



# BACHELOR OF BUSINESS ADMINISTRATION (BBA)

*PROSPECTUS*



## ACADEMIC QUALIFICATIONS OVERVIEW

### PURPOSE OF THE BBA DEGREE

The purpose of the Bachelor of Business Administration (BBA) in Project and Supply Chain Management is to master the essentials of organisational value chain management in the prevailing fourth industrial revolution (Industry 4.0 or 4IR). These essentials include general management, business management, project management, programme management, and supply chain management. The BBA's distance learning structure allows for maximum flexibility in terms of when and where to study, and is designed to meet the needs of working students. The BBA degree is accredited at NQF Level 7 (360 credits).

Momentous changes are occurring in the 4IR environment, and business administration is now more than ever a vibrant and extremely valuable field of study. In the Cranefield BBA programme, students are extensively trained in the 4IR general management functions of leading, creating, implementing and improving. Business management aspects covered include functional management aspects such as finance, operations, marketing, logistics, and human resources that support programme-managed supply chain and project portfolios leading to optimal organisational improvement and performance.

BBA graduates are equipped to be leaders in the 4IR economy, but will also have gained a solid foundation for postgraduate studies, through which they could continue to achieve greater heights in terms of developing their expertise. Qualifying students who further their studies through Cranefield may next enrol for the Postgraduate Diploma in Programme Management (completed part-time in nine months) and thereafter for the Master of Commerce in Programme Management (completed part-time in two years, depending on module choices and personal progress). Exceptional students may later in their careers progress all the way to the Cranefield PhD in Commerce and Administration, which signifies the highest level of attainment.

### YOU WILL LEARN TO

- Understand the respective responsibilities of leaders and managers operating in the functional and cross-functional processes of Fourth Industrial Revolution (4IR or Industry 4.0) organisations.
- Distinguish between functional and cross-functional processes of the 4IR organisational value chain.
- Apply project management planning and implementation knowledge to deliver innovative projects that are on budget, on time, and of the required quality.
- Understand the fundamentals of commercial and contract law in order to add value to corporate, business and operations strategy and risk management.
- Reflect on and optimally apply the 4IR management functions of leading, creating, implementing, and improving to achieve organisational performance.

### OUR APPROACH TO TEACHING AND LEARNING

To furnish you with a solid theoretical and practical background, the academic programmes provide an introduction to basic and major areas of project and programme management. Included in our teaching are traditional and innovative learning approaches.

### EMPHASIS IS ON LEARNING INSTEAD OF TEACHING:

- Students should prepare themselves thoroughly by studying the prescribed text and recommended reading material.
- Facilitates internalisation of information.
- Promotes meaningful participation in syndicates.
- Classes take the form of presentation and discussion, rather than conventional lectures.
- Both theoretical understanding and practical skills in application are promoted.
- Emphasis is on hands-on problem solving.

**ALL CRANEFIELD QUALIFICATIONS ARE ACCREDITED BY THE COUNCIL ON HIGHER EDUCATION.**

- Grasp the important role played by functional departments in providing supportive resources to cross-functional supply chain and project portfolios of the 4IR organisational value chain.
- Understand how virtual networks of partners are utilised collaboratively to perform non-core activities in business processes of 4IR organisations.
- Distinguish between marketing and logistics, and grasp the important relationship that exists between these functional organisational departments.
- Learn to master entrepreneurship and how to plan, implement, monitor and control the entrepreneurial project to ensure success.
- Apply supplier relationship management with the aim of effectively procuring goods and services required to deliver high-performance supply chain results.
- Understand the profound importance of programme management in the effective and efficient leading and governing of cross-functional supply chain and project portfolios.
- Apply programme management and continuous improvement to cope with risk and complexity, and to enhance organisational value chain performance of 4IR organisations for maximum productivity.

## APPLY WHAT YOU LEARN TODAY IN YOUR JOB TOMORROW

---

In the Industry 4.0 economy climate, employers prefer job-relevant education and training for improving the abilities of employees and for providing them with the necessary skills to apply what they learn today in their work context tomorrow. All academic programmes and modules are presented in English and due to the structure of all Cranefield's academic programmes, students who choose to attend live or live online classes spend only one day per month away from work.

Note that classes can be attended live at the Cranefield auditorium or live on-line via the Internet. The rest of the time student syndicate groups meet outside of work hours to discuss their practical case studies. Cranefield's state of the art teaching and learning technologies allow classes, and even syndicate group meetings, to be attended live online via the Internet anywhere in the world. Recordings of classes are available for revision purposes, or where a student is unable to attend a live session or resides in a country that falls outside the time line.

To cater to the needs of working students, there are intakes in each quarter of the year so as to allow for flexibility in terms of being able to commence studies in January, April, July or October in any given year. Learning modules are offered in series, with one module at a time being completed per quarter.



## LEARNING MODULES OUTLINE

---

The Bachelor of Business Administration consists of nine modules of 40 credits each.

The BBA may be commenced in any of the four quarters of the year, with one BBA module being completed per quarter. There are 3 lecture dates per module (08:00 till 13:00).

NQF level 7, with 360 credits:

The BBA consists of nine modules of 40 credits each.

Modules:

Module BB1: Project Planning and Implementation Management

Module BB2: General Management

Module BB3: Commercial Law of Contract

Module BB4: Business Management

Module BB5: Entrepreneurship and Managing the Entrepreneurial Project

Module BB6: Marketing and Logistics Management

Module BB7: Project Management Strategy

Module BB8: Programme-managing the Value Chain

Module BB9: Modern Supply Chain Management, OR

Module BB10: Business Strategy\*

Note: Modules BB1, BB2 and BB3 may be undertaken in any order. Since BB3 is not a prerequisite for any module it may for scheduling purposes be undertaken at any time during the course, but preferably as early as possible.

Modules BB4, BB5 and BB6 may be undertaken in any order after completion of BB1 and BB2, and are all three prerequisites for module BB7 and beyond.

\*In the standard programme, students will complete BB9 to obtain the BBA degree. The alternative module (BB10) is available only to students who have already completed Module M3 (Supply Chain Quality and Performance Management) at Cranfield College. Existing or past Cranfield students should ask the administration for advice regarding exemption from selected modules. Students who have, for instance, completed the Advanced Certificate in Project Management (NQF L6) with Business Management as a module will be exempted from Modules BB1, BB2 and BB4, and may accordingly complete the remainder of the BBA to obtain the degree.



## ACCREDITATION AND CERTIFICATION

### Accreditation:

The Bachelor of Business Administration (BBA) in Supply Chain and Project Management is accredited by the Council on Higher Education at NQF level 7, with 360 credits (consisting of nine modules of 40 credits each). Moreover, the qualification is registered by the Department of Higher Education and Training.

### Certification:

The two project management modules (BB1 and BB7) are fully aligned with the USA Project Management Institute's (PMI) PMBOK (Project Management Body of Knowledge) and is an ideal route towards gaining international certification as a PMP (Project Management Professional) and PgMP (Program Management Professional). The modules are also fully aligned with the International Project Management Association's 4-level certification. Moreover, the two modules are each validated by ECSA for 3 CPD points.

## PROGRAMME AVAILABILITY

Modules BB1, BB2 and BB3 may be undertaken in any order. Since BB3 is not a prerequisite for any module it can be undertaken at any time. Modules BB4, BB5 and BB6 may be undertaken in any order after completion of BB1 and BB2, and are all three prerequisites for module BB7 and beyond.

Note: In the standard programme, students will complete BB9 to obtain the BBA degree. The alternative module (BB10) is available only to students who have already completed Module M3 (Supply Chain Quality and Performance Management) at Cranefield College. Existing or past Cranefield students should ask the administration for advice regarding exemption from selected modules. Students who have, for instance, completed the Advanced Certificate in Project Management (NQF L6) with Business Management as a module will be exempted from Modules BB1, BB2 and BB4, and may accordingly complete the remainder of the BBA to obtain the degree.

The BBA commences every quarter starting in January, April, July, or October. For details please click on "Academic Calendars" at the top of the HOME page. Learning modules are offered in series, and only one of the nine BBA modules is undertaken at a time per quarter.

Note that all lectures at the main tuition centre located in Midrand, Gauteng are streamed live online Globally via Cranefield's online Virtual Learning Environment (VLE), making it possible to either attend interactive live classes on site, or via the Internet. The online system also caters for viewing recordings of all classes afterwards. Therefore, you do not need to be based in Gauteng province, or reside within the South African timeline, to undertake a module presented at the main tuition centre in Midrand.



## ACADEMIC PROGRAMME FEES

### FEE:

R 176 550.00  
(see Payment Options below) Pay full fee or R 3 750.00 registration fee and R 19,200.00 per module.

\*May be claimed back from your organisation's SETA (South Africa)

### REGISTRATION FEE:

R 3,750.00

### FEE PER MODULE 2020:

R19,200.00

### ACADEMIC PROGRAMME FEE CALCULATION:

$R\ 3\ 750.00 + (9 \times R\ 19,200.00)$   
 $R\ 172\ 800.00 = R\ 176\ 550.00$

### PAYMENT OPTION 1:

Once-off payment in full (current calendar year)  $R\ 3,750.00 + (9 \times R\ 19,200.00) = R\ 176\ 550.00$

### PAYMENT OPTION 2:

Pay per module over 9 quarters  
 $R\ 3,750.00 + (R\ 19,200.00 \text{ per module undertaken in current calendar year}) + (*\text{marginally adjusted fee per module undertaken beyond current calendar year})$

\*Marginal annual inflation will apply to modules undertaken beyond current calendar year.

### NOTE:

It is advisable to be employed, and for your employer to sponsor the payment(s) and claim back the fees from the relevant SETA (South Africa).

### CANCELLATION FEE

Contact Cranefield's Financial Co-ordinator.

### MODULE REPEAT FEE

Contact Cranefield's Financial Co-ordinator.

\*May be claimed back from your organisation's SETA (South Africa)

## CLASS ATTENDANCE REQUIREMENTS

### All modules are offered class-based or live online:

- Although Cranefield operates on a distance learning mode, students are advised to attend classes whether online or on-site.
- Note that students can also view recordings of all lectures online in their own time.

### Live lecture session times and frequency

Time:  
08h00 – 13h00

### Contact Days:

3 lectures days per module (streamed from Cranefield's auditorium in Midrand, Gauteng), spread evenly over the three months duration of each module. For class dates see the ACADEMIC CALENDER below.

### Auditorium Facilities:

- After the formal morning lecture session, the auditorium facilities are at the disposal of attendins students who wish to have syndicate group discussions.
- The lecturer will be available to assist with individual or group matters.
- Note that some classes take the form of webinars. Students receive early notification of webinars.

## ENTRANCE REQUIREMENTS

A Higher Certificate, or at least a Senior Certificate ('matric' or international equivalent), preferably coupled with some work experience. All relevant information and documentation must be submitted to the Registrar (Academic). The following aspects would be advantageous:

- Having been employed or active in the community since leaving secondary school.
- Have gained some experience in the workplace.

Students who successfully completed Cranefield's Advanced Certificate in Project Management through recognition of prior learning (RPL) may continue with the remaining six modules (BB4 to BB9) of the BBA degree, or proceed to the Advanced Diploma in Project Management.

## ACADEMIC PROGRAMME INFO

ONE CLASS PER MONTH

(Live or Live Online)

8am – 1pm

- **ON-SITE CLASS** Midrand Main Tuition Centre in Gauteng
- **ONLINE-ATTENDANCE** Anywhere globally
- **ACADEMIC PROGRAMME START DATES** See Website
- **REGISTRATION CLOSES** 7 days prior to starting dates
- **PROGRAMME DURATION** 9 modules



## HOW TO APPLY

Complete the online application form and upload the required documents.

### APPLY NOW

*Kindly note applications close 7 days prior to the starting date.*

Should you experience any difficulties, kindly contact [registrations@cranefield.ac.za](mailto:registrations@cranefield.ac.za) or [admin@cranefield.ac.za](mailto:admin@cranefield.ac.za) for assistance.

## LIVE ONLINE DISTANCE LEARNING

Cranefield College offers technology-enhanced distance learning. It entails the integration of self-study, live online classes, traditional face-to-face classes, and online high definition (HD) videos of important topics. Cranefield's teaching and learning mode is supported by its Blackboard Learning Management System.

With Cranefield's technology-enhanced distance learning, all classes are streamed live on the Internet, and students may opt to participate in any or all of their classes online, thereby saving time and travel. How does it work?

- Cranefield uses its Blackboard Learning Management System as a platform for the Live Online Distance Learning program which enhances the entire process for lecturers and students, also enabling students to attend classes interactively online.
- All classes are streamed live (from Cranefield's Main Tuition Centre in Midrand, Gauteng) and students are able to see and ask questions from the lecturer.
- Remote students, including those in other countries, are now able to attend live classes via the Internet, or view recordings thereof.

### CONTACT US:

Main Administration  
(South Africa)

Tel: +27 (0)12 807 3990

Fax: +27 (0)12 807 5559

email: [admin@cranefield.ac.za](mailto:admin@cranefield.ac.za)

### CLASS DATES:

Go to Academic Calendars.

### NEED MORE INFORMATION?

Go to Bachelor of Business Administration Degree in the full Prospectus on our website.

