



Business School Africa (BSA)

African Depth. Global Breadth

Business School Africa

BSA

Programmes & Courses Handbook



IMPORTANT NOTE

It is recommended that the Learner, Programme Manager and the School Director, including their alternates, keep a copy of the BSA Programmes & Courses Handbook for future references.

Above all, applicants/candidates must read the brochure and the contents of the BSA website carefully, thoroughly and understandably before applying into any of the programmes. Your registration/enrolment means you have read, understood all, and complied with all requirements. This may determine your registration status.

Welcome to BSA: *Building a Global Africa*

For years, The Profiles & Enterprise Associates has researched what it means to be a great workplace, or what a 'dream job' truly means to people – employed by others or self-employed. We believe the great workplace starts with human capital investment, and the return is a vibrant venture, a satisfying and satisfied people, and a sustained enterprise.

As a worker, empower yourself with knowledge through our varied programmes spanning about 50 fields – in virtually all disciplines. BSA thus offer work-based programmes based upon the roles occupied by the learners. The programs will provide background information in the roles, the industries and the sectors.

Business School Africa (BSA) is established following a board resolution of the parent company, The Profiles & Enterprise Associates (hereafter referred to as The PEAssociates). With an ambitious vision and unique approach, BSA emerged as an innovative institution offering industry-focused specialized graduate and post graduate but workplace programs in key areas such as Business & Management, Projects & Operations, Logistics, Transport & Supply, Public Management & Governance, Energy, Infrastructure, Information Technology, Legal Process, etc.

Founded by prominent trainers and industry experts, BSA is committed to maintaining high standards in providing quality education. The school endeavours to be recognized as a 'Building a Global Africa' with a progressive vision of creating specialized professionals in the core sectors that can contribute in the economic growth of the continent.

The BSA's objective is to develop domain specific and skilled graduates, competent technocrats, able professionals and managers who are ready to join the core industries. Advanced teaching methodologies, innovative and updated curricula and the focus on 'on-the-job exposure' give BSA learners the edge to be readily deployable in the chosen field.

BSA combines all the facets of management and economic principles to provide graduate and post graduate programmes that are focused on the vital domains of Energy, Infrastructure, Transportation, Business, and allied areas. Combining general management studies with sector specific inputs, these programmes empower you to effect change in the core sectors powering Africa's economic growth. These programmes are designed to develop future managers who are completely aligned to their respective sectors. As a result, they hit the road running and are able to fast track their careers as soon as they join the industry.

BSA has been the pioneer in Nigeria and Africa in domain specific education targeted at the core sectors. Over the years, the model has been appreciated and acknowledged by the industry. In fact today, the world over, there is a growing trend of B-Schools moving towards domain-specific education as there is increasing demand for industry-ready managers who can be productive right from day one.

BSA equips young professionals with pragmatic decision making abilities and skills to comprehend, analyze and develop business strategies. The learners are groomed to become strong team players and eventually global managers who are fully aware of the business concepts pertaining to the respective sectors. The school trains them in a way that even at the stage when the learners are just entering the realm, they have a deep understanding of the sector.

The industry-focussed programmes at BSA enable learners to develop skillsets and gain exposure to work in sectors driving the growth of the economy. Advanced teaching methodologies, innovative and updated

curricula and the focus on 'on-the-job exposure' gives learners the edge to be readily deployable in their chosen field.

Sector Specialized Programs & Curriculum

The core sectors that could play a significant role in taking Africa towards the dream future are Business, Health, Safety & Environment, High Technology, Information Technology, Infrastructure, Legal Studies, Energy (Oil & Gas, Power), Transportation & Logistics, etc. BSA offers various sector-focused programmes across all these core sectors. The BSA programmes are designed to equip young professionals with industry-specific skills and capabilities.

The programmes offered by the different units are up-to-date, relevant, sector-focused, and globally competitive. The curriculum is updated and enhanced by various subject matter experts on a regular basis and the procedure involves valuable inputs from faculty and experts from the industry as well as academic institutions.

Research & Development Activities

The regular research and development activities that take place at the BSA provide learners with opportunities to discover, explore, and understand different aspects of the sectors they are studying. At any given point in time, there are a number of ongoing research projects across the school.

We welcome you to change the course of future with courses for the future. At BSA, it's not just a lecture, a classroom, a programme, a school, but a whole institute that is sector-focused and industry aligned.

Discover Your Potential

The future is what we make of it. At BSA, learners get trained to become future ready industry professionals. We encourage curiosity and provide resources to learners to explore their chosen field of study. Learners actively take part in the research & development activities under the applicable units.

African connections

We bring the quality and prestige of internationalisation to every programme.

- As part of The PEAssociates partnership, we have the reputation, quality and academic rigour of diverse educational and training delivery.
- We bring the latest relevant research into our programmes, also drawing on The PEAssociates' units, so that the knowledge we impart and the strategies we recommend give real advantage.
- The BSA environment is a place where challenges and exploration are encouraged, where people feel able to step outside their comfort zone and where they can transform their knowledge into increased confidence and focussed action.

Business connections

We bring solid business thinking and experience to every programme.

- Our faculty and staff are rooted in the business world. They understand how to create real and sustained advantage for organisations in challenging times.

- We have long-standing relationships with leading organisations. They bring an industry perspective and topicality to our programmes.

Global connections

Our programmes are truly international – connecting beyond BSA into big business, key influencers and leading thinkers around the world.

- We draw on our high-flying partnerships to bring new thinking, practical experience and real life examples to our programmes.
- We have the prestige, quality and gravitas for world leaders – in thinking, influence and business – to want to contribute to our programmes.

In all, BSA offers much flexibility based on your background, experience, and career paths.

Discovering BSA

The School & The Organization

Business School Africa (BSA) recognizes the exponential growth capacity of knowledge. Rather than focus on academics, we connect with industry to enhance knowledge and add skills to learners. BSA affords affordable high quality and recognized management programmes with applied work contents with a view to enhancing the capacity of the African people. Certain programmes of these are offered freely to learners of Africa descent and based in Africa based on advised terms and conditions.

The Profiles & Enterprise Associates (also called The PEAssociates, for short), of which BSA is a part, contributes capital in form of ideas, training and other business resources to firms, so that they are able to pool diverse wealth together and therefore provide value and deliver results. It works with organizations to align employees, managers and businesses with the required culture to drive business strategies.

We provide diverse business solutions and supports required by businesses to equip employees and grow the business, ranging from funding, research, talent management and resourcing supports, as well as publishing, etc. We design and deliver the processes and tools required to implement change and up-skill through knowledge transfer that will bridge the gap between strategic execution and the alignment of employees to business goals.

PEAssociates is a multi-functional and international company with distinct subsidiary for training which underscores the fact that knowledge is at the bedrock of our existence. The PEAssociates thus provides individualized and corporate trainings, drive knowledge, and offer consulting services in areas of business analysis, project management, IT and quality projects. We are focused on improving business performances through the combined models of professional and business developments. See [The PEAssociates Corporate](#)

[Brochure](#)  [Download](#) for more information.

Contact: profiles@peassociates.co.uk

Who We Are: Welcome to BSA – *The African Path*

Business School Africa (BSA) is a leading school of applied management and leadership development. BSA shores off The PEAssociates' licensure, developing values-driven individuals and organisations. Our work finds its base and expressions in today's market realities adding currently required skills, knowledge and values.

With a vision and a unique approach, Business School Africa (BSA) is positioned as an innovative school offering 100+ industry-focussed specialized courses in business and its applied areas. Our expertise in education, finance and risk, energy, management, policy development and programme management across a wide industry enable us to deliver appropriately.

Business School Africa was conceived in 2014 through the educational enterprise of The PEAssociates. With an ambitious vision and unique approach, BSA has gradually emerged as an innovative school offering industry-focussed specialized graduate, professional and executive training in key areas of business and the applied fields.

Founded by educationists and industry experts, BSA is committed to maintain high standards in providing quality training. The School endeavours to be the recognized leader in professional and executive education with a progressive vision of creating specialized professionals in the core sectors that can contribute to business success and the economic growth of the Africa place.

The objective of the BSA is to develop and emphasize domain-specific and competent technocrats, professionals and managers who are ready to join the core industries. Advanced instructional methodologies, innovative and up-to-date curricula, and the focus on 'on-the-job exposure' give BSA learners the edge to be readily deployable into chosen career fields.

BSA has made a steady growth since its start becoming a school of choice for learners – individuals and corporates – in business and the applied sectors. The progressive learning aspect is further enriched with continuous development and inclusion of new programmes. R & D activities are carried out rigorously and the constituent divisions to generate new knowledge are well structured.

Why BSA?

Because your undergraduate or master's degree certification might not just be enough. Your degree does not indeed guarantee your success nor your promotion, and may not get you a job. This is why most people are just paid mediocre salaries. Our courses and programmes generate opportunities for career advancement, income increase, wealth creation and the expansion of your sphere of influence.

We assist individuals and organisations to accomplish their goals and objectives by giving life to their potentials. Our programmes and courses are designed to inspire and transform you and your organisations.

The outcome has you as an analytical thinker, emotionally intelligent, problem-solver and values-driven person who has developed positive values, attitudes and behaviours required for success.

You are welcomed to follow this path, enhance your values and reach for the trophy ahead.

- First core sector-driven B-School
- First African institute focussed on Africa

- First Nigerian institution to offer industry-allied programmes
- Only Nigerian institution to receive accolade for sector and industry-focussed courses
- Only B-School in Africa focusing on not just management-specific programmes but a wide variety of sectors and industries.

Vision & Mission

Vision

To be a premier and foremost African institute with state-of-the-art facilities and delivery platform to provide world-class online and distance education, training, research, consultancy, and outreach services in the different industries and sectors of the African economy.

To be an African leader in offering of practice-based training and education.

Our vision is to become one of the leading research-driven graduate business schools in Africa, on the basis of excellence in teaching and its intellectual impact on the business world, attracting outstanding learners from all over the world.

Mission

Our mission is to educate visionary leaders of tomorrow who will act as agents of change and help shape the future business world by pushing forward the frontiers of knowledge related to the management of business organizations, while making that knowledge relevant to practitioners. Generating and disseminating knowledge represent our twin objectives.

- To be at the forefront in creating an African training school for the African environment.
- To take the leadership role in establishing academic benchmarks for entry level professionals in the different industries and sectors like Energy, Infrastructure, and Transportation.
- To develop academic and training competency in teaching professionals to help them create ‘future ready professionals’ in the different industries and sectors.
- To design, develop and deliver cutting-edge education as well as training for working professionals in the in the different industries and sectors.
- To deliver life-changing knowledge.
- To provide support to research, consultancy, and development activities in all technical as well as managerial aspects of the different industries and sectors.

Why Study With Us?

• ***We’re African!***

Our institution is founded in Africa and we operate from Africa. This makes us understand Africa best and thus knows what Africa needs.

• ***We Offer African Solutions***

Because of our African root and heritage, we’re able to offer African solutions to African problems.

• ***We’re Global, Online, Everywhere!***

Because the programmes offering are primarily online, we’re everywhere.

• ***We’re Flexible with Our Offerings***

We allow you to study anywhere and anytime.

- ***We're Offering to You at No Fee – It's Free!***

You are offered quality education and training at no cost to you. This is because you're African and we believe in you that to get Africa going, we must keep you growing.

- ***We're Licensed!***

The BSA enjoys the licensure status of The PEAssociates which is fully certificated by the government of Nigeria to operate, with additional ongoing recognition and collaboration status being processed locally and internationally.

- ***We Offer Practical, Work-applied Programmes***

Because we believe in practice, our programmes are hence work-applied learning, which is regarded as the leading method for developing business leaders because of its impact on performance.

Team & Faculty

We have a rich team with incredible professional experiences across Africa and in other continents. Also is a team of faculty members who are specialists and experts from their industries, working for small and big organisations. This will ensure you benefit appropriately from their combined wealth of knowledge and the profit of their feats in their various organisations and endeavours. They serve mostly as volunteers and are ready to contribute to your growth.

Director's Message: Welcome to BSA!

When you think of Africa, normally you think of farms, games and reserves, and as well poverty, but as a manager you will associate Africa with emerging markets, new ventures and increasing investments, entrepreneurship, trade and effective management. It is becoming the attraction of the best of investments bearing so much untapped opportunities especially its natural resource wealth. It is thus okay to say that Africa represents the world's future – including human.

Here at Business School Africa (BSA), we are drifting from theories that are more the focus in many business and management schools, to action and real applications. This is a new approach, a new philosophy and somewhat a strange strategy that will change the landscape and transform people, turn around businesses and add immensely to the society.

Established in 2014, BSA has evolved as a centre of excellence for industry-based learning and offers courses across diverse domains such as IT, energy, public policy, logistics, infrastructure, etc. BSA was founded to help the individuals become skilled and the African business environment grow and succeed.

From experience, traditional programmes have become too academic and theoretical but without applied methodology for graduates to appreciate effectively. Thus, the need to blend theory with practice. BSA hence offers work-applied programmes. Our programmes are specifically to enhance the capacity of the African people. This is the unique position which BSA stands for and which we are building towards.

I believe that after going through the entire website and reading through the brochure, you too will be excited about this new approach.

Olayinka Binuomoyo, ACE, CRCMP

Concept Founder & Director, Business School Africa (BSA)

Programmes Snapshot

- Short-term: Accelerated – all our courses are completed within a short time to allow for swift on-the-job use

- Recognition: Licensed and globally recognised – validated by The PEAssociates
- Practical: Work-applied learning approach
- Relevant: Industry-relevant courses
- Flexible: Online & Distance Learning – wherever you are, on the go, and whenever you wish
- Multiple Qualifications: Get qualified and certified at every stage and at completion. You can combine across learning options
- Achievable: Open learning, with easy and comprehensible assignment, reports and tests/examinations
- Free!: Free programmes offering.
- Entry Requirements: Graduate Learning – Undergraduates or graduates without work experience
 - Professional Learning – Minimum of 4 years work experience
 - Executive learning – From over 4 years manager/leadership experience at work
 - Africa Programme – Minimum of graduate qualification
 - MasterClass Programme – Minimum of 5 years leadership experience at work
 - Mini-MBA & mini-MBL Programmes – Minimum of 3 years work experience
 - Certification Programme – Minimum of 4 years work experience
 - Customised Programme – No requirement specified/required.

Learning Options

As a distance & online education and training provider, we primarily use email services to provide the materials through the internet by email thus enabling even the most remote learner to study with BSA and receive their study materials on a consistent and regular basis.

As learners receive their study materials they undertake and complete the study through email and internet – typically home or office. The assignment material is open book and is designed to test the learner’s comprehension of the resources provided, or “competency” in the subject. Assignments are in the form of multiple choice questions, short answer questions, study guides and reports.

Practical experience is gained and developed through active participation on the job, in life, and at community-based service, this practical experience is formally documented in a learner portfolio of evidence to demonstrate competence.

BSA offers two learning options: *Free Learning Option* and *Fee-based Learning Option*.

The *Free Learning Option* offers free online management and leadership training courses which will teach you management and leadership skills in business, allied and applied career fields. They are designed to

perfectly suit your career as a new graduate or learner preparing for a career in the workplace, busy professional or executive so as to help balance work, family and leisure time.

The features of the offering are:

- Study at no cost
- Study at your convenience
- Study entirely online, i.e. from your internet-connected device like computer, laptop, tablet, phone, etc.
- No need to enrol but just subscribe and indicate interest thereafter
- Complete your learning and studies in a maximum of three months. Most courses take over just a few weeks
- OPTION of completion certificate and a testimonial. The testimonial is like a certificated reference letter.

BSA is dedicated to the provision of practical and informative courses through our free programmes learning options.

The following free programmes are available:

A. GRADUATE LEARNING: 1. ***Skills Development Programme (SDP)***: This comprises of soft skill courses focussing on developing aptitudes and skills of the young graduates, interns or new work entrants in one area or the other. Such skills here include communication (speaking/writing), personal effectiveness, finance, the Microsoft office, project management, emotional intelligence and leadership among the lots. Read further under the [Free Programmes](#) and also see the catalogue for further information.

2. ***Management Development Programme (MDP)***: This refers to both personal development programme and young entrant capability programme. The courses offered are expected to enhance the functional capability of the learners. Read further under the [Free Programmes](#) and also see the catalogue for further information.

B. PROFESSIONAL PROGRAMME: Industry-driven international qualifications targeted at building strategic competence, giving the professionals the ability to formulate strategic direction and advice, in terms of change management, stakeholder management and team leadership. Read further under the [Free Programmes](#) and also see the catalogue for further information.

C. EXECUTIVE PROGRAMME: Leadership-based qualifications comprising of management and leadership courses. The programme serves the wide range of levels from managerial to those in or aspiring to senior positions in all sectors. Read further under the [Free Programmes](#) and also see the catalogue for further information.

D. AFRICA PROGRAMME: The Africa Programme at BSA offers courses of deep African needs to all learners irrespective of their citizenship. The idea is to enhance knowledge and varied contribution to the challenges facing Africa. Such course tracks include public health, agriculture, developments, environment, security, business and finance, etc. Read further under the [Africa Programme](#) and also see the catalogue for further information.

The ***Fee-based (Registration) Learning Option*** refers to those courses for which fees are though charged but are also reduced considerably. The following are fee-based courses:

A. MASTERCLASS PROGRAMME: Industry-driven masters-level qualifications targeted at enhancing professional mastering of the field. The programme integrates both the professional and the executive outlooks. The MasterClass programme is a formal recognition of professional development and adding of skills and knowledge at the executive stage of career with commitment to continuous learning. Read further under the [MasterClass Programme](#) and also see the catalogue for further information.

B. MINI-MBA/-MBL PROGRAMMES: This is an intensive program that fosters a strong sense of management and leadership. Case studies analyses of the lives of notable innovators and leaders are done with

exposure to trends and opportunities in industries like energy, environment, pharmaceuticals, finance, marketing, consulting, HR, or supply chain. Read further under the [mini-MBA/-MBL Programmes](#) and also see the respective catalogues for further information.

C. CERTIFICATIONS PROGRAMME: There is increasing need to deepen understanding of the different fields of study with benefit of evidence in certification to the learners. Thus, the certification emphasis focusses on deepening learners' understanding, bringing huge benefits to employees' organisations and enhancing their labour marketability through certification. Our certification offerings go beyond just the business area but also health, IT, logistics, telecoms, statistics and other business applied fields. Read further under the [Certifications Programme](#) and also see the catalogue for further information.

D. SPECIALTIES & CUSTOMISED PROGRAMMES: Our *custom programme* not only helps develop individual and organisational capabilities, they transform the way you think. Starting with a detailed needs analysis, we will work with you to understand how to address the issues you face. Together we will create a tailor-made programme to achieve your objectives. Crucially this programme will interact with your business/organisation on many levels. Here, you will make the choice from our available expert areas in which you desire to study. Read further under the [Customised Programme](#) and also see the catalogue for further information.

Specialties programme is closed time programme offering that is only available in certain period of time when it is advertised. It ensures that participants are able to focus on a specialty, or pursue a wider overview across many subjects. It serves as a means of intervention in the business economy allowing personalized intellectual exploration. It also ensures alignment of learning to your business or organisation strategy. The courses are carefully selected as interventions strategy to enable us equips learners with the required knowledge and skills for improved business performance. Some of the key focus learning areas include but not limited to the following:

- Customer Relationship Management
- Fundamentals of Credit
- Service Management
- Sales Capability Development
- Branch Management Development Program

The Masters of Certificate (MCert) is the qualification awarded on completion of the programme.

Sector & Industry

Business School Africa offers its various programmes based on career clusters which encompass virtually all occupations from the entry stage through the professional levels and to the executive stage. The strategy behind career clustering is to be able to identify the knowledge and skills needed to follow a pathway toward career goals and provide a context for exploring the many occupational options available. These clusters are divided into different pathways that are grouped by the knowledge and skills required for occupations in these career fields. To be able to classify the groupings of these career areas very well, we define each career cluster by the sector or industry related to the jobs. Thus, our programmes are able to offer exactly what are required in the field and not just theory. So, for a new graduate, he is able to easily fit into the industry. And the experienced learner keeps getting more experiences via our dynamic curricula. It is a practical learning time for all.

The following are sectors and industries of focus: Accounting & Finance; Fashion, Interiors & Designs; Health, Medical & Pharmaceuticals; Business, Economics & Management; Information Systems & Telecoms;

Facilities & Properties; Energy; Politics, Legal Studies & Governance; Transport, Logistics & Planning; Research, Education & Training; Media, PR & Communication; Hospitality, Tourism & Events; Agriculture, Environment & Development; Applied & Interdisciplinary

Also, below are some programmes and course tracks, matched with their respective sectors and industries on offer:

1. Information Systems & Technology: Information Systems Management/ Innovation & Technology Management/Information & Knowledge Management/ Technology Management/Systems Management
2. Contract Management & Acquisition/ Tendering (Government/NGO/Private Sector)/ Consulting (Management, Business, Research, Educational, Training, Services, etc.)
3. Economic Management/Management Economics/Fraud Management
4. Healthcare Systems Management/Healthcare & Insurance Management/Hospital Management/Clinical Management/Medical Laboratory Management/Pharmaceutical Management/Healthcare Services Management/Community Health Management
5. Management (General/Commercial Management/Exports Management/Global Management/Service Management/Production Management/Customer Relationship Management/Church Management/Risk Management/Communication Management/ Human Resource Management/International Business/Total Quality Management/Real Estate Management/ International Business Management/Labour Union Management, Industrial Relations Management/e-Business Management/e-Commerce Management/Franchising Management/International Trade Management/Business Continuity Management/Change Management
6. Local & Regional Government Management/International Relations & Management/NGO Management/Public Management/Human Services Management/Public Policy & Management/Public Finance & Management/Fiscal Policy & Management
7. Finance/Financial Management/Financial Services Management/Financial Planning/Investment Management/Management Accounting & Control/Corporate Financial Management/Accounting/ Banking (Commercial, Banking Operations, Bank Marketing, Bank Management)/Banking & Finance Management/Branch Banking Management/Cost & Financial Management/International Financial Management
8. Project Management/Aviation Management/Airline & Airport Management/Shipping & Port Management/Shipping & Logistics Management/Airline & Logistics Management/IT Project Management/Supply Management/Contract Management/Acquisition Management/Business/ Procurement, Logistics and Supply Chain Management/Logistics Management/Global Logistics Management/Operations Management/Program Management/ Project Planning & Finance Management/Supply Chain Management/Transport Management/Infrastructure Management/ Project Quality Management
9. Knowledge Management (Education/Training/Human Capital)
10. Hospitality Management/Sports Management/Events Management/Hotel Management/ Hospitality, Sport & Tourism Management/Sports & Events Management/International Events Management
11. Insurance Management/Disaster Management/Environmental Management/Crisis Management
12. Marketing/Marketing Management/Sales Management/Retail Management/Brand Marketing Management/Social Marketing/Internet & Email Marketing/Luxury Brand Management/International Marketing/International Marketing Management
13. Entrepreneurship Management/Start-Up Business Management/Ventures Management/ Entrepreneurial Management/Small Business Management/Family Business

Management

14. Agricultural Management/ Energy Management (options in: Energy, Oil & Gas; Power)/ Oil & Gas Trade Management/Farm Management//Farm Economics/Agricultural Marketing

Learning Methodology

The modules and courses here are delivered entirely through e-learning which consists of the web, email and other soft-based platforms like mobile. We could consider postal distance or correspondence where such can be accommodated. But this must receive our consent before it can be adopted by the learner.

Learning materials, download links or references will be sent to learners for all studies which have to be completed as instructed from time to time by the School, and should be returned for grading within the specified time period. These may not be applicable for all cases and learning instruction (where applicable and necessary) will be provided from time to time.

The learning model used is the three-pronged learning strategy. You may not be able to particularly choose the course of your choice but the supply of your profiles is important for aligning you to a course. This means that the sector you choose (where you work or desire to study) will determine the industry and then the role you intend to occupy or assume. These will determine your course placement by us.

The learning methodology used is tripartite study approach which are Sector-based Study (SbS), Work-based Learning (WbL) and Role-based Study (RbS) and are related to both local and international areas though with particular reference to Africa. The learning strategy is practical with virtually non-theory existent.

Learners here are given the opportunity to learn a variety of skills by expanding career options available at their disposal within a specific industry they are already involved in. The aim is also to narrow the gap between theory and practice. It also includes applied learning programs as the major course offerings. It also affords rookies in new employment to cross over to other allied sectors or industries through the learning experience garnered.

The different programmes look at the different career paths or job roles and define their job descriptions. Based on these, learners will be trained towards being able to meet up with their job roles and specifications.

Some of the occupations that a learner/worker may want to increase competency in or prospect towards in terms of promotion or career change include: *food scientist, biochemist, architect, actor, journalist, producer, HR administrator, administrative specialist, accountant, financial analyst, teacher, principal, entrepreneur, professor, stock broker, banker, insurance agent, loan & credit officer, marketer (as per field), policy or budget analyst, medical laboratory scientist, public health officer, chef, travel & tourism manager, social worker, network administrator, police officer, customer service officer, sales person, pilot, public relations officer, marketing research analyst, advertising officer, treasurer, cash officer, research officer, academic planner, etc.*, which comprise all categories of jobs and sub-roles that learners desire could be chosen by the learners.

The three approaches of learning here, by which BSA IS known as *The Three-Pronged Learning Business School* are as follow:

- **Sector-based Study (SbS)**

Here and within the sector in which the learners (prospects to) work, the learning situation is created in that they explore the larger environment of their sectors and the narrow it to the sub-sectors or industries. We call this deductive learning. For example, someone who works within the banking industry will have his SbS in finance because he works in the financial sector.

- **Work-based Learning (WbL)**

The focus of the learner is on the sub-sector where the learner (prospects to) work(s). The aim is to be able to get the learner accustomed to what is happening in the industry where s/he works.

- **Role-based Study (RbS)**

Here, we tend to refer to the actual job the learner does or prospects towards. That is, his/her job roles and responsibilities. While we do a study of the responsibilities on the job – the deliverables, we in particular, will take on a problem which will be solved by the learner. This is assuming responsibility to the learner, making him responsible for his/her deliverables so that the organization can benefit fully.

BSA's intensive, cross-functional core curriculum provides the essential management skills to succeed in any career, focusing on leadership, analytical skills, communication, and business fundamentals. The curriculum combines flexibility and rigor so learners can customize learning by selecting a course pathway through content areas based on their educational and career experience and goals.

Notably, the duration of many of the courses is three months except for a few which will be stated in the offer. The learning strategy can be either individualised study or team study where learners will be required to work through key core classes (with your a group of 3 to 5 course mates) with whom you work closely on projects and cases. Your short- and long-term career plans should be clearly stated as they will, in a long way, determine your course allocation and structure.

The culture of initiative and innovation is the foundation of pedagogy at BSA. The unique 'Teach and Practice' approach and use of advanced technology for dissemination of knowledge ensure that journey of learners from classroom to the corporate world is successful.

Continuous learner-faculty interaction, focused curriculum, industry-based research reports and innovative project work are few factors that contribute in making this journey fruitful, memorable and advantageous for the learners.

BSA adopts a progressive teaching methodology which makes the teaching and learning process systematic, transparent, learner friendly and result oriented. BSA believes in providing equal opportunity to all.

Progressive Approach

Learning through practical application and interaction with industry experts is equally important along with the learning that takes place within the four walls. BSA transforms the learning process through a dynamic approach as the school combines conventional learning with sector specific curriculum and significant industry exposure. Learning through practice is encouraged at BSA. To impart effective learning, industry visits, field visits, case studies, excursions and role play exercises are infused in the learning process. Some of the prominent aspects of teaching methodology followed at BSA are:

Highly specialized programs

Experiential learning

Industrial Tours

Internships

Lectures from Industry Stalwarts

Regular Workshops, Conferences & Training

Sector Specific Seminars for deeper insight

International alliances with reputed institutions across the globe

Eminent Faculty

The faculty members at BSA are highly qualified and experienced in their respective fields, with strong track records and. The learner-mentor relationship at BSA is such where the essential elements of progressive learning – friendship, understanding, transparency and mutual respect prevail. The faculty members are reputed and conversant in their respective areas of specialization. Some of the faculty members are involved with the industry and academia for providing consultancy and academic counseling.

We also invite guest faculty for lectures, seminars and workshops. The list includes middle and senior management professionals associated with reputed companies that belong to various core sectors – Oil & Gas, Power, Transport & Logistics, Information Technology, Infrastructure, Legal Studies and others.

Resources

The school provides learners with an exhaustive collection of learning resources in print and digital format. Availability of digitized content in e-library enables the learners to access important information instantly. Learning Management System (LMS) is being planned for effective goals accomplishment to involve latest learning trends and modern pedagogy

Holistic Development

BSA is a school that provides world class education and while the learners are introduced and made familiar with new technologies and concepts. There is also a strong emphasis on imbibing the right values and ethics. The school helps the learners in:

Preparing for the industry

Understanding the responsibilities as a Global Citizen

Conducting their professional life with strong Values and Ethics

Regular capsule programs on personality development and confidence building and personality enhancement programs organized regularly to facilitate holistic growth of learners

BSA's Online Experience

Benefits of the BSA Online Programmes

Business School Africa BSA) constantly strives towards achieving progress and expansion, in terms of introducing new courses and up-to-date relevant curriculum.

Online learning provides several benefits over traditional correspondence-based distance education programs. Online programs are gaining popularity due to their flexibility, quality delivery and interactivity between the school and the learners as well as between the learners themselves.

Simplicity and Flexibility: The online format of education provides flexibility of time and space to the learners. Learners can learn according to their own convenient time and can also interact with the school at their own convenience.

Open Scheduling: Many of the online courses of the BSA are available all year round. Learners who missed one admission time can immediately opt to enter during the next admission time.

Cost Savings: Research points to significant cost advantages on online learning over face-to-face learning. The online courses of BSA have been priced very sensibly so as to cater to a very large number of learners. The courses are also covered with the free offerings.

Better access to expertise: Online programmes use the expertise of several contributors from across academics and industries. These educators are seasoned academicians and veteran industry professionals. Using the Online teaching formats, the School has been able to bring in their expertise for the benefit of its learners.

Up-to-date Content: Most of the contents available to the learners are contemporary and relevant. Using cutting edge technology, the School has been able to keep the online content up-to-date.

Continuous feedback and analytics: The School uses several mediums to interact and provide feedback to its learners. The learner is continuously provided a window to analyze his own progress and motivate him towards better performance.

Networking Opportunities: The online learning platform provides a window to the learner to connect with his fellow learners. This provides greater access to expertise and knowledge of all participants. Such networking opens up opportunities of learning and beyond for the learners.

Effectiveness: Most reports on the subject point to the fact that online learning, due to its extensive use of audio and video tools, has been quite effective with learners. This is further reinforced by timely feedback with integrated online quizzes and tools to rapidly evaluate learning. The video lectures strive to simulate a real life classroom experience and provide mastery over the subject as compared to any correspondence program

A better fit for the 21st century: The 21st century has seen a digital revolution in the professional world. Most of the operations in a corporate (and increasingly in public sector), are performed using technology. Online learning inculcates technology, skills and hence is considered to be better than traditional distance learning programmes.

Assessment, Grading & Awards

We see the need for feedback as much as is necessary we assess the level of understanding of our learners by assessing and grading them in assignments, tests, exams, seminar papers, research reports and case studies.

Assessment: Assignments, Testing & Reports

Learners will be assessed between commencement and the end of their respective programmes. The approved assessment methods are assignments, testing or exams and reports (case studies, research reports or seminars). For assignments and reports, the email based communication will be adopted. But for tests or exams, the following methods will be adopted:

The test is an open book exams or those you may not be required to even refer to books at all. Below are three modes by which our exams and tests can be conducted:

- (i) **Postal-based test:** In this case, questions as well as reading materials might be supplied through the post. It applies to those outside internet network coverage. The learner bears the cost. This is not being considered at present.
- (ii) **Email-based test:** This mode is presently in use though can be used along the online mode. Learners are emailed the test for them to respond through the same mode. Communication can only be through the email registered with us.
- (iii) **Online or Portal-based test:** Here, learners are examined through an online-based testing platform. Learners are provided IDs to log on and certain rules apply in this case.

There is presently no examination or submission fee.

Evaluation, Grading & Awards

Grading will be useful for those who desire to use the results for further studies or as proof of performance elsewhere. And while we do score and grade the individual modules, we however grade the final result based on average scores and corresponding grade. The grades are not stated on the certificate. This will be more appropriate for those who just desire certification for work-based purpose only. But where learners request for transcripts, all scores and grades are noted.

The following are the assessment procedures for the different courses and programmes.

Evaluations are conceived, developed and administered on a rigorous though fair basis to bring out the best in learners and prepare them for challenging careers. A learner's performance is evaluated as below.

Total scores and grades are based on the accumulation of the Assignments (25%), Tests/Exams (50%) and Seminars/Research Reports/Case Studies (25%) as may be applicable.

Scoring and Grading are as follows:

Scores	Grades	Grade Points	Grade Descriptions
90-100	A	5	Distinction/ Excellent
80-89	B	4	Very Good
70-79	C	3	Good
60-69	D	1	Satisfactory
50-59	E	0	Retake
0-49	F	0	Fail

To qualify for a pass grade, the cut-off is a grade D. Grade E means exams may be retaken without penalties otherwise, learners below this must apply for re-taking papers/modules with penalties.

Request for hard copy certificates, mark sheets, transcripts and testimonials require the payment of a fee to cover postage and administrative costs. Extraneous charges are applied where it is not available as default.

Recognitions & Linkages

Business School Africa (BSA) has some collaborations and partnerships that make it worthwhile. First of all, it thrives on the licensure of The Profiles & Enterprise Associates (The PEAssociates). BSA is a trading unit of The PEAssociates while the latter is recognized under the Nigerian law (the Corporate Affairs Commission, under Company law 1990) to offer training services.

The Corporate Affairs Commission (CAC) is a statutory body of the Government of Nigeria, established in 1990 through an Act of Parliament for coordination, determination, and maintenance of business standards in the country including training and education.

The PEAssociates is recognized as a "Research Place" by the Ministry of Education, Oyo State. This enables the PEAssociates, BSA and its other trading units to receive research supports. The PEAssociates has part of its mandate, the responsibility to carry out the activities relating to indigenous technology promotion, development, utilization, and transfer with the primary endeavour to promote R&D by the industries and various other institutions.

The PEAssociates is currently making contacts for collaboration with distance and online education and training accreditation bodies to enhance its institution's international status as online and distance learning outfit.

Capital Institute of Applied Sciences & Technology (CIAST) which is an educational trading unit of The PEAssociates is a member of the International Association of Universities (IAU). This enables the Institute and other units of The PEAssociates like BSA to participate in IAU Annual Conferences, the General Conferences, Specialized Workshops, Seminars, Experts Meetings and various other Events. This also entitles the member units of The PEAssociates to receive similar recognitions.

The PEAssociates is an ISO compliant company since 2011 and is presently certified as an ISO 9001:2008 company. This quality assurance standard extends to BSA as well. International Organization for Standardization (ISO) is the world's largest developer and publisher of International Standards. ISO 9001:2008 specifies requirements for a quality management system where an organization needs to demonstrate its ability to:

- Consistently provide a product that meets customer and applicable regulatory requirements
- Enhance customer satisfaction through the effective application of the system, including processes for continual improvement of the system
- Assure conformity to customer and applicable regulatory requirements

The PEAssociates has earned status of an ISO 14001:2004 Certified company to strengthen the commitment to identify and control the environmental aspects, their impact and to work constantly to improved environmental performance.

The PEAssociates has established academic alliances with several institutes across the globe of which BSA will benefit. More than 10 alliances across a number of countries are connected with The PEAssociates through the e-Institute. The PEAssociates has many sector specific alliances across the world including in industry which helps in building a collaborative learning environment.

BSA as a sectoral-specific business school has been recognized as the "Best Business School with Excellent Industry Interface 2014" in Nigeria. It also got the award for the "Best Global Education & Training Provider 2014" in Nigeria.

e-Library & Bookstore

BSA Knowledge centres serve as the backbone of all learning activities. While we have partnering bookshops where learners can get texts, we are currently developing an online library and resource centre with vast collection of texts and reference materials like journals, magazines, periodicals, and other research reports, carefully selected. Presently, we have a number of resource gateways for your research and readings.

The following are some of the resource links for readings and research:

www.bookboon.com; www.zainbooks.com; www.mindtools.com; www.evolvingexcellence.com/blog

www.iipuk.co.uk; www.melcram.com; www.answers.com; www.wikipedia.org; www.gutenberg.org;
www.flatworldknowledge.com; www.bibliomania.com; www.bahaieducation.org; www.ipl.org;
www.library.phila.gov; www.investorword.com; www.emeraldinsight.com; www.learninggrid.co.uk

Research & Publication

We are a research-minded school because in the process of finding growth and development, there is research to be carried out. This is why our learners are also involved in research projects though on a minor scale. The best of these research reports are published.

While we are not purely academic in our curriculum structure, we emphasize the need for research at all levels of our programs. The purpose is to entrench material and content understanding by learners, and enhance positive contribution from them to both industry and the society. The research structure helps unlock learners' potentials and serve as a push for them.

Thus, we will publish research reports of outstanding contribution to scholarship and knowledge. We are also launching an in-house research journal called *BSA Journal* that will publish best research reports of our learners.

Free Programmes

Graduate Learning

Graduate Learning:

1. **Skills Development Programme (SDP)**: This comprises of employability skills or soft skill courses focussing on developing aptitudes and skills of the young graduates, interns or new work entrants in one area or the other. Such skills here include communication (speaking/writing), personal effectiveness, finance, the Microsoft office, project management, emotional intelligence and leadership among the lots.

Employability skills are those skills that are identified by a particular industry as necessary skills to effectively perform the required tasks that a graduate should expect to undertake. These same skills often have similar value in other areas of industry and thus have a cross industry value.

The identified employability skills are listed below and while common to each award offered by Vision these skills are developed to a greater depth of competency for each succeeding award.

- Communication
- Teamwork
- Problem-solving.
- Initiative and enterprise
- Planning and organising
- Self-management.
- Learning
- Technology

2. Management Development Programme (MDP): This refers to both personal development programme and young entrant capability programme. The courses offered are expected to enhance the functional capability of the learners. Read further under the [Free Programmes](#) and also see the catalogue for further information.

Under the MDP, learners are expected to articulate their personal development plans (PDPs) having set their career or job goals.

The first step in the PDP process is to identify your learning needs for a success on your job. To successfully achieve this, it will be useful to adopt a holistic approach by considering the following:

- Your business or company's strategic goals and objectives;
- Technical, behavioural and leadership competencies required for your job role to deliver effectively on key business priorities and your performance contract;
- Gaps that currently exist between actual and required levels of knowledge, skills and attitude within the business or organisational context;
- Planned or predicted changes (for example marketplace, products and services, new strategies, policies) that will require learning;
- Key business initiatives (new processes, technologies or systems) that will require learning
- Your career goals

Then,

- Discuss and prioritise your identified learning needs (you can discuss with your supervisor or line manager to agree on a plan of action which could include both formal and informal Learning and Development (L and D) activities (classroom and on-the-job learning initiatives);
- Put together your PDP in line as per above, ensuring that your PDP is appropriately aligned with business objectives and individual learning needs;
- Submit the MDP/PDP form.

Program content is highly customized to meet learners' specific learning needs and will serve as foundational platform for more advanced modules.

Learners shortlisted for the learning interventions will be duly advised of the dates and time. The programme is a team learning and run by batches. Learners email contacts are shared with one another.

You can be assured that the knowledge and skills acquired will translate into superior business performance.

The best way to learning is by doing, which brings about the concept of on-the-job training. Our programs allow you to study while working thus helping you to effectively apply knowledge acquired to your job. Focused areas include but not limited to the following:

Estate Planning; Bank Telling; Customer Services Offering; Selling & Marketing: Bank; Selling & Marketing: FCMG; Selling & Marketing: Insurance; Selling & Marketing: Consumer Goods; Selling & Marketing: Estate & Properties; Credit Analysis; Pension Funds Management; Retirement Planning; Effective Presentation Skills; Effective Business Writing; Basic Banking Operations; Basic Financial Statement Analysis; Customer Experience Training; Personal Effectiveness; Basic Accounting; Laboratory Techniques. Others are Business Education; Construction Management; Hospitality Management; Human Resource Management; Human Resource Development; Journalism Education; Mass Communication Education; Criminal Justice;

Paralegal Studies; Fraud Examination; Fundamentals of Child Development; Basic Certificate in Child Development; Intermediate Certificate in Child Development; Education; Instructional Technology; Professional Studies in Hospitality Management; Organizational Psychology; Project Management; Public Administration Education; Quality Management; Real Estate Management; Adult Education; Applied Arts Education; Assessment & Evaluation; Biblical Studies; Child Psychology; Marriage & Counselling; Corrections; Counselling Psychology; Crime Scene Investigation; Criminal Justice Administration; Criminology; Criminal Justice Education; Criminal Justice Studies; Criminal Justice Technology; Curriculum & Instruction; Early Education; Educational Administration; Educational Leadership; Educational Psychology; General Psychology; Healthcare Administration; Health Education; Health Sciences; Human Services; Interior Design; Investigation; Juvenile Justice; Legal Office Management; Legal Studies; Occupational Health & Safety; Occupational Health & Education; Paralegal Studies; Policing; Political Science Education; Private Security; Religious Studies; Security & Risk Management; Urban Education; Theology; Biblical Counselling; Teaching Assistant; Technology in Education; Teaching & Learning; Special Education; Social Work Administration; Social Work; Social Services Technology; Social Services Education; Social Service Studies; Social Sciences; Social & Behavioural Sciences; Life Sciences (options in Medical Lab Technology/Nursing Technology); Public Health; Health Records; Community Development; Gender Studies; Inclusive Development; Fashion Technology; Hospital Management; Gerontology; CSR; Educational Administration; E-Learning; Life Skills & Management; Pedagogy; Inclusive Training & Development; Farming Techniques; Human Rights; NGO Studies; Forensic Psychology and Criminal Investigation; Applied Psychology; Management of Health Systems; International Public Health; Technology and Intellectual Property Law; Higher Education; Safety Management; Quality Management; Conflict & Negotiation Management; Applied Professional Studies (options in Policing).

Generally, the Graduate Learning MDP will be taken from the following 12 fields:

- ▶▶ Energy: Oil, Gas & Power
- ▶▶ Analytics, Modelling & Simulation
- ▶▶ Extractive Products & Management
- ▶▶ Management, Strategy & Leadership
- ▶▶ Education & Training: L & D, G & C, School Administration & Leadership, Skilling

- ▶▶ Accounting & Finance
- ▶▶ Business & Economic
- ▶▶ Technology & Applied Sciences
- ▶▶ Health, Human & Social Sciences
- ▶▶ Contracts & Negotiations
- ▶▶ Research & Development
- ▶▶ Legal & Behavioural Sciences

Professional Learning

Professional Programme: Industry-driven international qualifications targeted at building strategic competence, giving the professionals the ability to formulate strategic direction and advice, in terms of change management, stakeholder management and team leadership. Read further under the [Free Programmes](#) and also see the catalogue for further information. Focused areas include but not limited to the following:

Business & Management

Business Analysis; Strategic Human Resource Management; Business Administration; Human Capital Development & Management; Business Management; Management & Leadership; Church Administration & Management; Business Channel Management; Media Management; Performance Management; Service Management; Economic Management; Consulting Business; Risk Analysis & Management; Business Ethics & Compliance; Marketing Management; Sales Management; Export-Import; Management; International Business; School Management; Acquisition & Contracting

It, Projects & Operations

Project Management; Operations Management; Information Systems Management; Commercial Enterprise in IT; Systems Management; Telecoms Management; Strategic Supply Chain Management; Logistics Management

Public Management & Governance

Public Administration; Public Management; International NGOs Management; Public Policy & Administration; Public Policy & Management; International Relations Strategy

Economics, Finance & Pensions

Business Finance for Managers; Global Finance; Islamic Finance Management; Islamic Insurance (Takaful) Management; Financial Management; Microenterprise Finance; Private Banking; Commercial Banking; Islamic Banking; Retail Banking; Corporate & Business Banking; Banking Operations; Banking Management; Pension Funds Management; Insurance Management; Social Security & Management

Health, Medical & Pharmaceuticals

Health Management; Healthcare Systems Management; Laboratory Management; Clinical Management; Health Information Management; Health Insurance Management

Hospitality, Tourism & Events

Events Management; Travel & Tourism Management; Sports Management; Catering Management; Hotel & Resort Management

Entrepreneurship, Innovation & Strategy

Entrepreneurship Management; Small Business Ventures; Apparel & Fashion Management

Agriculture, Environment & Development

Environmental Management; Environment & Development; Natural Resource-Based Livelihoods Extension; Development Administration & Management; Development Policy, Practice & Process; Applied Development Studies; Tropical Agricultural Development; Communication for Development; Social Development & Sustainable Livelihoods; Development Finance; Education & Training for Development

Energy

Power Management; Oil & Gas Management; Petroleum Marketing; Energy Management; Energy Business

Research & Field Practice

Epidemiological Principles & Practice; Research & Study Skills

Executive Learning

Executive Programme: Leadership-based qualifications comprising of management and leadership courses. The programme serves the wide range of levels from managerial to those in or aspiring to senior positions in all sectors. Read further under the [Free Programmes](#) and also see the catalogue for further information. Focused areas include but not limited to the following:

Management & Leadership: Managing Change; Strategic Management; Strategic Leadership; Leadership Ethics; Leadership Values; Leadership Culture; Management Process & Organizational Behaviour; Organizational Management & Ethics

Innovation & Strategy: Decision-Making Analysis; Problem Analysis & Management; Economic Decision Analysis; Corporate Strategy; The Creative Economy & Entrepreneurship; The Strategy Process; Competitive Strategy; Strategic Change; International Strategy; Value Creation and Innovation

Finance And Accounting: Costs Management; Financial Management; Financial Risk Management; Anti-Money Laundering course; Know Your Customer course; Due Diligence course; Tier 1 Basel Accounts – CBN Banking Accounts; Tier 2 Basel Accounts – CBN Banking Accounts; Tier 3 Basel Accounts – CBN Banking Accounts; Mobile Money & Banking; Banking Services Management I – CRM; Banking Services Management II – Relationship Management; Banking Services Management III – Sales & Marketing; Banking Services Management IV – Back Office Support; Banking Services Management V – Operations; Banking Services Management VI – Treasury Management; Banking Services Management VII – Credit Management Financial Services I – Basic; Financial Services II – Intermediate; Financial Services III – Advanced

Business Practice: CSR Basics (Principles, Stakeholders & Sustainability); CSR Fundamentals (The Issues & Fundamentals); CSR Intermediate (Strategy & Leadership); Corporate Governance; Business Risk Management; Marketing Strategy; Business Process & Strategy; The Environment of Business; Corporate Ethics I (The Fundamentals); Corporate Ethics II (Lessons & Case Studies); Corporate Law & Governance;

Service Quality Management; Basics of Services; Legal framework of Business; CRM Strategies; Compliance Management

Public Administration & Governance: Peace & Conflict Resolution; Global Crisis Management; Social Change & Servant Leadership; Strategic Management and Governance Plan; The Practice of Diplomacy; The Law & the Nonprofits/NGO Sector; Project Management for Sustainable Development

Hospitality, Tourism, Events & Sports: Hospitality, Organizational Behaviour & Business Ethics; Events Management; Sports Management Practice; Corporate Event Project Management; Events Operations Project Planning; Risk Management for Events; Design in International Events; Business Strategy in Events

Environment & Development: Environmental Sustainability; Sustainable Development; Project Management for Sustainable Development; Sustainable International Development; Environmental Issues, Sustainable Development & International Relations; CSR Basics (Principles, Stakeholders & Sustainability); CSR Fundamentals (The Issues & Fundamentals); CSR Intermediate (Strategy & Leadership)

Culture & Religion: Ethnic & Religious Conflict Resolution; Civil Law & Church Law for Church Administration; Cross-Cultural Management; Diversity Management

Facilities & Logistics: Projects Risk Management; Property Investment & Risk Analysis; Project Quality & Assurance; Quality Management; Quality Management Systems; Quality Planning & Implementation; Quality Techniques; Facility Management

Legal & Ethics: Legal & Ethical Framework; Fraud Management; Information: Policy & Applications; Human Rights; Work Ethics

Human & Social Service: People Management; Community Service; Volunteering

Health, Medical & Pharmaceuticals: Drug Quality Assurance & Inventory Control; Health Policy & Economics; Health Insurance; Issues in Quality Management for Healthcare Systems; Principles & Strategies for Managed Health Care; Community Health Assessment & Planning; Healthcare Administration & Management; Health Policy & Economics; Health Insurance; Quality Management in Healthcare Services; Finance, Economics & Planning in Healthcare Services; Hospital Organization, Operations & Planning; Hospital & Healthcare Information Management; Medical Ethics & Legal Aspects; Regulations & Ethics in Laboratory Operations; Organization & Management of Laboratories; pharmacovigilance; emergency health services; medical ethics, etc.

Africa Programme

The Africa Programme at BSA offers courses of deep African needs to all learners irrespective of their citizenship. The idea is to enhance knowledge and varied contribution to the challenges facing Africa. Such course tracks include public health, agriculture, developments, environment, security, business and finance, etc. Read further under the [Africa Programme](#) and also see the catalogue for further information. Focused areas include but not limited to the following:

Courses Offered

African Certificate Course

1 Month Duration: January - June

International Business in Africa
African Financial Management
African Business Administration
Hospitality Management in Africa
African Economics
Human Resourcing in Africa
Corporate Finance in Africa
Marketing in Africa
Public Administration in Africa
Commerce in Africa
African Journalism
Tourism Administration in Africa
Retail Management in Africa
Business Management in Africa
Carbon Finance
Advertising & Marketing in Africa
Advertising & Brand Management in Africa
Forex Management in Africa
Mass Communication in Africa
Business English
Entrepreneurial Skills
Farming
Environment Fundamentals
Community Health
Healthcare Studies
Social Media in Africa
Nursing Skills
Business Engineering in Africa
Diplomatic Africa
Municipal Administration
The Merchandise Economy
African Policing
Terrorism Studies
Community Service
Anti-Money Laundering
Business & Society
Business strategy
Business Communication
Political Strategy
Business Negotiation
Small Ventures Management
Community Pharmacy
Local & Municipal Governance
Fiscal Studies

African Diploma Course

2 months: September - December

African Business Management
African Financial Management
Materials Management in Africa
Human Resource Management in Africa
Marketing Management in Africa
Export Management
Logistic & Supply Chain Management
Environmental Studies
Advertising And Brand Management in Africa
Insurance Management in Africa
African Legal & Business Environment
International Business in Africa
Journalism & Mass Communication in Africa
NGO Management
Hospitality Management
African Economic Development
Business Information Management
African Business Laws
African Agricultural Economics
Public Finance
Research Techniques in Africa
African Economics
African Money Markets
African Financial Markets
Resource Economics
Energy Economics
Economic Development
Economic Policy
African Agriculture: Markets
African Agriculture: Institutions
African Agriculture: Technology
African Agriculture: Finance
African Agriculture: Microenterprise
African Agriculture: Small Holding
African Agriculture: Government Policy
African Agriculture: Foreign Aid
Environmental Economics
Project Management
Supply Chain Management
Hospital Records
Petroleum and Natural Gas
Business Administration
Banking in Africa
Public Administration in Africa

Electioneering Studies in Africa	African E-Business
Africa-China: The Politics & Economics	Public Health
Social Studies	Health Management
Innovation Africa	Product Development in Africa
Local Trade in Africa	Agribusiness
Fashion Studies	Foreign Relations
Customs & Religions	Procurement
Child Studies	Merchandising Economics
Women Studies	Social Security
Conflicts in Africa	Community Relations

Fee-based Programmes

MasterClass Programme Series

Industry-driven masters-level qualifications targeted at enhancing professional mastering of the field. The programme integrates both the professional and the executive outlooks. The MasterClass programme is a formal recognition of professional development and adding of skills and knowledge at the executive stage of career with commitment to continuous learning. It allows senior managers learners to acquire specific business knowledge and skills in their career field. It also allows executives to further their business knowledge and skills on a convenient, with operational leadership in focus. Course tracks include: Pricing Strategy, Corporate Innovation, Change Management, Strategic Management, Strategic Finance, Marketing Strategy, System Dynamics, Optimization, Global Operations, Leadership, Technology Strategy, Strategy, Innovation, General Management, People and Management, Finance, Marketing, Leadership, CSR, Service Excellence, Productivity, Products. Others are also Innovation; Leadership – personal, team and organizational; Entrepreneurship; Corporate governance and ethics; Emotional and spiritual intelligence; Global economic challenges and opportunities; Green economy; Legal challenges of doing business in developing countries; Managing people – attracting, developing and retaining talent; Quality service management; Social media marketing; Strategic management of information and communication technology; Strategy and international management for global competitiveness; Group dynamics.

Other course tracks include Comprehensive Banking Operations; Advanced Financial Statement Analysis; Bank Lending; Business Strategy; International Business; Management Strategies; Marketing Planning; L & D Staff Development; L & D Strategy; On-The-Job Learning Strategy; Manager-Led Development; Compliance Best Practices; Protect, Detect & Correct; Ethics Promotion; Corporate Policies Management; Investigations Management; Industry Regulations & Adherence; Data & Information Privacy; Issues Management; The Code of Conduct; Employee Misconduct & Investigative Reports; Workplace Harassment; Workplace Discrimination; The Essentials of Personal Income Tax; Conflicts of Interest; Anti-Corruption; Risk Management & Organisational Continuity; HRM & Organisation; International Management; Entrepreneurship Management; International Logistics Management; Crisis & Emergency Management; Incident Command System: When Duty Beckons; Driving & Vehicle Safety; Medical Laboratory Safety; Risk Management in Laboratory Practice

mini-MBA & mini-MBL Programmes

The mini masters of business administration and leadership (mini-MBA/-MBL) Programmes are intensive programmes that foster a strong sense of management and leadership. Case studies analyses of the lives of notable innovators and leaders are done with exposure to trends and opportunities in industries like energy, environment, pharmaceuticals, finance, marketing, consulting, HR, or supply chain. Read further under the [mini-MBA/-MBL Programmes](#) and also see the respective catalogues for further information. Focused areas include but not limited to the following:

1. Accounting & Finance: course tracks include Banking, Wealth & Investment, forensic accounting, pension and social security
2. Fashion, Interiors & Designs
3. Health, Medical & Pharmaceuticals: course tracks include Clinical practice, Medical Laboratory Science, nursing practice, healthcare informatics
4. Business, Economics & Management: course tracks include crime and security, sustainable business, business analytics, business intelligence, business leadership, sports management, marketing, retailing, HRM, human capital, corporate social responsibility (CSR), entrepreneurship, small business management, internet marketing, e-business, workplace conflict management, community economic development; Accounting; Administration & Supervision; Advertising; Banking & Financial Institutions; Business Administration; Business & Human Relations; Business Management; Economics; Financial Studies; Entrepreneurship; Finance; HRD & Management; International Business; International Business Administration; Leadership; Executive Management; Management; Marketing Management; Marketing Management & Business Administration; Operations Management; Product & Brand Management; Public Administration; Retail Management; Sport Communication; Sport Management; Sport Development; Sport Psychology; Sport Science; Economics; Financial Management; Clean Development Mechanism; Business & CSR; HRM & CSR; Micro & Small Enterprise Development; NGO Management; Business in Emerging Markets; Entrepreneurship; Finance and Accounting; International Business; Leadership; Marketing; Corporate Finance; Global Human Resource Management; Global Marketing; International Accounting and Finance; International Accounting and Finance - Emerging Markets; International Accounting and Finance - International Financial Reporting; International Accounting and Finance - Strategic Finance Practice; International Management; International Management - Management of Health Systems; International Business Law; International Finance and Banking Law; Strategic Management; International Business; Management Accounting; Islamic Banking & Finance; International Taxation; International Banking & Finance; Business Management; International Business Management; Tourism Management; Economic Engineering; Financial Engineering; Business Information Technology; Entrepreneurial Strategy.
5. Information Systems & Telecoms: course tracks include IT management, Computer & IT, Statistics & Data Sciences, as well as Communication Sciences. Others are Information Studies; Business Communications; Management Information Systems; Journalism; Mass Communication; Business Information Systems; IT & Applied Sciences; Computer Science; Computer Science & IT Education; fire Services; Information Technology; Network Management; Telecommunications; Web Development; Bioinformatics; Media & Communication; Statistics (with Computer Application); Data Analytics; Systems Management; Effective Communication; Digital Library & Knowledge Management; Network Management & Administration; Web Designs & Development; Office Automation & Assistive Technologies; Computer Security; Information Systems and Technology; Information Systems Management; Internet Systems; Software Engineering; Project Management - Information Technology; Information Security & Digital Assurance Management; IT Management; Forensic Computing; Information System Security & Intelligent Systems; Internet Technology; Multimedia Technology; Enterprise Computing; Web Media Technology; Media Marketing; Media Informatics; Technology Management; Data Science; Security System Integration; Network Security Technology; Electronics (Computer & Networking/Wireless Lan); Social Media & Web Development; Digital Audio & Video Production; Info-Communications Technology (Cloud

Computing/Networking & Systems Administration); Mobile Systems & Services; Security Technology; Business Systems Administration.

6. Research, Education & Training: course tracks include quantitative analysis, qualitative analysis
7. Media, PR & Communication: course tracks include social media, music business, the Nollywood
8. Hospitality, Tourism & Events
9. Transport, Logistics & Planning: course tracks include environmental planning, planning, urban planning, building management, infrastructure planning, industrial sustainability, project management, supply chain management, transportation, logistics and supply chain management, warehousing, procurement and supplies, etc. others are Aviation Management; Logistics Management; Operations and Supply Chain Management - Procurement and Sourcing; Project Management; Project Management - Construction and Infrastructure; Logistics; Logistics Management; Inventory & Warehouse Management; Purchasing & Supply; Procurement & Supply.
10. Politics, Legal Studies & Governance: course tracks include public policy, diplomacy, public management, public administration
11. Facilities & Properties: sustainable design, sustainable construction, building services management
12. Energy: course tracks include oil management, power management, gas management, power economics, oil economics, petroleum economics, sustainable energy planning, sustainable energy management, energy policy, energy management, renewable energy management, energy sustainability, energy efficiency, global energy, global energy management,

Range of programmes offered here also includes energy, resources and environmental studies, as well as Sustainable Management; Environmental Management; Environmental Genomics; Environment & CSR; International Management - Oil and Gas; Operations and Supply Chain Management; Operations and Supply Chain Management - Oil and Gas; Project Management - Oil and Gas; Petroleum Economics (with emphasis on exploration, development & production/ refining & products/ pipelines/crude oil & product markets/policy & regulation/upstream/downstream/pricing); Renewable Energy (options in Wind/Solar/Biofuels/Hydro/R&D and Emerging Technologies/Policy & Regulation); Natural Gas (options in exploration, development & production/ refining & products/ pipelines/markets & prices/policy & regulation/ local distribution); Coal (options in mining techniques & production/transportation/markets & prices/policy & regulation); Energy & the Environment (with options in Climate Change & the Green House Gases/Emissions/Environmental Market design/R & D and Emerging Technologies/Policy & Regulation); Energy and the Economy (options in Energy & Economic Growth/ Energy & Economic Development/ Socioeconomics and Equity/ Energy Poverty/ Sustainable Development); Energy Studies (options in General Energy Studies/ Energy Law & Policy/ Energy Economics/ Energy Finance/ Energy Policy); Energy Modelling (options as Energy Data, Modelling, and Analysis/ Sectoral Energy Demand & Technology/ Energy Efficiency & Conservation/ Forecasting/ Integrated System Modelling); Electricity (options in Power Generation Technologies; Transmission/ Local Distribution/ Cross Border Sales & Distribution/ Distributed Generation/ Markets & Prices/ R&D and Emerging Technologies/Policy & Regulation); Energy Investment & Finance (options in Public & Private Risks/ Risk Management/ Trading Strategies & Financial Instruments/ Project Finance/ Corporate Strategy); Energy Security and Geopolitics (options as follows: Geopolitics & Energy/ Energy Security/ Regional Analysis/ International Energy Organisations); Energy Management; Energy Commerce/ Petroleum Management/Commerce; Environmental Law; Environmental Management; Environmental Law & Policy; Oil & Gas Economics; Environmental & the Environment; Agricultural Management; Farming Studies, etc.

13. Applied & Interdisciplinary: course tracks include quantitative studies, qualitative studies

14. Agriculture, Environment & Development: course tracks include agribusiness economics, environmental policy, climate change management, carbon management, sustainable development, environmental resources management, NGO management

3 Months mini-MBA/mini-MBL at BSA

Overview

The fast track to success.

Whether you are looking to grow or start a business, climb the corporate ladder, increase your salary, change your career path, maintain your current position or just get qualified – the 12 Month MBA, while you work, will get you there sooner.

Created by academic and business leaders to flex around your work and personal needs – the 12 Month MBA will complement your life, not complicate it.

3 Month mini-MBA/-MBL Snapshot

- **ACCELERATED** - Same content, shorter course duration.
- **LICENSURE** - Fully licensed and recognised.
- **PRACTICAL** - Work applied learning approach.
- **RELEVANT** - Courses delivered by industry leading experts.
- **ACCESSIBLE** - Enrol based on business experience or previous study.
- **FLEXIBLE** - Online and distance learning.
- **GLOBAL** – Courses are delivered entirely online and accessible all over the world.
- **CONVENIENT** – Fully online.
- **MULTIPLE QUALIFICATIONS** - Get qualified at every stage of your learning.
- **NETWORKING** - Build contacts internationally.
- **ACHIEVABLE** - Open book exam and take-home assignment.
- **FREE** - No course fees charged.

Focus with Flexibility.

Our monthly learning model allows you to accelerate your learning by focusing on certain modules at every stage every month before moving onto the next.

Get qualified before you graduate.

After just your first stage/level you will be given a certificate for this level, and this applies to the last stage, and then the big one, overall certificate. This is very useful if you are applying for a job half way through the programme, putting a tender in, or just want some recognition as you progress through your 3 month journey.

Your career. Your qualification. Your choice.

The start of your learning will lay the foundation of your knowledge.

Faculty: *Our faculty practice what they teach.*

When undertaking study with us, you will learn from those that can do, and those that can teach.

Our faculty members are current working professionals. Drawing on their wealth of experience, they will deliver you a truly work-based course that links academic theory with current business practice.

Support: *With you every step of the way.*

We know that adding study into your already busy schedule can seem daunting. As a learner, you will be provided with academic, administrative, and learner services second to none.

Assessments: *Business isn't just theory. Neither are our assessments.*

Certification Programme

Certifications Programme: There is increasing need to deepen understanding of the different fields of study with benefit of evidence in certification to the learners. Thus, the certification emphasis focusses on deepening learners' understanding, bringing huge benefits to employees' organisations and enhancing their labour marketability through certification. Our certification offerings go beyond just the business area but also health, IT, logistics, telecoms, statistics and other business applied fields. Read further under the Certifications Programme and also see the catalogue for further information.

Welcome to BSA Certification platform. It offers a wide range of certification training suites across different career fields, relevant to the workplace.

About BSA Certifications

Our certification offerings go beyond just the business area but also health, IT, logistics, telecoms, statistics and other business applied fields. There is increasing need to deepen understanding of the different fields of study with benefit of evidence in certification to the learners. Thus, the certification emphasis focusses on deepening learners' understanding, bringing huge benefits to employees' organisations and enhancing their labour marketability through certification.

Programme Objectives

To enhance learners' ability in the different fields with the requisite knowledge and skills to effectively function in the capacity of their job roles.

Target

The programme targets all practitioners in the different fields of practice as may be applicable.

Certification Courses Offered

- Certified Compliance Professional (CCP) {with bias in general compliance situation, banking, IT, corporate sector, public sector, health, medical laboratory, business operations, industry/manufacturing, industrial laboratory, etc.}
- Certified Economic Analyst (CEA)
- Certified Economic Consultant (CEC)
- Certified Human Resource [HR] Analyst (CH_RA)
- Certified Human Capital [HC] Consultant (CH_CC)
- Certified Business Analyst (CBA)
- Certified Business Consultant (CBC)
- Certified Audit Associate (CAA)
- Certified Due Diligence professional (CD_DP)
- Certified Research Associate (CRA)

- Certified Research Consultant (CRC)
- Certified Trade Analyst (CTA)
- Certified Legal Associate (CLA)
- Certified Financial Analyst (CFA)
- Certified Sales Professional (CSP) {with emphasis in FCMG, Banking, Finance, Health & Medics, Telecoms, etc.}
- Certified Customer Service Analyst (CC_SA) {with emphasis in FCMG, Banking, Finance, Health & Medics, Telecoms, etc.}
- Certified Learning & Development [L&D] Professional (CLDP)
- Certified Transport & logistics professional (CTLP)
- Certified Contract & Procurement professional (CCPP)
- Certified Energy Analyst (CEnA) {with emphasis in Oil & Gas, Power, Renewables, etc.}
- Certified Pension Manager (CPM)
- Certified Pension Professional (CPP)
- Certified Professional Operator (CPO) {with bias in Banking, Pension, Logistics & Transport, Manufacturing, etc.}
- Certified Finance Consultant (CFC)
- Certified Statistical Associate (CSA) {with bias in Arts & Social Sciences, Economics, Health, Applied Sciences, etc.}
- Certified Data Analyst (CDA)
- Certified Solvency Professional (CSoP)
- Certified Basel i Professional (CBiP)
- Certified Basel ii Professional (CBiiP)
- Certified Basel iii Professional (CBiiiP)
- Certified Pillar 1 Professional (CP1P)
- Certified Pillar 2 Professional (CP2P)
- Certified Pillar 3 Professional (CP3P)
- Certified Stress Testing Professional (CSTP)
- Certified Islamic Banking Professional (CIBP)
- Certified Islamic Finance Professional (CIFP)
- Certified Islamic Economics Professional (CIEP)
- Certified Islamic Insurance Professional (CIIP)

Customised Programme

Our custom programme not only helps develop individual and organisational capabilities, they transform the way you think. Starting with a detailed needs analysis, we will work with you to understand how to address the issues you face. Together we will create a tailor-made programme to achieve your objectives. Crucially this programme will interact with your business/organisation on many levels.

Our programme gives new perspectives on today's business issues and helps uncover the right solutions for individual organisations. Working with our faculty, business leaders and the wider Cambridge community, participants will explore and analyse options, learn new approaches, and make long lasting changes to their skills and their businesses.

We design each custom programme to solve real business issues. Once we have defined what is limiting an organisation's or a sector's success, we identify the knowledge, behaviours and actions that will make a difference. Then we bring together experts from academia and industry, applying the latest research and thinking and turning knowledge into action.

We build programmes that are designed to solve real problems for organisations. We identify what is limiting an organisation's or a sector's success and we identify the knowledge, behaviour and actions that really need to change. We then create programmes that address those needs.

We work in true partnership with clients before, during and after their programme and add value through multi-level relationships all levels of our offerings and beyond. Business School Africa is founded on strong interdisciplinary research, linking networks of people from across the School, the larger organisation and business communities. These add to the quality of our delivery.

We follow a proven approach that begins with an exploration of your organisation and includes a needs analysis that will identify the key issues. We establish multi-level connections with your organisation, creating improvements that extend beyond the immediate effects of the residential programme. In this way, over time, we change behaviour throughout your organisation. The result will be a new way of thinking and a new way of acting. Our output is transformative – bringing long-term benefits to both organisations and individuals.

Whatever transformations you need to make to your business or organisation – large or small, individual or collective – we can help them happen. Our experienced team can tell you more about the benefits of learning from Business School Africa, or can advise you on creating the ideal custom programme for your organisation.

The following areas could be more of interest to you:

- Finance and Accounting
- General Management and Leadership
- Innovation
- Marketing
- People and Management
- Professional Service Firms
- Strategy
- Centre for Entrepreneurial Learning
- Financial Analysis and Policy
- Africa and Global Business
- International Business Management
- International Human Resource Management
- Process Excellence and Innovation
- Risk Studies

We're always happy to talk about new projects or to discuss your business issues. Feel free to get in touch. Contact us via: custom.learning@bsa.com.za.

Registration & Enrolment

Eligibility criteria are as specified in each programme requirements. The first eligibility criteria is that candidates must diligently read through all the pages of this website, the brochures and catalogues and other related resources before starting the admission process.

Registration here could refer to mean enrolment where applicant has met the admission requirements in full. It is however important that you establish your qualifications (school and work experience) against the respective requirements before registering. Otherwise, your admission will be rejected and you may lose further opportunity to enrol at another time. It is better you make enquiries from us first before, stating your qualifications (academic and work experience) before enrolling.

Applicants should have the requisite qualifications and years of relevant working experience before registering or enrolling. Applicants should be proficient in English, as the medium of instruction is English.

Applicants for free programmes are required to nominate 10 people (highly potential candidates) who you are required to speak with before nominating them. You are required to copy them (in their email addresses) on acceptance of your admission after you have been given admission. Your acceptance of admission via email is part of the enrolment process and kick-starts the learning process. Candidates in this category are not required to pay any registration fee. ***Applicants for the fee-based (registration) programmes*** are required to pay token

fees which not only cover a bit of the administrative cost across all boards but also serve as donations. In addition, they are required to nominate 5 people (highly potential candidates) who they are required to speak with before nominating them. They are required to copy them (in their email addresses) on acceptance of your admission after they have been given admission. Once again, acceptance of admission via email is part of the enrolment process and kick-starts the learning process.

Enrolment/Registration Form

Candidate aspiring for admission to the various programmes will be required to fill in an online registration or enrolment application form as applicable, which could be obtained from the Business School Africa (BSA) website www.bsa.com.za. Thereafter, the enrolment office will get in touch with the candidate. Alternatively, the appropriate form can be downloaded and duly filled up by you, should be sent to the e-mail learning@bsa.com.za.

The application form can be downloaded from our website www.bsa.com.za. The candidate will be required to send a filled up registration/enrolment Form to BSA on or before 25th of the month preceding the next intake. The participant is allowed to register for the program any time in the year after this date, but he will be allowed to commence the courses from the 1st date of the scheduled month only. He can complete the course in a minimum period of 1 month thereafter, depending on the course duration.

CV/resume must be supplied by all applicants at the point of registration. This will allow the school makes valid decision on admission and assignment to programmes and courses.

Privacy, Disclaimer, Terms & Conditions

General Terms and Conditions

- Enrolment fee in the applicable programmes, once paid will not be refunded under any circumstances.
- The BSA has the right to reverse the fee without prior notice.
- Change of course or programme may not be permitted once the course starts.
- Any change in address should be intimated through the registered email address.
- Learners are required to always communicate with their enrolment no /registration no and course of study in the subject line of emails in all correspondences. Emails with these incomplete particulars will not actioned upon at our end. The order must be as follows: **C0001012015/ENTREPRENEURSHIP**.
- Directorate has every right to discontinue any course where minimum number of participants is not recorded. In such a situation, the enrolment/registration fee paid will be refunded.
- The place of jurisdiction for filing any suit of any dispute will be only in a Lagos court.

Privacy Policy

Thank you for visiting the BUSINESS SCHOOL AFRICA (BSA) website and reviewing our privacy policy. Our policy is simple: we collect no personal information about you unless you choose to provide that information to us. We do not give, share, sell, or transfer any personal information to a third party.

The Profiles & Enterprise Associates and its educational and training platforms are not regarded as third party. Availing BSA of your information means you've affirmed to us allowing it to be assessed throughout our group.

Information from e-mail sent to us

If you decide to send us an electronic mail message (e-mail), the message will usually contain your return e-mail address. If you include personally-identifying information in your e-mail because you want us to address issues specific to your situation, we may use that information in responding to your request. Also, e-mail is

not necessarily secure against interception. Please send only information necessary to help us process your request.

Information collected from interactive forms

On some of our web pages we offer interactive forms that let you voluntarily submit personal information (such as your e-mail address, name, or organisation). This occurs when you are making enquiries, registering for enrolment, various tests, quizzes, seminars, workshops, training sessions offered by BSA, downloading forms from BSA and so on. In those cases, all submitted information is used only for the purposes for which it is intended and is not made available to any third party or sold to any outside organisation for its use in marketing or solicitation without your consent.

Link to other sites

Our policy discloses the privacy practices for the BSA website. But BSA provides links to other websites. When you leave the BSA website, you will be going to sites that are beyond our control. These other sites may send their own cookies to users, collect data, or solicit personal information. The privacy policies and procedures described here for BSA do not apply to any external links. We encourage you to read the privacy policies of any site you link to from ours, especially if you share any personal information. You are the person best qualified to protect your own privacy.

Changes to this policy

An announcement of any changes to this policy will be posted prominently on the first page of our web site for three months before any changes go into effect.

ADDITIONAL...

Please read the section *The PEAssociates (and its constituent units) Service Terms: GENERAL* under **Policies, Terms, Disclaimer, Copyright & Legal**. It does apply as part of the PRIVACY, DISCLAIMER, TERMS & CONDITIONS of the Business School Africa (BSA). More information on BSA privacy policy is available in the brochure.

More on BSA Privacy Policy

The information we learn from candidates/learners/customers helps us personalize and continually improve your experience. Here are the types of information we gather:

- **Information You Give Us:** We receive and store any information you enter on our website or that give us in any other way. You can choose not to provide certain information, but then you might not be able to take advantage of many of our features or offerings. We use the information that you provide for such purposes as responding to your requests, customizing future services for you, improving our services and communicating with you.
- **Automatic Information:** We receive and store certain types of information whenever you interact with us.

Does BSA share the information it receives?

Information about our candidates/learners/customers is an important part of our business, and we are not in the business of selling it to others. We share candidates/learners/customers information only as required and with our affiliates and trading partners only where you can take up similar services, as follow:

- **Affiliated businesses & training organisations we control:** We work closely with affiliated businesses and institutes. In some cases, these businesses operate in collaboration with BSA. In other cases, we provide services jointly with these businesses.
- **Third-party service providers:** We employ other companies and individuals to perform functions on our behalf. They have access to personal information needed to perform their functions, but may not use it for other purposes.
- **Promotional offers:** Sometimes we send offers to selected groups of BSA candidates/learners/customers on behalf of other businesses.

- With your consent: Other than as set out above, you will receive notices when information about you might go to third parties, and you will have an opportunity to choose not to share the information.

How secure is information about me?

- We work to protect the security of your information during transmission by using secured software, where required, which encrypts information you input.
- We reveal only the last four digits of your card numbers when confirming an order. Of course, we transmit the entire credit card number to the appropriate credit card company during order processing.
- It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign off when finished using a shared computer.

What choices do I have?

- As discussed above, you can always choose not to provide information, even though it might be needed to make a service purchase.

Conditions of use, notices, and revisions

If you choose to visit BSA website, your visit and any dispute over privacy is subject to this notice, including limitations on damages, resolution of disputes, and application of the law of Nigeria. If you have any concern about privacy at BSA website, please contact us with a thorough description, and we will try to resolve it. Our business changes constantly and our privacy notice will change also. We may e-mail periodic reminders of our notices and conditions, but you should check our website frequently to see recent changes. Unless stated otherwise, our current privacy notice applies to all information that we have about you and your account. We stand behind the promises we make, however, and will never materially change our policies and practices to make them less protective of customer information collected in the past without the consent of affected customers.

Frequently Asked Questions (FAQs)

Basic FAQs

Benefits of Online Programs

What are the documents required for meeting eligibility criteria?

- Proof of employment or business (except for graduate entry) is required for all admissions and the following are considered in the order of priority
 - Employment/Job confirmation letter
 - Recent pay slip or business/call card
 - Work ID card
 - An official document indicating your being in employment or business
 - Exceptional case is for those who are not in a position to produce any of the above and want to seek admission as self-employed or inexperienced graduate are permitted to produce such evidence(s)
- Evidence as per any valid national ID card like International Passport, Voter's card, Driver's licence and National ID card of which copy presented must match your name and be self-attested
- Detailed curriculum vitae/resume required
- More requirements may apply depending on qualifications achieved and programmes of interest
- Non-African / Foreign learners may be required to meet certain other specified requirements.

Should original documents be scanned and uploaded for online form?

Yes. Originals should not be sent by post. However, verification or self-attestation of copies of original documents is mandatory.

How many photocopies of the documents should be submitted to School? What about photographs? How many? Does the document have to be attested? By whom?

Uploaded or sent documents by email are all that are required. Further photocopies and passport size photographs where required in future will be communicated. Photocopies must be self-attested.

Will the tests/examinations be conducted online?

Yes. The Online Mode could be email, portal or web-based.

What is the break up (if any) between assignments, tests/exams and report?

Every module has been given specific break up of awarding marks for assignments, tests/exams and reports, as follow: Assignment – 25%, Tests/Exams – 50% and Reports – 25%.

Are there any entrance exams for the courses?

No. Just the assessment of all required and submitted documents.

Will the medium of instruction for all courses be in English?

Yes. English is the only language of instruction and communication.

How frequently will tests/exams be conducted? Are there any fixed dates?

Once admitted, you are advised by email of the schedule of your programme from start to completion. While a high level of discipline is required, you are expected to adhere strictly by the schedule. The tests/exams will normally be conducted at the end of the instruction of each module and course.

How long does it take for results and certificates to be out?

A week after course completion, the results are advised the learners while certificate, as required, are made available within two weeks thereon.

What is the procedure for course change? Within how many days of original enrolment, can the learner change? If yes, what is the fee applicable?

- Normally course change is not permitted.
- However, if the candidate desires to change, s/he has to apply in written within 15 days of being admitted.
- Course change fee is USD 7.50 for African learners and USD12.50 for non-African learners.

Which document will be the basis for the name of the candidate?

Name as printed in the documents required for enrolment will be the basis of candidate's name. However, request for modification of difference in such may be granted subject to submitted documents which should be self-attested where applicable.

Will other developing countries outside Africa be treated as foreign learners? What are the different eligibility criteria for such countries? Will enrolment fee be applicable?

Yes, other developing countries outside Africa will be treated as foreign countries. Case-by-case considerations may be applied as required.

Fee: Developing countries' candidates must pay the fee prescribed as foreign or non-African learners.

What are the different eligibility criteria for foreign (non-African) candidates?

Eligibility criteria for admission into any course are same as that of domestic (African) candidates. However, while though all the courses are free, foreign candidates are required to pay enrolment fee which covers the cost of administration (somewhat a donation) towards continued offering of these free programmes.

What will be the approximate fees for tests/exams?

No examination fee for all courses/programmes. All courses are free except where registration fees are required.

For repeaters, will they have to pay per paper or the course as a whole?

- For the repeat examination, there is one chance only for each module, for those whose grades are in 'E', after which a re-enrolment for the module is required with a fee of USD5.00. Any failed grade requires an automatic re-enrolment with fee penalty applied.
- For those who want to appear for better grade having passed before need to pay the prescribed fee of USD5.00 for the paper/module they are appearing for.
- Fee structure will be notified by the School from time to time on their website.

What is the maximum validity after registration for a particular course and penalty?

For all courses/programmes, the maximum validity for completion is as stated as the minimum validity period. Extension, which can be granted on request, attracts USD7.50 per month for every additional month. Up to a maximum of additional three months after which the enrolment expires and learner re-apply for enrolment.

What about certificate and mark sheet/transcript and testimonial? What are the fees?

Fee-paying learners are entitled to the certificate and testimonial by soft copies only. Request for hard copies or mark sheet should be made separately and administrative charges will apply.

For free programmes, soft copy of certificate of completion may be made available on request.

What is the cancellation policy of the School?

Cancellation is not allowed.

Is there any provision for fee reimbursement?

There are no fee concessions or reimbursements for fee-charging programmes. Free learning option learners are not required to pay fees.

Expanded FAQs

(This must be read alongside the Basic FAQs – check out on the website)

Mode of Learning

1. What is the mode of learning for the online/distance learning programs?

The mode of learning for all online/distance learning is principally online. So as a candidate, you are required to have an email address before applying.

2. Is there any contact session for the programs?

BSA provides learners with a platform to interact with faculty through the dedicated instructional email BSA.instruction@bsa.com.za. You can also relate with other colleagues. Learners receive personal attention and support though but there is no contact program session.

3. What are Internal Assessments?

They are assignments for Continuous Assessment and Feedback.

4. Describe the Report Project.

The project will be industry-related.

Recognitions

1. Is the Business School Africa licensed to operate?

Business School Africa (BSA) is maintained and validated by The PEAssociates which is recognized by the Corporate Affairs Commission.

2. Is there any recognition accorded Business School Africa?

Yes, indirectly, Business School Africa is recognized through the licensure status of The PEAssociates.

Examinations

1. What is the procedure to be followed immediately a learner is to take an examination?

The learner must send an email to the school with Learner ID and Name as registered to the registrar at: registrar.assessment@bsa.com.za

2. What is the procedure if a mistake is made while filling in the examination application?

A learner should be careful while he/she fills the application form. If a learner has made any mistake, he/she should immediately bring it to the notice of the registrar via registrar.assessment@bsa.com.za.

3. What are the consequences of making a mistake in the answer sheet (e.g. Learner ID, or course code wrongly written)?

A learner has to strictly adhere to the rules mentioned in the question paper. However, the learner shall forward a written request for the mistake committed and the changes required. The results will not be published in all such cases. The School is empowered to accept the request or otherwise.

4. When are the supplementary examinations?

A month after the declaration of the failed examination by which learner should have read up again. Fee applies.

5. Who evaluates our School examinations papers?

Business School Africa evaluates the examination papers.

6. When will the results be declared?

Results will be declared within 2 weeks after the examination.

7. What are the consequences of skipping examinations?

The learner is required to clear all the papers of the course within the prescribed time as mentioned in the admission documents. There is no provision for missed examinations on any ground including health. Learners are required to plan well before signing on for exams. Such missed papers can follow supplementary. All assignments and reports are still retained. Skipped exams will be deemed incomplete and regarded as failed even where learner has already amassed 50 marks. All assessments are compulsory!

8. The number of chances a learner gets to clear the subject?

Only one supplementary can be taken in any circumstance. Further failure or skipped will require re-enrolment.

Change of Learning Mode

1. What is the procedure for change of learning/testing mode?

Forward duly filled in learning and examination mode change form to: examinations@bsa.com.za. There is no assurance of (automatic) approval.

2. What can an African learner who cannot access an examination mode at present do?

The learner may defer the examination may be due to internet inaccessibility by a month with permission and approval from BSA.

Courses

1. What is the procedure for dual specialization for courses?

Before a learner can be enrolled into the School's offering of dual specialization courses, an approval must be granted.

2. What are the rules regarding change of course?

Change of course is normally permitted but the learner will have to start afresh.

Certification

1. What is the procedure for change of name by the learner?

The learner's name is entered as per the officially accepted ID card, employment letter or government-issued ID card or school document. These must be self-attested. However, if the learner wants to change his/her name then s/he has to forward the following documents to the School.

- An application written/typed on plain paper
- An affidavit in support of name change or any other support legal document authenticated by a court registrar or government-issued marriage certificate
- Newspaper publication as to the name change (where major change is required in the name)
- Valid government-issued ID card.

All these should be self-attested and sent to: enrolment.documents@bsa.com.za

2. What is the procedure for obtaining a transcript/mark sheet?

Forward the request to the BSA at registrar@bsa.com.za

3. What is the procedure for obtaining a certificate or duplicate certificate?

Forward the request to the BSA at registrar@bsa.com.za. Fee may apply.

4. What is the procedure for obtaining a duplicate transcript/mark sheet?

Forward the request to the BSA at registrar@bsa.com.za. A fee may apply.

5. How long does it take to issue the certificate or transcript/mark sheet after submitting the application?

It will take a minimum of 2 weeks to issue the transcript and minimum of one month for the degree certificate after the receipt of the application from the learner. The application form has to be complete in all respects. Incomplete applications are liable to be rejected without assigning reasons.

Admissions, Registrations & Enrolments

1. When do the admission/registration/enrolment starts?

Admission session commences every first day of the month following admission throughout the year. Learners are advised to refer to the website from time to time (www.bsa.com.za) for admission related announcements. Prospectus and applications can be obtained from the School or from the website.

Note: Admission will be granted only to those candidates who fulfil the eligibility criteria.

2. What are the documents to be enclosed as eligibility proof along with admission application form?

Filled in application form has to be complete. Applicant is advised to read the instructions carefully before filling up the application form. All the supporting documents (as specified on the school's website/ application form) should be enclosed along with the application form and should be self-attested.

3. What are some of the reasons that may lead to rejection of an application?

Applications shall be rejected without assigning any reasons for the following reasons:

- Incomplete application form.
- Non-enclosure of proof of eligibility qualifications.
- Non-enclosure of enrolment/registration fee where required.
- Non-enclosure of employment proof, CV/resume and other required documents.

4. Can there be a refund of registration/application fees after admission or if a learner withdraws from the course?

Fee once paid is not refundable under any circumstances.

5. Is there any provision to pursue more than one course at a time?

Yes. A candidate can apply for up to a maximum of two courses per time. But in this case, fee will apply to the second programme as enrolment fee.

6. What is a Credit System?

The 'Credit System' is followed for all courses offered through online/distance education mode. The credit system is a systematic way of describing an educational program by allotting specific time to a particular subject. Each credit amounts to 12 hours of learning activities i.e., reading and comprehending the printed study material, attending counselling sessions, preparing assignments, etc.

7. What is Continuous Registration?

A learner doing a course through distance education has to register himself/herself for additional time beyond the time that should be spent. Here also, a continuous registration fee shall apply. The terms 'new registration' and 'continuous registration' are explained below:

- New or Fresh admission or registration – new candidates seeking admission are required to fill up fresh admission or registration form. Fee may not apply.
- Continuous registration or Re-registration – existing learners who do not finish up studies within the allotted time have to re-register at the beginning to continue the course, this is termed as re-registration. Re-registration to the higher semester is mandatory to become eligible to appear for the school examination or continue studies for existing learners.

8. Can a learner register for two sectors programmes simultaneously?

This is subject to pre-enrolment approval from the School.

9. What is Re-sitting?

If a learner fails to pass any of the paper(s)/module(s), s/he has to re-appear for the relevant paper(s) by applying and filling up the re-sitting form along with relevant fee. The form will be made available to the

learner along with necessary instructions. Well, where a grade 'E' is attained, s/he has one chance of re-sitting without penalty.

10. What is Re-admission after inactivity?

As follows:

If a learner cannot complete his/her course within the maximum period stipulated, or had abandoned the course for up to a month, s/he becomes dormant and would be required to re-register afresh. Normal registration formalities hold.

About BSA

1. What is Business School Africa?

Business School Africa (BSA) is world's first region or Africa-specialized business school and Africa's first & only sector- and industry-based School. BSA offers several graduate-, postgraduate-, professional- and executive-based programs to many learners in a number of industries including the high growth sectors of oil & gas, power, aviation, shipping, automobile, infrastructure and logistics & supply chain.

The African Depth which are constituent of BSA are:

- Africa Market
- Africa Business Environment
- Africa HR
- African Culture & Diplomacy
- And so on...

2. What do you mean by distance and online education?

Distance Education refers to education which is imparted over long distances. **Business School Africa (BSA)** offers many distance education programs as a part of its effort to provide education to learners who, for various reasons, cannot join the formal education stream. Graduate, postgraduate, professional and executive level courses are offered in different disciplines such as oil & gas, power, aviation, legal studies, infrastructure and logistics & supply chain management. Online education is a variant of distance learning which involves learning over the distance through email or web.

All the learners who have enrolled in the program are provided with program guides and reading materials for respective courses. This is further supplemented by learning through lectures by faculty, via email and our website.

3. What is the difference between a correspondence course and distance education?

In a correspondence course, a learner is expected to study on his/her own from the reading materials provided by the School. A learner does not have the benefit of a teacher for most part of the learning process who can provide him/her with academic counselling.

Distance Education is a more structured and the teacher-learner contact is better, though optional. The learner can attend the classes at the campus of the School. The campus conducts tutoring in a classroom environment to provide fundamental knowledge on different topics. The learners submit assignments which are evaluated and the program coordinators provide learners with a continuous assessment of their performances. In this case however, support is available through email or web, for online learning.

4. Is Business School Africa approved by an accreditation body?

Business School Africa (BSA) does not presently hold any separate accreditation but is maintained and recognized by The PEAssociates viz CAC licensure.

The Corporate Affairs Commission (CAC), a statutory body of the Government of Nigeria established 1990 through an Act of Parliament, is the highest institution responsible for the coordination, determination and maintenance of standards of business in Nigeria.

5. Is it compulsory to attend classes under distance education mode?

Each course provides counselling and hands-on training by the BSA. Learners, in their own interest, are advised to attend to all communication very carefully. However, no attendance is required for the school.

6. In case I join the distance/online learning course of the School, is there any other payment other than the registration, course and examination fees that I need to pay?

These courses are offered free of charge to all learners. No course and examination fees are required. However, registration or/and administration fee may be required for some programmes. Details will be provided on admission. Aside these, no other payment is required to be paid to the School.

7. To get admission under online/distance education of your School courses, do I need to go through an entrance examination?

There is no entrance examination for admission to any of the courses of the School; however, admission to the courses is purely based on eligibility conditions related to academic and experience-based qualifications of a learner.

8. When do I start, graduate and is there convocation at the end of the course?

Study or learning starts the first day of the following month following admission. Admission is every month and you graduate immediately you are confirmed to have met all graduation requirements. The School do not hold convocation.

Fee & Payments

Easy Payment Methods:

1. BY BANK TRANSFER AND CASH DEPOSIT Bank Transfer or Cash Deposit should be made to

Account Name: The Profiles & Enterprise Associates

Bank: Stanbic IBTC Bank PLC

Branch: Iwo Road (Ibadan) Branch

Account Number: 0007719887

Reference: BSA/Learner ID

Swift Code (International Transfers): SBICNGLX

2. BY CHEQUE

Made payable to “*The Profiles & Enterprise Associates*” and quoting the appropriate study path.

3. BY ONLINE CARD PAYMENT

Payment online can be made via VOGUE website with MasterCard or Visa card

Account Name: The Profiles & Enterprise Associates

Bank: Stanbic IBTC Bank PLC

Reference: BSA/Learner ID

Contacts & Connect

Please feel free to contact us if you have any queries or for additional information about us and our services.

Business School Africa

INTERNATIONAL CONTACTS

Local & Africa

Nigeria Email: nigeria@bsa.com.za

Phone: +234 812 359 6513/6

SMS/Text: +234 816 017 6107

Other Africa Email: africa@bsa.com.za

Outside Africa (Europe, Africa, The Americas & Oceania Region)

Europe, North America & Oceania Email: europa.namerica@bsa.com.za

Africa & South America Email: Africa.samerica@bsa.com.za

Or, for other enquiries, contact

International Email: international@bsa.com.za

Phone: +234 812 359 6513/6

General Queries Email: info@bsa.com.za

businessschoolafrica@outlook.com; businessschoolafrica@gmail.com

Phone: +234 812 359 6513/6

Phone: +234 816 017 6107

Connect

You can connect with us through the following social messaging platforms:

Twitter: @PE-Associates

Facebook: [peassociates.peassociates](https://www.facebook.com/peassociates)

Skype Calls: PE-Associates

Blog: peassociates.blogspot.com

Facebook: [businessschoolafrica](https://www.facebook.com/businessschoolafrica)

Blog: businessschoolafrica.blogspot.com