

MILPARK EDUCATION
Commerce

QUALIFICATION

Bachelor of Business Administration
(SAQA ID: 61700; NQF Level 7)

Bachelor of Business Administration Majoring in **HUMAN RESOURCES**

Endorsed by SABPP™ SA BOARD FOR PEOPLE PRACTICES *Setting HR standards* Endorsed

immersive online

Mode of Learning
Immersive Online Learning

We've got you.
You've got this.

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

1 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 transformation 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.

Learn More



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.

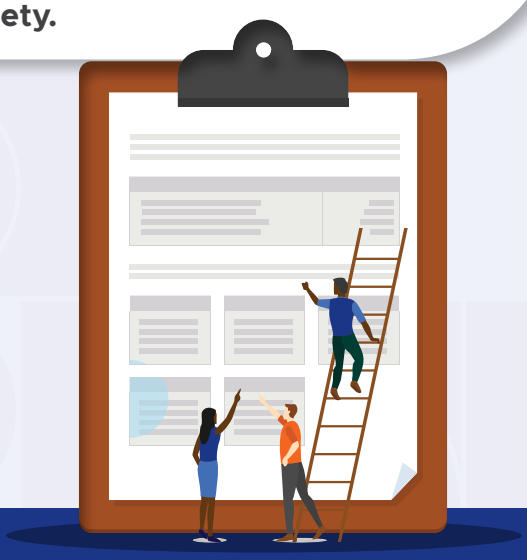
2 Who Should **Enrol**

01

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.**

02

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.**



3 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** re**sources 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 to execute an **Applied Business Capstone** project relevant to a select focus area.



4 Programme **Structure**

Major: **Human Resource Management: 360 credits**

	Year 1	Year 2	Year 3
Compulsory (all)	• Foundations to Business Studies FOBS01-5 (10/5) • Introduction to Business Management INBA01-5 (20/5) • Mathematical Skills for Business MABU01-5 (10/5) • Digital Skills for Business DIGB01-5 (10/5)	• Business Management 2A BUMA2A-6 (20/6) • Business Management 2B BUMA2B-6 (20/6) • Finance for Non-Financial Managers FMAG01-6 (20/6) • Project Management PROM02-6 (20/6)	• Contemporary Leadership and Communication LCOM01-7 (20/7) • Strategic Management STRA01-7 (20/7) • Applied Business Capstone CAPG1A-7 (20/7)

	Year 1	Year 2	Year 3
Compulsory (all)	• Introduction to Financial Reporting INFI01-5 (10/5) • Introduction to Microeconomics MICR01-5 (15/5) • Introduction to Macroeconomics MACR01-6 (15/6) • Financial Reporting FIRE01-6 (10/6) • Law for Business Context LABS01-6 (20/6)	• Employee Relations and Labour Law ERLA01-6 (20/6) • HR Leadership HLED01-6 (20/6)	• Strategic HR Perspectives SHRP01-7 (20/7) • Performance and Productivity PPMA01-7 (20/7) • Organisational Behaviour ORGB02-7 (20/7)
Total credits per year	**120**	**120**	**128**

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

5 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.



6 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 within 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 (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. **At 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 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. At 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 business. 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**. I*ntroduction 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** including discipline, incapacity, grievances, consultations/section 189, and collective bargaining, with **procedural and substantive** fairness, and using evidence such as 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. At 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 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.

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You've got this.

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 rater 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.**



7 Admission Requirements

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

If the candidate matriculated in 2007 or earlier

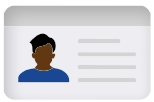
A Senior Certificate with matriculation **endorsement/exemption** for degree studies. Candidates who have a **Senior Certificate** but who do not meet the matriculation endorsement/ exemption requirements stated above may apply to **Universities South Africa** (USAf) for mature age exemption (https://mb.usaf.ac.za/).

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



Copy of National Senior Certificate with a bachelor's degree pass



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.

Kindly 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 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** of 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.

Learn More About The RPL Requirements

8 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.**

Learn More

Following mode is available for this specific programme:

Immersive Online Learning



9 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.**

View Technical Requirements

How To Check Your RAM

10 Student **Support**

Library access

The **Milpark Library provides access to e-books** in a virtual library called Cyberlibris (Scholartext). **Lecturers may 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.**

11 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.

12 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%**, to pass the module.

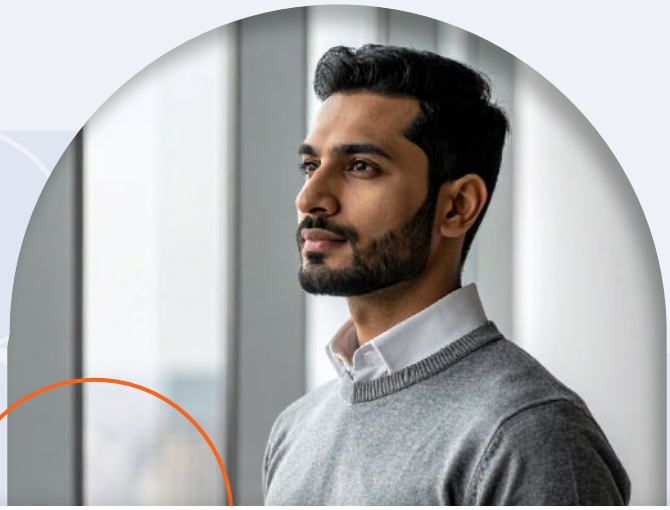
Students are advised to consult the module orientation and assessment guidelines provided for each module to ensure they **understand how their final mark will be calculated.**

13 Duration

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

14 Certification

Upon 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).



15 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 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 based on the modules that have been passed at Milpark Education.

16 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.**

17 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.

Website:

www.milpark.ac.za

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