



2023-2024
PROSPECTUS

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EXECUTIVE DIRECTOR'S MESSAGE

WELCOME TO THE BUSINESS SCHOOL OF CHOICE!

With 27 years of transforming lives, we have been very successful in delivering on the skills capacity building and human capital development mandate to meet the economic needs of Botswana and beyond. Our learners are assured of quality teaching and learning with unlimited support throughout their learning journey. We have industry networks that allow our students to be exposed to more experiential learning opportunities that advance their experience, competencies, skills and to advance in their personal and professional journey.

Through our local and international collaborations, we constantly enhance our curriculum in partnership with industry, local and international partners to ensure that it is relevant and aligned to the ever-changing demands of the market in different sectors of the economy across industries locally and globally.

Over time we have continuously developed and enhanced our facilities to ensure a conducive environment for better and improved student learning and living experience. We are also in the process of acquiring an ISO 9001 Certification as part of the quality management system which ensures and assures that we provide relevant,

speedy, efficient, and effective customer service. BAC also has structures in place through the student support and welfare for you to use as a student for academic, social, extra-curricular activities and for your general well-being.

As we all know, entrepreneurship and innovation are key to facilitating diversity in job creation and as BAC we have various programs that support and nurture students with entrepreneurial and innovative aspirations.

We welcome you on board, we are the right partner for you. The BAC team will inspire you to be business minded, business professionals and aspiring business leaders you want to become. We trust that you will use all the resources available to you to go through your academic journey with us.

We look forward to being part of your learning and career journey.

Enjoy the experience and Best wishes!





MS SERTY LEBURU
Executive Director



ABOUT US

1. BAC was incorporated in 1996 under the Companies Act Cap 42:05 and governed by a Memorandum and Articles of Association
2. The Memorandum and Articles of Association revoked in 2011 BAC adopted the Constitution under the new Companies Act Cap 42:01 (it is a company limited by guarantee).
3. The guarantors/shareholders are:

- Botswana Government
- Debswana
- Botswana Institute of Chartered Accountants (BICA)

MANDATE

To provide a solution towards the skills capacity building and human capital development to meet the economic needs in Botswana and globally. To achieve this mandate, BAC offers a diverse portfolio of programmes through various schools





INTERNATIONAL AWARDS

ACCA



aat

Approved



To be the university of choice for business sciences in Africa and beyond.

VISION.





To transform lives in Africa and beyond and develop leaders who make a difference in their businesses, communities and society. We do this through excellence and innovation in teaching, research, outreach and scholarly practice.



MISSION.



OUR VALUES



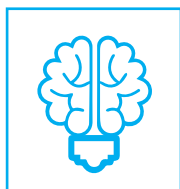
EXCELLENCE



COLLABORATION



INTEGRITY



INNOVATION



ACCOUNTABILITY





STRATEGIC PARTNERS

ACADEMIC



University of
Sunderland





INDUSTRY



WHAT WE OFFER

The Botswana Accountancy College is a dedicated business school in Botswana offering a wide range of degree /diploma and professional accountancy programmes to cater for the needs of students, and by extension contributing to Botswana's economic, social and cultural development.



The College is dedicated to its core business of teaching, research and community degree. The College is mainly a teaching institution, and it provides a vibrant tertiary education setting in the Business, Economic and Management Sciences as well as in the Computer and Information Sciences, as required for Botswana's economic, social and cultural

development. Academic research and case study development and analysis are carried out in the academic schools. The College today is composed of four schools / faculties, and one centre.

SCHOOLS

- School of Finance and Professional Studies

- School of Computing and Information Systems

- School of Business and Leisure

- School of Postgraduate Studies

CENTRE

- The Industry Skills Centre (developed in partnership with industry)



DR TEBOGO MAGANG

Acting-Deputy Executive Director,
Academics

Qualifications: BA Social Sciences (UB) Ms Strategic Management (Derby) Mr William Sekgatsa is currently the College Registrar for Botswana Accountancy College. His role as a College Registrar is to manage, coordinate and direct college Admissions, Registration and Examination activities. He holds a Bachelor of Arts Degree in Social Sciences from the University of Botswana, majoring in Public Administration and Environmental Sciences and a Master of Science in Strategic Management from the University of Derby.

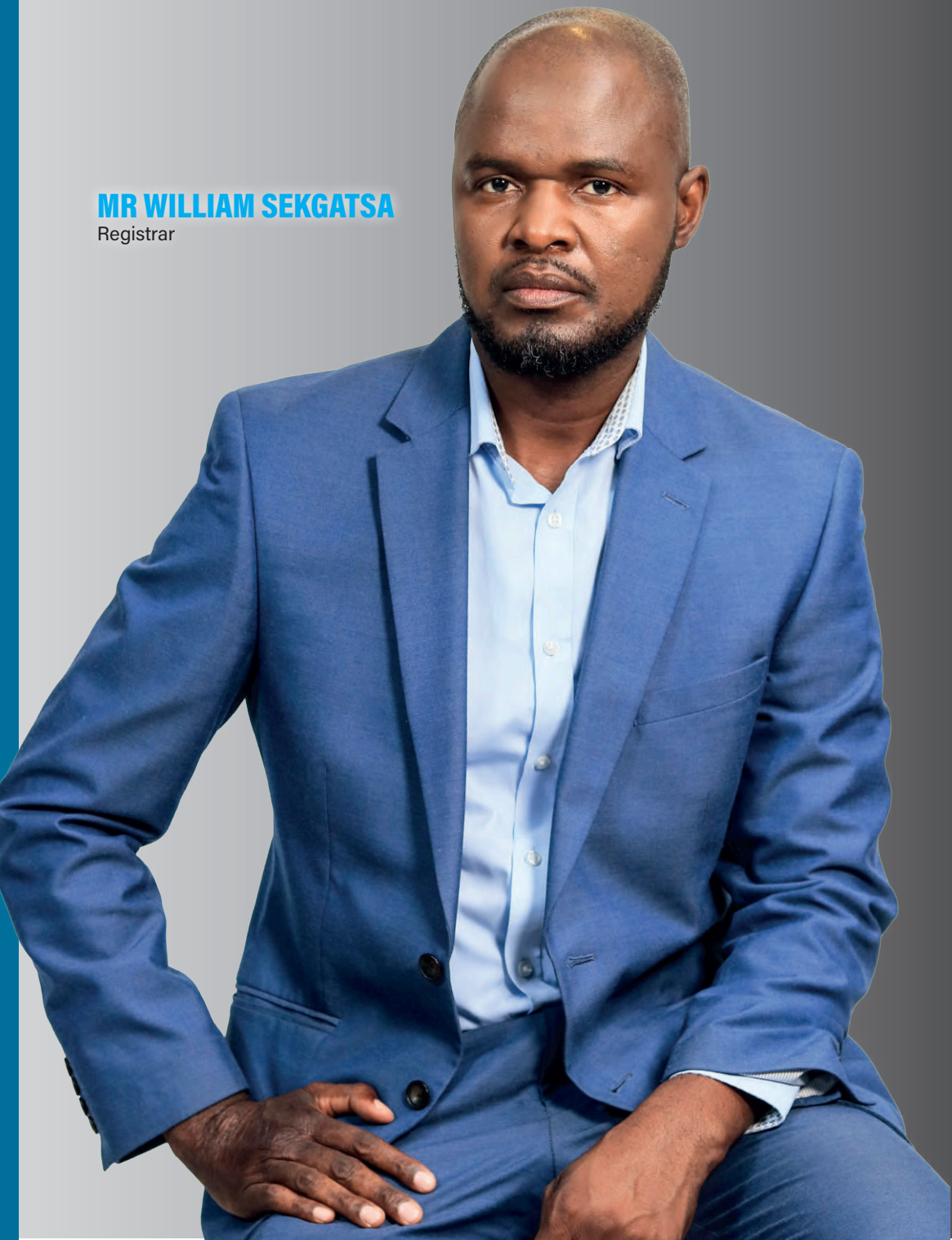
William has worked in government and the private sector for over 18 years. His work experience includes working in customer services environment and in the insurance industry as a customer service representative and financial advisor respectively. He has also worked as a student administrator for the Ministry of Education. He was the project team leader for the setting up of pilot training policies and procedures for the ministry as well as the vetting of pilot training establishments in South Africa. He joined the ministry of Education in 2004 as a placement officer and left as a senior student placement officer to join BAC in 2007 as an admissions officer. He has also been involved in community work as a student at the University to point where he formed Tshwaraganang Charitable Society of the University of Botswana as its founding Vice President. During his tenure as the assistant administrative head of the society, they made several donations to the less privileged people around the country. His spirit of volunteerism was also prevalent during his time at the ministry as he was also involved in the ministry's charity work.

His interests are in Customer service, Organizational Change and leadership, Educational Management, volunteerism, small and medium scale business development and management in the farming industry.

BAC is committed to providing accurate and appropriate pre-enrolment information and support to prospective students in order to ensure that they are well informed about their decision making regarding their choice of programmes. The College's website and printed publications provides clear information and guidance on all entry requirements, grades and subjects for the programs on offer. We consider a wide range of subjects as a prerequisite's entry onto our courses, thus applicants are advised to check individual course requirement, which provides specific subjects or combination of subjects points which we believe will provide the best preparation for study on a particular programme.

MR WILLIAM SEKGATSA

Registrar



PRINCIPLES

BAC operates an open Admissions Policy that ensures fair and equitable treatment of all applicants and is committed to providing a flexible, high quality teaching and learning environment, focused on supporting students in achieving their full potential. The College offers a wide range of Business, Professional Accounting and Information Technology programmes.

IMMIGRATION AND STUDENT VISA

The college offers a wide range of programmes from the following school in, School of Business and Leisure (SBL) link School of Communication and Information Systems (SCIS) link School of Finance and Professional Studies (SFPS) link School of Postgraduate Studies (SPGS) link. All programmes in BAC have entry requirements. Some programmes may have further special requirements. Refer to the Prospectus link for more information on entry requirements. Read carefully and understand before you apply. Ensure that you apply for the programme which you meet the specified requirements for.

Please note that the guide on cut off points serve only as a guide and is therefore not final considerations for admission.

HOW TO APPLY

The Application process is fully done online, please follow the steps below to guide you through your application.

1. How to apply

www.thitoacademics.bac.ac.bw

2. Before you apply

- Digitize your documents
- Ensure all your documents have been converted into PDF certified.
- The contents of the documents should be clear and readable so that they can be assessed easily.

3. Making your Application

- Create your Account (Sign-Up)
- You will need a valid email address for easier communication between the College and yourself.

4. How to complete the Application form

- Login to Apply and monitor progress.
- Using the email provided, login to apply and monitor progress of your application. Response will be provided through this platform

SUPPORTING DOCUMENTS

Before you submit your application, you should ensure that you have attached (In a PDF format) the following supporting documents on your online application.

- Copies of educational certificates including transcript (as 1 document).
- Copies of identity card (ID) or passport for international students.
- Any other supporting documents where names have been changed.

HOW TO COMPLETE THE APPLICATION FORM

- Every part of the application form should be completed in full or write NOT APPLICABLE where appropriate. AN APPLICANT MAY APPLY FOR UP TO THREE (3) PROGRAMME CHOICES IN THE SPACES PROVIDED ON THE APPLICATION FORM.
- Where you don't understand, our Admissions Advisors are available to as-



sist you through the application process. Incomplete application forms will not be considered.

REGISTRATION PROCEDURE

The registration process is a mandatory requirement for all new and returning students that take place every academic year.

For students to continue their studies with the College they are required to register as a student at the start of every semester.

The registration process is divided into three sessions, being Early Bird Registration, Normal Registration and Late Registration.

Students are required to make note of the registration deadlines and progression requirements. Steps to follow when carrying out your registration as a new student.

- Login in to your Thitoacademics account
- Accept Offer
- Attach your Sponsorship letter / Financial guarantee letter / Proof of payment
- Write down your TR number (DTEF sponsored), Name of the company OR Self if you are Privately sponsored
- What do I need for Registration?
- New students sponsored by DTEF are required to bring sponsorship letters on or before registration.
- Other government departments, parastatals, private companies' sponsored students are required to provide the College with Financial guarantee letters.
- Privately/Self sponsored students are required to bring proof of payment of fees from the
- BAC Finance Office on or before registration deadline.
- Non-Batswana students must produce satisfactory evidence of award of sponsorship and resident or study permit in order to register.



INTERNATIONAL STUDENTS STUDY PERMIT & IMMIGRATION

The office of the Registrar works more closely with the Department of Immigration and Citizenship under the Ministry of Labour and Home Affairs (MLHA) to ensure that international students get the residence / study permit.

VISA APPLICATION DOCUMENTS

Students, Inclusions and Dependents

- Two identical passport size photos
- Birth and Marriage Certificates or a certified copy thereof in respect of each applicant, if the applicant is unable to provide such proof of birth, a statement setting out the reasons must be attached.
- A copy of the court order in question certified as being correct by an official of the court which made it, is required (if legally separated).
- A medical report for each application.
- A proof of admission letter in case of students.
- Relevant certificates if married, widowed, divorced or separated Persons who are above 18 are required to apply separately if they wish to stay in Botswana and their applications should be supported by the person(s) upon whom they will depend on while in Botswana.

NB: Please ensure that you have all the necessary documents as provided in the checklist for residence permit applications and/or renewals.

Application fees, please refer to the Department of Immigration and Citizenship under the ministry of Labour and Home Affairs.

WHERE CAN I APPLY FOR A VISA?

All international applicants who will be applying outside Botswana can submit their applications at the Botswana diplomatic missions.

There are 20 diplomatic missions in 17 countries around the world where visa applications can also be made: Australia, Belgium, Brazil, China, Ethiopia, India, Japan, Kenya, Namibia, Nigeria, South Africa (Pretoria, Johannesburg, Cape Town), Sweden, Switzerland, United Kingdom, United Nations (New York), Zambia and Zimbabwe.

Applicants can also submit applications at Regional and District Offices around the country.

CONTACT:

DEPARTMENT OF IMMIGRATION AND CITIZENSHIP

Tel: +267 361 1300

MIGRATION AND VISA DIVISION

Tel: +267 361 1327/44

Toll Free: 0800 600 777

OUR PROGRAMMES

FINANCE AND PROFESSIONAL STUDIES

- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Botswana Institute of Chartered Accountants (BICA)
- Association of Accounting Technicians (AAT)
- Insurance Institute of South Africa (IISA)
- Certified Internal Audit (CIA)
- Post Graduate Diploma in Taxation (PGDT)
- Chartered Institute of Procurement and Supply (CIPS)
- Professional BA(Hons) Degree in Insurance
- BA (Hons) Accounting and Finance
- BA (Hons) International Finance & Banking

BUSINESS AND LEISURE

- BA (Hons) Business Management
- BA (Hons) Entrepreneurship and Business Leadership
- BA (Hons) International Tourism Management
- BA (Hons) International Hospitality Management

COMPUTING

- BSc. (Hons) Computer Systems Engineering
- BSc. (Hons) Applied Business Computing
- BSc. (Hons) Mobile and Web Technologies
- BSc. (Hons) Business Intelligence and Data Analytics
- BSc. (Hons) Network Systems Engineering
- BSc. (Hons) Information Communication Technology (ICT)
- Certificate in CCNA Routing & Switching
- SAP Certified Associate in Business Process and Intergration
- Foundation and (TERP 10)

POSTGRADUATE PROGRAMMES

MASTERS DEGREE (FACE TO FACE)

- Msc Strategic Management
- Msc Project Management
- MA Procurement & Logistics Management
- Executive Masters of Business Administration

SHORT TERM COURSES

- Postgraduate Certificate in Infrastructure Finance
- Postgraduate Certificate in Public Sector Project Management
- Postgraduate Certificate in Enterprise Risk Management
- Certificate in Finance for Non-Financial Managers
- Certificate in Public Sector Procurement & Tender Process Management

ONLINE LEARNING

PROFESSIONAL ACCOUNTANCY

- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Botswana Institute of Chartered Accountants (BICA)
- Association of Accounting Technicians (AAT)
- Chartered Financial Analyst (CFA)

SHORT ONLINE COURSES

- Anti-Money Laundering
- Business Continuity management
- Emotional Intelligence
- Global Supply Chain Management and Logistics
- Estate and Trust Management
- Public Sector Governance and Ethics

MASTERS DEGREE (ONLINE)

- Msc Strategic Management



SCHOOL OF FINANCE & PROFESSIONAL STUDIES

ABOUT THE SCHOOL

BAC is a college rich in history, focusing on building professional excellence, leadership skills, lateral thinking and ethical values within the corporate community. The school of finance and professional programs success resides in our dedicated staff, robust student community and experienced, highly qualified and outstanding faculty members. The School offers programs in collaboration with leading global and local accounting professional bodies i.e. ACCA, CIMA, AAT, BICA, IIA, CIA and CIPS PDI.

Classes are intimate and take full advantage of BAC surrounding environment i.e. Fairgrounds Financial Centre and the Big Four audit firms' (KPMG, PWC, Deloitte Botswana, Grant Thornton) location.

The impact of our ideas and our students extends globally in meaningful ways. Our values provide the context within which the school strives for excellence in:

- Teaching and learning
- Quality assurance
- Student placement and career guidance
- External validation
- Stakeholder engagement

The school of Finance and Professional Studies is the leading Professional training provider in Accountancy, Tax, Business and Financial Sector in Botswana. We provide high quality training and education through face to face classroom courses and highly innovative virtual learning environments.

Our pass rates are consistently above average and we strive to achieve the best in examinations. We have first class facilities in the BAC campus, International Fairgrounds Office Park, Block D, Financial Services Centre all running professional accounting courses Day and Evening classes.

THE SCHOOL OF FINANCE AND PROFESSIONAL STUDIES OFFERS THE FOLLOWING PROFESSIONAL COURSES:

- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Botswana Institute of Chartered Accountants (BICA)
- Association of Accounting Technicians (AAT)
- Insurance Institute of South Africa (IISA)
- Certified Internal Audit (CIA)
- Post Graduate Diploma in Taxation (PGDT)
- Chartered Institute of Procurement and Supply (CIPS)
- Professional BA(Hons) Degree in Insurance



MR EUGENE MWABA

Director-School of Finance & Professional
Studies

We are the market leader for AAT, CIMA, ACCA, BICA, CIA, CIPS, Tax and Insurance examination training and enjoy a strong position in chartered accountancy in Botswana. We have made significant contribution to the economy of Botswana through recruitment of professionally qualified accountants, with some accountants being exported abroad especially to South Africa. Some students have even created employment opportunities for themselves and others as entrepreneurs running successful consulting firms.

Our graduates are specifically trained in areas of corporate reporting and taxation, leadership management, strategy and innovation and audit and assurance. Graduates also contribute to transparency through financial reporting and auditing, which is key to improving transparency, facilitating the mobilisation of domestic and international investment, creating a sound investment environment and fostering investor confidence, thus promoting financial stability. The school has also trained finance professionals who earn highly respected designations and are respected globally.



ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT)

BQA NCQF LEVEL 6

AAT is a professional body of Accounting Technicians. It was established in the UK in 1980 and it is sponsored by the four major chartered accountancy bodies in the UK. Since it was founded, the AAT qualification has become known and recognized worldwide.

Thus with an AAT qualification one is sure of getting a job in most parts of the world. AAT approves colleges and centres who meet their requirements to offer its qualifications worldwide and in our case, Botswana Accountancy College is such a centre, which runs AAT courses in both Gaborone whose approved Assessment Centre Code is OO0503 and Francistown Centre Code OO2202.

The qualification process involves a combination of exams and workplace experience evidence and practical simulations. All assessments are computer based (CBA) and students sit for examinations in line with the College planned but flexible exam dates which consider the students' needs and progression. AAT provides a competence-based Education and Training Scheme which develops and assesses both work-based skills and underpinning knowledge and understanding.

ENTRY REQUIREMENTS

Applicants must have completed secondary education with a minimum of 34 points any of the subjects in the following combinations: English/Maths, or English/Accounts, or Commerce/ Maths, or Commerce/Accounts.

DURATION

AAT takes a minimum of two (2) years to complete. Commencement date is July and January every year.

CAREER OPPORTUNITIES

Accounting Technicians work in accounting and finance alongside chartered accountants, in a wide range of jobs from accounts clerks to credit control officers to financial managers. Accounting Technicians work in all sectors of the economy; they work in industry and commerce, accountancy practices and the public and voluntary sectors. Some are self-employed, offering their services to the general public.

PROGRAMME STRUCTURE

AAT Level 2 Certificate in Accounting - (6 months)

1. Introduction to Bookkeeping- ITBK
2. Principles of Bookkeeping Controls-POBC
3. Principles of Costing-PCTN
4. The Business Environment -BESY-Synoptic Assessment

AAT Level 3 Diploma in Accounting - Level 3 (6 Months)

1. Financial Accounting: Preparing Financial Statements (FAPS)
2. Management Accounting Techniques -(MATS)
3. Tax Processes for Businesses (TPFB)
4. Business Awareness(BUAW)

AAT Level 4 Diploma in Professional Accounting -(12 months)

3 MODULES MANDATORY

1. Drafting and Interpreting of Financial Statements (DAIF)
2. Applied Management Accounting (AMAC)
3. Internal Accounting Systems and Controls (INAC)

OPTIONAL - ANY TWO

- Business Tax-(BTNA)
- Personal Tax -(PNTA)
- Audit and Assurance- (AUDT)
- Cash and Financial Management- (CSFT)
- Credit and Debt Management -(CRDM)

CAREER OPPORTUNITIES

Accounting Technicians work in accounting and finance alongside chartered accountants, in a wide range of jobs from accounts clerks to credit control officers to financial managers. Accounting Technicians work in all sectors of the economy; they work in industry and commerce, accountancy practices and the public and voluntary sectors. Some are self-employed, offering their services to the general public. (www.aat.org.uk)

CAMPUS

Gaborone and Francistown

BOTSWANA INSTITUTE OF CHARTERED ACCOUNTANTS (BICA)

BQA NCQF LEVEL 9

BICA is an internationally recognised accountancy qualification awarded by the Botswana Institute of Chartered Accountants underpinned by the Institute of Chartered Accountants in England & Wales (ICAEW).

ENTRY REQUIREMENTS

Potential BICA students are required to become members before studying the course. Students sponsored by the Authorized Training Employers are required to complete a training agreement while those wishing to study full time need to register with BICA directly. Other requirements:

- i. Any degree recognized by BICA as equivalent to a University of Botswana
- ii. AAT graduates
- iii. ACCA/CIMA students who have complete Part 1 and CBA respectively
- iv. Members of any IFAC recognized accountancy body

DURATION

Four years (4) but could potentially be less depending on the entry point.

CAREER OPPORTUNITIES

It provides opportunities in a range of roles including general practice, taxation, insolvency, assurance and management accountancy. On average, ACA (ICAEW) qualified accountants earn more than other accountants. 49 of the FTSE 100 Finance Directors are ACA qualified.

PROGRAMME STRUCTURE

The BICA syllabus is broken down into three levels:

- 1. Certificate level (6 Modules)
- 2. Professional level (6 Modules)
- 3. Advanced level (3 Modules)

CERTIFICATE LEVEL

- i. Principles of Taxation
- ii. Law
- iii. Accounting
- iv. Business Technology and Finance
- v. Management Information
- vi. Assurance

PROFESSIONAL LEVEL

- i. Financial Accounting & Reporting
- ii. Tax Compliance
- iii. Audit and Assurance
- iv. Financial Management
- v. Business Planning: Taxation
- vi. Business Strategy & Technology

ADVANCED LEVEL

- i. Corporate Reporting
- ii. Strategic Business Management
- iii. Case Study

PROGRAMME DELIVERY

We offer the programme as follows;

- 1. Day classes
- 2.2. Evening classes
- 3.3. Block release (on demand/minimum of 20 students)

EXEMPTIONS

Exemptions or Credits for prior learning (CPL) are awarded at the certificate stage if you have an accounting or business related degree, accounting degree or other professional accountancy qualifications.

EXAMINATION METHOD

Certificate level - 1 ½ hour e-assessment (55% Pass mark)
Professional level - 2 ½ hour computer based exam except FAR which is 3 hours
All E-Assessment (55% Pass Mark)
Advanced level - 3 ½ hour E-Assessment for 2 computer based exam (50% Pass mark)
Advanced level - case study - 4 hours E-based exam (50% Pass Mark)

CAMPUS

Gaborone



CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

BQA NCQF LEVEL 9

CIMA is a professional accountancy qualification which is offered by the Chartered Institute of Management Accountants (CIMA) - UK. Unlike other professional accountancy bodies, CIMA focuses on Finance and Management Accounting. These are the key skills needed in the 21st Century. BAC runs CIMA programs on full time and parttime basis. CIMA reviews its syllabus every five years to ensure that the course is relevant to the economic situation of the time. BAC runs CIMA courses in full compliance with CIMA's quality standards. BAC is one of the few colleges accredited by CIMA as a 'Learning Premium Partner' in Africa. In Botswana only BAC has such accreditation status.

ENTRY REQUIREMENTS

To start CIMA courses, you must first register with CIMA as a CIMA student: <http://www.cimaglobal.com/Students/> registration. The entry requirements for our courses are as follows:

CIMA - Certificate in Business Accounting (CBA)

BGCSE/IGCSE/A Levels

A minimum of 34 points of 14 points in any of the following subject; combination: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce

Progression

AAT Graduates/CBA/ Accounting Degree/BCom

Operational level

Successful completion of AAT, Bachelors of

Accountancy Degree

Exemption from CIMA-Certificate in Business Accounting

Management level

Successful completion of operational level

Strategic Level

Successful completion of managerial level

Exemption from Managerial level

DURATION

- CIMA examinations are run 4 times every year November, February, May, August.
- At BAC, we have two semesters per year. The first semester starts in January for students sitting for May examinations.
- The second semester starts in July for students intending to sit for November examinations for completion of programme.

- Duration to complete the CIMA program depends on the performance of the student and the number of exemptions given.
- Students can complete the course within 4 years minimum.

CAREER OPPORTUNITIES

CIMA qualified students can work anywhere in the world. The skills gained after qualifying CIMA enables one to work in both public and private sector. Specifically, CIMA equips graduates with financial skills suitable for:

Manufacturing and Financial services industries, Consulting and Entrepreneurship.

WHY CHOOSE CIMA

This is an internationally recognized qualification which will allow you to work anywhere in the world. The CIMA qualification is also recognized by the UK's Home Office department as a scarce skill. This means that with a CIMA qualification, it is easy for professionals to migrate and work in United Kingdom.

PROGRAMME STRUCTURE

It is divided into four (4) parts as follows:

1. Certificate Level
2. Operational Level
3. Management Level
4. Strategic Level

To complete the course, one must have passed or be exempted on subjects contained at each level. Refer to the CIMA website:

www.cimaglobal.com for information on exemption procedures. We offer all CIMA papers at all levels as follows:

Certificate Stage

There are a total of five papers at certificate stage as follows:

- I. Fundamentals of Business Economics (BA1)
- II. Fundamentals of Management Accounting (BA2)
- III. Fundamentals of Financial Accounting (BA3)
- IV. Fundamentals of Ethics, Corporate Governance and Business law (BA4)

Cima Main Stream

1. Operational Level

- I. E1= Managing Finance in a Digital World
- II. P1= Management Accounting
- III. F1= Financial Reporting
- IV. Operational Level Case Study

2. Management Level

- I. E2= Managing Performance
- II. P2= Advanced Management Accounting
- III. F2= Advanced Financial Reporting
- IV. Management level case study

3. Strategic level

- I. E3= Strategic Management
- II. P3= Risk Management
- III. F3= Financial Strategy
- IV. Strategic level case study

Refer to CIMA website for details of the syllabus:
www.cimaglobal.com/syllabus

LEARNING

BAC employs 4 strategies for delivering the CIMA programme. These learning strategies are meant to be interactive. The strategies includes:

- Learner centred approach
- Question-based learning
- Scenario based learning

The learning process is divided into two phases: The first phase is syllabus coverage where the lecturer present materials based on the syllabus. This is followed by revision courses.

PROGRAMME DELIVERY

CIMA courses are offered at both full-time and part-time (evening from 5.30pm to 8.30pm)

ASSESSMENT

The role of BAC is to prepare students for CIMA examinations. Processes for tracking and reviewing student's performance are in place.

These include assignments, tests and mocks. There is also a robust quality assurance department which monitor staff and students performance. BAC provides students with all the resource materials needed to pass exams-textbooks and revision notes.

CAMPUS

Gaborone and Francistown

CERTIFIED ACCOUNTANTS (ACCA)

BQA NCQF LEVEL 9

The ACCA Qualification is a global qualification that provides accounting knowledge, skills and professional values relevant to successful careers across all sectors, whether one works in the public or private sectors, practicing in accounting firms, or pursuing a career in business. ACCA is the fastest growing internationally recognised qualification that prepares one to work in any sector.

ENTRY REQUIREMENTS

A minimum of 34 points of 14 points in any of the following subject combination: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce PROGRESSION (Fundamental Level) AAT Graduates/ACCA Foundation/ Accounting Degree/ BCom

DURATION

The length of time it takes to qualify as an ACCA member depends on a student. Students can take a maximum of four exams every six months. Combining studies with working full-time enables students to simultaneously gain practical experience requirement also necessary for membership. On average, an individual registering with the minimum entry requirements, working fulltime and studying on a part-time basis would take approximately 3 to 4 years to gain their ACCA Qualification.

PROGRAMME STRUCTURE

The programme progresses through three stages: The Knowledge level, The Fundamentals level and finally the professional level.

Students will need to complete 14 papers in total to qualify.

BAC offers most of the ACCA courses that lead to chartered accountancy.

1. FIA Foundation In Accounting

- FA1 Recording Financial Transactions
- MA1 Management Information
- FA2 Maintaining Financial Records
- MA2 Managing Costs and Finance
- FBT Business and Technology
- FMA Management Accounting
- FFA Financial Accounting

2. Applied Skills

- Corporate and Business Law Bots Variant/Int)
- Performance management
- Business Taxation (Bots variant)
- Financial Reporting
- Auditing and Assurance
- Financial Management

ASSOCIATION OF CHARTERED

3. Strategic Professional

Compulsory

- Strategic Business Leader
- Strategic Business Reporting

Optional Modules(Select 2)

- Advanced Financial Management
- Advanced performance Management
- Advanced Taxation
- Advanced audit and Assurance

LEARNING

Learner centred approach Question based learning Scenario based learning

ASSESSMENT

Students will sit and pass 14 papers in total. A maximum of nine papers in the Fundamentals level are available for exemptions.

CAMPUS

Gaborone and Francistown



CERTIFIED INTERNAL AUDIT PROGRAMME (CIA)

BQA NCQF LEVEL 8

CIA is fast becoming a sought after qualification in Botswana and beyond. In today's organizational environment, there is a big bias towards corporate governance, risk management and process culture. Challenges abound. These surround fraud and tempering with processes. Compliance becomes a critical factor. CIA will position the well to deal with matters of corporate governance and risk management effectively. Individual trained as Certified Internal Auditors are assets stemming from their deep organizational awareness across all strategic Business Units. The Certified Internal Auditor Programme examinations are administered by the Institute of Internal Auditors, whose headquarters is in the United States. The Botswana Accountancy College offer face to face tuition and examination preparation for all its registered students.

ENTRY REQUIREMENTS

- All candidates intending to enroll for CIA tuition at the Botswana Accountancy College must submit completed BAC application forms to the college on or before the specified deadline.
- These candidates must submit proof of registration with the Local and Global IIA.
- Please note! Botswana Accountancy College is a tuition provider and does not determine entry requirements for the IIA. We will only enroll candidates:
- Who meet the entry requirements of the IIA.
- Who are eligible to sit IIA exams and as such proof of eligibility should be provided by the student at the time of application/ registration at the college.
- Please read through the IIA brochure carefully to confirm that you meet their entry requirements.
- Candidates should ensure that they have applied for student membership and their subscription and examination fees are fully paid as per the IIA's requirements.

PROGRAMME STRUCTURE

The Certified Internal Audit programme is made of parts of 3 parts as follows:

- Part 1- Essentials of Internal Auditing
- Part 2- Practice of Internal Auditing
- Part 3- Business Knowledge for Internal Auditing

PLEASE NOTE! EACH STUDENT NEEDS TO REGISTER WITH BOTH BAC AND THE INSTITUTE OF INTERNAL AUDITORS AS STUDENT MEMBERS TO BE ELIGIBLE TO WRITE EXAMINATIONS.

PROGRESSION RULES

Students can enroll and take exams of all the 3 parts at the same time and in any order. Please note that these fees does not include P500.00 NON REFUNDABLE

POSTGRADUATE DIPLOMA IN TAXATION (PGDT)

BQA NCQF LEVEL 8

Botswana Accountancy College (BAC) offers Postgraduate Diploma in Taxation Course to meet the needs of the Botswana Unified Revenue Service (BURS). The course is meant to address key competencies critical to taxation officials' performance. The programme gives taxation officers an indepth knowledge of the taxation process. The emphasis of the course is to get the students to know the country's taxation rules enough to apply them in the work place.

ENTRY REQUIREMENTS

Eligible candidates should possess AAT, relevant degree and recognised Chartered Accountancy qualification or equivalent. Working in a tax and similar environment is an added advantage.

Semester 1

- Principles of Taxation
- Principles of Tax Audits
- Financial Accounting 1

- Semester 2
- Advanced Taxation
- Tax Audits and Investigations
- Financial Accounting 2

The exam content is 90% application and 10% analysis.

EXEMPTIONS

Candidates with relevant qualifications may be eligible for exemptions on the financial accounting module. Applicants who have been exempted need to submit exemption letters to registry upon registration.

DURATION

The course is offered on a part - time basis to allow employers and employees the flexibility of combining work and study. The postgraduate Diploma in Taxation course runs for 1 year with a two weeks revision at the end plus a week of private study before examination. Commencement date is July and January every year.

The College breaks for a few weeks in June and students are to consolidate their knowledge of the course during this break period.

CAREER OPPORTUNITIES

The courses are relevant as on the job training for professionals, who work in the taxation departments, taxation services and related organisations. The examination for this course is highly practical. It assumes that candidates are working in tax environment. It is suitable for BURS and similar environment Tax Auditors, Tax consultants and Lawyers who want to understand taxation to enhance their work.

INSURANCE INSTITUTE OF SOUTH AFRICA (IISA)

IISA is a professional membership body for the South African insurance industry. The Institute's vision is to help create "World Class Skills for a World Class Industry" by promoting skills development and professional conduct among members engaged in the insurance industry. The Institute maintains a central body of knowledge and develops and sustains relationships with local insurance institutes and industry bodies, plus other similar institutes, worldwide. The Insurance Institute of South Africa has been modelled on the Chartered Insurance Institute of London and is affiliated to that body. Our members include corporate subscribers and individual professional members. The IISA serves the insurance industry as a whole, with the strongest support originating from the short term market.

PURPOSE

- To offer a central organisation for the promotion of efficiency, progress, welfare, knowledge and general development among persons in the insurance industry.
- To promote and assist the study of insurance.
- To exercise control and supervision over the professional standards of the members to whom it has granted membership appropriate to their respective levels of qualification.
- To seek to improve the professional status of qualified practitioners and to promote interests, welfare and advancement of the members in general.

IISA collaborates with BAC in supplying knowledge material for students, prepares the examination material and arranges for the marking of examination papers and furnishes BAC with the results.

BOTSWANA ACCOUNTANCY COLLEGE'S(BAC) PARTNERSHIP WITH THE IISA

BAC is a registration centre for courses for everyone in Botswana. Prospective students who are self-tutoring and wish to take examinations can register with BAC at any time of the year. However, no students can be registered three weeks or less before examinations. Self-tutoring students must pick up registration forms at the college.

ENTRY REQUIREMENTS

- To enroll for Certificate of Proficiency (CoP) courses at BAC, an applicant must have BGCSE (or its equivalent) C in English and Mathematics.

DURATION

3 Years

PROGRAMME STRUCTURE

1. Certificate of Proficiency – optional pathways – (First level)
 - Short term – applied to the short term Insurance

- Market
- Long term – applied to the long term Insurance Market
- Retirement funds – applied to the retirement fund-Market

2. INTERMEDIATE CERTIFICATE IN BUSINESS STUDIES (ICIBS)

(SECOND LEVEL)

Compulsory modules

- Business Communications
- Business Calculations
- Business Organisations

OPTIONAL MODULES

- Practice in Short term Insurance
- Practice in Long term Insurance
- Practice in Retirement Funds

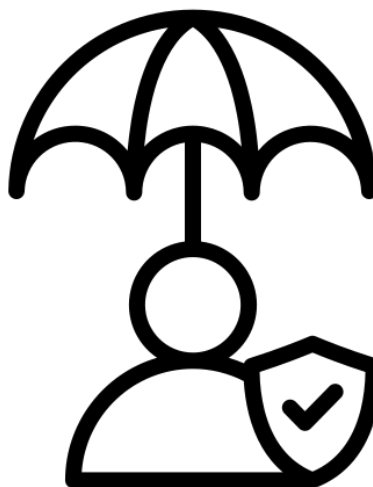
3. HIGHER CERTIFICATE – OPTIONAL PATHWAYS (THIRD LEVEL)

SHORT TERM INSURANCE – MODULES

- Personal Insurance Practice
- Risk Management
- Commercial Insurance Practice
- Short term Insurance Law
- Goods in Transit Insurance

LONG TERM INSURANCE – MODULES

- Long term Insurance Law
- Life Underwriting
- Life Claims
- Business Life Insurance
- Health Insurance



PROFESSIONAL (BA)HONS DEGREE IN INSURANCE

BQA NCQF LEVEL 8

ABOUT THE PROGRAM

The BAC's Professional Bachelor's Degree in Insurance is designed to equip graduates with technical and professional skills needed to excel in today's dynamic and contemporary Insurance industry.

The program covers all three (3) core insurance fields being Short term insurance , Long-term insurance and Retirement funds for the first three semesters. From year two (2) onwards, the program specializes in short-term insurance. The qualification satisfies the educational requirements for the designation of Associate (AIISA) awarded by the Insurance Institute of South Africa (IISA). The Insurance Institute of South Africa (IISA), is a globally recognized professional body and awards membership designations that are globally recognized in the insurance sector. The program is reviewed regularly through consultations with the industry to reflect professional and best industry practice.

The current drive to expand and professionalise the insurance industry requires the development of people with technical and professional skills and an in-depth understanding of the workings of the insurance industry. Combined with a sound understanding of the regulatory environment, the wide range of products available and of the practices involved with claims, underwriting procedures and the principles of risk management and reinsurance, students will acquire skills to make ethical and professional decisions based on industry-specific scenarios. Entry Requirements.

ENTRY REQUIREMENTS

A minimum of 34 points of 12 points in any of the following subject combination: Maths/ English, Maths/Commerce, Accounting/ English, Accounting/Commerce OR

- Certificate in Insurance from a recognised educational institution
- Mature candidates with no academic qualifications with a minimum of 3 years relevant work experience may be considered on an RPL basis.

DURATION OF PROGRAMME

The duration of the programme is 4 years including 6 months compulsory industrial attachment.

CAMPUS

Gaborone and Francistown

MODE OF STUDY

Full Time & Part Time

CAREER OPPORTUNITIES

Work related This program offers various career opportunities, including broker consultant, claims manager, insurance administrator, insurance broker, loss adjuster, insurance assessor, reinsurance, underwriting or claims manager, Insurance investigator, Insurance trainer Financial Advisor, Insurance Sales Manager or insurance risk manager.

STUDY RELATED

Upon successful completion of this program, candidates may pursue further studies in the following programs;

- BAC post graduate diploma in Insurance
- Honours Degree in Risk Management
- Master's Degree in risk management
- Actuarial Science
- Chartered Financial Planner

PROGRAM STRUCTURE

This is a four (4) year program with a core foundation in short term insurance, long-term insurance and retirement funds for the first three semesters. From year 2 semester one(1) the program specializes in short-term insurance. It consists of 17 compulsory modules and 4 elective modules plus 6 months compulsory industrial attachment in short-term. Industrial attachment is undertaken in the last semester of year 4 and assessed in terms of the Insurance Institute of South Africa's (IISA) technical work experience requirements.

ASSESSMENT METHODS AND FORMAT

Students will be assessed using the following methods;

- Practice progress tests (Do not contribute to the final exam mark)
- All modules are assessed by three (3) hour written examinations and are designed to reflect professional practice. The assessment method may vary for some modules and will include constructed responses or multiple-choice.
- Workplace attachment
- The pass mark is 50% for all modules

PROFESSIONAL (BA) HONS DEGREE IN INSURANCE PROGRAM STRUCTURE

COMPULSORY MODULES	YEAR 1: SEMESTER 1 Introduction to short term insurance Introduction to long term insurance Introduction to retirement funds
	YEAR 1: SEMESTER 2 Practice of long-term insurance(Intermediate) Practice of short term(Intermediate) Business communication (Intermediate)
	YEAR 2: SEMESTER 1 Practice of R/Funds(Intermediate) Business Organizations(Intermediate) Business Calculation(Intermediate)
	YEAR 2: SEMESTER 2 /SHORT TERM Insurance Insurance Law Personal Insurance Practice Risk Management
	YEAR 3: SEMESTER 1/SHORT TERM Commercial Insurance Practice
ELECTIVE MODULES	Select two (2) modules: Transportation insurance Motor insurance Specialist insurance (Aviation, Marine, Construction & Engineering)
COMPULSORY MODULES	YEAR 3: SEMESTER 2/SHORT TERM INSURANCE Legal Framework Liability Insurance
	YEAR 4: SEMESTER 1/SHORT TERM INSURANCE Claims management
ELECTIVE MODULES	Select two (2) modules Interruption insurance Reinsurance
COMPULSORY COMPONENT	YEAR 4: SEMETSER 2/SHORT TERM INSURANCE Industrial attachment

PROGRESSION RULES

- A student under the DTEF sponsorship program is only eligible to progress to the next semester upon passing 50% of modules sat for in the previous semester.
- Students who have failed their examination on first attempt, shall be given an opportunity to write supplementary exams before final results are forwarded to DTEF.

CHARTERED INSTITUTE OF PROCUREMENT AND SUPPLY (CIPS)

BQA NCQF LEVEL 8

ABOUT THE PROGRAM

Throughout the world CIPS qualifications are recognised as driving leading edge thinking and professionalism in procurement. On successful completion of the Diploma, Advanced and Professional diplomas and in conjunction with three years' experience in a role of responsibility in procurement and supply, you may apply for full membership of CIPS to use the designatory letters, MCIP. Five qualifications are offered to support your professional development in procurement and supply.

1) CERTIFICATE IN PROCUREMENT AND SUPPLY OPERATIONS

A minimum of 34 points of 12 points in any of the following subject combination: Maths/ English, Maths/ Commerce, Accounting/ English, Accounting/ Commerce

1. Introducing procurement and Supply (L2M1)
2. Procurement and Supply Operations (L2M2)
3. Stakeholder Relationships (L2M3)
4. Systems Technology (L2M4)
5. Inventory, Logistics & Expediting (L2M5)

2) ADVANCED CERTIFICATE PROCUREMENT AND SUPPLY OPERATIONS

COMPULSORY

1. Procurement and supply Operations (L3M1)
2. Ethical Procurement & Supply (L3M2)
3. Contract Administration (L3M3)
4. Team Dynamics & Change (L3M4)

OPTIONAL: SELECT ONE(1) MODULE

1. Socially Responsible Procurement (L3M5)
2. Socially Responsible Warehousing & Distribution (L3M6)

3) DIPLOMA IN PROCUREMENT AND SUPPLY

Entry requirements : CIPS Advanced certificate in Procurement and Supply Operations OR or Diploma in business or equivalent.

COMPULSORY

1. Scope and influence of Procurement and Supply(L4M1)
2. Defining Business Need(L4M2)
4. Commercial Negotiation(L4M3)
5. Ethical and Responsible Sourcing(L4M4)
6. Commercial Negotiation(L4M5)
7. Supplier Relationships(L4M6)
8. Whole Life Asset Management(L4M7)
9. Procurement and Supply in Practice(L4M8)

4) ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY

COMPULSORY

1. Managing Teams and Individuals(L5M1)
2. Advanced Contract and Financial Management(L5M4)
3. Managing Supply Chain Risk(L5M2)
4. Managing Contractual Risk(L5M3)
5. MANAGING ETHICAL PROCUREMENT AND SUPPLY(L5M5)

OPTIONAL (SELECT 3 MODULE)

6. Category Management(L5M6)
7. Advanced Negotiation(L5M15)
8. Achieving Competitive Advantage Through the Supply Chain(L5M7)
9. Project and Change Management(L5M8)
10. Operations Management(L5M9)
11. Logistics Management(L5M10)
12. Professional Diploma in Procurement and Supply

COMPULSORY

1. Strategic Ethical Leadership(L6M1)
2. Global Commercial Strategy(L6M2)
3. Global Strategic Supply Chain Management(L6M3)
4. Future Strategic Challenges for the Profession(L6M4)

OPTIONAL(SELECT 3 MODULE)

1. Strategic Programme Leadership(L6M5)
2. Innovation in Procurement and Supply(L6M8)
3. Commercial Data Management(L6M7)
4. Supply Network Design(L6M9)
5. Global Logistics Strategy(L6M10)

DURATION

4 years

CAREER OPPORTUNITIES

Head of Supply | Head of Commercial | Supply Chain Manager | Head of Logistics | Operations Manager

EXEMPTIONS

Unit exemptions may be granted depending on prior certified learning, to make sure you do not repeat learning that has already been undertaken and recognised.

CAMPUS

Gaborone and Francistown





SCHOOL OF BUSINESS AND LEISURE

It is my great pleasure to welcome you to the Botswana Accountancy College, School of Business and Leisure. The School of Business and Leisure is one of the two academic units offering education and training. We offer a wide spectrum of undergraduate academic programmes, the strength of which is boosted by our collaboration with Sheffield Hallam University and University of Derby that boast international rankings and recognition.

Our vision is to be a vibrant and leading School of learning, committed to quality teaching, research and business community engagement recognised in Africa and beyond for academic excellence and stakeholder relevance.

We will only achieve this vision through you; through your engagement; your commitment to excellence, hard work, innovation and quality in all you do in terms of cooperation respect and accountability. These are the values that will guide our actions and engagement with you as students in the School. When you join our dynamic School, you bring your own life experiences and talents to the School.

We hope that you will grow to develop and display the characteristics we value in our students – intellectual curiosity and a passion for learning. You also have a strong obligation to live by the principles of the School – which emphasize personal integrity and respect for every member of the School and the College community. I urge you to contribute to your own learning by completing all the tasks that have been set for you in your respective programme. Lastly, I invite you to join the School and make the most of your time here with us.

Get to know our lecturers and academic support teams, as well as our administrators. Come and be part of our 'tailored-for-future business leaders' educational experience and stand out!





DR LELOKWANE LOCKIE MOKGALO

Acting Director- School of Business and Leisure

ABOUT THE SCHOOL

The School was established in 2008, twelve years after Botswana Accountancy College itself was established as a tertiary education institution. The School is structured around two portfolios of degree programmes, namely (a) Business Programmes (b) Leisure Programmes. The School currently has six (6) undergraduate degree programmes, four of which are business oriented and the others leisure focusing on the development of the tourism and hospitality.

1. The undergraduate Business Programmes offered in partnership with **Sheffield Hallam University** include:

- BA (Hons) Accounting and Finance
- BA (Hons) International Finance & Banking
- BA (Hons) Business Management
- BA (Hons) Entrepreneurship and Business Leadership

2. The undergraduate Leisure Programmes in partnership with the **University of Derby** include:

- BA (Hons) International Tourism Management
- BA (Hons) International Hospitality Management

The School strategic plan is to grow the existing number of undergraduate programmes, and introduce a range of postgraduate degrees. In the near future, postgraduate programmes at master's level will be offered in Business Administration, Hospitality and Tourism Management, Entrepreneurship, Leadership and Change Management, and Investment Management. All the programmes being offered are demand-driven, thereby ensuring high employability of all our graduates. Our approach to teaching, learning and assessment is based on principles of experiential learning. All the students wishing to study with us will experience a learning and teaching environment, which brings theory and practice together through engagement with real life problems.

Our business model as a school is grounded in collaboration. Through the wider BAC network of alliances, the School has a number of international partnerships with universities that boast international rankings and recognition. Our alliances include Sheffield Hallam University and University of Derby. Our partners bring international experiences to the programmes, thereby enhance the curriculum offerings. They also provide opportunities for expanding our research profile and portfolio.

Community engagement and research are two of the three core business areas of the School of Business and Leisure. For us as a School, research is a new focus. The shift to include research and engagement as key priorities is linked to our new strategic direction as a School to develop the discipline through knowledge production, as we work in partnership with various stakeholder groups – many of whom are recipients of our graduates.

The School has campuses located in Gaborone, and in Francistown. On both campuses, particularly in Gaborone, students are in the company of a range of Blue Chip companies and prospective employers. Students wishing to pursue our degree programmes can apply from any of our two campuses. The School staff is highly trained and experienced, which ensures that our students receive the highest quality learning experience. Our staff complement is diverse and include academics trained to the doctoral degree level. The School invests significantly in ensuring that it procures the best pool of human capital a professional lecturing Team of the highest caliber. It is necessary to do so, relative to our core strategy of positioning ourselves “as a leading School of learning, recognized in Africa and beyond”. This is why the School continues to value its human resources and to invest significantly in its staff through structured CPD opportunities. The School of Business and Leisure is driven by our values of excellence, innovation teamwork, and accountability. Our priorities for the immediate future are the development of innovative, demand driven curriculum based on practical application of concepts learned to solve real world problems. Key to this is the core message of quality and academic integrity of our programmes; verifiable positive student experience, and post-tertiary employment success.

BA (HONS) INTERNATIONAL HOSPITALITY MANAGEMENT

BQA NCQF LEVEL 8

The programme offers students a high-quality educational experience and develops the practical and professional skills required to enable them to be employable and successful in their chosen career path. This programme has been designed to provide flexibility of study, whilst remaining focused enough to ensure students graduate with knowledge, skills, and experience to gain employment in the international hospitality industry. Students are encouraged to be actively involved in their own Programme of learning. A wide range of teaching methods are utilized in the International Hospitality Management Programme which include lecture, practicals, debate, peer teaching, role play, guest lecturers and quiz. Students' academic and employability skills are developed throughout the programme, supporting vocational practice with work-based competency in a real-world learning environment that reflects current industry practice and provides opportunities for students to develop professional skills by putting theory into practice.

ENTRY REQUIREMENTS

Applicants should have:

1. NCQF Level IV (e.g., BGCSE, IGCSE or equivalent) with passes in six subjects, including a minimum B in Mathematics and English and a subject relevant to the qualification. A minimum of 36 Points or 11 points in any of the following subject combinations: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce.

OR

2. NCQF Level VI (e.g., Diploma or equivalent).

OR

3. Mature entry based on RPL: 5 years tourism and / or hospitality experience plus NCQF Level III or IV.

PROGRAMME STRUCTURE

YEAR 1

- Use of ICT and Learning Resources
- Introduction to Venture Creation
- Learning and Academic Skills
- Tourism and Hospitality Concepts
- Introduction to Financial and Cost Accounting
- Business Communication

YEAR 2

- Pastry and Baking Sciences
- Food Production and Services
- Academic Study Skills
- Hospitality Operations
- Business Finance
- Human capital development

YEAR 3

- Rooms Division Operations
- Events Management
- Enterprise Development and Business Leadership
- Business Research Methods
- Hospitality Marketing
- Food and Beverage Control

YEAR 4

- Independent Study
- Food and Beverage Management
- Consumer Behaviour
- Strategic Management
- International Resort Management

DURATION OF PROGRAMME

4 Years

CAMPUS

Gaborone

MODE OF STUDY

Full Time & Part Time

CAREER OPPORTUNITIES

The BA (Hons) International Hospitality Management degree will interest students who are aiming for senior management positions and an international business career in hospitality. A student completing the degree can expect to find career opportunities in small to large business enterprises in the hospitality sector. There are a wide range of career options for International Hospitality Management graduates. They can work as supervisors and managers locally and globally in hotels, lodges, motels, safari camps, restaurants, conference facilities, event companies and cruise ships among others in the public and private sector.

CAMPUS

Francistown Campus

BA (HONS) INTERNATIONAL TOURISM MANAGEMENT

BQA NCQF LEVEL 8

The programme has particular emphasis on conservation and environmental sustainability and management which are important features of development strategies globally. It strives to equip students with skills that allow them to venture into their own businesses as employers, thereby contribute to diversification of the economy. The tourism management programme is ideal for aspirational people who have a flair for languages, creativity, conceptual thinking, commercial insight and who are serviceminded.

The programme is designed in close consultation with employers. Teaching is based on broad emerging needs of the economy, which increases students' responsiveness to various challenges. The programme gives students an in-depth knowledge of the tourism industry as well as addresses the skills needs of the sector in key areas such as destination management, tourism research, cultural and natural resource management and quality service provision.

The programme is a direct response to skills gaps identified by the Tourism Industry skills audit. The aim of the programme is to provide students with up to date, relevant, challenging curriculum that reflects the complex nature of the tourism environment in Botswana. The BA (Hons) in Tourism Management degree is globally benchmarked on curriculum that is offered by Botswana Accountancy College's international partner: University of Derby. The University's is ranked within the top 10 for its training in tourism and hospitality sector.

ENTRY REQUIREMENTS

1. BGCSE/IGCSE - A minimum of 34 Points or 11 points in any of the following subject combinations: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce OR
2. NCQF Level V, e.g. A certificate in any of the following areas, where equivalent credit might be transferred: (a) Tourism; or (b) Travel; or equivalent from an accredited institution of higher learning.
3. NCQF Level VI. A professional with an HND or equivalent, plus passes in a minimum of 3 subjects at BGCSE or equivalent level (NCQF Level V), OR extensive experience in a tourism or hospitality organisation (for admission on basis of mature entry requirement and recognition of prior experience).
4. Applicants that do not meet the above criteria but possess relevant industry experience will be considered through recognition of prior learning (RPL).

DURATION OF PROGRAMME

4 Years

CAMPUS

Gaborone & Francistown

MODE OF STUDY

Full Time

PROGRAMME STRUCTURE

YEAR 1

- Introduction to Venture Creation
- Learning and Academic Skills
- Use of ICT and Learning Resources
- Tourism and Hospitality Concepts
- Business Communication
- Introduction to Financial and Cost Accounting

YEAR 2

- Academic Study Skills
- Travel Agency Practice
- Global Tourism Geography
- Business Finance
- Fares and Ticketing Systems
- Human Capital Development

YEAR 3

- Enterprise Development and Business Leadership
- Tour Operations Management
- Tourism Marketing
- Business Research Methods
- Niche Tourism
- Tourism Planning and Development

YEAR 4

- Consumer Behaviour
- Events Tourism
- Strategic Management
- Independent Study
- Creative applications in E-tourism

CAREER OPPORTUNITIES

A student completing the BA (Hons) in International Tourism Management can expect to find career opportunities in private and public organisations in the tourism sector. Students have opportunity to hold managerial positions (middle/senior) in large or small organisations and can be expected to find employment in a wide range of roles within the tourism sector, including hotels, lodges, tourism marketing organisations, travel agencies, tour operations, airlines, conservancies. Sustainability is a central feature in on-going development debates not only in the tourism sector, but across multiple sectors. This enables graduates in tourism management to be sustainability advisors beyond the tourism sector into other companies that prioritise sustainable management of their operations.

CAMPUS

Francistown Campus
Gaborone Campus



BA (HONS) BUSINESS MANAGEMENT

BQA NCQF LEVEL 8

This programme is ideal for students wishing to advance their knowledge, skills, ability, and career prospects in business management. It provides an excellent start for not just individuals who create their own ventures but also for those with a passion to climb the corporate ladder as managers. It aims to:

- Enhance your knowledge and skills in business management
- Learn valuable transferable skills to be applied in many roles and industries.

The 4-year honours degree programme gives students an excellent start to their management career, whether in private practice, or in commercial enterprises. The programme offers students a business management education with a focus on the issues involved in fostering innovation in a corporate setting and growing small businesses into big and complex ones. Additionally, it equips students who intend to become management consultants with knowledge and problem-solving skills.

In the first year, you learn the main principles of business and we familiarise you with the business environment. The programme also helps you understand the process of academic writing and linking it to business management.

Second year builds and enhance the skills laid down as a foundation in year. Introduction of people management is vital in this programme. This is because in business, an entrepreneur engages different personalities across the sphere of life in pursuit of business goals. In the third year, we deepen your understanding of the role of a business manager while allowing you to explore other areas of business and its surroundings. Teaching is based on broad emerging needs of the economy, which increases students' responsiveness to various challenges.

While remaining relevant to the local situation, the programme exposes students to a global view of business management. Students engage in activities and projects aimed at sharpening their innovative ability and develop an executive perspective through incorporating concepts from management, leadership, marketing and to explore the possibility of managing entities in a dynamic environment.

In the final year, you continue to broaden your business management knowledge and develop skills needed in the dynamic world of business. Throughout the programme, students are engaged in research work tailored for business strategy and management concepts needed for the modern, global business environment. They also develop their personal and transferable skills: e.g, communication, report writing and presentation skills, time management, independent learning and being able

to work effectively and constructively as part of a team.

Furthermore, the BA (Hons) in Business Management degree is globally benchmarked on curriculum that is offered by Botswana Accountancy College's international partner: University of Sheffield Hallam (UK). As well as the personal, analytical and communication skills that many university courses develop, you gain skills in:

- Problem solving
- Decision making
- Negotiation
- Research
- Project management
- These skills are needed in all organisations

ENTRY REQUIREMENTS

Applicants should have:

BGCSE/IGCSE - A minimum of 34 Points or 11 points in any of the following subject combinations: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce OR a certificate/Diploma in any of the following areas, where equivalent credit might be transferred: (a) commerce; b) leadership; or c) business studies, or equivalent from an accredited institution of higher learning. OR a professional with an HND or equivalent, plus passes in a minimum of 3 subjects at BGCSE or equivalent level, OR extensive experience in experience in entrepreneurship related work (for admission on basis of mature entry requirement and recognition of prior experience).

DURATION OF PROGRAMME

4 Years

CAMPUS

Gaborone and Francistown

MODE OF STUDY

Full Time

COURSE STRUCTURE

YEAR 1

- Learning and Academic skills
- Introduction to Venture Creation
- Use of ICT and Learning Resources
- Introduction to Financial and Cost Accounting
- Business Mathematics
- Business Communication

YEAR 2

- Managing Operational Performance
- Marketing & Customer Relations
- Personal Development and Learning skills
- Venture Creation and Simulation
- Data Analysis for Decision Makers
- Managing People in Organisations

YEAR 3

- Business and Corporate Law
- Management and Leadership Development
- Professional Excellence
- Managerial Finance
- International Business and Consultancy
- Managing Business Processes and Technology

YEAR 4

- Implementing Strategy and Change (Year Long)
- International Business Consultancy Project (Year Long)
- Brand and Reputation Management
- Sustainable and Responsible Business in the 21st Century
- Managing for Success
- Global Governance in International Business

CAREER OPPORTUNITIES

Career choices include becoming Operations Manager, Purchasing Manager, Procurement Manager, Factory Foreman, Management or Business Consultant and so on. You can also go on to postgraduate study - MBA, MSc Strategic Management.

Our graduates have found careers with organisations such as:

Kgalagadi Breweries Limited (KBL)
Mascom
Orange



BA (HONS) INTERNATIONAL FINANCE & BANKING

BQA NCQF LEVEL 8

This programme is designed to help learners prepare for a career in finance with emphasises on risk management, responsible banking, and investment practices. To produce graduate with banking and finance related skills to enable banking and financial services related enterprises to be productive environment. The programme has close links with financial institutions and professional bodies. You have the opportunity to enhance your career potential through interactions with guest speakers who are leading figures in prominent financial service organisations such as the Treasury, Central Banks, Non-Bank Financial Institutions Regulatory Authority (NBFI-RA) and other financial institutions.

- Benefit from close links with professional bodies such as the Chartered Institute for Securities and Investment(CISI), The Chartered Insurance Institute (CII) and the Association of Corporate Treasurers (ACT).
- Study post financial crisis case studies that illustrate how the banking industry has changed and how you can be part of a continually changing financial services industry.
- Network with alumni who work in some of the most respected financial services companies in the world.
- Learn from Qualified and experienced academics and lecturers who have held roles in leading organisations.

The programme was designed in collaboration with financial institutions and major professional bodies. You cover all the relevant areas of banking and benefit from links with some of the industry's major employers. You cover key areas, including:

- Portfolio management
- Credit analysis
- Global investment banking
- International financial markets
- Financial regulation
- International derivatives and risk
- Corporate Finance
- Risk and Financial Institutions management
- Bank Operations and management
- International banking

In the first year, you get a broad grounding in finance and related topics to ensure that you have a sound platform on which to build. You also begin to develop your IT and numerical skills. In the second and final year, you focus on banking and finance and start developing your specialisation. In third year, you study important topics such as credit analysis, portfolio management and investment banking and gain key skills required by employers. You also develop a greater understanding of the different financial roles within organisations. Fourth and Final

year, you deepen your knowledge of Risk Management, Financial Services and International Markets.

ENTRY REQUIREMENTS

Applicants should normally have: A minimum of 34 points with 14 points in any of the following subject combinations: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce.

OR

NCQF VI (e.g., Diploma or equivalent, plus passes in a minimum of 3 subjects at NCQF Level IV [BGCSE or equivalent level])

OR

Mature entry based on RPL: 5 years accounting and / or finance experience plus NCQF Level III or IV.

DURATION OF PROGRAMME

FULLTIME: 4years

PARTTIME: 6Years

CAMPUS

Gaborone & Francistown

MODE OF STUDY

Full Time and Part Time

PROGRAMME STRUCTURE

YEAR 1

- Use of ICT and Learning Resources
- Introduction to Venture Creation
- Learning and Academic Skills
- Business Mathematics
- Business Communication
- Elements of Banking and Finance

YEAR 2

- Financial Analysis for Business
- Business economics
- Financial and Management Information
- Understanding Financial Services
- Foundations of International Business
- Financial Services Regulation & Ethics

YEAR 3

- Credit Analysis
- Global Investment Banking
- Progressing Professional Development
- Portfolio Management
- Principles of Investment
- Financial Management

YEAR 4

- Risk Management and Investment
- Strategic Issues in Financial Services
- Financial Decision Making
- International Derivatives and Risk

- Corporate Treasury Management
- International Financial Markets

CAREER OPPORTUNITIES

This course is industry focused and equips you to progress quickly in banking and financial services. Graduates are likely to go onto further professional study. With common routes being via the Chartered Institute for Securities and Investment (CISI), the Chartered Insurance Institute (CII), Chartered Financial Analyst (CFA) and specific banking qualifications such as the Chartered. As a graduate you can find opportunities, as others have done, in the financial services and related industries. Career opportunities include:

- Credit Manager
- Portfolio Manager
- Investment Advisor
- Risk Manager
- Financial Analyst
- Treasurer Analyst
- Branch Manager
- Credit Analyst
- Financial Planner
- Investment Banker
- Bank Manager
- Chief Financial Officers
- Asset manager

BA (HONS) ACCOUNTING AND FINANCE

BQA NCQF LEVEL 8

Gain a sound understanding of finance and accounting as you prepare for a career in the financial world. The course design enables students to gain specific exemptions from professional accountancy bodies.

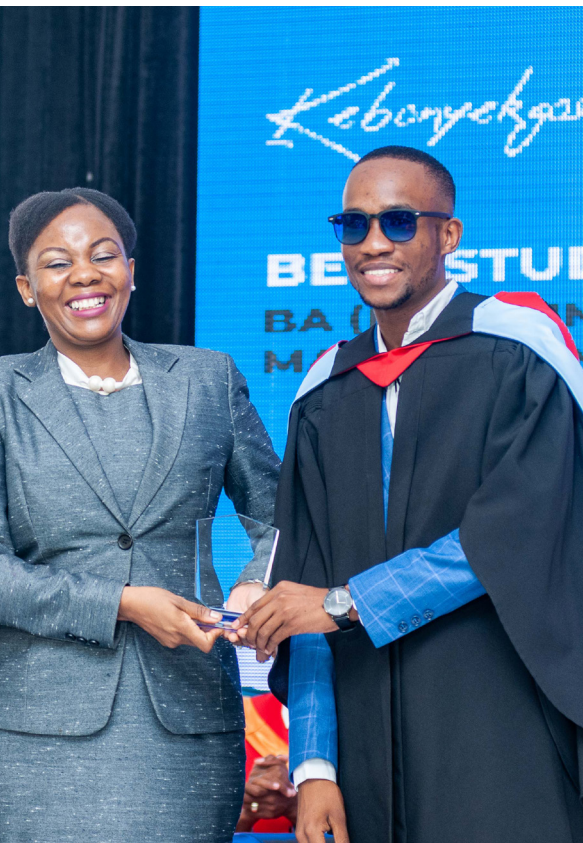
- Course designed in consultation with leading employers and professional bodies.
- Gain industry-recognised certifications from CIMA, SAGE:ACCPAC and Microsoft Excel.
- Qualify for exemptions from CIMA (6), ACCA (8) and BICA (6) (ICAEW) professional exams.

ABOUT THE PROGRAMME

Accounting is the collection and recording of information about all financial transactions of an entity, and reporting and interpreting the results of those transactions. Finance is the process by which the financial operations of an entity are managed, including decisions about obtaining capital and whether to buy additional assets. On this programme, you explore both areas and the links between them to prepare you for a related career. As well as developing technical accounting and finance skills, you also enhance vital numerical, decision making and communication skills which enable you to understand and explain financial information. You learn using case studies that enable you to apply your learning to real-world situations. In the first year, you learn the main principles of accounting and finance and we familiarise you with the business environment that companies work in through the use of business games, including those developed by CIMA, ACCA and BICA. We also provide you with opportunities to develop vital IT and numerical skills.

The second year deepens your understanding of the role and scope of accounting and financial management, while allowing you to study other related areas. You have the opportunity to specialize in areas including law and operations to reflect your career aims and objectives, as well as maximize your professional accountancy body exemptions. In the third year, you work on Accounting applications with a combination of Financial Accounting Reporting, Risk Management and deeper knowledge of Enterprise Operations.

In the final year you continue to broaden your accounting and finance knowledge but also develop the skills needed to interpret and communicate financial information. During semester breaks you are encouraged to get vacation work. This is an excellent opportunity to gain an insight into the workings of a business and employers really value this experience. You may even find it leads to the offer of a permanent job after you graduate.



ENTRY REQUIREMENTS

Applicants should have:

BGCSE/IGCSE - A minimum of 34 Points or 14 points in any of the following subject combinations: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce

OR

Certificate/Diploma in: Accounting, Accounting and Finance, Management Accounting, Financial Accounting, Financial Management, Taxation, Audit

DURATION OF PROGRAMME

4 Years

CAMPUS

Gaborone

MODE OF STUDY

Full Time & Part Time

ACADEMIC YEAR

The academic year of the degree programme starts September.

PROGRAMME STRUCTURE

YEAR 1

- Learning and Academic Skills
- Introduction to Venture Creation
- Use of ICT and Learning resources
- Business Mathematics
- Business Communication
- Financial Accounting

YEAR 2

- Financial Analysis for Business
- Business Economics
- Management Accounting
- Business and Corporate Law
- The Professional Accountant
- Financial Accounting 2

YEAR 3

- Management Accounting Applications
- Understanding and Managing Financial Roles
- Financial Accounting and Reporting
- Financial Risk Management
- Financial Management
- Enterprise Operations

YEAR 4

- Strategic Management Accounting
- Business and Personal Tax
- Corporate Reporting
- Audit and Assurance
- Corporate Finance
- Financial Decision Making

CAREER OPPORTUNITIES

A student completing the BA (Hons) in Accounting and Finance can expect to work in accounting and audit firms, banks, and at the managerial level of any business enterprise. The student can go into any finance or accounting role such as accountant, finance manager or management accountant.

Graduates gain immediate recognition and exemptions from the leading Professional Bodies including CIMA, ACCA and BICA (ICAEW). The immediate exemptions are as follows: CIMA = 6 exemptions; ACCA = 8 exemptions; BICA = 6 exemptions.



BA (HONS) ENTREPRENEURSHIP AND BUSINESS LEADERSHIP

BQA NCQF LEVEL 8

This programme liberates students who have entrepreneurial personalities to innovate rapidly in a managed environment. It engages students in activities and projects aimed at sharpening their business acumen and shaping them into competent business leaders.

BENEFITS INCLUDE:

- Programme design is aligned to current and futuristic industry trends for local and global business.
- Learn valuable transferable skills to be applied in entrepreneurial leadership of various industries
- Enhance your leadership, innovation, entrepreneurial and consultancy skills

ABOUT THE PROGRAMME

This programme is ideal for training you on how enterprises can navigate the current diverse, turbulent and challenging environment. You will gain entrepreneurial skills needed by the innovative leader. The programme aims to provide the concepts, knowledge and skills to enable you to discover your unique entrepreneurial qualities. You will also work closely with experienced industry mentors during the course of study, including work-based learning. Not only will you be relevant in industry upon completion, you will enjoy your stay as you engage in an array of practical activities and business games

- The range of modules covers:
- Financial management & investment for entrepreneurs
- Innovation and creativity
- Entrepreneurial marketing
- Entrepreneurial leadership
- Business Law
- Strategic management
- Business decision analysis
- Technology and networking in an entrepreneurial context

IN ADDITION, YOU WILL GAIN PERSONAL, ANALYTICAL AND COMMUNICATION SKILLS TO IMPROVE YOUR COMPETENCIES ON:

- Problem solving
- Decision making
- Negotiation
- Research
- Project management

These skills are critical in today's competitive business environment. Botswana Accountancy College delivers the first two years of the programme and the third year is delivered in collaboration with Sheffield Hallam University (UK). Engagement and practical research are done with the local and regional business community

throughout the duration of study.

ENTRY REQUIREMENTS

Applicants should have:

BGCSE/IGCSE - A minimum of 34 Points or 11 points in any of the following subject combinations: Maths/English, Maths/Commerce, Accounting/English, Accounting/Commerce.

DURATION OF PROGRAMME

4 Years

CAMPUS

Gaborone Full Time & Part Time

MODE OF STUDY

Full Time & Part Time

PROGRAMME STRUCTURE

YEAR 1

- Learning and Academic skills
- Introduction to Venture Creation
- Use of ICT and Learning Resources
- Introduction to Financial and Cost Accounting
- Business Mathematics
- Business Communication

YEAR 2

- Entrepreneurial, Leadership & People
- Innovation & Creativity
- Personal Development & Academic Skills
- Entrepreneurial Marketing
- Venture Creation & Business Simulation
- Data Analysis for Decision Makers

YEAR 3

- Entrepreneurial Networking and Technology
- Entrepreneurship And Business Development
- Business And Corporate Law
- Leading Operations and Strategy
- Financial Management & Investment for Entrepreneurs
- Entrepreneurship In-practice

YEAR 4

- Implementing Strategy & Change
- Leading Innovation and Change
- Enterprise In Action 3: Making A Difference
- Leadership In Contemporary Organisations
- Creative Problem Solving
- Venture Creation, Growth & Sustainability

CAREER OPPORTUNITIES

- Venture creators
- Entrepreneurs
- Business Development consultants





SCHOOL OF COMPUTING AND INFORMATION SYSTEMS


Congratulations for taking a step in the right direction towards building a career in the field of Computing and ICT, Information Systems, and Business and Data Analytics. Over the years that the BAC School of Computing and Information Systems (SCIS) has delivered its portfolio of programmes, BAC has graduated over 1500 graduates who have gone on to take up employment in both the public and private sector, ultimately taking up jobs as Software Developers, Systems Analysts, Project Managers, Systems Administrators, Systems Engineers, Network Administrators, Network Engineers, Help Desk Support Officers, IT Managers, Application Administrators etc, with some going on to become self-employed entrepreneurs running their own companies or businesses.

This is your opportunity and, four years down the line you too can be counted as an aspiring professional and entrepreneur. All it takes is a dedication to your student profession, hard work and responsible conduct. No doubt the academic road ahead shall be challenging, but be assured with confidence, that with the right approach to your studies and a positive social attitude to your life and living, you will be successful in your university studies. The reward will be worth-while and you will move on to make a positive impact to your life, the lives of your family and that of your fellow citizens. In the SCIS you will find a team of dedicated professionals who will guide you throughout your years of study and help you reach out for your BSc(Honors) degree qualification as you walk to the graduation podium. Apply yourself to the utmost; make the best of your learning resources, use technology to the full and engage confidently and productively with your lecturers and fellow students, in order to bring out the best in you.

It is important that you read this student handbook and consult it from time to time so as to make sure that you understand what is required and expected of you as we work together to give you a memorable and rewarding student learning and teaching experience.

Finally, as you have been welcomed to BAC by the BAC Executive Director, Mrs. S. Leburu, it is my pleasure, on behalf of the entire SCIS team, to welcome you to the School of Computing and Information Systems.

Focus on your studies and your years of study with BAC will be worthwhile





DR GALAMOYO MALE

Director-School of Computing and Information
Systems

ABOUT THE SCHOOL OF COMPUTING & INFORMATION SYSTEMS

The field of computer science can trace its foundation to both mathematics and engineering methodology with the emphasis on practical experience. Using this philosophy, the school has designed a unique curricular model that seeks to provide an increased relevance to the real world.

The project in particular expands upon the experimental and design approach by introducing students to the creativity and productivity concerns required for business and industrial development. To further consolidate the “relevant-skills-value” of the student, graduate and professional, the School of Computing and Information Systems focused on setting up the BAC ICT Industry Skill Centre (BIISC). The BIISC centre will be made up of Specialist Academies (SAP, CISCO, Microsoft) whose focus will be to impart industry and business relevant skills to students, graduates and professionals through the delivery of well-focused internationally recognized industry standard courses.

The programmes offer majors in Computer Systems Engineering, Applied Business Computing, Mobile Technologies, Business Intelligence and Data analytics and Network Systems Engineering awarded by University of Sunderland, and Information Communication Technology and awarded by BAC.

BAC runs the first three years of the programmes and the fourth year is delivered in collaboration with University of Sunderland (UK), which confers the qualifications.

WHY CHOOSE OUR PROGRAMMES?

The aim of the programmes is to combine an in-depth coverage of computing and its applications to the business environment with a systematic approach to the design and construction of high quality software systems. By the end of the programme students should be able to:

1. Analyze real world problems, design, develop and implement software solutions.
2. Use a wide range of tools available to software engineers.
3. Show knowledge of the current trends in technology across a wide spectrum.
4. Show sound educational basis to cope with future technological developments and adopt these to the business environment.
5. Analyze, design, implement and maintain computer systems & networks.
6. Pursue postgraduate degrees in the fields of Information Technology and Business.

BSc. (HONS) COMPUTER SYSTEMS ENGINEERING

BQA NCQF LEVEL 8

RATIONALE

These programmes aims at developing graduates that can analyse and develop solutions for businesses, using Java platform. Modules such as Artificial Intelligence, Product Development and Project Management will equip graduates for working within project teams for large IT departments or specialist companies.

ENTRY REQUIREMENTS

A minimum 34 points with 12 points in any of the following subject combinations: Maths/English, Computer Studies, Information Communication Technology(ICT) or Physics will be an added advantage.

PROGRAMME STRUCTURE

Students enrolling for either will take the course according to the schedule that follows. Some modules require prerequisites, as shown on the programme structure.

YEAR 1

- Computer Related Mathematics and Statistics
- Computer Technology
- Systems Development
- Web and Multimedia Development
- Computer Systems Installation & maintenance
- Introduction to Java

YEAR 2

- Object Oriented Analysis & with Java
- Mobile Application Development
- Database Design & Development
- Computer Networks
- Discrete Mathematics
- Research & Innovation

YEAR 3

- Advanced Web Development,
- Computer Systems Administration,
- Intelligent Systems
- Industrial Attachment
- Skill Centre programmes

YEAR 4

- Project Management,
- Research
- Artificial Intelligence
- Advanced Databases
- Advanced Mobile Development
- Product Development

MODE OF STUDY

Full-time and Part Time

DURATION

4 Years

CAMPUSES

Gaborone & Francistown

CAREER PROSPECTS

Graduates will fit in industry, business and research as:

- Technopreneurs
- Computer Programmers
- Research scientists
- Software developers and consultants
- Systems analysts or administrators
- IT or Project managers
- Business analysts



BSc. (HONS) APPLIED BUSINESS COMPUTING

BQA NCQF LEVEL 8

RATIONALE

The programme aims at developing graduates that can analyze and develop solutions for businesses. It has business flair- infusing computing elements with business elements, strategic issues, and soft technologies giving graduates boardroom relevance, Business management skills and entrepreneurship skills. Modules covered will enable them to work within project teams in large organisations. Some of the modules covered include Business Intelligence & Strategy, Quantitative Analysis for Business, Business Information Systems, Web Information Systems for Business, Database Design and Development, Web and Multimedia Development and many more.

ENTRY REQUIREMENTS

(a) Minimum of 6 subjects passed at grade C or better with a combination of Math or Physics with English; plus any other 4 subjects that may include Statistics, Accounts and /or Commerce/ Business Studies (minimum of 36 points)

OR

(b) HND /Diploma in computing or related field from an accredited higher education institution

OR

(c) Mature entry by computing professional with a Certificate, plus at least 5 years of relevant experience working with business systems as a developer, analyst or related, selected based on Recognition of Prior Learning

PROGRAMME STRUCTURE

Students enrolling for either will take the course according to the schedule that follows. Some modules require prerequisites, as shown on the programme structure.

YEAR 1

- Computer Related Mathematics and Statistics,-
- Computer Technology
- Systems Development
- Web & Multimedia Development
- Ecommerce
- Introduction to Programming using C#

YEAR 2

- Object Oriented Analysis & Design with C#
- Database Design & Development
- Computer Networks
- Research and Innovation
- Quantitative Analysis for Business
- Information Security

YEAR 3

- Advanced Web Development
- Computer Systems Administration
- Intelligent Systems
- Industrial Attachment
- Industry Skills Centre programmes

YEAR 4

- Project Management
- Research
- User Experience Design
- Web Information Systems for Business
- Business Intelligence and Strategy
- Software Enterprise
- Product Development

MODE OF STUDY

Full-time

CAMPUS

Gaborone

DURATION

4 years

CAREER PROSPECTS

- | | |
|--------------------|--------------------------|
| • Business Analyst | • Data Analyst |
| • Systems Analyst | • System Developer |
| • Technopreneur | • Tenderpreneur |
| • ICT Manager | • Project Manager |
| • App Developer | • Database administrator |



BSc. (HONS) INFORMATION AND COMMUNICATIONS TECHNOLOGY

BQA NCQF LEVEL 8

RATIONALE

This programme equips students to be able to formulate an information systems or ICT strategy and governance, policies and procedures required to drive the business strategy for competitive advantage. Learners are equipped with knowledge, understanding and practice of the right mix of hardware, software, and communications technologies to adequately build sustainable ICT infrastructure driven by computer networks, mobile devices, cloud based, and integrated architectures with seamless connectivity for business success and client oriented. It will cover all the fundamentals of computing and systems administration with ITIL, then progress to information systems, security, and forensics advanced databases and how to manage IT projects.

ENTRY REQUIREMENTS

- (a) Minimum of 6 subjects passed at grade C or better with a combination of Math or Physics with English; plus any other 4 subjects that may include Statistics, Accounts and /or Commerce/ Business Studies (minimum of 36 points)
OR
(b) HND /Diploma in computing or related field from an accredited higher education institution
OR
(c) Mature entry by computing professional with a Certificate, plus at least 5 years of relevant experience working with business systems as a developer, analyst or related, selected based on Recognition of Prior Learning.

PROGRAMME STRUCTURE

Students enrolling for either will take the course according to the schedule that follows.

YEAR 1

- Computer Related Mathematics and Statistics
- Computer Technology,
- Business Process Analytics
- Systems Development,
- Introduction to C# Programming,
- Computer Systems Installation and Maintenance

YEAR 2

- Ethics & Professional Conduct
- Object Oriented Analysis and Design with C#
- Computer Networks
- Database Design and Development
- Quantitative Analysis for Business
- Research and Innovation

YEAR 3

- Computer Systems Administration
- Information Systems Strategy
- IT Systems Audit & Forensics
- Industrial Attachment
- Industry Skills Centre programmes

YEAR 4

- Business Intelligence and Strategy
- IT Service Management
- Business Modelling and Decision Making
- Research
- Product Development
- Professional Issues in Cybersecurity and Digital Forensics

MODE OF STUDY

Full-time

CAMPUS

Gaborone

DURATION

4 years

CAREER PROSPECTS

- Database Administrator
- Information Systems Manager
- IT Consultant
- IT Technical Support Officer
- Systems Analyst
- IT Policy Development
- Cybersecurity and IT Forensics and audit
- Systems administration
- Network administration



BSc. (HONS) MOBILE AND WEB TECHNOLOGIES

BQA NCQF LEVEL 8

RATIONALE

Many businesses have taken advantage of mobile apps to constantly engage with their customers for better support and interactions, and to stand out in the competition. Therefore, this programme equips students with the skills and knowledge for developing mobile and web applications using latest and modern trending technologies. Students will be taught mobile frameworks that are used by technological giants such as Facebook and Apple for developing their apps.

The programme is designed to further address soft skills such as emotional intelligence, leadership, and social influence all of which are very critical in the knowledge and results-based economy. All this combination of skills makes the graduates of this programme to best fit anywhere where technology experts in this domain are required. The multifaceted nature of the programme will also make the students better collaborate with other industries and thus opening possibilities for innovation and new ideas

ENTRY REQUIREMENTS

(a) Minimum of 6 subjects passed at grade C or better with a combination of Math or Physics with English; plus any other 4 subjects that may include Statistics, Accounts and /or Commerce/ Business Studies (minimum of 36 points)

OR

(b) HND /Diploma in computing or related field from an accredited higher education institution

OR

(c) Mature entry by computing professional with a Certificate, plus at least 5 years of relevant experience working with business systems as a developer, analyst or related, selected based on Recognition of Prior Learning

PROGRAMME STRUCTURE

Year 1

- Computer Related Mathematics and Statistics
- Mobile Development Environments
- Introduction to Mobile Technology
- Systems Development
- Web and Multimedia Development
- Computer Programming

Year 2

- Database Design and Development
- Mobile Application Development
- Cross Platform Development for Mobile

- Applications
- Computer Networks
- Research and Innovation
- Advanced Mobile Application Development

Year 3

- Enterprise Mobile Application Development Management
- Modelling and Simulation of Mobile Networks
- Mobile and Web Security
- Industry Attachment

Year 4

- Research
- Telecommunications
- Android Mobile Development
- User Experience Design
- Product Development
- Mobile App Development Technologies

MODE OF STUDY

Full-time

CAMPUS

Gaborone

DURATION

4 years

CAREER PROSPECTS

- Technical Officer Manager
- Business Analyst
- Application analyst



BSc. (HONS) BUSINESS INTELLIGENCE AND DATA ANALYTICS

BQA NCQF LEVEL 8

RATIONALE

The aim of the programme is to equip students with the necessary skills to enable them to find the needle in the haystack through the application of Business Intelligence Technologies in business as they make sense and develop insight into the huge amounts of data generated overtime. Students will develop databases and data warehouses and apply data mining technologies to establish relationships in data predict into the future to support decision making.

ENTRY REQUIREMENTS

(a) Minimum of 6 subjects passed at grade C or better with a combination of Math or Physics with English; plus any other 4 subjects that may include Statistics, Accounts and /or Commerce/ Business Studies (minimum of 36 points)

OR

(b) HND /Diploma in computing or related field from an accredited higher education institution

OR

(c) Mature entry by computing professional with a Certificate, plus at least 5 years of relevant experience working with business systems as a developer, analyst or related, selected based on Recognition of Prior Learning

PROGRAMME STRUCTURE

The duration of the programme shall be four years. Each academic year or level shall include two semesters. Progression will be dependent on successful completion of courses taken during the semesters.

YEAR 1

- Computer-related Math and Statistics
- Business Process Analysis
- Computer Technology
- Systems Development
- Fundamentals of Business Intelligence
- Web and Multimedia Development

YEAR 2

- Database Design & Development
- Introduction to Data Analytics
- Python Programming
- Data Warehousing
- Advanced Data Analytics
- Research and Innovation Project

YEAR 3

- R-Programming
- Business Management
- Intelligent Systems
- Industrial Attachment
- Industry Skills Centre programmes

YEAR 4

- Applied Research Project
- Applied Research
- Business Intelligence and Strategy
- User Experience Design
- Product Development
- Advanced Data Technologies
- Artificial Intelligence

MODE OF STUDY

Full-time

CAMPUS

Gaborone & Francistown

DURATION

4 years

CAREER PROSPECTS

- Business Intelligence consultant
- Data Scientist
- Data Analyst
- Data Engineering,
- Big Data Software Developer



BSc. (HONS) NETWORK SYSTEMS ENGINEERING

BQA NCQF LEVEL 8

RATIONALE

The programme is designed to address prevailing knowledge and skills gaps in the field of computer networks and security. The programme is designed to produce graduates who can effectively design, implement and secure networks in an enterprise, Network Systems Administration and infrastructure installation, configuration, monitoring and maintenance. Graduates would enter the market as technical experts and network engineers, with appropriate knowledge and skills in hardware and software installation, network configuration, network administration, network security, data center deployment and optimization, cloud computing and hardware virtualization and additional competences of software development and ethical conduct. To further address the skills gaps in this discipline, specific knowledge and skills pertaining to network systems security and administration, enterprise data protection, protection against malicious attacks, phishing, denial of service and social engineering. In the programme, graduates are exposed to not just knowledge and skill on business and data protection but are also required to undertake a work or industry placement. This not only affords graduates an exposure to the real work environment, but also affords graduates the opportunity to engage in professional ethics and ethical behavior scenarios as well and the development of soft skills.

A programme of this nature is necessary because it establishes a security and communication status quo in enterprises by use of hardware, software, and protocols established in the OSI model. The programme taps into future skills that include IT Services, Digital Transformation Specialists, New Technology Specialists, Organizational Development Specialists, ethical security specialists among others. The programme is also aimed introducing theories behind networking and network systems and advanced understanding of routing and switching concepts, and managing projects. Students will develop practical skills in designing and building routed networks of the kind typically found in industry. This programme also offers the opportunity to undertake exams for CISCO accreditation for various CCNA pathways such as Routing and Switching, Data Center Networking, Voice, Collaboration, Wireless and CCNA Security, which are all well-recognized and sought for industry accreditations.

ENTRY REQUIREMENTS

(a) Minimum of 6 subjects passed at grade C or better with a combination of Math or Physics with English; plus any other 4 subjects that may include Statistics, Accounts and /or Commerce/ Business Studies (minimum of 36 points)

OR

(b) HND /Diploma in computing or related field from an accredited higher education institution

OR

(c) Mature entry by computing professional with a Certificate, plus at least 5 years of relevant experience working with business systems as a developer, analyst or related, selected based on Recognition of Prior Learning

PROGRAMME STRUCTURE

Year 1

- Computer Technology
- Systems Development
- Computer Systems Installation and Maintenance
- Fundamentals of networking
- Computer-Related Mathematics and Statistics
- Routing and switching fundamentals

Year 2

- Introduction to Programming
- Data Centre Networking
- Wireless Networking
- Innovation project
- Network Architecture Design
- Distributed Systems

Year 3

- Network security
- Computer Systems Administration
- Enterprise networking
- Industry Attachment

Year 4

- Research
- Telecommunications
- Advanced Cyber Security
- Advanced Routing
- IT Service Management
- Product Development

MODE OF STUDY

Full-time

CAMPUS

Gaborone and Francistown

DURATION

4 years

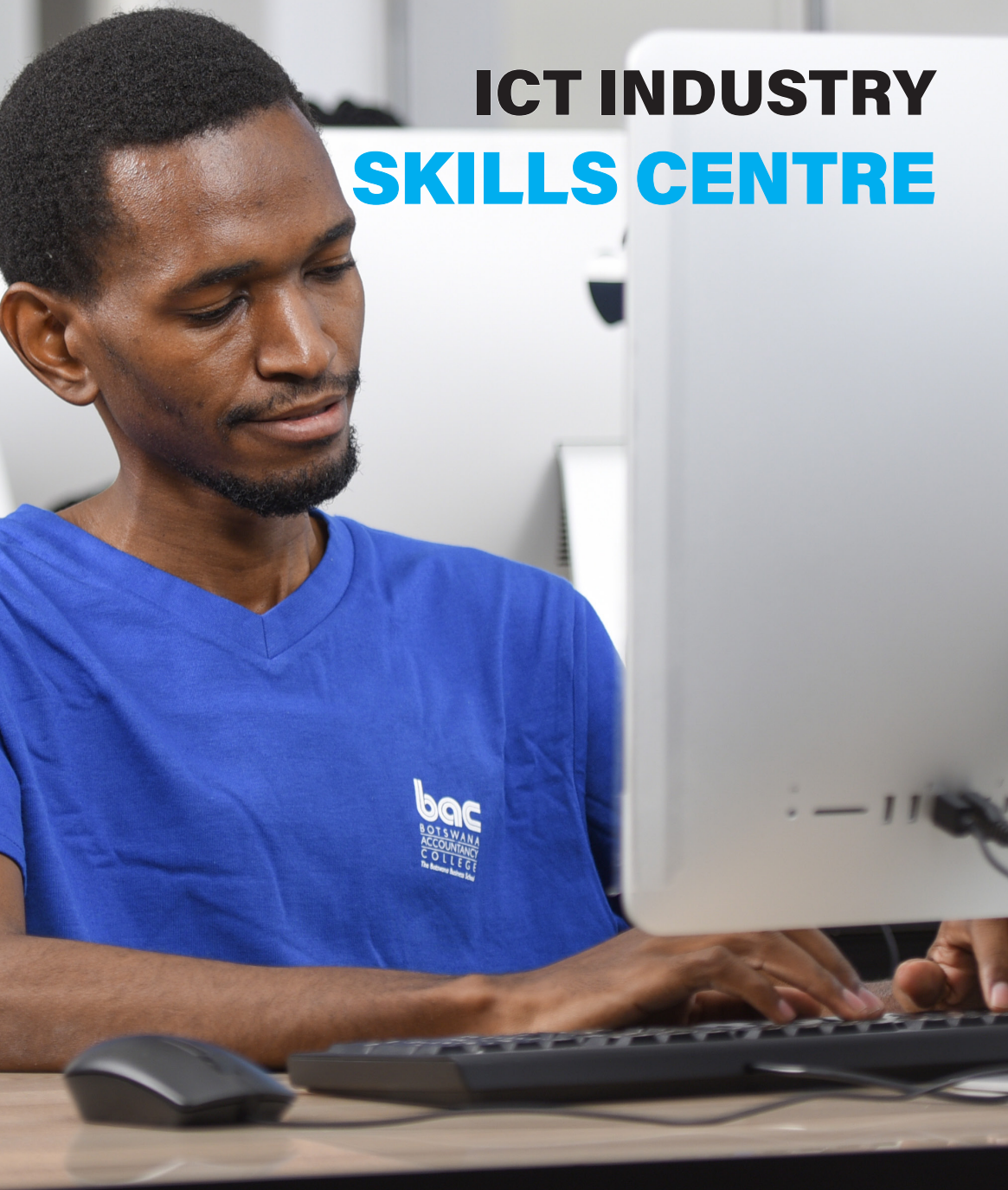
Career Opportunities

In this programme students will explore how to manage large installations in Windows and LINUX/UNIX. Students should benefit from hands-on networking design, simulation and implementation. Furthermore, graduates of this programme can find themselves active in the roles of system administrators, network engineers, IT infrastructure management, ICT support Technician, ethical hacking, cyber security as these are some of the many possible roles for Network Systems Engineering graduates after completing studies. There is barely no organization without networking and all organizations need security of their assets and require to be guarded at all the times against known and unknown attacks.





ICT INDUSTRY SKILLS CENTRE



The BAC School of Computing and Information Systems seeks to educate graduates who will be both productive and creative in modern business, entrepreneurship and industry environments. The School of Computing and Information Systems offers studies that range from theory through experimental techniques to engineering methodology, research and laboratory work complement student classroom studies. The 4- year BSc Honors programs offered by the school prepare students to practice as professionals at the cutting edge of Information and Communication Technology and Information Systems.

The field of computer science can trace its foundation to both mathematics and engineering methodology with emphasis on practical experience. Adopting this philosophy has designed a unique curricular model that seeks to provide an increased relevance of its programmes to the real world. To further consolidate the “relevant-skills-value” of the student, graduate and professional, the School of Computing and Information Systems focused on setting up the BAC ICT Industry Skill Centre (BIISC). The BIISC centre will be made up of Specialist Academies (SAP, CISCO, Microsoft) whose focus will be to impart industry and business relevant skills to students, graduates and professionals through the delivery of well-focused internationally recognized industry standard courses.

STRATEGIC AIM OF THE BIISC

- To contribute to Botswana's development towards achieving regional status in the Industry Standard ICT market through the provision of Industry Standard ICT training and solutions to the private sector, public sector and individuals, in their various domains of ICT requirements.
- The initiative will add value to growing local capacity in the field of Industry Standard ICT Training and Solution Provision.
- To establish the BAC ICT Industry Skills Centre (BIISC) which will be the organisational hub for the training, introduction, planning and implementation of organisation wide ICT projects in response to internal and external stakeholder ICT needs. In delivering its functions, BIISC will facilitate an enhancement of interdepartmental educational partnerships as well as external stakeholder collaborations towards growing the country's ICT training industry and innovation and ultimately become a leading academy for Industry standard ICT training in the country.
- The overall aim would be to deliver an ICT quality competence centre that contributes to the offering of quality

ICT Industry Standard

Training, and training infrastructure for ICT competitiveness in Botswana.

- The BIISC center shall deliver its mandate through the establishment of Specialist Academies. The Specialist Academies will be the key anchors for driving the strategic objectives of the BIISC.



CERTIFICATE IN CCNA ROUTING & SWITCHING

BQA NCQF LEVEL 5

ABOUT THE ACADEMY

The CISCO academy offers CISCO training starting with a focus on CCNA certification. The CCNA certification is a globally recognised credential which equips certified professionals with the knowledge and skill to demonstrate proficiency in networking with the ability to install, configure, troubleshoot and operate local area networks, wide area networks and dial access services for small and mediumsize networks. The CCNA Curriculum (Routing and Switching) consists of four courses (Levels) that provide a comprehensive overview of networking, from fundamentals to advanced applications and services. CCNA certification is the first step towards further Cisco certifications.

WHO SHOULD TAKE THE PROGRAMME?

SEMESTER 1

Routing and Switching Introduction to Networks
Routing and Switching Essentials
Routing and Switching Scaling Networks
Routing and Switching Connecting Networks

Network administrators, Network technicians, Help desk engineers, Support technicians, Beginning networkers, ICT/IS Instructors, IP Engineers, IT managers, school leavers with a desire to start a career in computer networking and other IT professional involved with Infrastructure and organisational system operations.

PROGRAMME STRUCTURE

The CCNA Routing and Switching consists of four Levels-

CAREER PROSPECTS

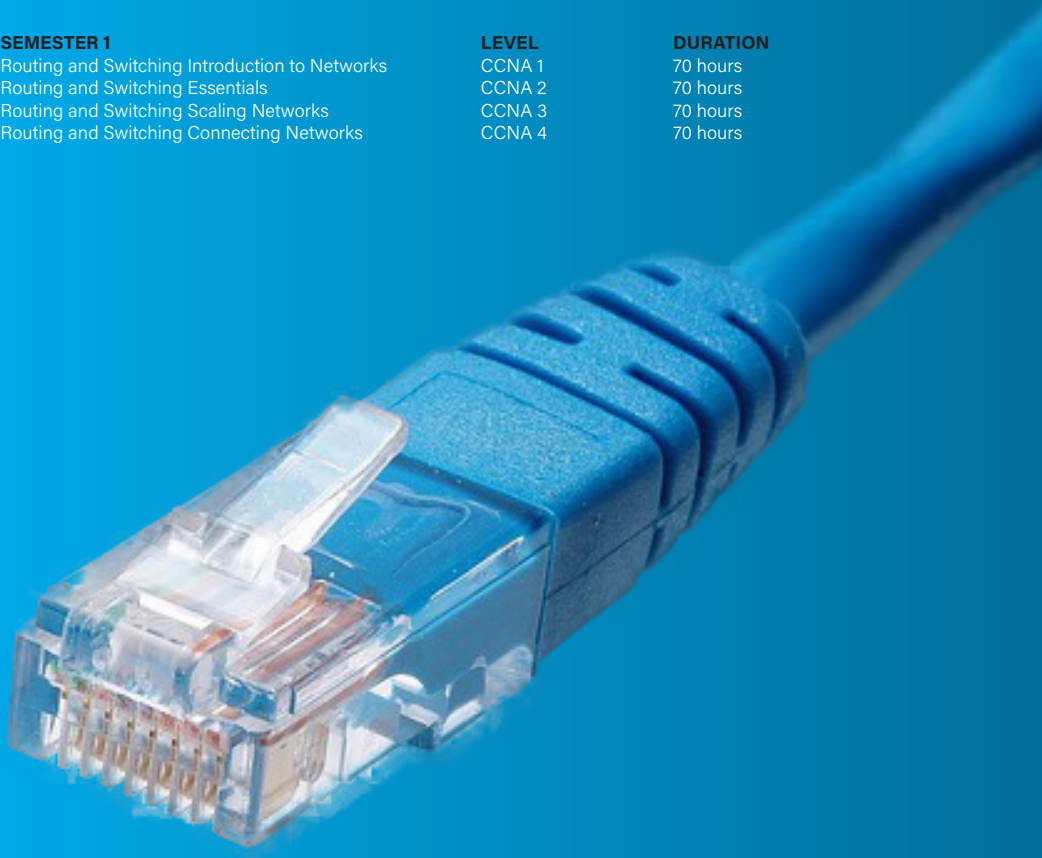
Certified CISCO personnel can work in various capacities such as Network administrators, Network technicians, Help desk engineers, Support technicians, Beginning networkers, ICT/IS Instructors, IP Engineers, IT managers and so on.

LEVEL

CCNA 1
CCNA 2
CCNA 3
CCNA 4

DURATION

70 hours
70 hours
70 hours
70 hours



SAP ERP FOUNDATION

BQA NCQF LEVEL 5

This foundation course is available exclusively to students from any Institution. The short course is offered in collaboration with the SAP University Alliances of which BAC is the first institution in Botswana to become a member. The course is developed to provide all the necessary basic theoretical and methodological knowledge about SAP systems, as well as practical experience in actually working with a real SAP system.

WHO SHOULD TAKE THE COURSE?

Any tertiary student pursuing business related courses or any student (from any discipline) who has a keen interest in business processes. These courses will specifically be useful students from the following disciplines:

WHAT IS THE COURSE STRUCTURE?

This is a comprehensive SAP course that exhaustively covers core enterprise business process integration. Students will learn how business processes are integrated to provide efficiency and effective process delivery. The principal topics include:

- Automation of Business Processes
- SAP ERP Basics and Navigation
- Financial Accounting (FA) Basics
- SAP Management Accounting (CO) Basics
- Purchase-to-Pay Processing in SAP ERP
- Plan-to-Produce Processing in SAP ERP

DURATION

The course is delivered in 40 hours which are usually distributed over 6 days.

- Accounting and Finance students
- Business Management
- Marketing Human Resource Management
- CIMA, ACCA, AAT, BICA
- Computing students
- Business Enterprise
- Automation of Business Processes
- SAP ERP Basics and Navigation
- Financial Accounting (FA) Basics
- SAP Management Accounting (CO) Basics
- Purchase-to-Pay Processing in SAP ERP
- Plan-to-Produce Processing in SAP ERP
- Tourism Hospitality
- Students from any other disciplines, keen to develop a career in Enterprise
- Process Integration with SAP ERP systems
- Students who want a better understanding of the total business process cycle
- Order-to-Cash Processing in SAP ERP
- Internal Orders, Fixed Assets, and Enterprise
- Asset Management (EAM)
- Project Systems in SAP ERP
- SAP Human Capital Management (HCM)

SAP CERTIFIED ASSOCIATE IN BUSINESS PROCESS AND INTEGRATION (TERP 10)

BQA NCQF LEVEL 5

This is a comprehensive SAP course that exhaustively covers core enterprise business process integration. Students will learn how business processes are integrated to provide efficiency and effective process delivery. This course covers both theoretical and practical aspects.

Trainees will get to understand the entire SAP ERP system through practical interaction with the System. Successful participants will be awarded the BAC certificate of performance and an opportunity to sit for the SAP certification and qualify as certified SAP consultants.

WHO SHOULD TAKE THE COURSE?

Any tertiary student pursuing Business related courses at any institution. This course will specifically be useful to students from the following disciplines:

- Accounting and Finance students
- Business Management
- Marketing Human Resource Management
- CIMA, ACCA, AAT, BICA
- Computing students
- Business Enterprise

WHAT IS THE COURSE STRUCTURE?

This is a comprehensive SAP course that exhaustively covers core enterprise business process integration. Students will learn how business processes are integrated to provide efficiency and effective process delivery. The principal topics include:

- Automation of Business Processes
- SAP ERP Basics and Navigation
- Financial Accounting (FA) Basics
- SAP Management Accounting (CO) Basics
- Purchase-to-Pay Processing in SAP ERP
- Plan-to-Produce Processing in SAP ERP

This course covers both theoretical and practical aspects. Participants will get to understand the entire SAP ERP system through practical interaction with it. Successful participants will get a BAC certificate of performance and an opportunity to get an SAP certification.

DURATION

The course is delivered in 80 hours which are usually distributed over 10 days.

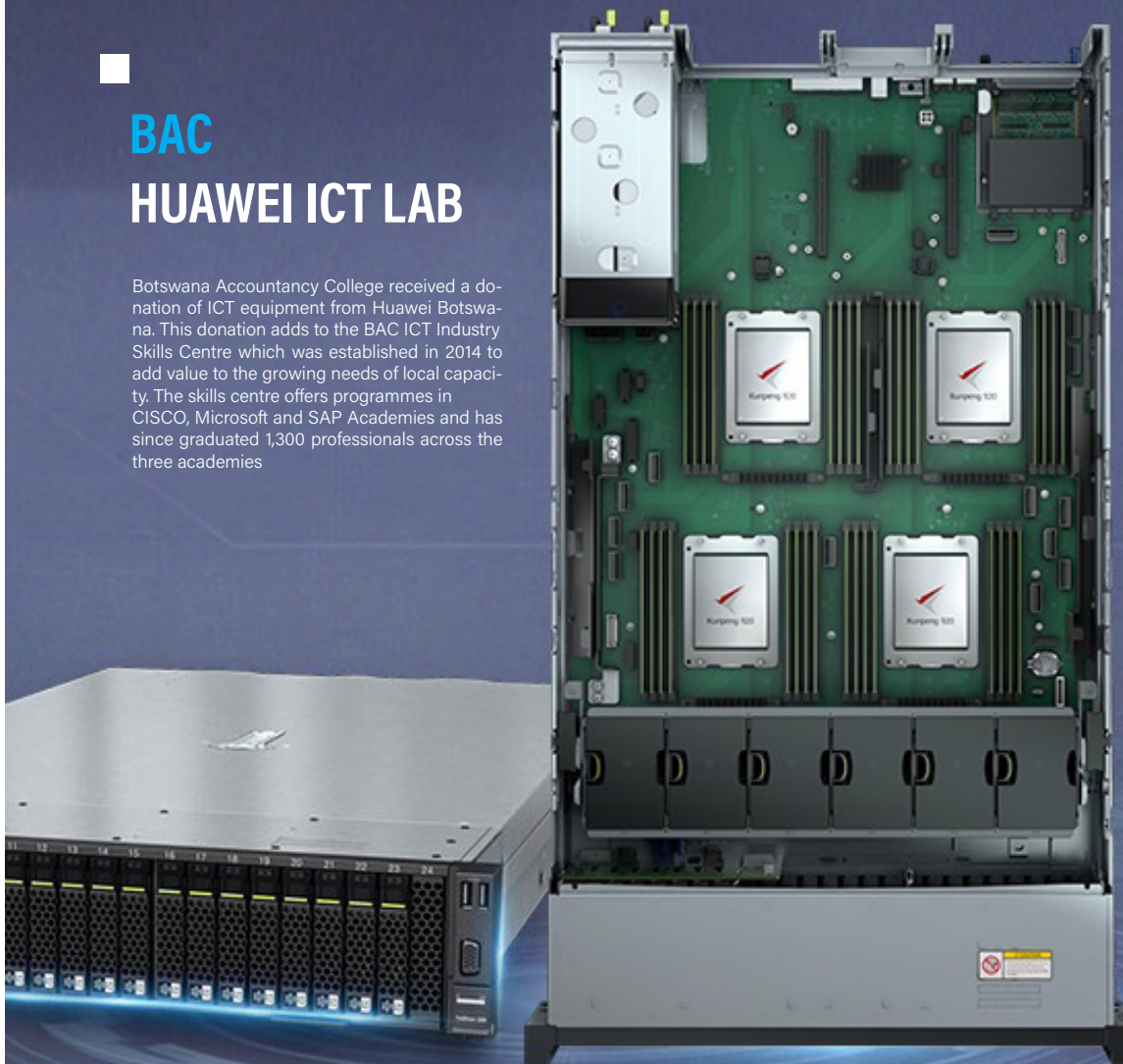
CAREER PROSPECTS

Distinguish yourself in the current marketplace by becoming an SAP Certified Business Associate Work as SAP Business Analyst in many functional areas of SAP.

BAC

HUAWEI ICT LAB

Botswana Accountancy College received a donation of ICT equipment from Huawei Botswana. This donation adds to the BAC ICT Industry Skills Centre which was established in 2014 to add value to the growing needs of local capacity. The skills centre offers programmes in CISCO, Microsoft and SAP Academies and has since graduated 1,300 professionals across the three academies






SCHOOL OF POSTGRADUATE STUDIES

ABOUT THE SCHOOL

The School of Postgraduate Studies (SPGS) is the business-to-business arm of the college focusing on some postgraduate courses, bespoke corporate learning and consultancy to enhance knowledge, skills and competencies of corporate leaders. It is a dynamic academic division of the College, responsible for continuing life-long education and training. It offers Masters programmes to ambitious corporate professionals who strive to develop as leaders and succeed in their career plans. In partnership with Sheffield Hallam, Derby and Sunderland Universities, SPGS exposes professionals to a wealth of practical experiences, broad set of real-life problems through primary and secondary research; and a richly diverse international network. The Masters programmes are offered on block release and virtually such that professionals from around the globe have the opportunity to enrol.

The School offers variety of credit-bearing courses and short-non-credit bearing programmes that have flexibility to suit the busy corporate learner/executive as their hallmark. It is also responsible for employer engagement and change management initiatives that provide quality-assured, accredited, work-based learning solutions for employers and the tertiary education sector – ranging from bespoke training courses to accreditation of in-company pro-grammes that deliver real business impact. This enables individuals and organisations to be responsive to market demands and trends, while giving access to professionals for their professional development. A defining feature of the SPGS activities is Short Courses and on-the-job training. All these courses are grounded in teaching activity, and therefore need to comply with the quality assurance requirements of the College and the relevant government and regulatory institutions.

- To provide continuing life-long education and training to employers, the tertiary education sector, and the professionals in general, and thereby contribute to developing the relevant skillsets for the economy and for youth entrepreneurship.
 - To promote the academic development and delivery of a mixed portfolio of activities, inclusive of professional courses, accreditation of in-company programmes, bespoke academic solutions, the work-based learning framework, and individual lifelong learners.
 - To execute, and manage all forms of consulting work, aligned to the core mandate of the School and BAC in general.
 - To support leadership and change management development in the public and private sectors, respectively, and (value adding) build regional and international alliances for the advancement of entrepreneurship and the SPGS's sustainability.
 - To offer programmes that meet needs of individuals or are tailor made to solve training and development issues and contribute towards the knowledge-society vision of Botswana, Africa, and the world.
 - To train leaders in knowledge, skills and research competencies
- 



DR VERONICA MAKWINJA

Director-School of Postgraduate Studies

MSc PROJECT MANAGEMENT

BQA NCQF LEVEL 9

This degree is offered in Collaboration with the University of Sunderland towards an MSc award of the University of Sunderland. The programme is designed for professionals keen to move from their existing careers into Project Management or professionals who wish to stay within a particular industry while developing and applying specific project management skills for delivering projects within the same industry. Programme aims and objectives are:

- To produce graduates or professionals who will be capable of applying project management knowledge and skills holistically toward effective project management solutions and project delivery.
- To have graduates who are subject matter experts in related areas including Project Management and Control, Commercial and Contractual Issues, Project Risk, and Quality Management, and can make a positive contribution to the value of the national human resource capacity.
- To prepare graduates for a career in planning, managing, and controlling large projects in any work environment.

ENTRY REQUIREMENTS

The normal entry requirement is a good honours degree (2:2 or above) in any subject, or an HND and substantial relevant work experience. International students must demonstrate a good command of the English language and normally would have to undertake an IELTS examination prior to starting the programme.

For more detailed programme and application information visit our website and search the programme database using the following programme ID number: CID133

DURATION AND MODE OF STUDY

Students enrolling will take the course according to the schedule that follows.

CAREER PROSPECTS

On successful completion of the course you will possess the skills to work successfully in the wide range of industry and service sectors where there is a clear and proven requirement for qualified project managers. Recent graduates have entered jobs such as project management, engineering management and marketing consultancies. Other areas that graduates have moved into are IT management and construction management showing that students with different backgrounds are eligible for a whole range of jobs using both their first degree and this master's qualification.

HOW TO APPLY?

All applications should be submitted online. Visit:
<https://www.sunderland.ac.uk/study/engineering/post-graduate/project-management-study-centre/>
For Enquiries please contact: spgs@bac.ac.bw or

call 3953 062/2410 558

CAMPUS

Gaborone Campus

COURSE MODULES

- Project Management and Control
- Project Delivery and International Project Management
- Commercial and Contractual Issues in Project Management
- Leadership and Management of Project Risk, Quality and People
- Understanding Organisations and Systems
- Project/Dissertation

MSc STRATEGIC MANAGEMENT

BQA NCQF LEVEL 9

This programme is designed to develop the skills and knowledge required by the strategist to steer an organisation through the difficult and turbulent 21st century environment. It will enable you to develop and implement an effective strategic business programme. It provides a progressive and structured framework for you to develop and apply skills of critical and ethical evaluation and synthesis.

ENTRY REQUIREMENTS

- You should normally have the following. An undergraduate degree (at least a 2:2) or equivalent professional qualifications/ experience 2-3 years relevant work experience.
- If English is not your first language, you should be able to demonstrate proficiency in English – for instance IELTS 6.0-6.5/TOEFL 500 – 570

PROGRAMME STRUCTURE

STAGE 1 AND 2

(POSTGRADUATE CERTIFICATE AND DIPLOMA)

- Strategic Leadership and People Management
- Strategic Finance for Managers
- Strategic Management
- Strategic Marketing & Competitive intelligence/
- Entrepreneurial Management
- Strategic Quality & Project Management
- International Business Strategy

STAGE 3

Independent studies (Research Methods / Dissertation)

DURATION AND MODE OF STUDY

15 months, part time. ACADEMIC YEAR

• Also Available ONLINE

CAMPUS

Gaborone Campus

MA PROCUREMENT & LOGISTICS MANAGEMENT

BQA NCQF LEVEL 9

CAREER PROSPECTS

You gain the knowledge and experience to work as professional in procurement and logistics management across a range of areas including logistics coordinator; supply chain analyst; solutions analyst; supply chain coordinator; demand analyst and management roles in procurement and logistics.

ENTRY REQUIREMENTS CAMPUS

- Applicants need a 2.2 undergraduate degree or equivalent and at least two years relevant managerial or operational experience.
- If English is not your first language, you should be able to demonstrate proficiency in English for instance IELTS score of 6.5 with 6.0 in all skills or equivalent.

PROGRAMME STRUCTURE

Course Modules:

- Quality and Supply Chain Management -Finance
- Corporate Governance and Ethics
- Procurement Management Global Logistics
- International Strategic Management
- Global Sourcing
- Botswana Contracts Law for Procurement and Logistics
- Research Methods; Dissertation

CAMPUS

Gaborone Campus

EXECUTIVE-MASTER OF BUSINESS ADMINISTRATION

BQA NCQF LEVEL 9

CAREER PROSPECTS

The MBA is designed to enhance your leadership capability and transform you into senior management position and leadership in private and public sector including marketing, financial advisor, investment banker and consultancy.

ENTRY REQUIREMENTS

A Bachelor's degree (at least 2:2) or equivalent professional qualification with at least 2 years related experience, or significant managerial and operational work experience.

If English is not your first language, you should be able to demonstrate proficiency in English for instance IELTS score of 6.5 with 6.0 in all skills or equivalent.

PROGRAMME STRUCTURE

Students enrolling will take the course according to the schedule that follows:

CAMPUS

Gaborone









NON - CREDIT BEARING COURSES

These are on a needs-basis and cover areas of need by clients and are developed off-the-shelf on a bespoke basis. Off-the-shelf examples non-credit bearing courses include (among others)

- Customer service
- Corporate Governance
- Supervision Skills
- Company Board Duties
- Storekeeping (Ordering, Receiving, Issuing)
- Bookkeeping (Basic accounting)
- Basic Management and Leadership Skills
- Waitering / Catering Skills
- Housekeeping
- Guest Relations (Hotels and Lodges)
- Basic Computing Skills.
- Customer service
- Corporate Governance
- Supervision Skills
- Company Board Duties
- Storekeeping (Ordering, Receiving, Issuing)
- Bookkeeping (Basic accounting)
- Basic Management and Leadership Skills
- Waitering / Catering Skills
- Housekeeping
- Guest Relations (Hotels and Lodges)
- Basic Computing Skills

Certificate in Finance for Non-Finance Managers	Must have completed BGCSE.	6 months	Block Release	Gaborone/Francistown
Certificate in Public Sector Procurement and Tender Process Management	Must have completed BGCSE.	6 months	Block Release	Gaborone/Francistown
Postgraduate Certificate in Infrastructure Finance	A recognised Bachelors degree or equivalent in any discipline.	6 months	Block Release	Gaborone
Postgraduate Certificate in Enterprise Risk Management	A recognised Bachelors degree or equivalent in any discipline.	6 months	Block Release	Francistown
Postgraduate Certificate in Public Sector Project Management	A recognised Bachelors degree or equivalent in any discipline.	6 months	Block Release	Gaborone/Francistown

POSTGRADUATE CERTIFICATE IN INFRASTRUCTURE FINANCE

65 CREDITS

Just as infrastructure development acts as a catalyst for economic growth, it is also changing the landscape for potential investors and the burgeoning field of infrastructure finance. Infrastructure systems for transportation, utilities, and public works are essential for economic growth and have quickly developed into an emerging alternative asset class.

The Postgraduate Certificate in Infrastructure Finance examines how the activities associated with updating and creating efficient transportation and communications, reliable and affordable energy, clean water, and other essential systems, have become a profitable financial endeavour. Recently, providing, operating, and maintaining infrastructure has advanced as a recognized and important investment sector that reaches beyond earlier business models. The course puts this field in perspective and details what you need to know to succeed within it.

- An informative look at infrastructure finance-an emerging
- alternative investment for all types of institutional investors.
- Dissects the central organizational and financial issues behind the revolutions that are occurring in infrastructure management and finance.
- Contains detailed guidance for navigating the dynamic field of infrastructure finance.
- Discusses infrastructure as arteries of life for a better world
- As infrastructure finance continues to grow in importance, you'll need to enhance your understanding of its essential aspects.

COURSE DURATION

Students should expect to complete this course within 6 months. There is an intake in January and July each year. Applications for the January intake open from 1st October and for the July intake from 1st March.

TARGET AUDIENCE

- BICA members and other finance professionals
- Auditor General and Accountant General employees
- Lawyers and banking professionals
- Public Sector Executives and policymakers

MODES OF PROGRAMME DELIVERY

- Candidates enrolling in this course are expected to have completed any of the following
- A recognized Bachelor's degree in any discipline
- A recognized professional qualification such as ACCA, CIMA, AAT etc.

LEARNING OBJECTIVES

By the end of this module students will be able to:

- Understand the different Infrastructure Sectors and types of companies.
- Appreciate the role of the private sector and PPPs
- Differentiate between Greenfield and brown-field investments.
- Identify the different Sources of revenue and financing

By the end of this module students will be able to:

- Treat infrastructure as an asset class
- Understand the investors in infrastructure
- Appreciate the Risk-return profile of infrastructure investments
- Perform Portfolio diversification through infrastructure
- Understand Infrastructure investment opportunities

TEACHING/LEARNING APPROACHES/ STRATEGIES

The teaching and learning strategy will utilize a variety of learning materials and methods. The tuition period will include mini lectures, tutorials, case studies and worked examples, problem-based learning, simulations, and group work which will facilitate understanding of wider perspectives and build peer support opportunities. This strategy will aim to maximize the achievement of the learning outcomes through a combination of formal input via lectures at the beginning of the module with a shift to facilitate a student-centred learning approach as the module progresses. Thus, students will be expected to read and research widely on an individual basis and to prepare for classes.

CAMPUS

Francistown Campus
Gaborone Campus

POSTGRADUATE CERTIFICATE IN PUBLIC SECTOR PROJECT MANAGEMENT

60 CREDITS

OVERVIEW

Public sector project management is an area in which extensive skills capacity building is required to optimize the nation's performance in the achievement of national goals. This Certificate has been designed to address the particular and daunting challenges of managing public sector projects and increasing project management skills in the public sector. It introduces project management methods and tools that have proven useful in both public and private organisations and identifies both the challenges in public sector project management and international best practices for dealing with them.

The course is for public sector project managers who want to optimize project outcomes and make a positive contribution to their agencies and organisations. It is for those who have worried about meeting a deadline for a project or getting the support of their stakeholders. It is also for those private-sector project managers who are managing projects under contract with the public sector so that they fully appreciate the challenges that go with this activity.

TARGET AUDIENCE

- Project managers, graduate executives and generally anybody interested in the public sector.

MODES OF PROGRAMME DELIVERY

Block release

ENTRY REQUIREMENTS

Candidates enrolling on this course are expected to have completed any of the following:

- A degree or its equivalent in any programme, with a recognized university and
- Have experience with project management in the public sector.

TEACHING/LEARNING APPROACHES/STRATEGIES

The teaching and learning strategy will utilize a variety of learning materials and methods. The tuition period will include mini lectures, tutorials, case studies and worked examples, problem-based learning, simulations, and group work which will facilitate understanding of wider perspectives and build peer support opportunities.

This strategy will aim to maximize the achievement of the learning outcomes through a combination of formal input via lectures at the beginning of the module with a shift to facilitate a student-centred learning approach as the module progresses. Thus, students will be expected to read and research widely on an individual basis and to prepare for classes.

ASSESSMENT STRATEGIES AND

EXAMINATIONS

Formative assessment will occur prior to the summative assessment to ensure students gain feedback on their understanding to date. Students must demonstrate that they understand and can apply appropriate tools and concepts taught in the module therefore project and portfolio work will be used as assessment. This assessment also requires a reflective critique of personal learning and development. A written assessment will be taken at the end of the course. Minimum of 50% pass mark is required.

Students failing to achieve this mark will be allowed one additional chance to retake the exam.

COURSE DURATION

Students should expect to complete this course within 6 months. There is an intake in January and July each year. Applications for the January intake open from 1st October and for the July intake from 1st March.

CAMPUS

Gaborone Campus



CERTIFICATE IN FINANCE FOR NON-FINANCIAL MANAGERS

120 CREDITS

OVERVIEW

The Finance for Non-Financial Managers certificate empowers learners to communicate with accounts and finance professionals more effectively and to better understand the financial aspects of business decisions. It is generally agreed in business that financial skills are indispensable for the success of businesses and individuals, thus it becomes imperative that these skills and financial knowledge must be a prerequisite for everyone who is involved in the financial growth and proper management of the organization.

Financial knowledge and skills produce quality decisions that maximize stakeholder's value and contributes towards financial stability and growth in organizations. This programme provides cross functional knowledge and grounding on the most recent trends in financial reporting to non-financial executives in a pragmatic manner. The lack of basic fiscal and financial management knowledge has been identified as a major source of inefficiencies and wasteful expenditure in Botswana and this course will go a long way towards helping in solving this problem by developing and transferring skills to non-financial managers in our country.

WHO SHOULD TAKE THE COURSE?

Taking the Certificate Course will confer extended advantages to all candidates who are currently employed within an executive non-finance role and members of the legal and other professions.

Non-financial Executives

- Entrepreneurs
- Operations personnel
- Board of directors
- General Managers of small and medium enterprises.

COURSE STRUCTURE

The programme is studied on a part-time basis flexi-mode enabling learners to upgrade their skills while working and applying them on a hop-along basis. The modules in the

programme have particular importance in continuing professional development and facilitate accreditation of prior experience. The programme will be offered in Gaborone and Francistown Campuses in the evenings, weekends, and block release. Participants are expected from the private sector, public sector, and NGOs. The course is made up of 5 modules taken over six months either on a block release basis or part time.

COURSE DURATION

Students should expect to complete this course within 6 months.

There is an intake in January and July each year. Applications for the January intake open from 1st October and for the July intake from 1st March.

APPLICATION PROCEDURE

- Complete the Application form
- Attach your certified copies of academic transcripts and certificates

REGISTRATION

Students should

- This course is open entry, but it is highly recommended that candidates enrolling in this course should have completed a tertiary qualification.
- This course would be highly advantageous to those currently employed in middle to senior management in non-financial roles, and entrepreneurs.
- The course duration is six months.

CAMPUS

- Francistown Campus
- Gaborone Campus



CERTIFICATE IN PUBLIC SECTOR PROCUREMENT AND TENDER PROCESS MANAGEMENT

120 CREDITS

OVERVIEW

The National Human Resource Development Plan NHRDC seeks to ensure that human resource skills are developed within the workforce in the critical areas such as management of operations within organisations. Public Sector Procurement and the tender process management have been identified as critical area where development is required to ensure that the level of good governance and efficient resource allocation is raised within the country.

The Certificate in Public Sector Procurement and Tender Process Management was designed to put the public procurement system in context, by educating learners on the strategic importance of public procurement and the background to the enactment of the Public Procurement and Asset Disposal Act, 2001. It also explains the legal and regulatory framework which governs public procurement in Botswana and provides learners with an insight into requirements of, and the implementation of the PPAD Act). Poor procurement and tender management practices have been identified as a major source of inefficiencies and wasteful expenditure in Botswana's public sector and this course will go a long way towards helping in solving this problem by developing and transferring skills to procurement professionals in our country. BAC, with the invaluable support of the Public Procurement and Asset Disposal Board decided that it was necessary to develop a qualification, which would provide professionals within the procurement function in the public sector with the skills to effectively manage the function within their organisations. The programme is designed to enhance their skills in complying with the PPAD Act in effectively, efficiently and economically discharging their duties in order to achieve the organisation or government department's objectives. The programme is workbased and will add real value for their future careers and further studies in Public Administration.

The programme is designed to further enhance their knowledge and skills in the areas of corporate governance as it relates to the Public Sector, Public Finance and general Public Administration and Management and will give them more confidence in their ability to deal with complex situations; they will also learn to communicate effectively via written reports and presentations. They should also gain skills in problem solving, analyzing their workplace and communication. The programme will be launched in July 2014 in Gaborone.

WHAT ARE THE PROGRAMME'S AIMS?

The programme aims to create a detailed appreciation of the requirements of the PPAD Act and of international best practices in public sector procurement. The program focuses on building the requisite knowledge and skills required in order to apply the requirements of the Act and recognised theoretical frameworks and models in the day to day man-

agement of public finance and procurement. The focus is on producing graduates who can understand, evaluate and implement the Botswana Public Sector framework for procurement and tender management as outlined in the PPAD Act.

THE GRADUATE PROFILE IS ONE OF A PROCUREMENT PROFESSIONAL EQUIPPED WITH THE SKILLS REQUIRED TO:

- Develop a policy for managing the procurement function with the objective of achieving compliance with the PPAD Act.
- Design and implement the procurement framework, procedures and controls with the guidance of the PPAD Act;
- Evaluate his department's procurement strategy, policies and processes, and introduce improvements.
- Apply international best practice based on recognized frameworks in managing the procurement function in their organisation;
- Build and champion a culture of risk awareness aligned with other management activities within the procurement function;
- understand the importance of public procurement as a strategic valueadding activity;
- Explain the structure of the legal and regulatory framework for public procurement and the key features of each constituent part;
- understand basic procurement principles competition, value for money, economy, efficiency, fairness, accountability, transparency and integrity;
- explain the different procurement methods available and when to use each one.

WHO SHOULD TAKE THE COURSE?

Taking the Certificate Course will confer extended advantages to all candidates who are currently employed within a public sector procurement function and internal audit, accounting and administration.

- Procurement Officers
- Managers and administrators
- Audit Staff
- Risk management staff.
- Students enrolled in accounting, business, or financial degree programs.

WHAT IS THE COURSE STRUCTURE?

Professional work experience may be substituted for an appropriate degree. Relevant work experience will

enabling learners to upgrade their skills while working and applying them on a hop-along basis. The modules in the programme have particular importance in continuing professional development and facilitate accreditation of prior experience. The programme will be offered initially in Gaborone with a later rollout in Francistown Campus in the evenings, weekends, and block release. Participants are expected from the public sector and, NGO sectors. The programme enables them to gain good analytical and problem-solving skills that add real value in their profession and across other industries. The course takes over 6 months either on a block release basis or part time in the evenings as follows:

COURSE DURATION

Students should expect to complete this course within 6 months

There is an intake in January and July each year. Applications for the January intake open from 1st October and for the July intake from 1st March

REGISTRATION REQUIREMENTS

- Bachelor's degree or its educational equivalent from an accredited tertiary institution.
- Certain international professional designations may be accepted as equivalent to a bachelor's degree. Appropriate relevant Professional work experience may be substituted for an appropriate degree.
- Relevant work experience will be advantageous for students taking this course.

APPLICATION PROCEDURE

- Complete the Application form
- Attach your certified copies of academic transcripts and certificates
- Submit the application to Registrar's Office, Office No 28

CAMPUS

Francistown Campus
Gaborone Campus

POSTGRADUATE CERTIFICATE IN ENTERPRISE RISK MANAGEMENT

120 CREDITS

OVERVIEW

The National Human Resource Development Plan NHRDC seeks to ensure that human resource skills are developed within the workforce in the critical areas such as business management.

Risk management has been identified as one such critical area where development is required to ensure that the level of good governance and risk management is raised within the country. Risk Management has become a key supporting activity for practicing managers and an understanding of the theory of Risk Management is of considerable value to any enterprise.

The Post Graduate Certificate in Enterprise Risk Management was introduced by BAC with the hope of bridging the skills gap in the Botswana economy now with regards to the disciplines of enterprise risk management and governance. It is a matter of global consensus that the recent global economic meltdown was primarily caused by poor risk management and governance structures. BAC decided that it was necessary to develop a qualification, which would provide professional executives with the skills to develop and manage risk management frameworks in their organisations. The programme is designed to enhance their skills in Enterprise-Wide Risk Management within the workplace and because the course is designed to run alongside their jobs, it enables them to put the theories into practice. The programme is work-based and will add real value for their future careers and further studies in business and management. The programme is designed to further enhance their knowledge and skills in corporate governance as it relates to Risk Management and will give them more confidence in their ability to deal with complex situations; they will also learn to communicate effectively via written reports and presentations. They should also gain skills in problem solving, analysing their workplace and communication.

The programme was launched in January 2012 with 150 students in Gaborone. It has shown tremendous growth in the two years since, with over 400 having completed the programme and an average enrolment of about 250 per cohort. This is a testament of how hungry the market and industry were for such a product and a validation of the foresight shown by BAC's management and product development structures.

WHAT ARE THE PROGRAMME'S AIMS?

The programme aims to create an awareness of the importance of enterprise risk management as a vital tool for strategic management and governance within organisations. The program focuses on building the requisite knowledge and skills required to apply the requirements of recognised theoretical frameworks and models in the day-to-day implementation of enterprise risk management.

It recognises both the enterprise-wide (or ERM) importance of comprehensive risk management and the growing use of international standards such as ISO 31000 to equip future professional risk managers with the fundamental knowledge and tools to make invaluable contributions to long-term organisational prosperity. The focus is on producing graduates who can understand, evaluate, and implement effective risk management.

The graduate profile is one of a professional equipped with the skills required to:

- Develop a risk management framework for their organisation, including designing the risk management strategy, policy architecture, and protocols.
- Design and implement the risk management processes, procedures and controls.
- Apply international best practice based on recognised frameworks in managing the risk function in their organisation.
- Build and champion a culture of risk awareness aligned with other management activities.
- Facilitate the identification, analysis and evaluation

of risks, and design record-keeping procedures.

- Evaluate the effectiveness of existing controls and facilitate the design and implementation of necessary and cost-effective control improvements.
- Evaluate risk management strategy, policies, and processes, and introduce improvements.

WHAT IS THE COURSE STRUCTURE?

The programme is studied on a part-time basis flexi mode enabling learners to upgrade their skills while working and applying them on a hop-along basis. The modules in the programme have particular importance in continuing professional development and facilitate accreditation of prior experience.

The programme is offered in Gaborone and Francistown Campus in the evenings, weekends, and block release. Participants are from a broad industry spectrum such the banking, corporate environment, nongovernmental sectors. The programme enables them to gain good analytical and problem-solving skills that add real value in their profession and across other industries. The Enterprise Risk Management course is made up of six core modules taken over 12 months either on a block release basis or part time in the evenings as follows:

REGISTRATION REQUIREMENTS

- ERM candidates must hold a bachelor's degree or its educational equivalent from an accredited tertiary institution.
- Certain international professional designations may be accepted as equivalent to a bachelor's degree. Professional work experience will not substitute for an appropriate degree.
- Relevant work experience will be advantageous for students taking this course.
- Application Procedure
- Complete the Application form.
- Attach your certified copies of academic transcripts and certificates.
- Submit the application to Registrar's Office, Office No 28.

WHO SHOULD TAKE THE COURSE?

Taking the Postgraduate Certificate Course will confer extended advantages to all candidates who are currently employed within any organisational function especially internal audit, accounting, and administration.

- Audit staff.
- Managers and administrators
- Risk management staff.
- Students enrolled in accounting, business, or financial Degree programs

A young Black woman with her hair in braids, some of which are accented with white beads, is shown in profile. She is wearing round glasses and a black blazer over a dark top. She is seated at a desk, looking down at a stack of papers. The background is softly blurred, showing a brown tufted leather chair and a warm, indoor lighting environment.

ONLINE LEARNING PROGRAMMES





ONLINE LEARNING PROGRAMMES


The online learning unit was established and launched in November 2019. The intention of the Unit is to build a dynamic and flexible online and remote learning mix of provisions. The Unit supports the college's goal of increasing quality and access to online and remote learning. Online learning courses are defined as a course in which at least 80 percent of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time or space, or both.

Highlights

The unit embarked on operational initiatives whose objectives were to:

- Attract and bring awareness to both local and international students
- Position BAC as a market leader for professional studies
- Position BAC as an innovative and progressive institution
- Increase Privately sponsored students

Student experience and success consist of the following:

- Providing clear induction to ensure students are clear from the outset what is expected from them.
 - Holding regular live sessions to engage and inform students
 - Effective use of Moodle online platform to provide up to date information and regular announcements
 - Provision of continuous assessment to support scaffolding of learning and to inform summative assessment
 - Support for mental health
 - Strong student voice
 - Each student has a dedicated Personal Academic Tutor (PAT)
 - All academic staff undertake Online Teaching Inductions and Authoring Inductions which take place 3 times per year. Staff receive a digital badge as recognition of their achievement.
- 



MR AUBREY MBEWE

Portfolio Manager Online Learning



**FLEXIBLE
AFFORDABLE
CONVENIENT
INNOVATIVE**



WHAT IS ONLINE LEARNING ?

This is education that takes place over the Internet. It is often referred to as “e- learning” among other terms. However, online learning is just one type of “distance learning” - the umbrella term for any learning that takes place across distance and not in a traditional classroom.

WHY ONLINE LEARNING?

This is a more convenient, affordable, and flexible, customised and innovative mode of education.



We are here to enhance your career and enrich your life - that's our purpose. We do that with a clever selection of career-changer qualifications and a study support system that guarantees results. Choose a global business or finance qualification, such as **AAT, ACCA, CIMA, CFA, ICAEW or BICA** to increase your employability and career growth. BAC has partnered with the leading global professional education provider (BPP Professional Education) to deliver online programmes within Africa.

SHORT ONLINE COURSES

- Anti-Money Laundering
- Business Continuity management
- Emotional Intelligence
- Global Supply Chain Management and Logistics
- Estate and Trust Management
- Public Sector Governance and Ethics
- Commodities Trading
- Computing Technologies in Society
- Digital Marketing

Please note: All Short Online Course follow the same schedule and fees

Date	Duration	Delivery mode	Fees (P)
Flexible dates	3 days (24 hours)	Face to Face & Online	3,000

MASTERS ONLINE COURSES

- MSc Strategic Management

How do you Apply?

1. Register with the Professional body(BICA/ICAEW, CIMA,ACCA, AAT or CFA) if you are applying for any of the above.
2. Go to our website www.bac.ac.bw and Click **Online**
3. **Professional Application** and select programme of your choice.
4. Make payment.
5. Acknowledgement of application mail will be sent to you from BAC.
6. Login credentials from BPP will be sent to you.
7. You are good to GO!

PUBLIC SECTOR GOVERNANCE AND ETHICS

ABOUT THE COURSE

• The training course is designed to present, discuss and provide guidance on key governance principles, rules, best practice recommendations and various issues, pertinent to public-sector organizations. It will provide you with a guide of good governance focusing on accountability, compliance, risk assessment, disclosure and transparency requirements, to ensure that administration and reporting obligations impacting on your organization are identified and addressed.

COURSE CONTENT

• Corporate governance and ethics; Structures and processes of government; the doctrine of collective responsibility; Principles of good governance within the public sector; King Codes; Public sector accountability mechanisms; etc.

WHY REGISTER FOR THE COURSE?

- Because many people depend on the services provided by the public sector such as education, health, security, and electricity it goes without saying that public sector governance is essential to the general well-being of our society.
- Appreciate a common way of understanding the general objectives of public sector organisations is the three E's: economy, efficiency and effectiveness.

CORPORATE GOVERNANCE AND BUSINESS EVALUATIONS

ABOUT THE COURSE

The Corporate governance course aims to provide stakeholders with a thorough understanding of what good governance entails. Corporate governance is critical for the effective functioning of any organisation. The quality of a corporation's corporate governance affects the risks and value of the corporation. Empirical evidence and research support the proposition that it pays to have good Corporate Governance. Best corporate governance practice is an integral part of good management practice permeating the entire operation.

COURSE CONTENT

Overview of corporate governance and ethics; structures and processes of government types of public sector entities; governance models, ethics, values and consequences; Public sector accountability mechanisms; etc.

WHY REGISTER FOR THE COURSE?

Ideally suited to public workforce, this tutor led professional development course will provide an overview of how public service can add greater value by integrating governance holistically throughout the organisation.

BUSINESS CONTINUITY MANAGEMENT

ABOUT THE COURSE

Business continuity management is defined as the advanced planning and preparation of an organization to maintain business functions or quickly resuming after a disaster has occurred. It also involves defining potential risks including fire, flood or cyber-attacks. Business leaders plan to identify and address potential crises before they happen. Then testing those procedures to ensure that they work, and periodically reviewing the process to make sure that it is up to date. The course is designed to enable learners to develop an appreciation of the necessary skills and knowledge required during a disaster in the workplace to ensure the company maintains normal business operations with minimal disruption

COURSE CONTENT

What is Business Continuity Management (BCM); Threats of Today and Tomorrow in BCM; BCM and Risk Mitigation; etc.

WHY REGISTER FOR THE COURSE?

This course is for people interested in understanding business continuity from a global perspective. The program is also ideal for persons tasked with the hands-on implementation of BCM within their organization's and as an overview to Business Continuity professionals

COMMODITIES TRADING

ABOUT THE COURSE

- Commodities Trading is a short, university credit bearing course which aims to critically analyse the structure and features of key commodity markets, factors which influence the prices of commodities, inherent risks associated in different commodities and the role played by key regulators in ensuring end to abusive speculation within the commodity markets.
- Commodity trading involves the trade of essential primary products such as metals, grains, oil etc. and intangibles such as interest rates, stock market indices etc.

COURSE CONTENT

What are physical commodities; commodities trading; Who are commodity traders and what do they do; Development of commodities trading; etc.

WHY REGISTER FOR THE COURSE?

- People interested in understanding commodities trading market from a global perspective.
- The program is also ideal for finance professionals
- Students pursuing degree, diploma, engineering and commerce who want to make a career in finance/commodities trading.

COMPUTING TECHNOLOGIES IN SOCIETY

ABOUT THE COURSE

- Computing Technologies in Society is a short, university credit bearing course which provides a wide-ranging transdisciplinary introduction to the evolution and application of increasingly complex and powerful digital technologies.
- This course provides a wide-ranging transdisciplinary introduction to the evolution and application of increasingly complex and powerful digital technologies. Particular attention is given to the impact of technologies on society, the individual and the environment.

COURSE CONTENT

Computer operations; computer hardware assembly and system design, Application software; data storage and network security to electronics and computer engineering; etc

WHY REGISTER FOR THE COURSE?

- This program is designed for learners who wish to advance their knowledge and understanding of important aspects of Computing and Information Technologies in order to enhance career opportunities or to prepare themselves for postgraduate research. Importantly, it does not solely focus on digital technologies but also places these in context in respect of both their impact on society and the environment.
- It will provide you with highly transferable subject, academic and practical skills which are widely sought by today's Computing and IT employers.

DIGITAL MARKETING

ABOUT THE COURSE

The course is designed to enable learners to develop an appreciation of the role of digital marketing and the management of marketing functions in the modern organisation. The course will focus on what being “digital marketing oriented” means, in practice, to organisations operating in both the commercial and public sectors. The course will help learners to understand the challenges of marketing management in manufacturing and service industries: analysing marketing environments; evaluating strategic alternatives and designing and implementing digital marketing programmes involving decisions about products/services, pricing, distribution and promotion.

COURSE CONTENT

Media management; Innovation in Marketing; Website optimizations; Corporate media strategy; Managing creativity; etc

WHY REGISTER FOR THE COURSE?

Ideally suited to SME directors, Entrepreneurs and SME Marketing Managers, this tutor led professional development course will provide an overview of how businesses can add greater value by integrating marketing holistically throughout the organisation.

EMOTIONAL INTELLIGENCE

ABOUT THE COURSE

This short course will provide you with the key concepts and ideas that underpin emotional resilience and how it develops. Understanding emotional resilience will enable you to develop coping strategies to deal with difficult situations in your own emotional and professional life. By the end of the course, you will feel confident enough to apply your learning to your own situation and to others through reflective supervision. This course is for anyone seeking to develop their understanding of emotional resilience, through the learning of key concepts and personal reflection. Anyone experiencing or working in difficult and challenging situations will benefit from this short course.

COURSE CONTENT

What is Emotional Intelligence; How to develop emotional resilience; Reflective framework for emotional resilience; Reflective Supervision; etc.

WHY REGISTER FOR THE COURSE?

The course is widely available for anyone to take part in regardless of age, location or education status. However, there are some basic requirements. You will need access to the internet whether it is on your PC, tablet, mobile or other electronic devices, as well as a valid email address to register with our online learning environment to take part in the course.

ANTI-MONEY LAUNDERING

ABOUT THE COURSE

Following the Covid Crisis, the global financial services industry is undergoing massive change. The crisis has given way to several financial services scandals including the mis-selling of investment advice, payment protection insurance and LIBOR manipulation. This comprehensive course is designed for those with little or no existing knowledge of Anti money laundering and financial crime but is also suitable for use as a ‘refresher’ for both existing employees and new joiners.

COURSE CONTENT

Introduction to the Money Laundering; Regulatory Requirements; Assessing Risk; Undertaking Customer Due Diligence and Obtaining Identification; Offences and Financial Sanctions; etc.

WHY REGISTER FOR THE COURSE?

Anti-Money Laundering (AML) is designed to help those who work within the regulated financial services sector. The course explains what money laundering is, how it can be recognised, and how to put in place controls to prevent financial crime. The course covers the laws around money laundering and explains what your responsibilities are for recognising, reporting and preventing money laundering and terrorist financing.

GLOBAL SUPPLY CHAIN MANAGEMENT AND LOGISTICS

ABOUT THE COURSE

Global Supply Chain Management and Logistics is a short, university credit bearing course which critically analyses the increasing need for effectively managing the global supply chain as this is key in terms of how an organisation performs about its goals and strategy. This course critically analyses the increasing need for effectively managing the global supply chain. This aspect of an organisation is seen as a 'strategic asset' which can improve efficiency, customer satisfaction and financial results. Therefore, managing the supply chain is key in terms of how an organisation performs with regard to its goals and strategy.

COURSE CONTENT

Introduction to the Money Laundering; Regulatory Requirements; Assessing Risk; Undertaking Customer Due Diligence and Obtaining Identification; Offences and Financial Sanctions; etc.

WHY REGISTER FOR THE COURSE?

- Those wishing to become savvy in the area of international business or those with international clientele who may be looking to expand their business globally.
- Executives, managers and product/brand developers working within a multinational company (or a company that hopes to become multinational).
- Senior-level executives of companies that have established business in foreign regions, or who plan to establish such business in the near future.

ESTATE AND TRUST MANAGEMENT

ABOUT THE COURSE

Estate planning was once considered something that only high net worth individuals needed, that's changed. Nowadays all families need to plan for when something happens to a family's breadwinner (or breadwinners). After all, you will need to pass on your assets on to your heirs.

Estate & Trust Management is a short, non-credit bearing course which is designed to enable you to gain knowledge and skills you need when devising a holistic estate plan for a client or yourself – including recommendations on saving estate duty as well as the ability to improve an existing estate plan.

COURSE CONTENT

Role of Trusts; Current Law & Tax in Botswana; Fiduciary relationships; Estate beneficiaries; Estate Administrators; Financial planning; Writing a will.

WHY REGISTER FOR THE COURSE?

- Choose who will inherit what among your possessions and valuables, you need do some estate planning.
- Estate planning also affords you the chance to name your children's guardian in the event of your early death.
- Reducing taxes on what you leave behind is a common estate-planning goal.
- Estate planning minimizes the chances of family strife and ugly legal battles.

MSc STRATEGIC MANAGEMENT ONLINE



ABOUT THE UNIVERSITY OF DERBY MASTERS DEGREE

This is an online MSc Strategic Management that's relevant to people working in all sectors: private, public and third parties. It's accredited by ILM, a prestigious UK leadership and management professional body, which is part of the City & Guilds Group. This enables you to gain an extra professional qualification in addition to the MSc for no extra work or cost, and gives you access to ILM member benefits, including professional events, resources, research and insights.

DELIVERY FORMAT

The MSc Strategic Management is delivered entirely online through our user-friendly digital learning environment. You will undertake learning activities individually on the platform, but also interact with your tutors and fellow students through discussion forums, virtual live classrooms and tutorials, and guest lectures. There are other collaborative tools for group projects and assignments such as Microsoft Teams and Office 365 suite. Digital texts, ebooks, journals, databases and more are available electronically via the University's library. On one of the core modules, you will also have a go at managing a virtual company through an advanced business simulation platform.

COURSE STRUCTURE

The Masters (MSc) award is achieved by completing three core 20 credit modules, three 20 credit module options and the final research project, which is a triple module worth 60 credits, during which you will undertake an in-depth independent study. There are also two zero-credit personal development short modules, which are non-mandatory.

- Core 20 credit modules: Strategy Formulation, Innovation and Entrepreneurship - Strategy Execution, Management and Leadership - International Business Strategy
- Module options (20 credit) – choose three: Strategic Risk Management - Strategic Talent Development - Innovation in Marketing - Financial Dimensions of Strategic Decisions - Sustainable Business Management
- Research module (60 credits): Independent Study
- Personal development (zero credit) modules: Transforming Personal Skills, Career Coaching and Mentoring.

DURATION AND COMMENCEMENT DATES

- The minimum duration is 2 years.
- The academic year is made up of three 10-week terms, known as trimesters. You can apply at anytime during the year for May 2023, September 2023 or January 2024 cohorts.

ENTRY REQUIREMENTS

You should normally have an undergraduate degree (at least a 2:2) with honours in any business-related subject, or an equivalent international qualification. Equivalent professional qualifications will also be considered for entry.

2023/24 FEES FOR NEW ENTRANTS

The total school fee is P113,520 but if you enrol for the May 2023 cohort you qualify for an early discount and you will only pay **P92,880.00**. Flexible payment plans are available.

HOW TO APPLY

Download application forms on our website www.bac.ac.bw/sites/default/files/documents/AppForm.pdf. Application forms and enquiries should be sent to onlinelearning@bac.ac.bw. This offer is only applicable to countries within the SADC region Closing Date for May 2023 Cohort: 19th April 2023

The Student Support and Welfare Department exists to provide an array of services in order to facilitate good quality of life and student experience at BAC. It is BAC's firm belief to facilitate and nurture the development of a well rounded student.

The department exists to;

1. Provide psychosocial support, academic, career and personal counseling in a confidential setting.
2. Work closely with the Academic Team and SRC, Peer Educators on matters relating to student life.
3. Provide Sports and Recreation opportunities for students.
4. Formulate and implement policy regarding student welfare and support.
5. Provide pastoral services to BAC students.
6. Develops strategies for students development and enrichment.



MR MBATILE NTOBE

Acting-Students Support and Welfare Services Manager

COUNSELLING

College life is a transition stage that could bring about adjustment issues, new self-discoveries as well having to resolve pre-existing personal issues. The Department is mandated to offer professional help to students to work on their issues, balance their social and academic life as well as to becoming fully aware of who they are to ensure academic excellence and general wellbeing.

One on one counseling and group therapy is offered in a confidential setting by a team of mental health, social and career professionals. Appointments can be made at the office during office hours from 8am – 5pm, through telephone and/ or email. Counselling can be provided after hours in cases of emergency. Both academic, career and personal counseling is offered.

Psycho – social counselling: It focuses on issues like substance use and misuse, relationships, stress, depression, grief etc. The students could also read on these mental health issues from the information, education, and communication material available on campus. The College works with external stakeholders for referral and consultative purposes.

Career Counselling- Career Counselling-choosing a career is one of the most critical tasks for any person as it will have a direct effect on his/her personal and professional journey. The initial years are glittery impressionable for young minds as they do not have the essential knowledge, skills and experience to coin informed decisions. It becomes difficult for them to objectively assess their interests, skills, aptitudes, needs, personal desires and decide on options that will result in upward mobility in their career lives. Career counselling focuses on empowering students to explore their options and resolve career conflicts through personal coaching, mentorship, personal assessments and initiating professional connectivity and networking for student to tap in the industry experience. The department collaborates with internal and external stakeholders to widen the pool of skills, competences, knowledge and experience to be shared.

CLINIC

The clinic is open Monday to Friday from 8am – 5pm. The nurse is available on campus over week-ends to attend to any emergencies.

There is a doctor who comes twice a week in the afternoons on Monday and Wednesday. Referrals are made to the main hospital which is within a radius of 2km from the hospital for both Gaborone and Francistown. The clinic is located near the Residence Halls.

SECURITY

Security is provided by a private company which patrols 24 hours. However all visitors are advised to take the necessary precautions to protect themselves and their property.

ACCOMMODATION / STUDENTS RESIDENCE

Halls of residence are located in the Main Campus situated within Fairgrounds Office Park. There are 112 beds in total. Each room has its shower, toilet and study area. Accommodation priority is given to students who fall within the government special dispensation program like orphans, needy students e.t.c. It is self-catering model. The hostels have a room for student with special needs. In Francistown there is accommodation available at the BAC Tati River Flats (74 beds) and within the campus (208 beds). A total of 282 beds are available in Francistown.

SPONSORSHIP

The Department of Tertiary Education Financing (DTEF) is one of the departments under the Ministry of Tertiary Education, Research, Science & Technology. It has a major responsibility of providing sponsorship for preservice education and training to Botswana citizens at the post-secondary level in order to produce the technical and professional human resource needed by the economy. Website: www.moe.gov/dtef.

SPORTS AND RECREATION

The Sport and Recreation Office within the Student Support and Welfare Department is the administrative and governance unit for sport and recreation. It is charged with the following roles:

- Sensitizing students about sports and recreational activities
- Recruitment of athletes for college teams/clubs
- Facilitating sport participation opportunities for students
- Providing adequate resources for participation such as facilities, coaches and equipment

Sport participation opportunities at BAC are provided in the following categories;

- Recreational/social: Students can participate in internal leagues and competitions such as Interschool's Games and other social competitions organized by students.
- Competitive Sports: Students can participate in structured sports competitions, where students are selected for University teams and compete in formal sports competitions.

The BAC is an affiliate of the Botswana Tertiary Students Sports Association (BOTESSA) which is the structure responsible for Tertiary Sports in

Botswana. As an affiliate of BOTESSA, BAC is therefore eligible to compete in BOTESSA Competitions. BOTESSA organizes the following competitions:

- Bracket Championships
- National Championships
- Athletics National Championships

Competes in the above competitions through the following sports codes:

1. Athletics
2. Basketball
3. Football
4. Karate
5. Netball
6. Tennis
7. Volleyball
8. Softball
9. Chess
10. Rugby
11. Table tennis
12. Badminton

The BAC also competes at the various international universities competitions including the Confederation of University and College Sports Association Games, African University Games and the World University Games.

STUDENT CLUBS & SOCIETIES

BAC Student Clubs and Societies are student groups approved by the College which operate under the direct guidance and supervision of a Student Support and Welfare and are subject to the policies and procedures of the College.

Clubs are classified as follows:

1. Academic: Primary purpose is to support and enhance the academic goals of the College. These could be formed by students, Schools or Departments.
2. Arts and Culture: Support creative interests from the student body either through visual art or performance.
3. Religious: These clubs relate to particular religions or faiths. Enhance a student's spiritual life while providing fellowship and outreach opportunities.
4. Special Interest: These clubs revolve around a particular activity or thought. e.g., charity. Some of the Clubs available on campus include: The Debati

Society, Choir, Charity Society, Christian Fellowship, Creative and Dance Society.

To learn more about sport, recreation and student clubs kindly email sports@bac.ac.bw.

SPECIAL NEEDS AND OVC STUDENTS

BAC admits students living with various disabilities who are mainly sponsored by the Government. The Special Dispensation Program

by the Government allows the Orphans and Vulnerable Children (OVC's) to be admitted using a lower threshold.

During applications, students are required to indicate if they are living with any form of disability or indicate any disadvantages.

After receiving sponsorship they register, attend orientations and apply for accommodation if they need it. They are given preference

with appropriate supporting documentation. The College staff assists them throughout these processes where necessary.

Students living with disadvantages are offered guidance and counselling to ensure that they adapt well to the College life as young independent adults. They are constantly monitored to ensure that they have a pleasant stay in the College and perform to the best of their abilities academically. The College strongly guards against any form of discrimination so the students are encouraged to actively participate in all College activities and report any form of abuse that they might encounter.



BAC works hand in hand with different stakeholders dealing with disadvantaged students in an effort to make sure the students benefit from programmes designed by the Government for their own benefit like entrepreneurship opportunities upon graduation.

STUDENT REPRESENTATIVE COUNCIL (SRC)

SRC is a student governance structure that provide a formal means of information flow from the student body to management through Student Support & Welfare department. The SRC is elected every year and all registered students are eligible to stand for the elections . The Gaborone and Francistown campuses each have their own SRC and the two work together to serve the student community. The SRC also forms sub- committees under each portfolio to help carry out its mandate.

SRC Representatives -
Gaborone and Francistown Cabinet Portfolios:

Cabinet Positions:

President |Vice president |Secretary general
|Administrative secretary |Minister of hostel and cafeteria/| Minister of gender & social welfare |Minister of entertainment |Secretary general |Minister of finance |Minister of sports |Minister of information & publicity | Minister of Academics|2 Additional Members





LIFE ON CAMPUS

ACCOMODATION FACILITIES

The main campus has 56 rooms with two beds in each room. Botswana Accountancy College has three hostels available which provide accommodation for 112 BAC students. Blocks are: Khama, Bathoen and Sechele. Each hostel has four to five units. A unit consists of four individual rooms leading to a common room. Each room has its own shower, toilet and study area. The hostels are located in BAC main campus. Hostel fees: P830.00 per week.

There is a resident counsellor who available to offer support and guidance to on campus students, attend to emergencies that might arise after working hours and also ensure that there is order in the halls of residence.

CLINIC FACILITIES

Botswana Accountancy College runs an acute care Clinic in both campuses (Gaborone and Francistown) which operates from 0800hrs to 1700hrs during weekdays. There is a registered nurse onside and the Medical Doctor visits twice a week. The nurse also attends to emergency cases after hours and during weekends. Referrals are made to the main hospital. There is an ambulance service in case of extreme emergencies. No payments are done at the clinic except when there are tests required which will be done outside the campus clinic. The clinic caters for BAC staff and students.

COST OF LIVING ESTIMATES MONTHLY EXPENSES

On Campus Accommodation is P830.00 per week
Student Meals average P1400 per month





LIBRARY SERVICES

MANDATE

The BAC Library mission to acquire, organize, disseminate, and facilitate rightful access to relevant and appropriate information resources and services that support the teaching, learning, research, and community needs. Both the e-journals and the growing collection of electronic books (e-books) are available to BAC students.

The library has adopted the following strategic goals and objectives:

- Develop a focused, core collection of print and electronic resources to support instructional and research needs.
- Improve the quality and relevance of the collection by systematically assessing the information resources needs of the academic community
- Enhance access to information resources by utilizing information communication technologies.
- Provide a comprehensive bibliographic instruction program to graduate students with information literacy competencies.
- Carry out bibliographic confirmation and searching on all materials selected for ordering and place orders for approved suggested orders.
- To select local and international suppliers of good repute who are most beneficial to the University in terms of reasonable purchase prices, availability of materials, high speed of delivery and high quality of service.
- To receive and quickly process supplied materials





MRS BONGIWE MAGOCHA

Library Services Manager

LENDING SERVICES

The Library provides recommended & supplementary textbooks for each course for use by students. Undergraduate students are permitted to borrow 2 books at once for 14 days, while Postgraduate students are allowed to borrow 3 books for 28 days.

The student may extend the period of use, and extension may be done via telephone or email. Students are urged to return books on the stipulated return date to evade a penalty P1.00 per day, and per book, including weekends.

NB: LOST OR DAMAGED ITEMS

In the following cases, the library will request that an item is either replaced or the replacement cost is paid for in full:

- The item has been lost
- The item is damaged beyond repair

BOOK RESERVE SERVICE:

- Students are allowed to place a book (s) on reserve to use at a time of their convenience. This service is also done via telephone or email.

INFORMATION LITERACY PROGRAM

- This is a session-based service which can be scheduled by lecturers for their entire class, or by individual appointment.
- Librarians will teach you to develop information and digital literacy skills.
- Students will also be taught how to access our online information resources and how to navigate through them.

REFERENCE SERVICES & RESEARCH ASSISTANCE: OUR LIBRARIANS PROVIDE A VARIETY OF RESEARCH ASSISTANCE SERVICES TO HELP STUDENTS NAVIGATE, DISCOVER, AND

EVALUATE OUR LIBRARY COLLECTION.

PRINT & PHOTOCOPY SERVICE: There is a network printer in the library for use by students. There is a network printer in the library for use by students.

CUSTOMER SERVICE & TECHNICAL SUPPORT: Our Librarians are reachable on cell phones to attend to your queries and information needs. The contact numbers are:





TEBO MOTLHABANE: 74439048
REBANYANA MEME MAHALELO: 72125103
QAPHELA K. MOLOI: 72740492

RULES

Library users should always adhere to the library code of conduct as presented below:

- users must always observe silence while in the library
- Stealing and damaging of library materials is a serious offence
- Eating, drinking, and smoking are not allowed in the library
- users should handle library materials with care
- Study carrels may not be reserved

OPERATING HOURS

Mon-Fri: 0800-1700

Mon-Fri: 0800-1700

E-mail address library@bac.ac.bw




ICT DEPARTMENT

MANDATE

The ICT department supports student learning through the efficient provision of technology, infrastructure and expertise. BAC provides an extensive network of computer workstations for use by students. All students are allocated a personal email address, and have access to the College's computer network as soon as they register. Wireless coverage extends to all campuses. Software applications available on campus range from basic word-processing to advanced statistical and design packages.

The department also provides BAC staff, students and stakeholders with the technology and information to facilitate learning, communication, collaboration and a unique and personalized experience. Additionally, the department positions BAC as a distinctive, internationally renowned, research intensive institution by providing the technology to support all modes of learning and teaching through provision of Photocopying, printing and scanning facilities within the campus





MR TEBOGO TEBOGO

Head of ICT



FINANCE DEPARTMENT

MANDATE

The finance department facilitates all financial activities for Botswana Accountancy College. The department supports student learning through administration of tuition fees for students and their sponsors. The department also provides student clearance in preparation for graduation.

BAC has payment plan for privately sponsored students.

Payment plan starts from P5,000.00
P5,000.00 - P10,000.00 for two (2) months
1st installment upon registration = 50%
2nd installment = 50%

From P10,000.00 < for three (3) months
1st installment = 30%
2nd installment = 35%
3rd installment = 35%

Please note that the college does not accept over-the-counter cash payments with effect from: 29th August 2016. (Apologies for any inconveniences). Payments can be made by Card & Bank guaranteed Cheque at the College – Office number 24, Main campus. Direct bank deposits and Electronic transfers can be made to any of the following bank accounts:

Company Name: Botswana Accountancy College
Bank Name: **Absa Botswana**
Bank Account: 3732866
Branch Name: ABSA Botswana
Branch Code: 290267
SWIFTCODE: BARCBWGX

Company Name: Botswana Accountancy College
Bank Name: **Stanbic Bank Botswana**
Bank Account: 9060002379746
Branch Name: Fairgrounds
Branch Code: 064967
SWIFTCODE: SBICBWGX

NOTES:

- PLEASE USE THE STUDENT NAMES AS REFERENCE WHEN DEPOSITING/TRANSFERRING THE FEES.
- KINDLY ENSURE THAT THE PROOF OF PAYMENT IS SUBMITTED TO OFFICE 24 OR SENT TO THE ADDRESS BELOW

Deposit copies may be sent through the following;

Email: accounts@bac.ac.bw





MS TSHOLOFELO KEBUILENG

HEAD OF FINANCE & PROCUREMENT


Gaborone CAMPUS

Plot 50661, Fairgrounds International
P/Bag 00319
Gaborone, Botswana
Tel: (+267) 3953 062
Fax: (+267) 3904 103

FRANCISTOWN CAMPUS

Plot 31403, Moffat Street
P/Bag 137
Francistown, Botswana
Tel: (+267) 2410 558
Fax: (+267) 2410 534



 Scan me to **APPLY**