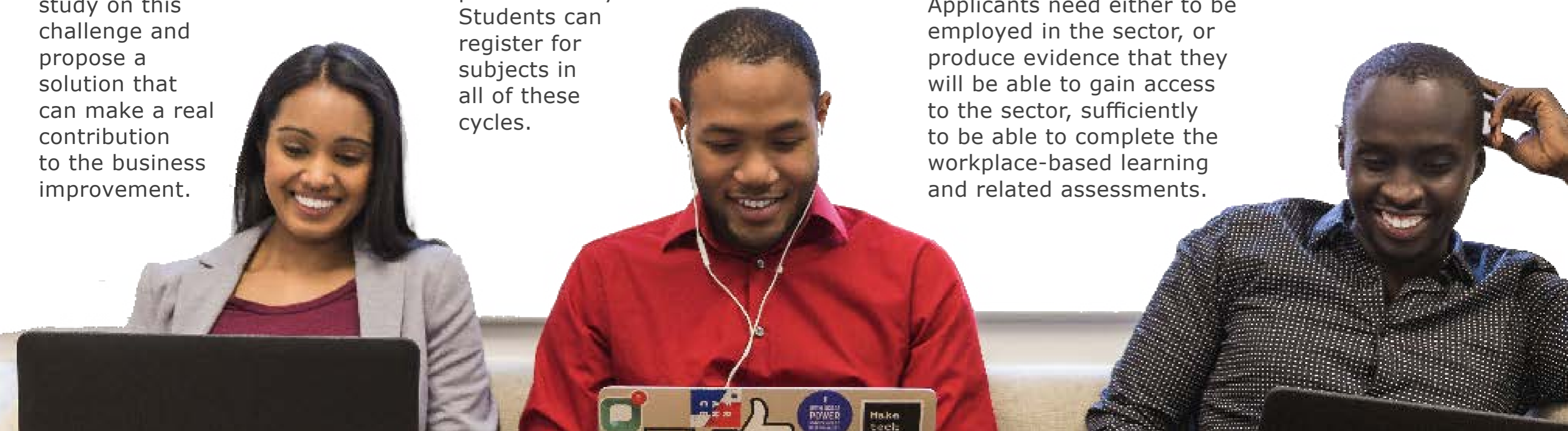
This qualification can be completed in 3 years; however, allowance is made for a modular approach to enable the student to take a maximum of 5 years to complete the qualification. Chartall Business College has three academic cycles per calendar year. Students can register for subjects in all of these cycles.

Registration requirements

Access to the BBA qualification will be given to applicants who hold a valid South African school leaving certificate which includes a pass in English at 60% or persons that can provide a valid [as recognised by SAQA] equivalent qualification.

Exceptional applications from students who do not meet the above requirement will be admitted at the discretion of the College Council.

Applicants need either to be employed in the sector, or produce evidence that they will be able to gain access to the sector, sufficiently to be able to complete the workplace-based learning and related assessments.



Assessment

Assessments will be undertaken per subject and will include successful completion of subject assignments and the subject exam.

The research subject requires the successful completion of a work-related dissertation.

Certification and graduation

The degree of Bachelor of Business Administration will be conferred upon students who successfully complete all the required subjects, at a duly arranged graduation ceremony.

International comparability

The Bachelor of Business Administration (BBA) is a prevalent qualification offered in most tertiary institutions worldwide.

This BBA has been benchmarked against similar BBAs offered in other countries.

This BBA design is aligned to those BBAs in that it comprises also a wide range of subjects, with many having a specific administration and management focus which determines a large component of the qualification.

Articulation

Students who have completed courses/ subjects in other programmes that are related directly to those in this qualification will be given credit for such learning through an RPL assessment at the discretion of the College Council.

This qualification articulates systemically with cognate Bachelor Honours degrees and Post Graduate Diplomas at NQF Level 8. It also articulates horizontally with cognate Advanced Diplomas at NQF Level 7.

Delivery methodology and requirements

The Chartall Business College BBA embraces the distance education methodology, which we have developed using technology to enhance the learning process.

The qualification is offered through online lectures (which are viewed in the student's own time), online tutorials, online discussion forums, and self-study.

Students must own a computer with video and sound capability, have their own email address and have reliable internet access (minimum 2 Mbps).



Support will be provided through Chartall's Student Coaching Hub who will schedule regular telephonic meetings with students to discuss subjects, learning points and assist with work integrated learning, examination preparation, etc.

Access to research journals and course textbooks will be provided through the use of an online library. To access the online library, students can opt for a once-off payment or sign up for a monthly subscription fee.



There is also a compulsory, two-day introductory session at the beginning of the first year which is pre-recorded and can be viewed in the student's own time.



Programme structure

YEAR ONE

SUBJECTS

All compulsory

12 credits per subject

- Communication for business
- Principles of marketing
- Principles of management
- Principles and practices in human resources management
- Financial accounting
- Emotional intelligence
- Principles and practices of innovation
- Business process management 1
- Project management
- Administration and management of IT

YEAR TWO

SUBJECTS

All compulsory

12 credits per subject

- Ethics and compliance
- E-business
- Management and cost accounting
- Organisational psychology
- Economics
- Procurement
- Operational risk management
- Commercial law
- Management and administration of social networks
- Research methodology and statistics

YEAR THREE

SUBJECTS

Compulsory

- Research module - work related project: *48 credits*
- Principles of property legislation: *12 credits*

Elective subject options

Minimum of
60 credits required

- Property valuations: *24 credits*
- Property mathematics and finance: *24 credits*
- Residential property administration: *12 credits*
- Commercial property administration: *12 credits*
- Facilities management and administration: *24 credits*
- Human resources provisioning: *12 credits*
- Small business management: *12 credits*

Pricing Schedule

All subjects at NQF level 5 and 6 are compulsory. Students must then choose their elective subjects at NQF level 7 to the minimum credit limit.

Year one (NQF 5) subjects: 12 credits per subject, all compulsory	Price
Communication for business	R3 300
Principles of marketing	R3 300
Principles of management	R3 300
Principles and practices in human resources management	R3 300
Financial accounting	R3 300
Emotional intelligence	R3 300
Principles and practices of innovation	R3 300
Business process management 1	R3 300
Project management	R3 300
Administration and management of IT	R3 300

Year two (NQF 6) subjects: 12 credits per subject, all compulsory	Price
Ethics and compliance	R3 300
E-business	R3 300
Management and cost accounting	R3 300
Organisational psychology	R3 300
Economics	R3 300
Procurement	R3 300
Operational risk management	R3 300
Commercial law	R3 300
Management and administration of social networks	R3 300
Research methodology and statistics	R3 300

Year three (NQF 7) subjects:	Price
Compulsory components	
Research module-work related project: <i>48 credits</i>	R9 900
Principles of property legislation: <i>12 credits</i>	R3 300

Elective subject options: minimum of 60 credits	
Commercial property administration: <i>12 credits</i>	R3 300
Facilities management and administration: <i>24 credits</i>	R6 600
Human resources provisioning: <i>12 credits</i>	R3 300
Property mathematics and finance: <i>24 credits</i>	R6 600
Property valuations: <i>24 credits</i>	R6 600
Residential property administration: <i>12 credits</i>	R3 300
Small business management: <i>12 credits</i>	R3 300

Application fee and supplementary exams

Application fee	For processing, checking entry requirements, initial IT assessment and processing any exemptions.	R250
Supplementary exam fee	The cost of a supplementary exam where students qualify to write.	R500
WIL resubmission fee	The cost to resubmit the full WIL where students do not pass with at least 50%. This pass is essential to access the examination.	R500

Books

The cost of the BBA excludes textbooks. Access to research journals and course textbooks will be provided through the use of an online library at an additional cost. To access the online library, students can opt for a once-off payment or sign up for a monthly subscription fee.

Access will be granted for 9 months (3 trimesters).

It is essential to access the textbooks as the subject guide is insufficient on its own.



Chartall Business College (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2024 as a private college under the Continuing Education and Training Act, 2006 (registration number 2012/FE07/044) and is provisionally registered with the Department of Higher Education and Training until 31 December 2023 as a private higher education institution under the Higher Education Act, 1997 (registration certificate number 2016/HE07/002)

