

Information Sheet **2016**



Southern Business School

Creating Leaders



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Mission

Southern Business School provides
higher education and training
in a framework where
quality, affordability, recognition and customer service
play a central role.

Business Principles

The four principles of **quality, affordability, recognition** and **customer service**
form the business principles on which Southern Business School is built.

The **QUALITY** of our programmes and student services is the product of internal quality assurance processes that are continuously monitored. Quality assurance is further enhanced through regular peer reviews that include professional bodies, the expectations as indicated by both the private and public sectors and the requirements set by the Department of Higher Education and Training, the Council on Higher Education and the South African Qualifications Authority (SAQA).

AFFORDABILITY is paramount in our contribution to lifelong learning, which in turn contributes to the development of a country such as ours. We pride ourselves that we are (continuously) able to meet the demand for quality education at a reasonable price.

RECOGNITION is reflected in Southern Business School's status as a Private Higher Education Institution and endorsements from public and private Higher Education Institutions. We recognise previous learning experiences and endeavour to provide access to higher education for as many people as possible.

Our students are special to us and they are the focus of all our actions.

At Southern Business School we strive to offer our students a superb learning experience through exceptional

CUSTOMER SERVICE!



About Southern Business School (SBS)

Southern Business School has CREATED LEADERS in the private and public sectors since its inception in 1996.

The four business principles of **QUALITY, AFFORDABILITY, RECOGNITION** and **CUSTOMER SERVICE** are underlying all actions and decisions and have laid a solid foundation for year-on-year growth and continued improvement of the overall learning experience.

Southern Business School provides top quality higher education and offers capacity building short course programmes and consultancy in the fields of Management and Safety in Society.

Southern Business School is one of the leading private higher education institutions in Southern Africa, making use of technology and innovative practices.

Why choose Southern Business School?



Registered with the Department of Higher Education and Training.
Certificate number 2002/HE07/015

All our programmes are accredited by the Council on Higher Education (CHE)

All qualifications are recorded by the South African Qualifications Authority (SAQA) on the National Qualification Framework (NQF)

Recognised by the Namibian Qualification Authority (NQA)

Internationally recognised

Affordable, quality education

BEE status level 6 (60%)



Student Support

Students are assured of the best possible support in distance learning with Southern Business School's student-centred approach.

- Easy to use interactive study material guide students through the learning process. This includes supplementary audiovisual material in specific subjects.
- Assignments and projects are designed to assist in the application of theoretical principles.
- Additional learning resources (for example slides and additional learning material) are made available on MySBS for specific subjects.
- Online support is one of the fastest-growing support mechanisms at Southern Business School. Online support mechanisms include the download of previous examination papers, tutorial letters, study week presentations, online discussion forums, links to places of interest and notes from lecturers.
- SMARTBoard transmissions for specific subjects.
- Compulsory workshops for Masters students.
- Access to Southern Business School's library, Sabinet ejournals and EBSCO (International) ejournals and ebooks.
- Easy access to lecturers and administrative staff. Students can contact Southern Business School via email, telephonically or by using the Southern Business School website, MySBS and personal visits.
- A voluntary study week where students attend lectures before the commencement of the examinations (Johannesburg and Windhoek).
- The opportunity to attend interactive meetings with management where problems are addressed and input is incorporated into the future plans of Southern Business School.
- Access to highly qualified lecturing staff with management experience.
- Programmes are specifically designed to meet the needs of distance learning students and industry.
- Compulsory workshops for Research Methodology V (MET50A & MET50B) students.
- Subject DVDs.

Examination Centres

At Southern Business School we strive to ensure that all our students experience learning in the most convenient and effective manner possible, no matter where they may be. This commitment is supported by providing a large number of examination centres to students.

Most of our examination centres are located in South Africa. Examination venues are also available throughout Namibia and in other countries.

Rules and Regulations

Southern Business School's comprehensive Rules and Regulations are available in the Southern Business School Yearbook.

Request your copy of the Southern Business School Year Book from the office +27 (0) 11 662 1444 or info@sbs.ac.za

Centre for Safety in Society (CSS)

The Centre for Safety in Society is a unit within Southern Business School supporting the development of leadership and management skills within the Safety in Society Environment.

The ethos of the Centre for Safety in Society is guided by the following developmental values:

- To create a learning culture for the Safety in Society environment that is appropriate, precise, differential and practical.
- To create a supporting structure for the Safety in Society environment in order to professionalise a highly diverse environment.
- To create an applicable, responsible and workable process for the Safety in Society environment.

Law and Mediation Clinic

Southern Business School has a Law and Mediation Clinic. The purpose of the Law and Mediation Clinic is to provide legal aid to the students of Southern Business School, as well as outsiders, at affordable fees.

The Law Clinic can also make referrals to experts in a specific field of the law if necessary.

Centre for Management and Leadership Development (CMLD)

The Centre for Management and Leadership Development is a unit within Southern Business School focusing on leadership and management in the workplace. Services and products include:

- Consultancy services in management and related subjects.
- Development of tailor-made training material.
- Training on NQF levels 5-8.
- Presenting of seminars and workshops in strategy formulation, design, analysing the strategies of competitors and evaluating strategic plans.
- Action orientated research to address specific problems be it missing or required value drivers, customer service, employee satisfaction, required value adding for more effective functioning in the private and public sectors.
- Undertaking skills and competency audits and assessments.
- Capacity building programmes.
- Undertaking of impact analysis to determine the effectiveness of previous training by other providers in the workplace.
- Development and assessment of skills development plans.
- Advice concerning changes in the external environment, changes in industries and changes in dominate external driving forces.
- Advising clients about the most relevant literature and official government documents in public, municipal and police management.
- Short learning programmes.

Southern Business School Namibia

Southern Business School has an office in Windhoek, Namibia, assisting students in Namibia. This is more convenient for the Namibian students as they can direct their enquiries directly to the Windhoek office without the inconvenience of international phone calls to South Africa.

Tel: +264 (0) 61 308 781

Fax: +264 (0) 61 308 782

E-mail: naminfo@sbs.ac.za

24 Wagner Street, Windhoek West, Windhoek

Research at Southern Business School

Over the years, institutions of higher learning embarked on discovering new principles and practices, as well as developing new ideas and concepts aimed at empowering and developing the community.

Research is one of the main academic functions of any academic institution. The development of any new course, subject or study unit is dependent on research. The updating of learning material to meet the requirements of the continuous changes in the learning environment requires a vast amount of research time from academic institutions. Through our qualifications, students are exposed at an early stage to the theory of research and to the basic knowledge that is required.

Southern Business School seeks to achieve exceptional results with research activities and projects undertaken by staff, strategic partners and students that will contribute to the general body of knowledge in the fields of business management, public management and Safety in Society.

Community Engagement at Southern Business School

From its inception in 1996, Southern Business School dedicated itself to making a positive difference in Southern Africa. Southern Business School is fully committed to support community engagement initiatives which are sustainable and empowering.

Community engagement at Southern Business School is focused on one of the United Nations' Millennium Development Goals (MDGs), namely universal education. Therefore initiatives supported by Southern Business School fall within the ambit of education.

In order to accomplish the ideal of making a positive difference in people's lives, Southern Business School established a non-profit organisation (NPO) as one of the primary vehicles for community engagement. The NPO, named Iphandezomupilo Educational Foundation, meaning "roots of life", has a vision and mission to facilitate learning and leadership through sustainable interventions within the parameters of the MDGs in an inclusive manner.

Iphandezomupilo Educational Foundation is an independent entity functioning under the Southern Business School umbrella.

In an effort to engage with the community, Southern Business School believes that a mere philanthropic approach is not sufficient and have thus approached community engagement in three ways, namely financial support, general support for community development projects and volunteerism.



Registration

Normal Registration

National Senior Certificate (NSC)

The National Senior Certificate (NSC) is a 130-credit NQF 4 Certificate, issued for the first time at the end of 2008.

Minimum admission requirements

- **Higher Certificates:** National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi.
- **Diplomas:** National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi and an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20 credit subjects.
- **Degrees:** The minimum admission requirement for the Bachelor degree programmes is a National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi and an achievement rating of 4 (Adequate Achievement, 50-59%) or better in four subjects from the designated subject list: Accounting, Agricultural Sciences, Business Studies, Dramatic Arts, Economics, Engineering Graphics and Design, Geography, History, Consumer Studies, Information Technology, Languages (two other recognised language subjects), Life Sciences, Mathematics, Mathematical Literacy, Music, Physical Sciences, Religious Studies, Visual Arts.
- **Higher Degrees:** A relevant B-degree or Honours degree.

In addition, further admission requirements may be specific to certain programmes.

Namibian Admission Requirements

- BBA Degree – 25 points over five subjects obtained in your Senior Secondary Certificate.
- Diploma in Management – 25 points over six subjects obtained in your Senior Secondary Certificate.
- Higher Certificate in Management – Grade 12 with no less than 20 points over six subjects, with no G's obtained in your Senior Secondary Certificate.
(Higher Certificate in Management will also be accessible to mature age/conditional candidates that meet the requirements).

Grade 12 before 2008

A Grade 12 Certificate with university exemption (endorsement) is required to register for degree studies.

To apply for normal registration for Higher Certificate and Diploma studies at Southern Business School, the applicant must be in possession of:

- A matriculation certificate issued by the Matriculation Board; or
- A certificate endorsed by the South African Certification Board as equivalent to the minimum admission requirements for higher education; or
- Any certificate which is deemed equivalent and which is registered on the NQF.

The senior certificate must reflect a minimum of five subjects in higher or standard grade or combination of subjects on the higher grade and the standard grade.

The Academic Board may admit a person with a senior certificate with a minimum of four subjects (which may not include more than two of the official languages) passed on higher or standard grade, provided the remaining subject/s passed on lower grade is/are not a prerequisite for the proposed instructional programme.

If one of the official languages is passed on lower grade, or you do not meet the above requirements, the student will be obliged to apply for conditional admission.

Conditional Admission

Where an applicant is at least 23 years of age on the date of registration and is in possession of a Standard 8 or Grade 10 Certificate or equivalent qualification and possesses work experience as a manager or supervisor, he/she may apply for conditional admission to Southern Business School.

Should a student be granted conditional admission towards the Higher Certificate in Management, he/she may register for only two (2) subjects in the first semester. If the student passes these two subjects on the first attempt, conditional admission is revoked and the student's status migrates from 'conditional admission' to 'normal registration'. Should a student fail to pass both subjects on the first attempt, he/she will not be allowed to continue his/her studies at Southern Business School.

Recognition of Prior Learning (RPL)

Where a student did not acquire appropriate learning in a formal or structured non-formal manner, he/she may apply for recognition of prior learning.

Where informal and/or non-formal and/or experiential learning took place it may lead to formal recognition. Contact Southern Business School for the necessary application forms.

RPL Administration fee is R550.

Approved RPL subjects will be R770 per subject.

Subject Exemptions

Students may apply for exemption from subject/s obtained from other registered Higher Education Institutions. The Academic Board of Southern Business School will consider applications and its decision is final.

A maximum of six subjects may be exempted on degree/diploma level, a maximum of two subjects on Higher Certificate level and three on Advanced Diploma level. A maximum of 65 credits may be exempted on BBA Honours Degree level and 55 credits on BPP Honours Degree level.

R500 administration fee will be charged for each exempted subject.



Information Required to Register

The following documentation is required for registration:

- A **certified copy of your South African Identity Document** or equivalent document (in the case of non-SA citizens); and
- A certified copy of your **Grade 12 (matric) Certificate, National Senior Certificate** or any other qualification obtained.

If Conditional Admission is granted, the following document must be submitted, in addition to those listed above:

- A letter from the student's employer verifying a minimum of two years work experience in the field of study.

No qualifications will be issued unless the required documents are on record at Southern Business School.

BANKING DETAILS – SOUTH AFRICA

Standard Bank Account: 401-394-506
Branch: Westgate
Branch code: 016 641
Account name: Southern Business School

The registration fee is **R2 055** for students from foreign countries (excluding Namibia, Lesotho, Botswana, Zimbabwe and Swaziland).

BANKING DETAILS – NAMIBIA

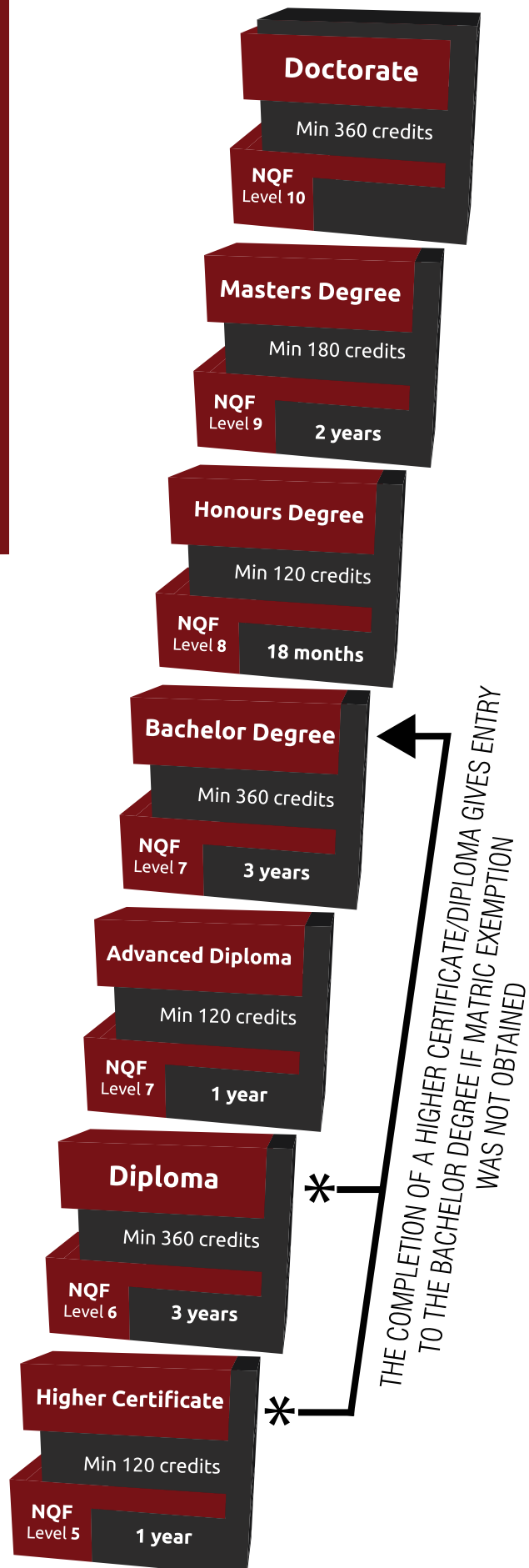
Bank Windhoek Account: 800-248-1319
Branch: Windhoek
Branch code: 481 972
Account name: Southern Business School
Namibia

Southern Business School offers the following formal qualifications:

Qualifications offered by Southern Business School range from NQF level 5 to 9.

- **Higher Certificate in Management**
(SAQA ID 36197) NQF level 5
- **Higher Certificate in Paralegal Studies**
(SAQA ID 94864) NQF level 5
- **Diploma in Management**
(SAQA ID 96728) NQF level 6
- **Advanced Diploma in Management**
(SAQA ID 79586) NQF level 7
- **Bachelor of Business Administration**
(SAQA ID 59850) NQF level 7
- **Bachelor of Business Administration Honours**
(SAQA ID 71930) NQF level 8
- **Bachelor of Policing Practice**
(SAQA ID 59226) NQF level 7
- **Bachelor of Policing Practice Honours**
(SAQA ID 61630) NQF level 8
- **Master of Management**
(SAQA ID 90908) NQF level 9
- **Master of Policing Practice**
(SAQA ID 93611) NQF level 9

Higher Education Learning Pathway





BACHELOR OF BUSINESS ADMINISTRATION

360 Credit Qualification registered on the NQF at level 7

SAQA QUALIFICATION ID 59850

Duration and Language

Minimum duration to complete: Three years.
Tuition in English.

Focus of Qualification

For someone to move into a supervisory or management role, a degree is normally required. Employees with degrees are sought after at various organisations. The Southern Business School Bachelor of Business Administration (BBA) degree is aimed at students in the private and the public sectors who will be responsible for managing people, resources, and/or projects, including the management of human resources, public relations, advertising, promotions and portfolios to name but a few. Career opportunities with this degree include: Business Office Manager, Supervisor, Project Manager, General Manager, Manager in the Public Sector, Executive, Human Resources Manager and Business Development Manager.

The flexible structure of the qualification enables you to select outcomes that meet the diverse roles and contexts required by a wide range of industries in the public and private sectors. The qualification is structured in such a way that it exposes individuals to a set of core competencies to give a broad understanding of general and public sector management. The electives allow for specialisation in different fields of management.

Structure of the BBA degree

Major electives assist prospective students in selecting subjects according to their field of interest or specialisation. Major electives are subjects that are taken up to third year level and shape the nature of the degree (e.g. Human Resource Management I, II and III). By selecting a major elective, it is possible to specialise in a specific field of study in management.

Select one major elective
(a subject that will be taken to third year level) from the following:

- Human Resource Management
- Marketing Management
- Public Sector Management
- Project Management
- Disaster Risk Reduction

Admission Requirements

- The qualification is open to students who completed Southern Business School's Certificate or Higher Certificate in Management and/or Diploma in Management or
- A National Senior Certificate: The minimum admission requirement for degree studies is a National Senior Certificate (NSC) with a minimum of 40% in English as certified by Umalusi, and an achievement rating of 4 (Adequate Achievement, 50–59%) or better in four subjects from the designated subject list: Accounting, Agricultural Sciences, Business Studies, Dramatic Arts, Economics, Engineering, Graphics and Design, Geography, History, Consumer Studies, Information Technology, Languages (two other recognised language subjects), Life Sciences, Mathematics, Mathematical Literacy, Music, Physical Sciences, Religious Studies, Visual Arts or
- N6 National Diploma.

BACHELOR OF BUSINESS ADMINISTRATION

* Major Elective I	* Major Elective II	* Major Elective III
Business Management I Economics IA Economics IB Information Management Business Communication Business Law or Labour Law	Management II Economics IIA or Governmental Economics IIA Economics IIB or Development Economics IIB Accounting Leadership	Management III Research Methodology Financial Management or Public Sector Financial Management Corporate Governance

The structure of the degree can be summarised as follows:

Compulsory Subjects

Business Management I, Management II and II, as well as Accounting, Economics IA and IB, Information Management, Leadership, Research Methodology, Corporate Governance and Business Communication are compulsory subjects and form the set of core competencies required for all variations of the programme.

Major Electives: Human Resource Management >> Marketing Management >> Public Sector Management >> Project Management >> Disaster Risk Reduction

If you select **Marketing Management** as a major elective: Economics IIA, Economics IIB and Financial Management will be compulsory.

If you select **Public Sector Management** or **Disaster Risk Reduction** as a major elective: Governmental Economics IIA and Development Economics IIB and Public Sector Financial Management will be compulsory.

If you select **Human Resource Management** or **Project Management** as an elective – you can choose any one of the following two options:

A – Economics II A & B and Financial Management.

B – Governmental Economics IIA and Development Economics IIB and Public Sector Financial Management.

If you select **Human Resource Management**, then Labour Law is compulsory.

If you select any other major elective, then Business Law is compulsory.

Costs

Registration fee: R 1 000

Cost per subject: ** R1 820

Re-registration fee: R 550

Exemption per subject: R 500

** except for

Business Management I
Financial Management
Management II and Management III
Public Sector Financial Management
Leadership and Research Methodology
which are **R2 150** each

Economics IA and Economics IB are
R1 150 each.

Economics IIA and Economics IIB
Governmental Economics IIA
Development Economics IIB
which are **R1 250** each

Prices exclude prescribed textbooks
and are subject to an annual increase.

Contact Information

South Africa

Private Bag X03,
Helderkruijn, 1733

Plot 10, R28 Service Road, Diswilmar,
Krugersdorp, 1739

GPS co-ordinates
S 26 03'.47.90"
E 27 49.52.00"



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Namibia

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24 Wagner Street, Windhoek West,
Windhoek, Namibia

GPS co-ordinates
Latitude 22°33'58.75"S
Longitude 17°4'15.92"E



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<http://sbs.ac.za>



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as a Private Higher Education Institution under the Higher Education Act, 1997.

Registration Certificate Number: 2002/HE07/015