STADIO
HIGHER EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

NQF 7 | MIN. 360 CREDITS | SAQA ID: 123462 | MIN. 3 YEARS

STADIO FLEX CAMPUS: RUSTENBURG



SCHOOL OF ADMINISTRATION & MANAGEMENT

DESCRIPTION

The Bachelor of Business Administration (BBA) degree is designed for current and aspiring administrative and managerial professionals in the private and public sectors who want to excel in coordinating people, managing resources, overseeing projects, and driving organisational efficiency.

Whether your career path leads to administrative leadership in business operations, portfolio and project administration, public sectorm management, logistics coordination, human resources administration, or compliance and governance, the BBA provides the knowledge, skills, and practical tools to manage complex processes in diverse organisational environments.

With a flexible and industry-aligned structure, students can select specialised elective focus areas to match the administrative and operational needs of their chosen sector. This ensures graduates are workplace-ready, equipped to optimise operations, support strategic decision-making, and deliver results in corporate enterprises, government agencies, NGOs, and entrepreneurial organisations.

ADMISSION REQUIREMENTS

- A Senior Certificate (SC) with degree endorsement; **OR**
- A National Senior Certificate (NSC) with a minimum of 50% in four 20-credit subjects and a minimum of 40% in English Home Language or First Additional Language; **OR**
- A National Senior Certificate – Vocational Level 4 (NC(V)) with a minimum of 50% in three fundamental subjects including English; and a minimum of 60% in four vocational subjects; **OR**
- A relevant N6 National Diploma; **OR**
- A cognate Higher Certificate (NQF Level 5), Advanced Certificate (NQF Level 6), or Diploma (NQF Level 6); **OR**
- A non-cognate Higher Certificate (NQF Level 5), Advanced Certificate (NQF Level 6), or Diploma (NQF Level 6), together with either:
  - a minimum of 40% in English Home Language or 30% in English First Additional Language at NSC level; or
  - evidence of equivalent proficiency in English achieved in the non-cognate programme.

NAMIBIAN STUDENTS

- 25 points over 5 modules

Scan to learn more:

OTHER ACCESS PATHWAYS

Scan to learn more:

MATURE AGE EXEMPTION

MINIMUM SYSTEM REQUIREMENTS

- Wi-Fi: Reliable broadband Internet access (Wi-Fi is available on all of our campuses, but you may prefer access from home as well).
- Web browser: Edge/Chrome/Safari/Opera/FireFox.
- Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software. Office 365 includes Word, Excel, PowerPoint and Outlook.
- PDF Viewer: The free Adobe Acrobat software.
- Scanning documents: Ability to scan and upload documents (typically from your cellphone or smartphone).
- Email/cellphone for notification and communication.
- Communication: A cellphone or smartphone for receiving notifications and communication.

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CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS		
HUMAN RESOURCE MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR MANAGEMENT

ELECTIVE FOCUS AREAS		1st YEAR	2nd YEAR	3rd YEAR
HUMAN RESOURCE MANAGEMENT Students are prepared to guide and develop an organisation's most valuable asset - its people. The curriculum blends management principles, employment law, talent acquisition, performance management, and leadership development with practical HR tools and techniques. The Human Resource Management I–III modules equip students to manage workforce planning, employee relations, and training initiatives. Graduates pursue careers in human resource departments, recruitment agencies, training consultancies, and employee wellness programmes, ensuring workforce capability and organisational success.	SEM 1	Introduction to Business Administration BUS152 (10 credits) End-User Computing EUC152 (10 credits) Introduction to Business Management MAN152 (20 credits) Fundamentals of Business Communication FBC152 (20 credits)	Management 2 MNG262 (20 credits) Business Administration BUS262 (20 credits) Finance for Non-Financial Managers FNF262 (20 credits) **OR** Public Sector Finance for Non-Financial Managers PNF262 (20 credits)	Strategic Management STM372 (20 credits) Research Methodology REM372 (20 credits) Human Resources Management 3A HRA372 (20 credits)
	SEM 2	Accounting for Managers 1 ACND152 (20 credits) Economics 1 for Managers MEC152 (20 credits) Human Resources Management 1 HRA162 (20 credits)	Economics 2 for Managers MEC262 (20 credits) Business Law and Compliance LAW162 (20 credits) Human Resources Management 2 HRB262 (20 credits)	Business Report MBR372 (20 credits) Technology and Innovation Management TIM372 (20 credits) Human Resource Management 3B HRB372 (20 credits)
PROJECT MANAGEMENT Students are prepared to plan, execute, and oversee projects of varying scale and complexity across industries by mastering the principles, processes, and tools of effective project management. The curriculum begins with a strong grounding in fundamental business and management disciplines—including economics, accounting, strategic management, and business law—and builds toward advanced project management methodologies and practices. Specialised modules such as Project Management Planning, Project Management Execution, and Project Management Practice A & B enable students to successfully manage project lifecycles from initiation through to closure, ensuring that objectives are met on time, within budget, and to quality standards. Graduates are equipped with the skills to lead cross-functional teams, manage risks, control project finances, and integrate innovative solutions. This preparation opens career opportunities in corporate enterprises, government projects, construction and engineering firms, NGOs, and entrepreneurial ventures where project delivery is critical to organisational success.	SEM 1	Introduction to Business Administration BUS152 (10 credits) End-User Computing EUC152 (10 credits) Introduction to Business Management MAN152 (20 credits) Fundamentals of Business Communication FBC152 (20 credits)	Management 2 MNG262 (20 credits) Business Administration BUS262 (20 credits) Finance for Non-Financial Managers FNF262 (20 credits) **OR** Public Sector Finance for Non-Financial Managers PNF262 (20 credits)	Strategic Management STM372 (20 credits) Research Methodology REM372 (20 credits) Project Management Practice A PMA372 (20 credits)
	SEM 2	Accounting for Managers 1 ACND152 (20 credits) Economics 1 for Managers MEC152 (20 credits) Project Management Planning PMP262 (20 credits)	Economics 2 for Managers MEC262 (20 credits) Business Law and Compliance LAW162 (20 credits) Project Management Execution PME262 (20 credits)	Business Report MBR372 (20 credits) Technology and Innovation Management TIM372 (20 credits) Project Management Practice B PMB372 (20 credits)

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CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS		1st YEAR	2nd YEAR	3rd YEAR
PUBLIC SECTOR MANAGEMENT Students are prepared to take on leadership and administrative roles in government departments, public agencies, and community-based organisations by developing a strong understanding of how the public sector operates and delivers services. The curriculum provides a solid foundation in core business and management principles—including economics, accounting, business law, and strategic management—while focusing on public governance, policy implementation, and fiscal management. Through specialised modules in Public Sector Management I–III, Public Sector Finance, and applied research projects, students learn to design and manage efficient public service delivery systems, ensure regulatory compliance, and apply innovative solutions to societal challenges. Graduates are equipped for careers in local, provincial, and national government, public enterprises, non-governmental organisations (NGOs), and international development agencies, with the skills to lead, administer, and improve public-sector operations in a rapidly changing environment.	SEM 1	Introduction to Business Administration BUS152 (10 credits) End-User Computing EUC152 (10 credits) Introduction to Business Management MAN152 (20 credits) Fundamentals of Business Communication FBC152 (20 credits)	Management 2 MNG262 (20 credits) Business Administration BUS262 (20 credits) Public Sector Finance for Non-Financial Managers PNF262 (20 credits)	Strategic Management STM372 (20 credits) Research Methodology REM372 (20 credits) Public Sector Management 3A PSA372 (20 credits)
	SEM 2	Accounting for Managers 1 ACND152 (20 credits) Economics 1 for Managers MEC152 (20 credits) Public Sector Management PSA162 (20 credits)	Economics 2 for Managers MEC262 (20 credits) Business Law and Compliance LAW162 (20 credits) Public Sector Management 2 PSB262 (20 credits)	Business Report MBR372 (20 credits) Technology and Innovation Management TIM372 (20 credits) Public Sector Management 3B PSB372 (20 credits)
CREDITS PER YEAR		120	120	120

CAREER OPPORTUNITIES

HUMAN RESOURCE MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR MANAGEMENT
HR MANAGER / GENERALIST	PROJECT MANAGER (CONSTRUCTION, IT, PUBLIC, OR PRIVATE SECTOR)	MUNICIPAL / GOVERNMENT ADMINISTRATOR
TALENT ACQUISITION / RECRUITMENT SPECIALIST	PROGRAM MANAGER	PUBLIC POLICY ANALYST
TRAINING AND DEVELOPMENT COORDINATOR	PROJECT COORDINATOR / SCHEDULER	PROGRAM OR PROJECT MANAGER IN GOVERNMENT DEPARTMENTS
EMPLOYEE RELATIONS CONSULTANT	PMO (PROJECT MANAGEMENT OFFICE) ANALYST	PUBLIC SECTOR CONSULTANT
COMPENSATION AND BENEFITS ANALYST	RISK AND COMPLIANCE OFFICER FOR PROJECTS	COMPLIANCE AND GOVERNANCE OFFICER
HR BUSINESS PARTNER	PORTFOLIO MANAGER	LOCAL GOVERNMENT COORDINATOR

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WHAT IS STADIO FLEX?

STADIO Flex offers students a supported distance learning experience that combines the flexibility of distance learning with structured group classes and seminars that provide a guided learning experience and reduce the isolation of distance learning. As a STADIO Flex student, you meet and connect with other students, benefit from a fully equipped information and resource centre, have readily available connectivity via campus Wi-Fi that supports seamless study progression, and have ongoing access to individual, personalised support from full-time academics and student support staff on campus.

YOUR LEARNING JOURNEY

When you enrol, in addition to receiving your study material and student support resources online and a printed copy of the study guide (optional), STADIO Flex (SF) students will receive a timetable of group classes and seminars spread across 8 weeks per semester. Students are invited to attend two one-hour group classes per week for each of their registered modules. These engagement sessions guide students through the module content using practical examples and case studies, ensuring that the application of learning is prioritised. Seminars presented by experienced guest lecturers and industry experts are a regular feature of SF, increasing learning impact, networking opportunities, and promoting workplace readiness. In addition, at the start and throughout the first semester, students attend planned orientation and student support sessions to help them successfully transition into and through higher education.

The timetable is purposefully structured to ensure students have an engaged and productive campus experience, while also acknowledging that, as distance learners, they may need time for other commitments.

All in-venue assessments (at the end of the semester) are scheduled on campus, and students have the advantage of sitting for their supplementary exam before the commencement of the next semester, to facilitate academic progression.

Critically, STADIO entrenches programme parity and quality irrespective of mode of learning – whether you enrol for contact learning, distance learning at the Musgrave or Krugersdorp campus, or SF in Rustenburg, the curriculum and learning outcomes for the same programme will always be equal. What differs is how teaching and learning is presented and supported. STADIO Flex students can therefore focus on their studies, knowing they are receiving a quality education that reflects the overall excellence of the STADIO brand.

Upon enrolment, you will be integrated into the exciting buddy programme. Students are partnered with an academic staff member who serves as a personal point of contact throughout their studies to help navigate challenges and provide important support.

Why Choose STADIO Flex? You will benefit from:

- Affordable, flexible distance learning that purposefully integrates supported teaching and learning to promote student success.
- Regular, scheduled face-to-face group classes presented by academic experts, and seminars presented by industry specialists.
- Personalised guidance through the Buddy Programme.
- Consistent academic quality across all Campuses.
- Personal connection with lecturers, staff and fellow students.
- A structured study pathway designed to keep you motivated and on track.
- Convenient access to in-venue assessments and supplementary examinations.
- Access to learning resources, Wi-Fi on campus, and planned campus events and activities.

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