MILPARK EDUCATION
Commerce

QUALIFICATION

Bachelor of Commerce
(SAQA ID: 90509; NQF Level 7)

Bachelor of Commerce Majoring in
HUMAN RESOURCE MANAGEMENT

immersive online

Mode of Delivery:
Immersive Online Learning

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

This factsheet is intended for students registered for the BCom with a major in Human Resource Management intake in 2026.

1 Description and **Programme Purpose**

The **Bachelor of Commerce (BCom)** degree at NQF Level 7 is a dynamic, broad-based qualification **designed to develop independent**, analytical and ethically grounded graduates who are equipped with a **deep understanding of the core principles of business and management**, preparing them to think critically, solve complex problems, and thrive as **future leaders** in a rapidly changing South African and global economic environment.

Learn More

This **factsheet specifically focuses on BCom with a major in Human Resource Management** which equips students with the knowledge and skills needed to lead and manage people effectively within organisations. The **programme provides a solid foundation in core business disciplines** such as accounting, economics, marketing and management, while **developing specialised expertise** in areas such as human resource management, labour relations, organisational development and leadership.

The **Human Resource Management** stream prepares students to understand how people drive organisational success, and **equips them to address challenges** such as talent acquisition, employee engagement, workforce development and change management in a globalised and competitive business environment. **Students also develop critical skills** in teamwork, leadership, cross-cultural communication and problem-solving, enabling them to contribute strategically to **organisational performance** and adaptability. **Graduates of this programme** are prepared to enter a wide range of **industries and sectors where effective** people management is essential to long-term success.

The BCom degree is also **recognised by** the **Financial Sector Conduct Authority (FSCA)** for **FAIS Fit and Proper purposes.**

2 Who Should **Enrol**

01

The **BCom (Human Resource Management)** degree is suited to individuals who want to develop the skills and knowledge needed to manage and **lead people effectively within organisations**. The programme equips students with a strong foundation in business and **management while focusing on specialised** areas such as human resource management, labour relations, organisational leadership and development. **It provides an overview of management** practice in both national and international contexts and emphasises the application of **theory to real-world organisational challenges.**

02

Graduates of this programme will be well-prepared for careers such as **Human Resource Manager**, Human Resource Consultant, Industrial Relations Manager, Industrial Relations Consultant, Talent Acquisition Specialist, Training and Development Manager or Organisational Development Practitioner. **The qualification also provides an appropriate knowledge** base for further study in management and human resource-related fields.

3 Programme **Outcomes**

Successful completion of this qualification should enable the student to:

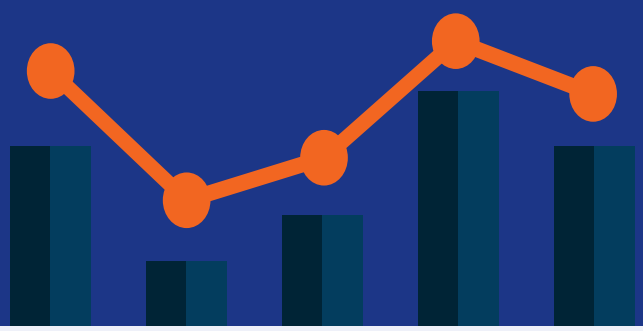
1. Apply key operational, **management and leadership** principles, concepts, theories, models and **practices to strategically plan**, organise and **optimise the use of human and financial resources** across diverse digital business environments.

2. Apply principles, procedures, rules, methods and **techniques relevant** to the fields of accounting, marketing, human resourc es, governance, IT, logistics and supply chain management to **manage information** and solve **problems to drive sustain able** and ethical business operations.

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. 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.

5. **Assess and communicate** the impact of business **decisions on compliance** risk across functional departments of a business.



Module descriptions for all modules in the **Human Resource Management stream** can be found below.

Kindly note

That there is an overview factsheet available that provides information on all the different BCom majors offered by Milpark.

View BCom Prospectus

4 Programme **Structure**

"Year 1, Year 2, and Year 3" correspond with the complexity of the coursework and progression of the academic levels. **These labels align with international BCom standards.** They do not represent the time it takes for a student to complete the qualification at Milpark.

Students have a **minimum of three years and a maximum of nine years** to complete the qualification. This allows for flexibility on the learning journey, at a pace that enables students the best possible **opportunity for successful outcomes.**

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) • 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)	• Business Management 2A BUMA2A-6 (20/6) • Business Management 2B BUMA2B-6 (20/6) • Financial Accounting for Business Decisions FBUD01-6 (20/6) • Strategic Talent Management STEN01-6 (20/6) • HR Performance and Productivity Analytics PRAN01-6 (20/6) • HR Systems and Applications SAPP01-6 (20/6)	• Strategy and Foresight SFOR01-7 (20/7) • Leadership and Organisational Dynamics LORG01-7 (20/7) • Applied Business Capstone CAPG1C-7 (20/7) • HR Cyber Security and Data Privacy CYDA01-7 (20/7) • Labour Law LABL01-7 (20/7) • HR Metrics and Dashboarding MEDA01-7 (20/7)
Total credits per year	**120**	**120**	**120**

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 **Description**

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

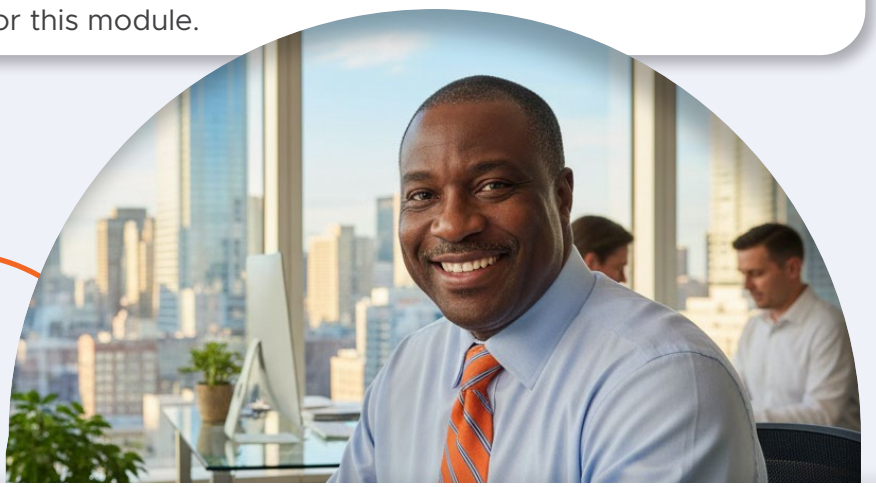
This module provides a **clear understanding** of the South African legal framework as it relates to the South African business environment. The **relevance of legal considerations** to business will be illustrated through practical scenarios in a business context. After completion of this module, students 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.



Financial Accounting for Business Decisions FBUD01-6

This **module builds on year 1 foundational financial reporting** knowledge through the practical application of financial accounting principles. Students will explore core accounting processes including VAT, depreciation, and entity-specific reporting. The **module focuses on preparing and analysing financial statements to support business** decision-making, with an emphasis on utilising digital tools and cloud-based accounting systems. Students will also gain an understanding of **more complex accounting topics**, such as group structures and basic consolidation concepts, alongside the treatment of financial instruments. At the end of the module, **students will have the skills required for modern financial reporting** and compliance with relevant accounting standards. *Introduction to Financial Reporting INFI01-5* and *Financial Reporting FIRE01-6* are prerequisites for this module.

Strategic Talent Management STEN01-6

The purpose of this **module is to develop students' ability to apply strategic frameworks** and models with a strong focus on talent management. Students will learn to **analyse internal and external environments**, evaluate workforce capabilities and make informed strategic choices that balance business goals with people priorities. **The module highlights how workforce planning**, leadership pipelines and organisational culture can be aligned to business strategy to **build and sustain long-term competitiveness.**

HR Performance and Productivity Analytics PRAN01-6

The **purpose of this module is to equip students with the knowledge** and skills to apply HR and workforce analytics in measuring, interpreting and improving **organisational performance**. Students will learn to collect and analyse HR data to identify patterns in productivity, engagement and workforce efficiency. **Emphasis is placed on using analytics** dashboards, KPIs and evidence-based insights to inform HR decision-making, optimise **workforce performance**, and support continuous organisational improvement.

HR Systems and Applications SAPP01-6

The **purpose of this module is to enable students** to evaluate HR systems and technology solutions that support strategic human resource functions. **Students will explore the integration of digital platforms** in areas such as recruitment, performance management, learning and development, and employee engagement. **Emphasis is placed on selecting**, implementing and managing HR systems that align with organisational goals, enhance operational efficiency and support data-driven decision-making.

Strategy and Foresight SFOR01-7

This module introduces students to strategic thinking in a fast-changing, digital world. The **module explores how to use data**, digital tools and foresight techniques to plan, **manage innovation and respond** to disruption. Students will learn to align strategy with emerging trends, manage change and incorporate ESG and digital risk considerations into long-term business planning. *Business Management 2A BUMA2A-6* and *Business Management 2B BUMA2B-6* are prerequisites for this module.

Leadership and Organisational Dynamics LORG01-7

This **module examines leadership within organisations** and the influence that leaders have on **employee behaviour and organisational culture.** It covers key leadership theories and styles, examining how leaders motivate, **influence and guide individuals and teams.** Students will explore leadership challenges and the use of power and influence in leadership roles. The module also reviews the application of organisational and employee behaviour theories to **understand how individuals and groups** act within the workplace. Additionally, the development of emotional intelligence and psychological safety are covered as qualities for effective leadership. By the end of the module, **students will have a solid understanding** of how leadership influences organisational success.

Applied Business Capstone CAPG1C-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.

HR Cyber Security and Data Privacy CYDA01-7

This **module equips students** with the knowledge and skills to identify, manage and mitigate cybersecurity risks within HR systems and processes. **Students will explore key concepts** in data privacy, regulatory compliance (e.g., POPIA) and ethical data handling. **Emphasis is placed on securing** employee data, managing access controls and implementing cybersecurity protocols that align with **organisational policies** and legal frameworks.

Labour Law LABL01-7

This **module provides students with a comprehensive** understanding of South African labour legislation and its application in the workplace. Students will examine **regulatory frameworks** governing employment relationships, dispute resolution, **collective bargaining and workplace** rights. The module emphasises practical application of legal principles in **HR decision-making** and policy development.

HR Metrics and Dashboarding MEDA01-7

This **module develops** students' ability to design, interpret and apply HR metrics and dashboards for **strategic decision-making**. Students will learn to translate **HR data into visual insights using** tools and techniques that support performance tracking, workforce planning and organisational effectiveness. Emphasis is placed on **selecting relevant KPIs**, building interactive dashboards and using data storytelling to influence HR strategy. *HR Systems and Applications SAPP01-6* is a prerequisite for this module.

7 Admission Requirements

The admission criteria for the **Bachelor of Commerce** degree are as follows:

Candidates who matriculated in 2007 or earlier require:

1. **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/).

2. A symbol of **E** or **higher** for **Mathematics on HG**, or a symbol of D or higher for Mathematics on SG. Candidates who do not meet the mathematics requirement may be offered admission on **condition that they successfully complete** the **BCom Bridging programme,** if they have achieved at least a symbol of E on HG or a C on SG in any two of the following subjects:

- Economics
- Business Economics
- Accounting
- Physical Science or Physics/ Chemistry
- Natural Science or Biology

Candidates who matriculated in 2008 or later require:

1. 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/)

2. A **minimum mark of 50%** for **Mathematics or 70%** for Mathematics Literacy. Candidates who do not meet the mathematics requirement but who **have achieved a minimum** mark of **50% or higher in any two** of the following subjects, may be offered admission on condition that they successfully complete the bridging programme:

- Economics
- Business Economics
- Accounting
- Physical Science or Physics/ Chemistry
- Natural Science or Biology

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 **BCom 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.
www.saqa.org.za

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.**

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 **tutors 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).

11 Rules of **Progression**

Compulsory modules have to be completed by all students. Students are required to select one of the majors which will determine the electives available to them.

Most of the **advanced modules have prerequisites** which are indicated under the Module Descriptions.

Candidates may NOT register for any Level 2 or Level 3 modules if they still have four or more modules outstanding on the previous level. 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%**, 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.

13 Duration

Part-time and 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**, the student will receive a **Bachelor of Commerce degree**, NQF Level 7. **The Bachelor of Commerce degree 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 to opening access to higher education. The programme is at **NQF level 7** and will provide articulation options into **NQF level 8** programmes. Narrowly, students may proceed to a **Postgraduate Diploma in Business Administration** offered by Milpark Education, a **Postgraduate Diploma**, or an Honours degree at **any number of public universities** in one of the disciplines, subject to meeting the admission and **selection criteria of the receiving institution.**

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

Apply Now

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