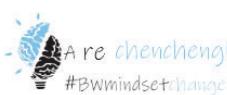




## DIPLOMA PROGRAMMES **PROSPECTUS**



“

***Market  
Relevant &  
Industry  
Ready  
Graduates***

”

# **WHO ARE WE?**

BAC asserts itself as a centre for excellence in providing the highest quality business education in Accounting, Finance, Business, Management, Insurance, Procurement, Hospitality, Leisure, Taxation, and ICT at Undergraduate and Postgraduate levels. The Institution has two Campuses in Gaborone and Francistown with accommodation available.

For over 27 years, BAC has graduated over 20,000 students to realize their potential across multiple sectors of the economy locally and internationally in entrepreneurship, employment in government and the private sector. The institution aims to build and develop the next generation of leaders by providing high-quality business education that will equip them with the skills necessary to lead in a dynamic business environment. BAC also offers various online and short-term courses to equip and empower leaders and professionals to further create value in their roles.



## **Vision**

To be the University of Choice for Business Sciences in Africa and Beyond.



## **Mission**

BAC's mission is to transform lives in Africa and beyond and develop leaders who make a difference in organisations, communities, and society. We do this through excellence and innovation in teaching, learning, research, and community engagement.



## Values

**Accountability** - We accept, own, and complete our duties within authority and on time. We honour our commitments and take responsibility for our actions.

**Collaboration** - We work in partnership with others to create, produce and grow. We believe in the power of teamwork to produce greater results.

**Excellence** - We strive to excel in every aspect of our work. We are agile, and resilient, and deliver the highest quality services to our customers and stakeholders.

**Innovation** - We strive to find creative yet practical ways to transform, solve problems and effect impactful change.

**Integrity** - Through our actions and words, we uphold high ethical and professional conduct in our engagements.



# **Entrepreneurship and Business Leadership Diploma**

## **OVERVIEW**

Entrepreneurs and Business Leaders are increasingly becoming important in providing a competitive urge to organisations in today's fast moving global economy. Entrepreneurial leaders, use their expertise to help organizations and individuals to create new ventures, innovate, make informed business decisions, and create value for all stakeholders. Entrepreneurship and Business leadership diploma will help learners develop analytical techniques, economic expertise and strategic insight and learn how to apply accounting knowledge and skills in the financial and business sectors.

## **Entrepreneurship and Business Leadership Programme Aim**

The qualification aims to empower EBL students to develop the skills, knowledge, and values needed to function effectively, as thinkers, doers, makers creators and builders of new business practices. The qualification also places emphasis on experiential learning. To maintain relevance to the needs of the economy and pursuit of knowledge, the qualification is designed with a balance between theoretical and applied vocational outcomes. The qualification composes of modules which give learners pathways to becoming entrepreneurs and intrapreneurs. The modules are industry relevant, challenging and reflects the complex nature of the dynamic business environment. Students who want to further their studies will require 1 year to top up their Diploma and graduate with the Bachelor of Arts in Entrepreneurship and Business Leadership

**DURATION:** 3 Years

## **PROGRAMME STRUCTURE**

### **Year 1**

- Business Skills
- Introduction to Financial & Cost Accounting
- Learning & Academic skills
- Introduction to New Venture Creation
- Business Mathematics
- ICT and Learning Resources

### **Year 2**

- Entrepreneurial Leadership
- Innovation & Creativity
- Personal Development & Academic Skills
- Data Analysis for Decision Makers,
- Entrepreneurial Marketing

### **Year 3**

- Entrepreneurial Networking & Technology
- Leading Operations & Strategy
- Entrepreneurship & Business Development
- Financial Management & Investment for Entrepreneurs
- Business & Corporate Law
- Entrepreneurship in Business

## **LEARNING OPPORTUNITIES AND STUDENT EXPERIENCE**

EBL offers experiential learning in which some modules will just be practical. Furthermore, an opportunity to learn from professionally qualified expert staff, whose practical experience and research interests ensure learning is up-to- date with industry developments and regulations; Access to a vibrant , flexible and cutting edge curriculum ;Transformative and learning experiences grounded in local and global values. Critical engagement in the co-creation of new knowledge and innovation; Unrivalled breadth and depth of personal development opportunities within and beyond the campus. The Entrepreneurship Business Development society will helps learners access these opportunities through student led programmes and workshops; An opportunity to become part of an intellectually stretching, research-rich, multi-disciplinary learning comprised of highly talented and motivated students. BAC has a high concentration of future leaders and history favours; Lifelong access to global community of students staff, alumni and employers.

## **ENTRY REQUIREMENTS**

- Certificate NCQF Level IV e.g. BGCSE, IGCSE or equivalent with passes in five (5) subjects, including a minimum D in Mathematics and English and a subject relevant to the programme (e.g. Commerce, Business Studies, Accounts and / or Economics; etc.). OR in a relevant field of study or any other acceptable equivalent programme.

**Or**

- Certificate IV (TVET Certificate), NCOF level 4 in related fields of study.
- . Aplicants in possession of Certificate V. NCOF levels 5 (General Education or TVET).

Certificate V holders may be granted exemptions based on the relevance of the subjects.

## **CAREER OPPORTUNITIES**

Entrepreneurs, Business Advisors

Trainers, Owner Managers

Marketer, Business Analyst

Business Consultant

Ecosystem and Community Development

## **FEES**

Year 1: P25,148.28

Year 2: P30,044.00

Year 3: P35,000.00

BAC will help learners develop their profession skills through consultancy modules in which students engage with the business community to solve problems facing entrepreneurs in Botswana and globally.

## **CAMPUS**

Full time – Gaborone only

Part time – Francistown only (Weekend block release)

# **Business Management**

## **Diploma**

### **OVERVIEW**

Business Management is a broad discipline in which both scholars and practitioners need to enhance their knowledge in the business environment. The recent advocacy for globalisation and international trade demands exposure to understanding business concepts and challenges faced by entrepreneurs and managers. In academics, research and development is very important in coming up with new ventures and modernising the existing ones as well as understanding market dynamics in trying to solve gaps in business transactions. Therefore, the Diploma Business Management 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.

### **Entrepreneurship and Business Leadership Programme Aim**

The Business Management qualification has been designed with specific job requirements and local needs in business, leadership and employment opportunities in mind. The qualification intends to close the gap between industry and academics. The modules offered in this programme have been researched on and updated according to the current market dynamics. The Business Management module offers the diverse needs of learners in which at the end of graduation they can have options to either venture into being self employed or continue pursuing academics. Students who want to further their studies will require 1 year to top up their Diploma and graduate with the Bachelor of Arts in Business Management

**DURATION:** 3 Years

## **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**

- 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

## **LEARNING OPPORTUNITIES AND STUDENT EXPERIENCE**

The 3 year diploma 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, students learn the main principles of business and are familiarised with the business environment. The programme also helps learners 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, the programme deepens your understanding of the role of a business manager while exploring 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.

## **ENTRY REQUIREMENTS**

- Certificate NCQF Level IV e.g. BGCSE, IGCSE or equivalent with passes in five (5) subjects, including a minimum D in Mathematics and English and a subject relevant to the programme (e.g. Commerce, Business Studies, Accounts and / or Economics; etc.). OR in a relevant field of study or any other acceptable equivalent programme.

### **Or**

Certificate IV (TVET Certificate), NCOF level 4 in related fields of study.

- Applicants in possession of Certificate V, NCQF levels 5 (General Education or TVET).

Certificate V holders may be granted exemptions based on the relevance of the subjects.

## **CAREER OPPORTUNITIES**

Career choices can be found in Operations, Purchasing, Procurement, Management or Business Consultancy and many others.

Join the Business Management Programme today and be counted amongst economy builders.

## **CAMPUS**

Full time – Gaborone only

Part time – Francistown only (Weekend block release)

## **FEES**

Year 1: P25,148.28

Year 2: P30,044.00

Year 3: P35,000.00

# **Accounting and Finance Diploma**

## **OVERVIEW**

Accountants and Finance professionals are at the heart of almost every organization. They use their expertise to help organizations make good business decisions and create value for all stakeholders. The Accounting and Finance diploma will help learners develop analytical techniques, economic expertise and strategic insight and learn how to apply accounting knowledge and skills in the financial and business sectors.

## **Accounting and Finance Programme Aim**

The qualification aims to empower and enable accounting and finance graduates to develop the skills, knowledge, and values needed to function effectively, and be high performing, in business environment locally and elsewhere. The qualification also places emphasis on the importance of both theoretical and application of concepts learned. In order to maintain relevance to the needs of the economy and pursuit of knowledge, the qualification is designed with a balance between theoretical and applied vocational outcomes. The qualification composes of modules which give learners pathways to becoming chartered accountants. The modules are industry relevant, challenging and reflect the complex nature of the accounting and business environment. Students who want to further their studies will require 1 year to top up their Diploma and graduate with the Bachelor of Arts in Accounting and Finance.

**DURATION:** 3 Years

## **PROGRAMME STRUCTURE**

### **Year 1**

Business Skills,  
Accounting,  
Venture Creation  
Academic Writing

### **Year 2**

Financial Analysis  
Economic Analysis  
Management Accounting  
Financial Accounting

### **Year 3**

Aims at Developing Strategic Leaders in Corporate Strategy , Corporate Finance, Corporate Reporting, Tax and Audit.

## **LEARNING OPPORTUNITIES AND STUDENT EXPERIENCE**

An opportunity to learn from professionally qualified expert staff, whose practical experience and research interests ensure your learning is up-to- date with industry developments and regulations; Access to a vibrant , flexible and cutting edge curriculum ;Transformative and learning experiences grounded in local and global values. Critical engagement in the co-creation of new knowledge and innovation; Unrivalled breadth and depth of personal development opportunities within and beyond the campus. The Accounting and Finance society will help you to access these opportunities through student led programmes and workshops; An opportunity to become part of an intellectually stretching, research-rich, multi-disciplinary learning comprised of highly talented and motivated students. BAC has a high concentration of future leaders and history favours ;Lifelong access to global community of students staff, alumni and employers.

## **CAREER OPPORTUNITIES**

Finance Manager, Tax Advisors , Fund Managers, Financial Analyst ,Business Owner ,Consultant ,Academic etc

## **ENTRY REQUIREMENTS**

- Certificate NCQF Level IV e.g., BGCSE, IGCSE or equivalent with passes in five (5) subjects, including a minimum D in Mathematics and English and a subject relevant to the programme (e.g. Business Studies, Accounts and / or Economics; etc.). OR in a relevant field of study or any other acceptable equivalent programme

### **OR**

- Certificate IN (TVET Certificate), NCQF level 4 in related fields of study.
- Applicants in possession of Certificate V, NCQF levels 5 (General Education or TVET).

Certificate V holders may be granted exemptions based on the relevance of the subjects.

## **CONCLUSION**

Research has shown that individuals with solid postsecondary credentials live happier, healthier lives

## **CAMPUS**

Full time – Gaborone only

Part time – Francistown only (Weekend block release)

## **FEES**

Year 1: P25,148.28

Year 2: P30,044.00

Year 3: P35,000.00



# **For Applications Visit**

<https://thitoacademics.bac.ac.bw/>

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## **For Payments**



Company Name: Botswana Accountancy College  
Bank Name: Absa Botswana  
Bank Account: 3732866  
Branch Name: ABSA Botswana  
Branch Code: 290267 SWIFT CODE: BARCBWGX



Company Name: Botswana Accountancy College  
Bank Name: Stanbic Bank Botswana  
Bank Account: 9060002379746  
Branch Name: Fairgrounds  
Branch Code: 064967  
SWIFT CODE: SBICBWGX

### **NOTES**

- Please use the Student Names as Reference when depositing/transferring the fees.
- Kindly insure that Proof of Payment (POP) is submitted to office 24 or sent to the address below.

Deposit copies may be sent through the following;  
Email: ***accounts@bac.ac.bw***



## **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