

## Bachelor of Business Administration Property Practices



**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 with similar BBAs offered in other countries.**

### **Bachelor of Business Administration – Property Practices**

SAQA ID 99380 | NQF Level 7 | 360 Credits | Accredited by the Council on Higher Education



## Purpose of the qualification

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. 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.

### 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:

- Students are introduced to the latest developments, theories and practices in the field of study.
- The strong work-integrated learning focus, further advantages students.
- 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.
- 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 business improvement.

## **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**

Assessment 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 is offered using a blended learning approach made up of online lectures (which are viewed in the student's own time), online tutorials (which are attended live and allow for interaction), online discussion forums and self-study. Textbooks and research journals are all provided electronically. There is also a compulsory, two-day face-to-face session at the beginning of the first year.

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

## Programme structure

### **Year one subjects: 12 credits per subject, all compulsory**

- 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: 12 credits per subject, all compulsory**

- Ethics and compliance
- E-business
- Management and cost accounting
- Organisational psychology
- Business process management 2
- Enterprise resource planning
- Operational risk management
- Commercial law
- Management and administration of social networks
- Research methodology and statistics

### **Year three subjects: compulsory components**

- Research module - work related project: 48 credits
- Principles of property legislation: 12 credits (NQF 7)

### **Year three elective subject options: minimum of 60 credits required**

- Property valuations: 24 credits (NQF 7)
- Property mathematics and finance: 24 credits (NQF 7)
- Residential property administration: 12 credits (NQF 7)
- Commercial property administration: 12 credits (NQF 7)
- Facilities management and administration: 24 credits (NQF 7)
- Human resources provisioning: 24 credits (NQF 7)
- Small business management: 24 credits (NQF 7)

## 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 two academic cycles per calendar year. Students can register for subjects in both cycles.



Chartall Business College (Pty) Ltd. (reg. no. 2003/015217/07) is provisionally registered by the Department of Higher Education and Training until 31 December 2018 (registration no.: 2012/FE07/044)

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