



# Bachelor of Commerce in Human Resource Management

SAQA ID 120728 NQF Level 7

## 🕒 Qualification duration

### Contact

Full-Time (Campus)

- Minimum: 3 years
- Maximum: 5 years

Part-Time (Online)

- Minimum: 5 years
- Maximum: 7 years

## ☰ Qualification description

Are you a people person with a flair for business? Human Resource Management (HRM) is a dynamic field that is constantly evolving to meet the needs of modern business. Human resource managers perform a range of valuable functions in the workplace such as attracting, retaining and motivating employees, skills development, managing diversity and developing labour policies.

Although our HR degree concentrates on the core areas of human resource management, it has a strong foundation in commerce. It provides you with both theoretical understanding and practical skills in subjects such as Business Management, Human Resource Management, Economics, Employment Relations, talent management, reward management and Management of Training. You will also cover subject areas such as Business English, Computer Skills, an Introduction to Financial Accounting and Labour Law. Because of our degree's unique emphasis on application, you will select, conduct and present a research project and complete Work Integrated Learning (WIL) programme in your final year.

At Eduvos, we believe that flexible learning brings limitless possibilities. The success of our BCom Human Resource Management is due largely to our unique blend of lecture led learning, the use of technology, Work Integrated Learning (WIL), a research project, professional SAGE Payroll certification as well as practical application. We have highly dedicated teaching staff with professional accreditations, and a curriculum that is relevant and ahead of trends. By introducing you to research, a unique offering in undergraduate degrees, are also preparing you for post-graduate studies. Our approach ensures that you acquire essential work skills such as critical thinking, effective problem solving, ethical decision-making, self-discipline, working in teams and communicating effectively.

## ☑ Entry requirements

1. South African National Senior Certificate (NSC) with Bachelor's degree endorsement.
2. Or a National Certificate (Vocational) level 4 issued by the Council of General and Further Education and Training with Bachelor's degree endorsement.
3. Or a letter or certificate confirming an exemption from Universities South Africa (USAf) for any other school-leaving results.
4. Or completion of a Bachelor's degree.
5. Or completion of a relevant Foundation Programme along with a letter or certificate of exemption from Universities South Africa (USAf).
6. Or completion of a relevant Higher Certificate.
7. And 25 Eduvos points or more.

## 📁 Possible career options

Help businesses and people connect.

The career choices for you, as a Bachelor of Commerce in Human Resource Management graduate, are varied and employment options include:

- Employment Relations Management
- Employment Relations Consulting
- Human Resource Management
- Human Resource Consulting
- Payroll
- Personnel Consulting
- Recruitment
- Training and Development

## 📄 Qualification accreditation

- Accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE)
- Registered with the South African Qualifications Authority (SAQA)
- Accredited by the South African Board of People Practitioners (SABPP)

## This qualification is offered at the following campuses:

- Claremont
- Mbombela
- Midrand
- Tyger Valley



# Bachelor of Commerce in Human Resource Management

SAQA ID 120728 NQF Level 7

## Qualification structure

### Year 1

Students are introduced to the basic principles of Human Resource Management. Computer literacy and various introductory business skills modules are included in the curriculum.

- Business Management 1A & 1B
- Computer Skills
- Economics 1A & 1B
- Labour Law
- Business English
- Mathematics for Commerce
- Human Resource Management 1
- Quantitative Techniques
- Employment Relations 1
- Introduction to Financial Accounting

### Year 2

Students develop an intermediate level of knowledge and skills in Human Resource Management.

- Business Management 2A & 2B
- Data Analytics
- Employment Relations 2
- Human Resource Information Systems \*
- Human Resource Management 2A & 2B
- Human Resource Risk Management
- Management of Training
- Research Methodology

\* Students who pass the Human Resource Information Systems exams with 75%+ will receive a Sage payroll certificate.

### Year 3

Students develop an advanced level of knowledge and skills in the field of human resources.

- Advanced Employment Relations
- Business Management 3A & 3B
- Business Ethics
- Human Resource Management 3A & 3B
- Research Design
- Research Data Collection and Analysis
- Research Final Project
- Research Literature Review
- Talent Management
- Work Integrated Learning (Commerce)



# Bachelor of Commerce in Human Resource Management

SAQA ID 120728 NQF Level 7

## Module Descriptors

### Year 1

#### **Business English**

The aim of this module is to provide students with an understanding and practical knowledge of the business communication skills essential to any business venture.

#### **Business Management 1A**

This module introduces students to the fundamentals of business and key management practices in an organisation, including enterprises. The concept of business management refers to those activities that a manager in a business needs to undertake to operate the enterprise successfully, ranging from the business plan to the managing of resources and people. The module provides students with essential information and skills to understand and engage in management activities and business operations.

#### **Business Management 1B**

The aim of this module is to familiarise students with the fundamentals of human resource management, marketing, public relations, financial management, operations management, purchasing and provide information on how to develop a global business strategy.

#### **Computer Skills**

The aim of this module is to provide practical use of computer applications to create, manage and format data by developing word-processing, spreadsheet and presentation skills in a Windows Operating System (OS) environment.

#### **Economics 1A**

The primary aim of Economics 1A, which is an introductory module to Microeconomics, is to develop the competency of students to demonstrate analytical skills in different fields of basic economic principles. The module provides a framework within which the student can develop a critical understanding of the workings of a market economy and the way in which it affects individuals and institutions operating within such a system.

#### **Economics 1B**

This module introduces students to Macroeconomics, which is a sub-field of Economics. Economics is essentially the study of scarce resources at the national level and at the level of business. As a field of study, macroeconomics focuses on economics at the national level and related matters, such as economic development, the state of a country's economy, gross domestic product (GDP), fiscal and monetary policy, the role of government in the economy, economic objectives, global economic issues and economic growth factors.

#### **Employment Relations 1**

This module is aimed at providing the student with an overview of the principles and practice in the field of Employment Relations in South Africa today.

#### **Human Resource Management 1**

The aim of this module is for students to demonstrate an understanding of Human Resources Management (HRM) and the ability to implement HRM in the business environment.

#### **Introduction to Financial Accounting**

The aim of this module is to introduce students to the concepts, principles and procedures of financial accounting.



# Bachelor of Commerce in Human Resource Management

SAQA ID 120728 NQF Level 7

## Module Descriptors

### **Labour Law**

The aim of this module is to introduce you to the individual and collective labour laws in South Africa. The module begins by introducing you to South African Labour Law through exploring its origin, source, structure and classification. It further aims to provide detailed theoretical and practical knowledge of Individual Labour Law in the South African Constitutional context, in order to cultivate an astute and insightful approach to the understanding of the applicable law pertaining to the dismissal of employees, unfair labour practices and the application of employment equity. The module further gives you an insightful approach to and a detailed knowledge of the collective labour law in South Africa.

The module will introduce students to basic principles on which the protection of human rights is based in international instruments. It will expose students to the legal provisions for the protection and enforcement of human rights. After the completion of this module students will be able to analyse legal problems pertaining to human rights law, and solve problems associated with the violation of the fundamental human rights.

### **Mathematics for Commerce**

This module is meticulously crafted to impart students with an extensive comprehension of the fundamental mathematical principles and calculations crucial for excelling in the realms of business. In particular, it delves into the intricacies of financial management and core financial calculations indispensable in the business landscape, encompassing topics like simple and compound interest, profits and losses, taxes, loans, percentages, statistics, and financial mathematical calculations. The successful conclusion of this module will empower students to attain the requisite numerical acumen essential for their degree, aligning with the expectations of a bachelor's degree in Business Management

### **Quantitative Techniques**

The aim of this module is to introduce the students to statistical techniques and experimental design as these are applied to commercial problems.



# Bachelor of Commerce in Human Resource Management

SAQA ID 120728 NQF Level 7

## Module Descriptors

### Year 2

#### **Business Management 2A**

The aim of this module is to provide you with theoretical and practical understanding of the entrepreneurial process, which is divided into four parts: deciding to become an entrepreneur, developing successful business ideas, moving from an idea to an entrepreneurial firm, and managing and growing an entrepreneurial firm.

#### **Business Management 2B**

The aim of this module is to provide students with a theoretical and practical understanding of general management principles.

#### **Data Analytics**

The aim of this module is to equip students with the essential knowledge and practical skills required to analyse and visualize data effectively using Microsoft Power BI. By the end of this module, students will be able to leverage Power BI to derive meaningful insights from commerce-related datasets and make data-driven decisions.

#### **Employment Relations 2**

In the first year (COERA1) you learnt about employment relations on a macro level, and in the second year (COERA2) you learnt about employment relations on a micro level. The main aim of this module is to introduce you to the collective dimension of employment relations and to prepare you for your involvement as employment relations practitioners in collective bargaining. This course is presented in four parts to indicate the various components of collective bargaining.

This module also has a practical component, which will equip you with the necessary skills to deal with the day-to-day issues of employment relations in the workplace, such as disciplinary, grievance and appeal hearings, as well as negotiations.

#### **Human Resource Information Systems**

The aim of this module is to teach the basics of computerised payroll and human resource systems.

#### **Human Resource Management 2A**

The aim of this module is to cover the basic functions of Human Resource Management.

#### **Human Resource Management 2B**

The aim of this module is to cover Organisational Behaviour (OB), a field of study that investigates the impact that individuals, groups, and structure have on behaviour within an organisation, then applies that knowledge to make organisations work more effectively.

#### **Human Resource Risk Management**

The aim of the Human Resource Risk Management module is to equip students with a comprehensive understanding of the critical role of human resources in organisational risk management. This module focuses on the identification, assessment, and mitigation of risks associated with workforce management and human capital, preparing students to address real-world challenges in the ever-evolving business landscape.

#### **Management of Training**

The aim of this module is to provide students with an understanding of the management of training and development in organisations; to describe the education, training, and development environment in South Africa; to provide insight into the various learning theories and principles; and an analysis of the systematic process of training and development as it occurs in organisations. This module will also provide students with a comprehensive understanding of the principles, strategies, and techniques involved in planning, designing, and managing effective training and development programs within organisations. This module focuses on preparing students to play a vital role in enhancing employee performance, skill development, and organisational success through strategic training initiatives.

#### **Research Methodology**

The aim of this module is to provide students with the understanding and the ability to describe the research process and the different methodologies that are part of the process.



# Bachelor of Commerce in Human Resource Management

SAQA ID 120728 NQF Level 7

## Module Descriptors

### Year 3

#### **Advanced Employment Relations**

The aim of this module is to provide learners with have a thorough knowledge of collective bargaining in employment relations, as well as the impact of the labour market, conflict in the workplace, negotiations, dispute resolution and strikes on collective bargaining. This module also aims to provide learners with the practical skills to manage the day-to-day running of employment relations in the workplace.

#### **Business Ethics**

The aim of this module is to provide students with a thorough knowledge of basic ethical theories, decision-making techniques, and some of the more prevalent ethical issues facing entrepreneurs in the contemporary business environment.

#### **Business Management 3A**

The aim of this module is to provide students with theoretical and practical understanding of the strategic management process, which is divided into three stages: strategy formulation, implementation, and evaluation. The module will unpack this process.

#### **Business Management 3B**

The aim of this module is to provide students with a theoretical and practical understanding of the change-management process. Various approaches, metaphors, and models of change will be unpacked in this module.

#### **Human Resource Management 3A**

This module is designed to cover all aspects of remuneration management as part of the Human Resource Management function, to enable a better understanding of the dynamics of remuneration management.

#### **Human Resource Management 3B**

The purpose of this module is to equip the student with the knowledge and skills needed to gain a competitive advantage by managing human-resource-related issues (for example, flexible patterns of work, competitive advantage, intellectual capital, total quality management, leadership, Strategic Human Resource Management (SHRM), the future role of human resource management, etc.) effectively.

#### **Research Data Collection and Analysis**

As a continuation of CORLA3 and CORDA3 combined, this module aims to provide guidance to students as they embark on their research project, focusing on the development of ethical research data collection skills. Engaging in this hands-on experience will empower students with valuable research capabilities applicable to both their academic journey and future professional endeavours.

#### **Research Design**

As a continuation from CORLA3, the aim of this module is to guide students in expanding their research experience and refining their proposal-writing skills to encompass meticulously planned methodologies. Furthermore, it equips students with the knowledge and procedures necessary to secure ethical approval for the execution of their research projects.

#### **Research Literature Review**

The aim of this module is to guide students towards comprehending the beginning phases of the research process, starting with the selection of a topic through to generating a literature review. This plays a crucial role in developing students' research skills and critical thinking abilities.

It serves as a essential foundation in a student's journey toward becoming a skilled researcher and scholar.



# Bachelor of Commerce in Human Resource Management

SAQA ID 120728 NQF Level 7

## Module Descriptors

### **Research Final Project**

As a culmination of CORLA3, CORDA3, and CORCA3, this module is designed to guide students in effectively completing a research project, focusing on the crucial aspects of analysis and reporting. By the end of this module, students will have acquired indispensable research skills that can be applied in both academic and professional settings.

### **Talent Management**

The aim of the Talent Management module is to create an understanding of the strategic processes and practices involved in attracting, developing, retaining, and maximizing the potential of talent within organizations. This module focuses on preparing students to become adept at managing human capital as a critical resource in achieving organisational goals and maintaining a competitive edge.

### **Work Integrated Learning (Commerce)**

The aim of this module is to provide students with the opportunity to apply and incorporate the skills and knowledge learnt in the various modules in an integrated project. An integrated assignment, to be completed individually, will be expected in each block. These completed tasks will form part of a presentation which will form part of the summative assessment.

This module will equip students with valuable soft skills that are essential in their career growth and in the workplace itself. Students are encouraged to research relevant topics to gain a better understanding of this exciting field. Students will identify inherent transferable skills and be able to apply these in different scenarios. Lastly, students will review their own learning experience and monitor their growth over a period of time.

On completion of this module, students will be able to identify and use a range of skills, understand the dynamics of team and group work, be able to analyse and identify problems and provide feasible solutions, as well as monitor and evaluate their own learning experience.