



**QUALIFICATION: Bachelor of Business Administration (SAQA ID 61700, NQF LEVEL 7)
(Human Resource Management)**

MODE OF LEARNING: IMMERSIVE ONLINE LEARNING

This factsheet is intended for students registered for the Bachelor of Business Administration (BBA) with a major in Human Resource Management intake in 2026.

DESCRIPTION AND PROGRAMME PURPOSE

The Bachelor of Business Administration (BBA) degree at NQF Level 7 is a versatile qualification designed to equip students with strong managerial, leadership and digital transformational skills. The BBA in Human Resource Management (HRM) provides students with a broad foundation in business administration while focusing on the specialised knowledge and competencies needed to manage and lead people effectively within organisations. Students are introduced to core business disciplines such as management, leadership and project management, while developing expertise in areas such as talent management, labour relations, organisational development and employee engagement.

The programme prepares graduates to think strategically about people and organisational performance, equipping them to address challenges such as workforce development, change management and leadership in technology-driven environments. By combining business administration with a human resources specialisation, the qualification ensures that graduates are ready to contribute to the success of organisations across sectors, while also preparing for further postgraduate study in business administration or human resource management.

WHO SHOULD ENROL

The BBA (Human Resource Management) degree is suited to individuals who want to combine broad business administration training with specialised knowledge of people management and organisational leadership. It is ideal for those who enjoy working with people, building teams, developing talent and applying strategic HR practices to enhance organisational effectiveness.

Graduates of this programme will be well-prepared for careers such as Human Resource Practitioner, Talent Acquisition Specialist, Training and Development Manager, Employee Relations Consultant or HR Business Partner. The qualification also appeals to entrepreneurs who want to strengthen their ability to manage people and teams within their own ventures. By integrating management and leadership development with human resource expertise, the programme equips graduates to contribute positively, ethically and sustainably to organisations and society.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

1. Develop business communication and digital skills that demonstrate understanding of communication theories and strategies and digital tools to support problem-solving, collaboration, ethical decision-making and reporting in relevant workplace settings and contexts.
2. Apply key operational, management and leadership principles, concepts, theories, models and practices to strategically plan, organise, and optimise the use of human resources across diverse business environments in an era of digital transformation.
3. Explain and apply key principles, concepts, theories, models, procedures, methods, tools and techniques relevant to micro- and macroeconomics in key business functions such as marketing, human resources, project management and supply chain management in relevant business contexts.
4. Use the fundamental principles and practices of holistic personal and professional development and practical tools and strategies to manage stress, build resilience and maintain a positive mindset.
5. Integrate knowledge, skills and attributes from different functional areas of business and entrepreneurial thinking to report on findings in order to execute an Applied Business Capstone project relevant to a selected focus area.

PROGRAMME STRUCTURE

Major: Human Resource Management: 360 Credits			
	Year 1	Year 2	Year 3
Compulsory (all)	Foundations to Business Studies FOBS01-5 (10/5)	Business Management 2A BUMA2A-6 (20/6)	Contemporary Leadership and Communication LCOM01-7 (20/7)
	Introduction to Business Management INBA01-5 (20/5)	Business Management 2B BUMA2B-6 (20/6)	Strategic Management STRA01-7 (20/7)
	Mathematical Skills for Business MABU01-5 (10/5)	Finance for Non-Financial Managers FMAG01-6 (20/6)	Applied Business Capstone CAPG1A-7 (20/7)
	Digital Skills for Business DIGB01-5 (10/5)	Project Management PROM02-6 (20/6)	Strategic HR Perspectives SHRP01-7 (20/7)
	Introduction to Financial Reporting INFI01-5 (10/5)	Employee Relations and Labour Law ERLA01-6 (20/6)	Performance and Productivity PPMA01-7 (20/7)
	Introduction to Microeconomics MICR01-5 (15/5)	HR Leadership HLED01-6 (20/6)	Organisational Behaviour ORGB02-7 (20/7)
	Introduction to Macroeconomics MACR01-6 (15/6)		
	Financial Reporting FIRE01-6 (10/6)		
	Law for Business Context LABS01-6 (20/6)		
	120	120	120

Note: All first-year modules are only offered via Immersive Online (IO). Second-year modules are available from 2027, and third-year modules are available from 2028.

MODE OF LEARNING

The programme will be offered via **Immersive Online (IO) Learning**. IO Learning is our guided, dynamic and flexible digital study experience designed to foster deeper learning and meaningful connection.

Through scheduled online sessions, interactive content, and collaborative activities, students engage in a human-centred environment that blends structure with flexibility. IO Learning uses advanced online systems and multimedia resources to support clear pathways, small-group collaboration, and personalised feedback, creating a rich, connected, and engaging learning journey.

MODULE DESCRIPTIONS

Foundations to Business Studies FOBS01-5

This module onboards students to Milpark Education by outlining the layout and structure of their courses, as well as providing an explanation of Milpark's learning management system. Students will be equipped with basic numeracy and writing skills, and the knowledge necessary to embark on higher education studies in the commerce field. The module will also introduce students to professional communication and ethical skills required not only for studies, but also to operate in the business landscape.

Introduction to Business Management INBA01-5

In this module, students are introduced to the fundamental principles of management and the essential skills and competencies required for effective management. The primary management tasks (planning, organising, leading and controlling) and supporting management tasks (such as communication, motivation and delegation) are covered and applied across management functions – notably, operations, financial, marketing and human resources management. The importance of fostering an entrepreneurial philosophy and ethical culture as a manager is also dealt with in this module.

Mathematical Skills for Business MABU01-5

The module emphasises the use of basic principles of mathematics to summarise and analyse business data. Students apply a range of mathematical techniques to real-life business examples. Students will be introduced to basic forecasting techniques, including time-series analysis and relating variables through regression analysis and scatter diagrams. The module also provides students with a basic understanding of the theory of interest for application to relevant business transactions.

Digital Skills for Business DIGB01-5

This module introduces students to foundational digital skills essential for making informed and data-driven business decisions. Students will have a clear understanding of basic components within information technology (IT) and the relevant IT considerations within a business, including the impact and risks of digital data collection, storage, processing and communication. Through exercises and practical applications, students will learn to utilise digital tools for analysing and reporting information that informs business decisions. Since spreadsheet software and data analysis are covered in this module, the successful completion of *Foundations to Business Studies FOBS01-5* and *Mathematical Skills for Business MABU01-5* are prerequisites for this module.

Introduction to Financial Reporting INFI01-5

This module provides students from non-accounting disciplines with a broad and practical understanding of fundamental financial reporting principles. The module explores the role of accounting in business and guides students through the full accounting cycle – from recording transactions to preparing basic financial statements. By the end of the module, students will be able to process basic accounting transactions and understand key financial documents, such as journals, trial balances and financial statements.

Introduction to Microeconomics MICR01-5

This foundational microeconomics module introduces students to the core principles and analytical tools used to understand economic behaviour at the individual and firm level. This module aims to develop economic reasoning and equips learners to apply microeconomic concepts to real-world decision-making. Key areas of focus include demand and supply analysis, elasticity, consumer and producer behaviour, market structures, public goods, and the evaluation of efficiency and equity in economic outcomes. By the end of the module, students will be able to critically assess how economic agents interact within various market environments and the implications of their choices.

Introduction to Macroeconomics MACR01-6

This module provides students with a comprehensive understanding of macroeconomic principles and their application to the South African economy. Over the course of eight weeks, students will explore key topics such as the structure and functions of the banking system, government intervention, fiscal policy and economic growth. The module emphasises the practical application of theoretical models, including the Keynesian model, to real-world economic scenarios.

Financial Reporting FIRE01-6

This practical module builds on the foundational accounting principles introduced in *INFI01-5* (which is a prerequisite for this module). The module explores the full financial lifecycle of a business – from sourcing funding and making investment decisions to managing daily operations and evaluating performance. Students will see how accounting supports every stage of business activity. Additionally, students will deepen their understanding of financial statements, engage with the Statement of Cash Flows for the first time and gain insight into the South African tax system. With real-world examples and a strong focus on practical application, this module equips students to confidently engage with financial information and finance professionals, make informed business decisions, and apply these skills across a wide range of careers and entrepreneurial ventures. *Introduction to Financial Reporting INFI01-5* is a prerequisite for this module.

Law for Business Context LABS01-6

This module provides a clear understanding of the South African legal framework as it relates to the South African business environment. The relevance of legal considerations to business will be illustrated through practical scenarios in a business context. After completion of this module, students will be able to identify and mitigate legal risk, and assess and communicate legal compliance across functional departments of a business.

Business Management 2A BUMA2A-6

This module provides an overview of the primary business functions that directly create and deliver value to customers: operations and marketing. It covers the role of management in overseeing operations management, including the planning, organising and controlling of resources and processes involved in inbound logistics, production or service delivery, and outbound logistics. The module also examines marketing management, focusing on market research, product development, branding, pricing strategies, promotion, communications and consumer behaviour. Students will gain an understanding of how the effective management of these core functions contributes to competitive advantage and overall business success. By the end of the module, students will have the skills and knowledge needed to manage these essential activities effectively in a contemporary business environment. *Introduction to Business Management INBA01-5* is a prerequisite for this module.

Business Management 2B BUMA2B-6

This module offers an overview of the functional areas in business that provide essential supporting activities in business. This includes the role of management in overseeing procurement and supplier relationships. The module also examines information technology management, a critical aspect in contemporary businesses. Human resource management is covered, highlighting talent acquisition, performance management and employee development and engagement. Additionally, the module explores basic financial functions and oversight, including tax and legal compliance, and corporate governance and risk frameworks that support effective and ethical business operations. Students will develop the skills and knowledge to manage these critical supporting functions effectively, contributing to long-term business sustainability. *Introduction to Business Management INBA01-5* is a prerequisite for this module.

Finance for Non-Financial Managers FMAG01-6

This module introduces financial management principles and empowers students to better understand the financial aspects of business. The module equips students with essential financial literacy for managerial decision-making, including the interpretation of financial statements to evaluate organisational performance. Students will learn budgeting techniques and working capital management to optimise resource allocation, as well as the fundamentals of funding structures for business growth. The module covers financial ratio analysis to assess liquidity, profitability, and operational efficiency, while addressing ethical considerations in financial decision-making. *Introduction to Financial Reporting INFI01-5* and *Financial Reporting FIRE01-6* are prerequisites for this module.

Project Management PROM02-6

This module covers the application of fundamental management principles in the management of projects. It runs along the well-known Project Management Body of Knowledge (PMBok). All the recognised knowledge areas and processes of project management are given detailed treatment. This is further reinforced by the extensive use of case studies and practical scenarios to bring theoretical concepts to life.

Employee Relations and Labour Law ERLA01-6

This module will prepare students to manage Employee Relations (ER) in South Africa by applying core labour statutes and codes (BCEA, LRA, EEA, OHSA, POPIA, relevant Codes of Good Practice), leading fair and inclusive ER practices, conducting compliant workplace processes (discipline, incapacity, grievances,

consultations/section 189, collective bargaining) with procedural and substantive fairness, and using evidence (case law, CCMA awards, ER metrics) and clear communication to advise stakeholders, resolve disputes and sustain constructive employer–employee relationships in digitally enabled workplaces. *Law for Business Context LABS01-6* is a prerequisite for this module.

HR Leadership HLED01-6

This module develops the foundations for becoming a future HR leader by equipping students with the ability to apply core HR leadership theories and South African labour frameworks, lead ethically and inclusively, use basic HR data for decision-making, and design practical change and performance initiatives that prepare them to influence and guide people strategies in digitally driven workplaces.

Contemporary Leadership and Communication LCOM01-7

This module examines contemporary leadership and communication practices essential for leading diverse individuals and teams in complex business environments. Students will explore how modern leaders use ethical decision-making, cultural intelligence and inclusive approaches to enable trust, collaboration, and high performance. The module also covers key concepts from business communication theory and practical communication strategies for engaging with diverse audiences, managing conflicts, and influencing stakeholders. Students will develop the skills needed to navigate cultural diversity, lead others responsibly, and communicate with clarity and impact across different organisational contexts. By the end of the module, students will be prepared to lead and communicate effectively and ethically in diverse contemporary workplaces.

Strategic Management STRA02-7

The *Strategic Management* module equips students with the skills to formulate strategies and implement changes in an organisation. Strategic management is about ongoing planning, monitoring, analysis, and assessment of organisational needs in order to meet its goals and objectives. Changes in business environments will require organisations to constantly assess their strategies for success. The strategic management process helps organisations take stock of their present situation, craft suitable strategies, deploy them and analyse the effectiveness of the implemented management strategies. *Business Management 2A BUMA2A-6* and *Business Management 2B BUMA2B-6* are prerequisites for this module.

Applied Business Capstone CAPG1A-7

This capstone project integrates and applies the knowledge and skills that students have gained across their coursework in a practical, real-world context. Students will demonstrate critical thinking, problem-solving, research and communication skills relevant to commerce and business environments. The module covers various business disciplines, functions and skills learned throughout the degree. Students will develop the ability to work both independently and collaboratively, which will require them to apply academic concepts to practical situations. Students will also reflect on their learning journey and assess their efforts and contributions.

Strategic HR Perspectives SHRP01-7

The aim of the module is to expose the third-year Human Resource Management (HRM) students to a uniquely South African perspective on strategic human resource management in the context of the Fourth Industrial Revolution (Industry 4.0), which will require an innovative and adaptive approach from HRM students in their

future careers. The theory will form the basis of a practical project, and the final submission will be online. *HR Leadership HLED01-6* is a prerequisite for this module.

Performance and Productivity Management PPMA01-7

The aim of this module is to assist management to establish an appropriate performance management system to attract, retain and motivate employees and address poor performance; to translate and cascade broad organisational performance drivers into team and individual performance targets; to conduct performance appraisal such as MBO, 360° assessment, KPI and CSF performance feedback and development, and raters errors. It also includes relevant HR policy and evaluating the success of the performance management system.

Organisational Behaviour ORGB02-7

Organisational Behaviour will excite students and stimulate plenty of debate on contemporary issues affecting any organisation in South Africa and abroad. The field embraces a system-wide approach to planned change in an organisation. The goal of such planned change is to achieve both efficiency and effectiveness. The principles and practices of behavioural science relevant to the change process at organisational level will be covered. In addition, students will be introduced to the assumptions, strategies, models and intervention techniques needed to assess the current position of an organisation and to effect change towards desired goals.

MINIMUM ADMISSION REQUIREMENTS

The admission criteria for the Bachelor of Business Administration are as follows:

If the candidate matriculated in 2007 or earlier

Candidates who matriculated in 2007 or earlier require a Senior Certificate with matriculation endorsement/exemption for degree studies. Candidates who have a Senior Certificate but who do not meet the matriculation endorsement/exemption requirements stated above, may apply to Universities South Africa (USAF), for mature age exemption (<https://mb.usaf.ac.za/>).

If the candidate matriculated in 2008 or later

Candidates require a National Senior Certificate (NSC) with a minimum of 50% in four NSC 20-credit subjects, including English as the language of instruction at Milpark Education, as certified by Umalusi. (*Life Orientation* is not a 20-credit-bearing subject.) Candidates who have a National Senior Certificate (NSC) but who do not meet the matriculation endorsement/exemption requirements stated above, may apply to Universities South Africa (USAF) for mature age exemption (<https://mb.usaf.ac.za/>).

Candidates who have completed a relevant Higher Certificate (NQF 5) or Diploma (NQF 6) in the field of business or commerce may also be admitted to the BBA degree.

Applicants must, at a minimum, submit the following **documents** with their application:

- **Copy of South African 13-digit identity document** or valid passport.
- **Copy of Senior Certificate** with matriculation endorsement/exemption for degree studies; or

- **Copy of National Senior Certificate** with a Bachelor's Degree Pass; or
- **Copy of Senior Certificate or National Senior Certificate** *plus* a qualification at **NQF Level 5 or above (120 credits or more)**, supported by a copy of the certificate or letter of completion.

Note: The documents listed above represent the minimum requirements. Applicants may be asked to provide additional supporting documentation if further evidence is needed. Applicants are encouraged to provide all supporting documentation at the time of applying so as to avoid unnecessary delays in the processing of their application.

Other / International certificates

Further to the requirements for admission provided above, foreign nationals or South African nationals, seeking to apply for admission onto the qualification based on a **non-South African/foreign** senior school leaving certificate, must obtain and submit to Milpark, a Certificate of Exemption from Universities South Africa (USAf) (www.usaf.ac.za).

Applicants with foreign senior school leaving certificates, who have already completed the equivalent of a South African Grade 12, are advised to submit their USAf Certificate of Exemption at the time of applying online for the Milpark bachelor's degree.

Any foreign national or South African national, seeking admission based on a **non-South African/foreign tertiary qualification** must obtain and submit to Milpark a Certificate of Exemption from Universities South Africa (USAf) (www.usaf.ac.za) at the time of applying for admission onto the qualification.

Foreign nationals residing in South Africa on a temporary visa must provide proof from the South African Home Affairs offices that they are permitted to study and enrol for studies at the tertiary level.

Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Applicants interested in applying via RPL will be considered individually by the relevant Head of School.

Applicants will be required to provide evidence as outlined below when applying for admission via the RPL route:

- Curriculum vitae – applicant must have 10 years relevant work experience.
- Applicant must have a matric qualification even if they performed poorly on it.
- Personal motivational letter, advising how the qualification will assist them and how the qualification links with their line of work.
- Evidence from performance in the workplace (i.e. Direct Line Manager Motivational Letter, evidence from workplace appraisal)
- Evidence from prior achievement
- Certified academic transcript/statement of result.

Click on [RPL Commerce](#) to view the RPL requirements for Commerce programmes.

MODE OF DELIVERY

The Department of Higher Education and Training has registered the programme, and the Council on Higher Education has accredited the programme, for delivery via distance learning.

ACCESS TO TECHNOLOGY

Through the *myMilpark* and *myCourses* online tuition and support environments, students have access to all course materials (including formative and summative assessments), discussion opportunities, administrative services and a wealth of external resources.

Minimum requirements to study online and complete assessments and online proctored assessments

- A laptop or personal computer (PC) with *one* of the following operating systems:
 - Windows 10+;
 - macOS 10.11+;
 - Ubuntu 18.04+;
 - Chrome 58+
- Continuous (daily) access to a stable internet connection with an upload and download speed of at *least* 5 Mbps
- A camera/webcam (720p resolution)
- Speakers and a microphone OR headphones
- 2GB free RAM (memory)
- 250MB free disk space.

For more information, such as tips to help prevent technical issues during an online proctored assessment, visit [Technical requirements](#).

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere, at the same time, online.

There is no need to make reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Emerald (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Online lecturer (IO)

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to online lecturers whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

RULES OF PROGRESSION

1. Candidates may NOT register for any Year 2 or Year 3 modules if they still have four or more modules outstanding from the previous year.
2. Candidates with any outstanding first-year module(s) may NOT register for any third-year module.

ASSESSMENT

Formative assessment contributes 40% to the final mark and consists of a combination of assignments and tests. The exact formative structure per module will be communicated to the student at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester, which contributes 60% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment, and an overall mark of 50%, in order to pass the module.

Students are advised to consult the module orientation and assessment guidelines provided for each module to ensure they understand how their final mark will be calculated.

DURATION

Distance-learning students have a minimum of three years and a maximum of nine years to complete the qualification.

CERTIFICATION

On successful completion of the qualification, students will receive a Bachelor of Business Administration Degree, NQF Level 7. The Bachelor of Business Administration is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at NQF level 7 and it will provide for articulation options into NQF level 8 programmes. Students may proceed narrowly to Milpark's Postgraduate Diploma in Business Administration.

A student who transfers from one qualification to another within Milpark Education, may be given credit for some modules successfully completed. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant fields of professional administration and business management.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution, should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

PRICING

All module fees include one round of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for the students' own account. The prescribed book list will be available on *myMilpark*, on registration.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements, and other reasons. Notice of such changes will be published on our website.