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Botswana Accountancy College (BAC) is a business school in Botswana established in 1996. BAC asserts itself as a center for excellence in the southern African region and beyond. The college is characterised by the quality of its programs and their relevance to the global economy. BAC provides the highest quality education in Accountancy, Computing, Business, Leisure, Insurance and Taxation. With two main campuses located in Gaborone and Francistown, the College is led by the Executive Director Mr Michael Lesolle.

BAC strives to provide students with the capabilities and skills which position them as future leaders and effective participators in the country’s wealth creation. Arguably one of only very few tertiary institutions of its kind in the Southern African region, BAC offers a differentiated business model underpinned by a diversified suite of courseware in our portfolio of offerings. The College has established itself as a leader in tertiary education space and continues to consistently work towards playing a significant role in Botswana’s tertiary education landscape.

The College offers globally recognised and accredited professional qualifications, promoting Botswana’s standing as a knowledge-based society. BAC drives towards skills development at national level, namely skills capacity building and transformation of the Botswana economy in line with the concept of quality performance in the ‘new order’ of the knowledge economy.
Over the past 19 years BAC has developed strategic partnerships with prominent universities and professional bodies. BAC’s international reach continues to extend outwards with positive results. With a mandate to position itself as vibrant and College leading college in provision of quality business education, recognised in Africa and beyond for commitment to excellence and a key stakeholder in teaching, research and community engagement. The college therefore invests significantly in ensuring that it attracts the best pool of global human capital and professional lecturing team of the highest calibre.
<table>
<thead>
<tr>
<th>International Awards</th>
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<tbody>
<tr>
<td><strong>ACCA</strong></td>
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<td><strong>CIMA</strong></td>
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<tr>
<td><strong>THE INSTITUTE OF CHARtered ACCOUNTANTS IN ENGLAND AND WALES</strong></td>
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<td><strong>aat</strong></td>
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<table>
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<tr>
<th><strong>Platinum Status</strong></th>
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<tr>
<td><strong>Approved Training Partner</strong></td>
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<tr>
<td><strong>Partner In Learning</strong></td>
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<td><strong>Approved Tuition Provider</strong></td>
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VISION
To be a vibrant and leading College providing business education, recognised in Africa and beyond for commitment to excellence and stakeholder relevance in teaching, research and community engagement.

MISSION
To contribute to a sustainable and diversified human resource development and advancement in knowledge, through research and the provision of high quality, accessible, and affordable business related education of international standard and stakeholder relevance.

VALUES
- Excellence
- Partnership and Engagement
- Innovation
- Ethical Conduct
- Cooperation and Teamwork
- Accountability
Message from the Executive Director

Botswana Accountancy College has consistently been a leading public tertiary institution in Botswana. For almost two decades, BAC has offered programmes which are designed to produce graduates with skills and requisite intellectual ability relevant to the needs of the economy of Botswana and globally. The objective is underpinned by national needs and the ever evolving global higher learning education. Like their predecessors, students who desire to make an impact on society and the world have a great chance of seeing their vision coming to fruition by studying at BAC.

It is my pleasure to note that BAC has a cluster of programmes which have played a significant role in producing graduates of a unique calibre. With the view to providing high quality education of international standard and recognition, BAC believes in an all-inclusive governance approach in which the students, either directly or through their elected representatives play a significant role in the formulation of policies, strategies, direction and administration of the institution.

Our international collaborative partnerships with other reputable institutions and professional bodies provide more vibrancy and momentum to both staff and students. Undoubtedly, such exposure enhances the global recognition of our awards and legitimizes our values, methodologies and philosophy as an institution of higher learning. In addition, there is a renaissance now taking place at BAC which is intended to make the student experience even more exciting. This includes physical infrastructure facelift, heavily investing in information technology and aggressive recruitment of highly qualified and experienced academic staff to boost the existing number.

I hope your academic journey with us will be memorable and worthwhile.

Kind Regards

Michael Lesolle
Executive Director BAC
Michael Lesolle
Executive Director BAC
Botswana covers an area of 581,730 square kilometres. Most of the country is flat, with some small hills in the eastern areas.

Kalahari sands cover 84% of the surface area. With the exception of the northern areas, most of Botswana is without perennial surface water. Botswana is a land-locked country.

POLITICAL LANDSCAPE
Botswana attained independence in 1966, on September 30. Sir Seretse Khama its first President. Botswana to this day holds democratic elections every 5 years.

The constitution Botswana adopted on September 30, 1966, provides for a republican form of government headed by the President, with three main organs of government, namely; the legislature, the executive and the judiciary.

EDUCATION
The education system practiced is a 7-3-2 (7 years of primary, 3 years of junior secondary and 2 years of senior secondary). However only the first 10 years of education are compulsory and progression to junior secondary is no longer contingent on a student passing their primary school leaving examination. However, at the end of their form 3 year, students must sit for their compulsory junior secondary examination and are required to pass their examination before progressing to senior secondary schools. At the end of the senior secondary stage, students sit the Botswana General Certificate of Secondary Education (BGCSE), which qualifies candidates for tertiary education. There are a variety of tertiary education institutions in Botswana, both public and private. The Human Resource Development Council (HRDC) and the Botswana Quality Authority (BQA) are the regulators of education in Botswana.
BAC GABORONE CAMPUS
The main campus is situated within the prestigious Gaborone Financial Services Centre. The Centre is home to a wide spectrum of industry household names and branded financial services companies. Students have the opportunity to interface with these industry partners.

The capital once proudly referred to as “Africa’s fastest growing city,” Botswana’s capital, Gaborone, has been – since its inception – continually expanding, to the point that now the sprawling urban centre of some 400 000 residents has become nearly unrecognisable from the tiny, dusty administrative town it was at the country’s independence in 1966.

Cosmopolitan Gaborone boasts a number of large American-style malls, replete with cinema complexes, a host of hotels, guest houses and restaurants, an international airport, a cultural centre, discos and nightclubs, a national museum and art gallery, as well as two golf courses and other sports facilities. When students are not on campus, they go to the sprawling city to relax.

What makes Gaborone so unique is that students studying in Botswana can enjoy all the familiar modern conveniences of home, but can gain entry into rural Africa, or wildlife areas, within minutes – having then the best of both possible worlds.

TOWN CENTRE
Students can also experience the rich cultural history of Botswana. The Main Mall – is a pedestrian-only business and commercial centre that boasts some of the town’s oldest shops and office buildings, as well as one of its first hotels, The President Hotel.

SIR SERETSE KHAMA STATUE
Unveiled on Botswana’s 20th anniversary of independence in 1986, this striking bronze statue faces the National Assembly, having recently been turned 180 degrees from its previous position where it overlooked the Main Mall.

THE NATIONAL MUSEUM AND ART GALLERY
The National Museum has been a vibrant focal point of artistic and cultural activity since its inception.

MALLS AND PLAZAS
- River walk Mall
- African Mall
- Airport Junction
- Rail Park Mall
- Main Mall
- Station Mall
- Fairgrounds Mall
- Square Mall
- North Gate Mall
- South Ring Mall
- Game city mall
- Sebele Shopping Centre
- Westgate Mall
- KB Mall
- Molapo Crossing Mall
- Kagiso Mall
- Broadhurst Mall
BAC FRANCISTOWN CAMPUS LOCATION

BAC has two campus locations in Francistown. One is located in upcoming suburban Gerald estate while the second campus is situated at the prime city centre building known as Barclays plaza. The city center campus was established 7 years ago with only 42 students and now boasts alumnus of over 300 graduates. Currently the campus hosts over 200 students pursuing programmes in accounting and computing business studies. The Gerald estate campus is a strategic tourism hub that incubates and produces entrepreneurs for the northern tourism sector which plays a major role in the country’s economy.

PROFILE OF FRANCISTOWN

Francistown is the second largest city in Botswana, with a population of about 100,079 and 150,800 inhabitants for its agglomeration at the 2011 census,[1] and often described as the “Capital of the North”. It is located in eastern Botswana, about 400 kilometres (250 mi) north-northeast from the capital, Gaborone. Francistown is located at the confluence of the Tati and Inchwe rivers, and near the Shashe River (tributary to the Limpopo) and 90 kilometres from the international border with Zimbabwe. Francistown was the centre of southern Africa’s first gold rush and is still surrounded by old and abandoned mines. The City of Francistown is an administrative district, separated from North-East District. It is administered by Francistown City Council.

CULTURE AND TOURISM

Francistown is home to the Supa Ngwao Museum, with exhibits related to the area’s history and heritage. The museum, which receives most of its funds from the government, is currently going through refurbishment as of October 2011. A new nature reserve, Tachila, has been established 5 kilometres (3.1 mi) from central Francistown on an old Tati Company Farm, Lady Mary. The nature reserve is expected to be a tourism turn-over for the already flourishing city which its variety of wild animals.

TRANSPORT AND INFRASTRUCTURE

The city is a major transport hub. A railway line links the city with Harare in Zimbabwe via Bulawayo. The same line links Francistown with the capital city Gaborone and Lobatse in the south. Surfaced roads link the city to Ramokgwebana in the north, and to Kazungula as well as Kasane via Nata. The city is served by Francistown Airport, a domestic airport with two runways located around 2 kilometres (1.2 mi) from the city. Francistown International Airport was opened on the 9th of September 2011.

MALLS AND PLAZAS

• Francistown/New Mall
• Tati Shopping Center, which includes all the shops in Blue Jacket street
• Blue Jacket Square
• Barclays Plaza
• Nzano Center
• The Village Mall
• Galo Shopping Center has notable restaurants, banks, supermarkets the city’s residents’ shopping needs
• Golden Valley Mall
• Nswazi Shopping Mall
Admissions and Selection Criteria

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 prerequisites entry onto our courses, thus applicants are advised to check individual course requirements, which provides specific subjects or combination of subjects points which we believe will provide the best preparation for study on a particular programme.
GENERAL 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.

APPLICANTS WITH ADDITIONAL SUPPORT NEEDS/ DISABILITIES
Applicants with disabilities or additional needs are considered on the same academic grounds as all other applicants. Applicants are encouraged to disclose their additional support needs or disability at the point of application or earlier to ensure appropriate levels of support are available from the outset of the programme. The Department of Student and Welfare staff is available to discuss any aspect of individual needs, prior to and during the admission cycle and on the various programme we offer.

APPLICATION PROCEDURE
Read carefully and understand the list of courses offered and the entry requirements. Ensure that you apply for the programme for which you meet the specified requirements.

A list of all undergraduate programmes offered by Botswana Accountancy College and the entry requirements are enclosed. Please note that the guide on cut off points serve only as a guide and are therefore not final considerations for admission.

HOW TO APPLY
You can come in person to collect application forms from the College front desk, admissions office or you can send an electronic request for application forms at admissions@bac.ac.bw

BEFORE YOU APPLY
Before applying to the College, take a look at the entry requirements for your chosen programme from the prospectus which provides detailed information.

MAKING YOUR APPLICATION
Submit your completed application form online or admissions office. Please make sure you get your application acknowledgement letter.

SUPPORTING DOCUMENTS
Before you submit your application, you should ensure that you have the following documents available:

- Copies of high or senior secondary school certificates
- Copies of any other qualifications or BGCSE examinations you have taken that are relevant to your chosen programme
- Copies of the transcripts from your undergraduate degree (if transferring from another College or University)
- Copies of identity card or passport for international students.

HOW TO COMPLETE THE APPLICATION FORM
- Before completing the application form, please refer to the attached guidance notes, undergraduate prospectus and ensure that you have read and understood them fully.
- The application form is to be completed by the applicant clearly, in ink, and in BLOCK CAPITALS.
- 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) PROGRAMMES CHOICES IN THE SPACES PROVIDED ON THE APPLICATION FORM.
- Where you don’t understand, our Admission Advisors are available to assist you through the application process. Incomplete application forms will not be considered.

CONTACT
Office of the Registrar
Tell: +267 3953062
Email: admissions@bac.ac.bw
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 Dependants)
- 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 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 FEE**

P1500.00

**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
STUDENTS SUPPORT AND WELFARE DEPARTMENT

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:

• Provide psychosocial support, academic, career and personal counseling in a confidential setting.
• Work closely with the Academic Team and SRC, Peer Educators on matters relating to student life.
• Formulate and implement policy regarding student welfare and support.
• Provide pastoral services to BAC students.
• Develops strategies for students’ development and enrichment.

COUNSELLING

One on one counseling and group therapy is offered in a confidential setting. Appointments can be made at the office during office hours from 8am – 5pm, and after hours in cases of emergency. Both academic, career and personal counseling is offered.
CLINIC
The clinic is open Monday to Friday from 8am – 5pm. The nurse is available on campus over weekends 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.

ACCOMODATION
Halls of residence are located in the main campus situated within the prestigious Gaborone Financial Services Centre. The Centre is home to a wide spectrum of industry household names and branded financial services companies. There are 112 beds in total. Due to the limited number of rooms, allocation to rooms is done on a first come first serve basis.

SPONSORSHIP
The Department of Tertiary Education Financing (DTEF) is one of the departments under the Ministry of Education (MOE). It has a major responsibility of providing sponsorship for pre-service 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.

LOCATION
The Student Support Office is located adjacent to the boardroom in the Main campus at office 6. There is a TE-Aids Porta cabin located next to the Hostels and this is an extension of our services.

CLUBS & SOCIETIES
At BAC we believe in grooming all rounded individuals. We are ideally located in the centre of the Finance Financial Centre and surrounded by leading industry organisations. Being a student at BAC allows you access to events activities and services that are offered at both campuses. Students can choose extracurricular activities from numerous clubs and societies.

1. Debate
2. Netball
3. Basket ball
4. Football
5. Volleyball
6. Christian Fellowship
7. Chess
8. Athletics
9. Rugby
10. Business Hive
11. Football
12. Women in Computing
HOW LIBRARY SERVICES TEAM SUPPORTS THE LEARNING AND TEACHING AT BAC.

The Mission of BAC Library is to support teaching, learning and research for the BAC community.

In support of the college mission, BAC library "provides students with high-quality comprehensive programs in professional and liberal arts areas as well as studies in advanced professional fields".

The library has adopted the following strategic goals:

• Improve the quality and relevance of the collection by systematically assessing the information resources needs of the academic community, and continue to develop a focused, core collection of print and electronic resources to support instructional and research needs.

• Enhance access to information resources by utilizing technologies that enable 24 hour access.

• Provide a comprehensive bibliographic instruction program that includes for credit, online and on demand instruction in order to graduate students with information literacy competencies.

• Students learn more about how the librarians can support them and collaborate with them to improve their research skills.

USER EDUCATION PROGRAM

Specific components of user education are:

• We introduce new students, to the complexities of BAC library facilities. E.g On-line membership registration, on book booking and borrowing.

• We familiarize students who have little or no information seeking skills with a broad range of library resources in order to develop library skills.

• We educate students on how to find materials manually or electronically using on-line public access catalogues and electronic resource databases

CURRENT AWARENESS SERVICE

We inform students of newly acquired resources in the library; as well as new services which the library develops. E.g interlibrary loaning, library membership to local and international consortiums.

SELECTIVE DISSEMINATION OF INFORMATION

Selective dissemination of information (SDI) services regularly alert users to new information on their chosen topics. The library circulates content pages of current issues of publications to the academic staff to promote their usage. Lists of books are also provided to patrons on request. Library keeps the users aware of E-journals, Databases and other E Resources which contain information of the information they are interested in.
Welcome to the School of Finance and Professional Programmes

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 Taxation. Classes are intimate and take full advantage of BAC surrounding environment i.e. Fairgrounds Financial Centre and the Big Four audit firms’ 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

I hope you will find our programmes to be enriching and it shall motivate you to associate with us.

Sincerely,

Dr Devin Zanda Nkhoma
PhD, MBA, FCCA, MCSI, FCPA
Academic Director, School Finance and Professional Programmes
INTRODUCTION TO THE SCHOOL OF FINANCE AND PROFESSIONAL STUDIES

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)
- Advanced Taxation

We are the market leader for AAT, CIMA, ACCA, BICA, CIA, 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. Our graduates also enable efficacy of corporate boards.
The school of Finance and Professional Studies delivers its programmes using highly qualified staff and modern teaching technology. Our staff has vast experience and are highly qualified in the field of accounting. This ensures that our students receive the best quality education.

### FINANCE AND PROFESSIONAL PROGRAMMES

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<th>PROGRAMME</th>
<th>DURATION</th>
<th>ENTRY REQUIREMENTS</th>
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<tbody>
<tr>
<td>AAT</td>
<td>2 years</td>
<td>BGCSE-36points minimum, B grade or better in English/ Maths, Commerce/Accounting</td>
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<tr>
<td>ACCA</td>
<td>2 years &amp; 6 months</td>
<td>Relevant diploma or degree from a recognised university.</td>
</tr>
<tr>
<td>CIMA</td>
<td>4 years</td>
<td>Certificate in Business Accounting, Good O level or A level grades in English&amp; maths, None accounting Diploma/De-</td>
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<tr>
<td></td>
<td></td>
<td>gree for students who wish to change career</td>
</tr>
<tr>
<td>BICA</td>
<td>4 years</td>
<td>Any accounting degree equivalent to UB degree. AAT graduate ACCA/CIMA Part 1 and CBA completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any IFAC</td>
</tr>
<tr>
<td>CIA</td>
<td>3 part programme</td>
<td>Registration with IIA</td>
</tr>
<tr>
<td>ADVANCED TAXATION</td>
<td>2 months</td>
<td>AAT or ACCA or CIMA, work experience in tax added advantage</td>
</tr>
<tr>
<td>INSURANCE INSTITUTE OF SOUTH AFRICA (IISA)</td>
<td>5 months</td>
<td>BGCSE with Passes in English and Maths</td>
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</tbody>
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### ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT)

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 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 grade B or better for 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 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** – (six months)
1. PBKT - Processing bookkeeping transactions
2. CJBS - Control accounts, journals and the banking systems
3. BCST - Basic costing
4. CPAG - Computerised accounting

**AAT Level 3 Diploma in Accounting** – Level 3 (six months)
5. WKAF - Working effectively in accounting and finance
1. ACPR - Accounts preparation
2. FSTP - Prepare final accounts for sole traders and partnerships
3. CSTR - Costs and revenues
4. ITAX - Indirect tax
5. PETH - Professional ethics
6. SDST - Spreadsheet software

**AAT Level 4 Diploma in Accounting** – (12 months)
6 UNITS
Mandatory
1. FPFM - Financial performance
2. BDGT - Budgeting
3. FSTM - Financial statements
4. ISYS - Internal controls and accounting systems

Optional – Any two
5. CSHM - Cash management
6. CRDC - Credit control
7. BTAX - Business tax
8. EXTA - External auditing

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**BOTSWANA INSTITUTE OF CHARTERED ACCOUNTANTS (BICA)**

BICA is an internationally recognised Accountancy qualification awarded by the Botswana Institute of Chartered Accountants and 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:

- GCSE /A Level - 2A Level passes plus 3 GCSE passes at grade A-C
- Any degree recognized by BICA as equivalent to a University of Botswana
- AAT graduates
- ACCA/CIMA students who have completed Part 1 and CBA respectively
- 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. Business Law
iii. Accounting
iv. Business 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 Taxation Planning
vi. Business Strategy

ADVANCED LEVEL:
i. Corporate Reporting
ii. Strategic Business Management
iii. Case Study

PROGRAMME DELIVERY
We offer the programme as follows;
• Day classes
• Evening classes
• Block release (on demand/minimum of 20 students)

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

EXAMINATION METHOD
Certificate level - 1 ½ hour e-assessment (55% Pass mark)
Professional level - 2 ½ hour paper based exam except one paper which is 3 hours (55% Pass Mark)
Advanced level - 3 ½ hour paper based exam (50% Pass mark)
Advanced level - case study - 4 hour paper based exam (50% Pass Mark)

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

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 part-time 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 Quality 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:

1. CIMA - Certificate in Business Accounting (CBA):
• Good O Level or A Level grades in English and mathematics
• Non accounting diploma or degree for students
wishing to change career

2. Operational level
   • Successful completion of AAT
   • Bachelors of Accountancy Degree
   • Exemption from CIMA-Certificate in Business Accounting

3. Management level
   • Successful completion of operational level

4. 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.
• Student can complete the course within 3 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:

1. Certificate stage
   There are a total of five papers at certificate stage as follows:
   1. Fundamentals of Economics
   2. Accounting fundamentals
   3. Management accounting fundamentals
   4. Fundamentals of Business law and ethics
   5. Fundamentals of business mathematics

CIMA MAIN STREAM
1. Operational level made up of:
   i. E1= Organization management
   ii. P1= Management accounting
   iii. F1= Financial reporting and taxation
   iv. Operational level case study

2. Management level
   i. E2= Project and relationship management
   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.

PROGRESSION RULES
The programme takes a minimum of 3 years to complete. Students take a total of 4 papers per semester. CIMA exams are divided into two parts for each level. The first part is made up of objective tests and the second is case study exams. Case-study exams are done after a student successfully passes all 3 objective test papers at a particular level. This is a CIMA rule.

PROGRESSION STRUCTURE

Operational level: 6 months Semester 1: Starters- Papers: P1,F1,E1; Operational level case study: 6 months: semester 2

Management level: 6 months Semester 3- Papers: P2,F1,E1; Managerial case study- 6 months- semester 4)

Strategic level: 6 months –Semester 5: Papers- E3-P3,F3; Strategic level Case study – 6 months- semester 6
ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

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, practising 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
• AAT, Degree or Diploma in Accounting or Finance from a recognised University.

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 full-time and studying on a part-time basis would take approximately three to four 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. Fundamental level
   Corporate and Business Law (F4)
   (Bots Variant/Int)
   Performance management (F5)
   Business Taxation (F6)
   (Bots variant)
   Financial Reporting (F7)
   Auditing and Assurance (F8)
   Financial Management

2. Professional Level
   Professional Accountant (P1)
   Corporate Reporting (P2)
   Business Analysis (P3)

3. Optional level (only two options available)
   Advanced Financial Management (P4)
   Advanced performance Management (P5)
   Advanced Taxation (P6)
   Advanced audit and Assurance (P7)

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.

CERTIFIED INTERNAL AUDIT PROGRAMME (CIA)

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 surround fraud and tempering with organizational processes. Compliance becomes a critical factor. CIA will position the will to deal
with matters of corporate governance and risk management effectively.

Individuals trained as Certified Internal Auditors are assets stemming from their deep organizational awareness across all strategic Business Units.

The Certified Internal Audit 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 training and examination preparation for all its registered students.

ENTRY REQUIREMENTS
- Candidates must submit proof of registration with IIA.
- Botswana Accountancy College is a tuition provider and does not determine entry requirements for the IIA. BAC will only enrol candidates who meet the entry requirements of the IIA and 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 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 as follows;

Part 1 - Internal audit activity’s role in governance Risk and control
Part 2 - Conducting the internal audit engagement,
Part 3 - Business analysis and Information Technology and
Part 4 - Business Management Skills)

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

PROGRESSION RULES
- All students are required to pass part 1 and 2 before proceeding to part 3 and 4.
- Students will not be allowed to repeat, but may register to re-sit an exam. It is the student’s responsibility to register for re-sitting exams.

ADVANCED TAXATION
Botswana Accountancy College (BAC) offers Advanced 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 in-depth 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. The course is equivalent to Diploma in Taxation.

ENTRY REQUIREMENTS
Eligible candidates should possess AAT, Accounting related Degree, ACCA part or fully qualified, CIMA part or fully qualified, or equivalent qualification. Working in a tax and similar environment is an added advantage.

PROGRAMME STRUCTURE
The qualification process involves enrolling for tuition and sitting for an examination at BAC. The course is made of three modules:

- Advanced Taxation – Botswana Tax Law
- Financial Accounting single companies
- Audits & Investigations

The exam content is 90% application and 10% analysis

EXEMPTIONS
There is one exemption for the Taxation course Financial Accounting for ACCA students and Financial Reporting for CIMA
students. The exemptions are charged at P600.00. Applicants who have been exempted need to submit exemption letters.

DURATION
The course is offered on a part-time basis to allow employers and employees the flexibility of combining work and study. The Advanced Taxation course runs for seven (7) months with a two weeks revision at the end plus a week of private study before examination. The programme runs from April to November each 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 of the Advanced Taxation 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 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.

OUR 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 enrol for Certificate of Proficiency (CoP) courses at BAC, an applicant must have BGCSE (or its equivalent) passes in English and Mathematics.
- To enrol for ICiBS at BAC, an applicant must have a CoP certificate or its equivalent, as determined by BAC.
- Registration of new students with BAC and purchase of study material is arranged by BAC after student admission.
- To study further, students are required to apply and register with UNISA’s Centre for Business Management. BAC will conduct classes for those registered with UNISA and wish to be tutored.
- The respective insurance companies are responsible for all logistics concerning the rate book examination issues.

Students are advised to liaise with their employers / potential employers on all matters that affect the rate book examinations. It is important to note that BAC is sometimes used as a rate book examination venue, but the responsibility remains with the concerned company.

DURATION
The courses run for 16 weeks, one evening per week per subject.

PROGRAMME STRUCTURE
The examination syllabus is structured around two levels:
1. Certificate of Proficiency (CoP)
2. Intermediate Certificate in Business Studies (ICiBS)

At CoP level, a candidate selects from among the following subjects:
- Basics of Long Term Insurance
- Basics of Short Term Insurance
- Basics of Retirement Funds

A CoP qualification is a statutory minimum requirement for all agents and others engaged in insurance in Botswana.

WHAT TYPE OF IISA COURSES DOES BAC RUN?
CERTIFICATE OF PROFICIENCY (ALL SUBJECTS)
BAC runs courses for two sittings of BAC examinations in May and November. The courses are on full-time basis, two days per week, for 16 weeks.

INTERMEDIATE CERTIFICATE IN BUSINESS STUDIES (ALL SUBJECTS)
BAC runs evening classes for both the May and November sittings of examinations.
Welcome to the School of Business & 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 Byron Brown
Academic Director, School of Business and Leisure
Academic Affairs and Research
ABOUT THE SCHOOL OF BUSINESS & LEISURE
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 and (b) Leisure Programmes.

The School currently has eight (8) undergraduate degree programmes, three of which are business oriented and the others leisure – focusing on the development of the tourism and hospitality discipline.

1. The undergraduate Business Programmes include:
   • BA (Honours) in Accounting and Finance
   • BA (Honours) International Finance & Banking
   • BA (Honours) Business Management
   • BA (Honours) in Entrepreneurship and Business Leadership

2. The undergraduate Leisure Programmes include:
   • BA (Honours) in International Tourism Management
   • BA (Honours) International Hospitality Management
   • BA (Honours) in International Salon Management (specialising in Beauty Therapy)
   • BA (Honours) in International Salon Management (specialising in Hairdressing)

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 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 strategic plan is to promote and support student and academic research that are creditable (reflected in high publication in accredited sources), relevant (reflected in high transmission to practice) and are in alignment with solid research niche areas that are aligned to the different academic programmes. Our academics are active in cutting edge research in the areas of:

- Investment and risk management
- Audit and financial reporting
- E-business, Leadership and entrepreneurship
- Eco-tourism, Tourism product & market diversification

The School is multi-campus, with locations 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 from 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 “to become a leading School of learning, recognized in Africa and beyond”. It 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 and conversion to application. 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) ACCOUNTING AND FINANCE**

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.
- Achieve the CIMA Business Certificate after successful completion of year one.
- Gain industry-recognised certifications from CIMA, SAGE: ACCPAC and Microsoft Excel.
- Qualify for exemptions from CIMA, ACCA and BICA (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 ICAEW. 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 specialise in areas including law and operations to reflect your career aims and objectives, as well as maximise your professional accountancy body exemptions.

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:

- Passed Form 5, BGCSE / IGCSE or equivalent, in a minimum of 6 Subjects, including Mathematics and English Language.
- Minimum of 14 points in Maths and English combined.

**DURATION OF PROGRAMME**

The duration of the programme, including the Bridging course is: 3 years 4 months. It is offered on a fulltime basis.
ACADEMIC YEAR

The academic year of the degree programme starts September, but students are required to complete the Bridging Programme which runs from May to August each year.

| YEAR 1 SEMESTER 1 | Introduction to Financial Accounting (20 credits) | Financial Analysis for Business (20 Credits) | Professional Accounting (40 credits) |
| YEAR 1 SEMESTER 2 | Introduction to Management Accounting (20 credits) | Law for Accounting (20 credits) | Economics |
| YEAR 2 SEMESTER 1 | Financial Accounting (20 credits) | Employability and Personal Development (20 credits) | Financial Management (20 credits) |
| YEAR 2 SEMESTER 2 | Financial Accounting (20 credits) | Principles of Taxation | Audit Assurance (20 credits) |
| YEAR 3 SEMESTER 1 | Management Accounting - Performance Evaluation (20 Credits) | Business and Personal Tax (20 Credits) | Independent Study Year long (40 credits) |
| YEAR 3 SEMESTER 2 | Financial Strategy (20 credits) | Financial Reporting Theory (20 credits) |

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 = 7 exemptions; ACCA = 9 exemptions; BICA = 7 exemptions.

BA (HONS) INTERNATIONAL FINANCE AND BANKING

Prepare for a career in finance on a programme that emphasises risk management, responsible banking and investment practices. 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 services organisations such as the Treasury, Non-Bank Financial Institutions Regulatory Authority (NBFIRA).

- 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 published 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.

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. 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.

ENTRY REQUIREMENTS
Applicants should normally have:

- passed Form 5, BGCSE / IGCSE or equivalent, in a minimum of 6 Subjects, including Mathematics and English Language.
- minimum of 14 points in Maths and English combined.

We expect you to demonstrate through a written personal statement an interest in and awareness of finance or banking or some level of experience.

<table>
<thead>
<tr>
<th>Requisite Subjects</th>
<th>Grades</th>
<th>Minimum Points</th>
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<tbody>
<tr>
<td>Core Subjects</td>
<td></td>
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<tr>
<td>English language</td>
<td>Minimum of A/C</td>
<td></td>
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<tr>
<td>Mathematics</td>
<td>Minimum of A/C</td>
<td></td>
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<tr>
<td>Specialization Subjects</td>
<td>Accounts, economics, or/and Statistics</td>
<td>Minimum of B</td>
</tr>
</tbody>
</table>

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CAMPUS
Gaborone

ACADEMIC YEAR

| YEARS 1 (LEVEL 4) | Financial analysis for business (20 credits) | Business economics (20 Credits) | Financial and management information (20 credits) |
| YEAR 2 (LEVEL 5) | Financial services regulation and ethics (20 credits) | Understanding financial services (20 credits) | Perspectives in international business (20 credits) |
| YEAR 3 (LEVEL 6) | Credit analysis (20 credits) | Portfolio management (20 credits) | Managing in a global context (20 credits) |
| YEAR 3 (LEVEL 6) | Global investment banking (20 credits) | Principles of investment (20 credits) | Understanding and managing financial roles (20 credits) |
| YEAR 3 (LEVEL 6) | International derivatives and risk (20 credits) | International financial markets (20 credits) | Risk management and investment (20 credits) |
| YEAR 3 (LEVEL 6) | Corporate treasury management (20 credits) | Strategic issues in financial services (20 credits) | Career management and professional development (20 credits) |

CAREER OPPORTUNITIES
This course is industry focused and equips you to progress quickly in banking and financial services. As a graduate you can find opportunities, as others have done, in the financial services and related industries. Graduates are likely to go onto further professional study

CAREER OPPORTUNITIES
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 Banker Institute or the Institute of Financial Services.

BA (HONS) ENTREPRENEURSHIP AND BUSINESS LEADERSHIP

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

ENTRY REQUIREMENTS
Applicants should have:
• Passed Form 5, BGCSE/IGCSE or equivalent, in a minimum of 6 subjects, including Mathematics and English language.
• Minimum of 11 points in Mathematics and English combined.

We expect you to demonstrate through a written personal statement an interest in entrepreneurship and business leadership and some level of experience.

CAMPUS
Gaborone

ACADEMIC YEAR

<table>
<thead>
<tr>
<th>YEARS 1 (LEVEL 4)</th>
<th>Professional Practice and Academic Skills (20 credits)</th>
<th>Entrepreneurial Marketing (20 Credits)</th>
<th>Business Economics (20 credits) Year Through</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entrepreneurial Leadership and People (20 credits)</td>
<td>Understanding Innovation and Creativity (20 credits)</td>
<td>Fundamentals of Business Finance (20 credits)</td>
</tr>
<tr>
<td>YEAR 2 (LEVEL 5)</td>
<td>Business Decision Analysis and Research Methods (20 credits) Year Through</td>
<td>Understanding and Leading Operations (20 credits)</td>
<td>Technology and Networking in an Entrepreneurial Environment (20 credits)</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship and Business Development (20 credits)</td>
<td>Financial Management and Investment for Entrepreneurs (20 credits)</td>
<td>Business Law and Corporate Governance (20 credits)</td>
</tr>
<tr>
<td>YEAR 3 (LEVEL 6)</td>
<td>Entrepreneurial Strategy (20 credits)</td>
<td>Organisational Change and Consultancy (20 Credits)</td>
<td>Entrepreneurial Field Studies (Dissertation/Research) (40 credits)</td>
</tr>
</tbody>
</table>

CAREER OPPORTUNITIES
As a student completing the BA (Hons) in Entrepreneurship and Business Leadership, you can expect to become venture creators and entrepreneurs. Paths to entrepreneurship include: Start-your-own-business (e.g., create a new business, buy a franchise or buy an existing business); self-employed professional; corporate entrepreneur at traditional firm and social entrepreneur. Beyond careers in venture creation and product development, students can find career opportunities in private and public enterprises as business development consultants, social/knowledge entrepreneur, family business manager, mergers and acquisitions analyst.

Our students have taken consultancy placements with the Local Enterprise Authority and with a wide range of organisations including Citizen Entrepreneurial Development Agency (CEDA), Kgalagadi Breweries Ltd, Standard Chartered Bank, to mention but a few.
Many more students have developed and started their own businesses with financial aid from local banks and designated government agencies.

You can also go on to postgraduate study to enhance your knowledge and consultancy skills.

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**BA (HONS) BUSINESS MANAGEMENT**

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 3 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.

In the second 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 finance 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.

The programme carries a total of 360 credits, spread across seven semesters over three and a quarter years. 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 normally have:

- passed Form 5, BGCSE / IGCSE or equivalent, in a minimum of 6 Subjects, including Mathematics and English Language. Minimum points should be 36 points.
- a minimum of 11 points in Maths and English combined.

Unless you have done A-Level or another acceptable advanced secondary examination, you have to start by going through the BAC Bridging program for one semester to prepare you for the degree program.

<table>
<thead>
<tr>
<th>REQUISITE SUBJECTS</th>
<th>GRADES</th>
<th>MINIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Subjects</td>
<td>English language</td>
<td>Minimum of A/C</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Minimum of A/C</td>
</tr>
<tr>
<td>Specialization Subjects</td>
<td>Accounts, economics, or/and Statistics</td>
<td>Minimum of B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

BA (HONS) BUSINESS MANAGEMENT

<table>
<thead>
<tr>
<th>LEVEL 4 SEMESTER 1</th>
<th>Understanding &amp; Managing Operational Performance (20 credits) BM-4MS-600</th>
<th>Marketing &amp; Customer Relations (20 credits) BM-4MS-601</th>
<th>Professional Practice and Academic Skills (20 credits) BM-4PD-600</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 4 SEMESTER 2</td>
<td>Financial Information for Management (20 credits) BM-4MS-602</td>
<td>Business Economics (20 credits) BM-4MS-603</td>
<td>Managing People in Organisations (20 credits) BM-4MS-604</td>
</tr>
<tr>
<td>LEVEL 5 SEMESTER 1</td>
<td>Business Law &amp; Corporate Governance (20 credits) BM-SMS-600</td>
<td>Business Decision Analysis &amp; Research Methods (20 credits) Year through BM-SPD-600</td>
<td>Management and Leadership Development (20 credits) BM-SMS-601</td>
</tr>
<tr>
<td>LEVEL 5 SEMESTER 2</td>
<td>Managerial Finance (20 credits) BM-SMS-602</td>
<td>Contemporary issues in International Business (20 credits) BM-SMS-603</td>
<td>Managing Business Processes and Information in a Global Context (20 credits) BM-SMS-604</td>
</tr>
<tr>
<td>LEVEL 6 SEMESTER 1</td>
<td>Management &amp; Leadership in Organisations (20 Credits)</td>
<td>Consultancy Project (20 Credits) Year Through</td>
<td>International Marketing (20 Credits)</td>
</tr>
</tbody>
</table>

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
- Government of Botswana
- Debswana
- Air Botswana
- CA Sales
BA(HONS) INTERNATIONAL HOSPITALITY MANAGEMENT

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 in order to gain employment in the international hospitality industry.

Students are encouraged to be actively involved in their own Programmes of learning. In the Hospitality programme, a wide range of learning approaches are utilized from practical examinations to debates and operational activities. The programme develops students’ academic and employability skills 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:
- passed Form 5, BGCSE / IGCSE or equivalent, in a minimum of 6 Subjects, including Mathematics and English Language.
- minimum of 10 points in Maths and English combined.
<table>
<thead>
<tr>
<th>DEGREE PROGRAMMES</th>
<th>ENTRY REQUIREMENTS (BGCSE; O’Level; A’Level)</th>
<th>Minimum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality management</td>
<td>Options Core Subjects Specialisation Subject(S)</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Maths &amp; English</td>
<td>1. Home Economics and/or Business Studies; or 2. Diploma/Certificate in Hospitality (Interview; and core subject deemphasised)</td>
</tr>
</tbody>
</table>

**DURATION OF THE PROGRAMME**

The duration of the programme, including the Bridging course is 3 years 3 months. The programme is offered on a full-time basis. The academic year of the degree programme starts September, but students are required to complete the Bridging Programme before September – usually May to August.

**CAMPUS**

Francistown

**ACADEMIC YEAR**

**Year 1 Level 4**

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Academic and Professional Development</th>
<th>Food and Beverage Operations</th>
<th>Hospitality Concepts</th>
<th>Principles of International Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Credits Prescribed</td>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
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</tbody>
</table>

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>Hospitality Accommodation Management</th>
<th>Business Operations Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
</tr>
</tbody>
</table>

**Year 2 - Level 5**

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Academic and Professional Development</th>
<th>Food and Beverage Operations</th>
<th>International Hotel Management</th>
<th>Applied Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Credits Prescribed</td>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
</tr>
</tbody>
</table>

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>Trends in the Hospitality Industry</th>
<th>Business Development and Entrepreneurship</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
</tr>
</tbody>
</table>
**Applied Professional Practice**

<table>
<thead>
<tr>
<th>DIPLOMA IN PROFESSIONAL PRACTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Issues in Professional Practice</td>
</tr>
<tr>
<td>Applied Professional Practice</td>
</tr>
</tbody>
</table>

**Year 3 - Level 6**

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>Independent Study</th>
<th>Strategic Management</th>
<th>Strategic Management</th>
<th>Managing Cultural Issues in Hospitality</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 credits Prescribed</td>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
<td>20 credits Prescribed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER TWO</th>
<th>Contemporary Issues</th>
<th>Food and Beverage Management</th>
<th>International Resort Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 credits Prescribed</td>
<td>20 credits Optional</td>
<td>20 credits Optional</td>
<td></td>
</tr>
</tbody>
</table>

**CAREER OPPORTUNITIES**

The BA (Hons) in International Hospitality Management degree programme 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. From events organising to hotel management, hospitality management graduates have a wide range of career options open to them.

Some of the jobs directly related to their degree include food service manager, conference and event manager, facilities manager, hotel and accommodation manager, catering manager, and restaurant and retail manager. Graduates have opportunity to hold managerial positions throughout the public sector in universities, hospitals, transport and the armed forces in roles such as public house manager, customer service manager and tour manager. A student completing the BA (Hons) in International Hospitality Management degree gains immediate recognition by the Botswana Tourism Association (BTA).
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 service-minded.

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 keys 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
In addition to the Foundation Programme: Further to the requirements, entry to the degree programme is subjected to successful completion of a four month BAC Bridging Programme. Applicants with the following advance qualification or subjects may be exempted from the Bridging Programme:

- A’Level certificates in English and Business Studies /Commerce
- Certificate, diploma and associated degree in Tourism Management, may be considered based on merit: (Contact the Registrar Office)

DURATION OF THE PROGRAMME
The duration of the programme, including the Bridging course is: 3 years 4 months. The programme is offered on a full-time basis. The academic year of the degree programme starts September, but students are required to complete the Bridging Programme before September – usually May to August.

CAMPUS
Gaborone & Francistown
ACADEMIC YEAR

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Tourism Geography (20 credits)</th>
<th>Tourism Consumer (20 Credits)</th>
<th>Academic and Professional Development 1</th>
<th>Principles of International Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>ICTs and Tourism Management (20 credits)</td>
<td>(20 credits)</td>
<td>Business Operations Management</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th>Themes and Niche Tourism (20 credits)</th>
<th>Themes and Niche Tourism (20 credits)</th>
<th>Destination Management</th>
<th>Academic and Professional Development 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>Nature Based Tourism (20 credits)</td>
<td>Business Development and Entrepreneurship (20 credits)</td>
<td>Academic and Professional Development 2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 3</th>
<th>Sustainable Tourism (20 Credits) Option</th>
<th>Strategic Tourism Management (20 Credits) Option</th>
<th>Independent Study (Year long) 40 credits</th>
<th>Contemporary Issues (20 Credits) Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>Reconfiguring Tourism Destinations 20 Credits Option</td>
<td>Ecotourism 20 Credits Option</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| YEAR 3          | | | | |
|-----------------| | | | |
| SEMESTER 2      | | | | |

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 and natural resource management.

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. A student completing the BA (Hons) in Tourism Management degree gains immediate recognition from the Botswana Tourism Organisation (BTO).
**BA (HONS) International Tourism Management**

### LEVEL 4

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Academic Study Skills 20 Credits</th>
<th>Tourism Geography 20 Credits</th>
<th>The Tourism Consumer 20 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 2</td>
<td>Finance in the Service Industries 20 Credits</td>
<td>ICTs and Tourism Management</td>
<td>Human Resources Management for Service ii</td>
</tr>
</tbody>
</table>

### LEVEL 5

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Research Skills 20 Credits</th>
<th>Themes and Niche Tourism 20 Credits</th>
<th>Marketing in the Service Industries 20 Credits</th>
<th>Destination Management 20 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 2</td>
<td>Business Development and Entrepreneurship 20 Credits</td>
<td>Policy and Planning for Tourism 20 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LEVEL 6 – WITH WOK PLACEMENT BASED INDEPENDENT STUDY

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Option A Work Placement Based Independent Study 40 Credits</th>
<th>Option B Independent Study 20 Credits</th>
<th>Strategic Management 20 Credits Prescribed</th>
<th>Reconfiguring Tourism Destination 20 Credits Prescribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 2</td>
<td></td>
<td></td>
<td>Contemporary issues 20 Credits Prescribed</td>
<td>The Business of e-Tourism 20 Credits Prescribed</td>
</tr>
<tr>
<td>SEMESTER 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEMESTER 4</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
The degree programme gives students an excellent start to a career in cosmetology, beauty therapy or hairstyling in hotel and hospitality sector or in private practice. Students have the option of specialising in either of two streams: (a) cosmetology / beauty therapy; or (b) hair techniques. The programme is focused on personal development and mirrors a progression in the beauty industry. Students will start with a solid grounding in beauty therapy / hairstyling service fundamentals, followed by modules on managerial competencies, and continue on to specialisations and advanced management skills.

Students have the opportunity to consolidate all their learning in the final year through individual applied research project or an external consulting task. All students take part in various internship activities, both in operations and in management, which provide the real-life experience needed to improve students’ employability. Students are equipped with skills that allow them to venture into their own businesses as employers, thereby contribute to diversification of the economy. The BA (Hons) in International Hospitality 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 in the top 10 for its training in tourism and hospitality.

ENTRY REQUIREMENTS
Applicants should have:
• passed Form 5, BGCSE / IGCSE or equivalent in a minimum of 6 Subjects, including Mathematics and English Language.
• a minimum of 10 points in Maths and English combined.
### DEGREE PROGRAMMES

<table>
<thead>
<tr>
<th>Options</th>
<th>Core Subjects</th>
<th>Specialisation Subject(S)</th>
<th>POINTS (MIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salon Management</td>
<td>Beauty Therapy</td>
<td>Maths &amp; English 1. Sciences (Single, Double, or Pure); and/or Business Studies; or 2. Diploma/Certificate in Beauty Therapy (Interview; and core subject deemphasised)</td>
<td>36</td>
</tr>
<tr>
<td>Hairdressing</td>
<td>Maths &amp; English</td>
<td>1. Sciences (Single, Double, or Pure); and/or Business Studies; or 2. Diploma/Certificate in Beauty Therapy (Interview; and core subject deemphasised)</td>
<td>36</td>
</tr>
</tbody>
</table>

### DURATION OF THE PROGRAMME

The duration of the programme, including the Bridging course is: 3 years 4 months. The programme is offered on a full-time basis. The academic year of the degree programme starts September, but students are required to complete the Bridging Programme before September – usually May to August.

### CAMPUS

Francistown
<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
</tr>
<tr>
<td><strong>SEMESTER 1</strong></td>
</tr>
<tr>
<td>PRINCIPLES OF INTERNATIONAL BUSINESS</td>
</tr>
<tr>
<td><strong>SEMESTER 1</strong></td>
</tr>
<tr>
<td><strong>SEMESTER 2</strong></td>
</tr>
<tr>
<td>YEAR 2</td>
</tr>
<tr>
<td><strong>SEMESTER 1</strong></td>
</tr>
<tr>
<td><strong>SEMESTER 2</strong></td>
</tr>
<tr>
<td>YEAR 3</td>
</tr>
<tr>
<td><strong>SEMESTER 1</strong></td>
</tr>
<tr>
<td><strong>SEMESTER 2</strong></td>
</tr>
<tr>
<td><strong>SEMESTER 2</strong></td>
</tr>
</tbody>
</table>

**CAREER OPPORTUNITIES**

The BA (Hons) in International Salon Management degree programme will interest students who are entrepreneurial and who are aiming for management positions in the beauty profession. A student completing the degree can expect to find career opportunities in either cosmetology or in hairdressing. With more than forty thousand salons in Botswana, and the gradual professionalization of the spa, cosmetology and hair-styling field, career opportunities for beauty therapists and hairstylists abound. Some of the jobs directly related to students degree include:

- Beauty / Hair Business start-up (e.g., create a new business, buy a franchise, buy an existing business);
- Self-employed professional (e.g., cosmetologist; beauty therapist; hairstylist);
- Corporate entrepreneur at a traditional boutique (e.g., business development consultants; family business manager; cosmetologist; beauty therapist; hairstylist in the hospitality and tourism industry such as in hotels, and guest houses).

Graduates can also hold managerial positions throughout the public sector in technical colleges and universities.
WHAT OUR STUDENTS SAY

Our students are always keen to share their experience throughout their stay. We are also very proactive in seeking feedback on student experience. When asked about the program, here is what some had to say:

“Studying this degree at Derby has placed me in an extremely strong position in terms of my future career. It is taught in a manner that links the theory that students learn to the business world by using relevant case studies and current business issues. This vocational aspect has allowed me to understand how to apply the business management skills I have learnt at Derby to my career, and my current position as a Sales and Marketing Executive”
- Anonymous

“The programme is filled with adventure, fun and excitement. It is a programme that is not only preparing us to be employed but to be employers. The programme offers me broad career options that range from hotel management, marketing, Natural resource management and travel agencies”
- Phemelo Morupisi

This course does not teach me things that I have to memorize; it is equipping me with the practical skills I need for the cut throat modern business world”
- George

“I have been exposed to many companies as we have been doing a lot of research with real companies throughout the program I feel that my knowledge is relevant and I am in touch with the real world!”
- Lesedi

“It has only been few weeks into year 2 and I have many contacts with players in the industry and I have secured the ideal mentor…thanks to the Developing Entrepreneurial Networks module”
- Tefo
Welcome to the School of Computing and Information Systems – SCIS

Congratulations for taking a step in the right direction towards building a career in the field of Computing and ICT. Over the years that the SCIS has been delivering Computing and ICT courses, BAC has graduated over 600 graduates of the school. The graduates have moved on to take up employment in both the public and private sector, taking up jobs as Software Developers, Systems Analysts, Project Managers, Systems Administrators, Network Administrators, Help Desk Support Officers, IT Managers, Application Administrators etc. And indeed, some have gone on to start their own companies.

This is your opportunity. Embrace it and four years down the line you too can be counted as an aspiring professional in the dynamic ICT Business and Industry. All it takes is dedication and commitment to your student profession, hard work and responsible conduct.

No doubt the academic road ahead shall be challenging and you should be assured in the confidence that with the right approach to your studies and a positive attitude to your social wellbeing, you will prevail over these challenges. The reward will be worthwhile.

The SCIS boasts a team of dedicated professionals who will guide you throughout your years of study and help you reach out for the degree qualification, as you head for the graduation podium. Make the best of your lecturers and the learning resources that are available to you at BAC. Above all, apply yourself to the utmost.

It is thus with pleasure that the School of Computing and Information Systems welcomes you. Make your years of study at BAC worthwhile, now and into the future.

Dr Galamoyo Male

Academic Director, School of Computing and Information Systems
ABOUT THE SCHOOL OF COMPUTING & INFORMATION SYSTEMS

The School of Computing & Information Systems seeks to educate graduates that will be both productive and creative in modern business and industry environments. Studies range from theory through experimental techniques to Engineering methodology. Research and laboratory work complement student classroom studies. These 4-year twin programmes prepare students to operate as professionals at the cutting edge of Information Technology.

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.

The programmes offer majors in Computer Systems Engineering and Applied Business Computing. 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 THE 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.
6. Pursue post-graduate degrees in the fields of Information Technology and Business.
BSC. (HONS) COMPUTER SYSTEMS ENGINEERING

ENTRY REQUIREMENTS
Applicants should have a minimum of the following:
• O’Levels with at least a second division overall grade and at least grade B in English Language and Mathematics – GCE.
• O’Levels with at least 38 points in any best six (6) subjects including Mathematics and English with a minimum of seven (7) points, in Mathematics and English - BGCE.

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.

CAMPUSES
Gaborone & Francistown

ACADEMIC YEAR

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>PREREQUISITES</td>
</tr>
<tr>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>Computer Technology, System Development, Java</td>
<td>Web Development Basics, Computer Related Maths</td>
</tr>
<tr>
<td>Programming</td>
<td>&amp; Statistics, Computer Systems installation &amp;</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>Object Oriented Analysis &amp; Design, Database</td>
<td>Software Engineering Project, Discrete Maths,</td>
</tr>
<tr>
<td>Design &amp; Development, OOP with C#</td>
<td>Distributed Systems</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td></td>
</tr>
<tr>
<td>Advanced Web Design, Computer Systems</td>
<td>Attachment</td>
</tr>
<tr>
<td>Administration, Intelligent Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td></td>
</tr>
<tr>
<td>Project Management, Research, Artificial</td>
<td>Artefact, Advanced Databases, Concurrent &amp;</td>
</tr>
<tr>
<td>Intelligence</td>
<td>Distributed Systems</td>
</tr>
</tbody>
</table>

DURATION AND MODE OF STUDY
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.

The programmes are available on a full time and part-time basis, with the part-time meant to allow for those in industry to be able to develop themselves.

CAREER PROSPECTS
Graduates will fit in industry, business and research as:
• Computer Programmers
• Research scientists
• Software developers and consultants
• Systems analysts or administrators
• IT or Project managers
• Entrepreneurs
• Business analysts
BSC. (HONS) APPLIED BUSINESS COMPUTING

ENTRY REQUIREMENTS
Applicants should have a minimum of the following:

• O’Levels with at least a second division overall grade and at least grade C in English and Mathematics – GCE.
• O’Levels with at least 36 points in any best six (6) subjects including Mathematics and English with a minimum of six (6) points in each, in Mathematics and English – BGCE.
• O’Levels with at least 36 points in any best six (6) subjects including Mathematics and English and Computer Studies with a minimum of six (6) points each in English and an average of five (5) points for Mathematics and Computer Studies – BGCE.

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.

CAMPUSES
Gaborone & Francistown

ACADEMIC YEAR

<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>Object Oriented Analysis &amp; Design, Database Design &amp; Development, Corporate Governance &amp; Ethics</td>
<td>Software Engineering Project, Information Security - Quantitative Analysis of Business</td>
</tr>
<tr>
<td>Year 3</td>
<td>Advanced Web Design, Computer Systems Administration, Business Information Systems</td>
<td>Attachment</td>
</tr>
<tr>
<td>Year 4</td>
<td>Project Management, Research, User Experience Design</td>
<td>Artefact, Advanced Databases, Applied Multimedia</td>
</tr>
</tbody>
</table>

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• Entrepreneurs
• Business analysts
INTRODUCTION

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 inter-departmental 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 BIIS centre 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.
THE CISCO ACADEMY

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 medium-size 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?
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.

WHAT IS THE PROGRAMME STRUCTURE?
The CCNA Routing and Switching consists of four Levels:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>MODULE/LEVEL</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routing and Switching</td>
<td>CCNA 1</td>
<td>70 hours</td>
</tr>
<tr>
<td>Introduction to Networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routing and Switching Essentials</td>
<td>CCNA 2</td>
<td>70 hours</td>
</tr>
<tr>
<td>Routing and Switching Scaling Networks</td>
<td>CCNA 3</td>
<td>70 hours</td>
</tr>
<tr>
<td>Routing and Switching Connecting Networks</td>
<td>CCNA 4</td>
<td>70 hours</td>
</tr>
</tbody>
</table>

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.

THE MICROSOFT ACADEMY

ABOUT THE ACADEMY
BAC is an official Microsoft IT Academy (MIA) partner-The first in Botswana. The Microsoft Technology Certification validates the fundamental knowledge needed to begin building a career in technology in the following ways:
- Designed for students and professionals who are new to the world of technology.
- Designed for ICT Professionals wishing to upgrade their technology proficiency.
- Validates essential fundamental technology concepts,
- Positions students for advanced training, MCSA and MCSD certification and entry-level positions.

Microsoft Academy will afford an opportunity to develop requisite skills in database technology, server infrastructure ad development technologies.

MCSA
WHO SHOULD TAKE THE PROGRAMME?
Any under graduate or graduate student who is interested in exploring, discovering and to plan successful careers in Microsoft Technology Line of products.
## WHAT IS THE PROGRAMME STRUCTURE?

<table>
<thead>
<tr>
<th>DESKTOP SUPPORT</th>
<th>DESKTOP AND DEVICE CLOUD MGT, DATA AND APPLICATIONS MGT, NETWORK OR SERVER ADMINISTRATION</th>
<th>DATA PLATFORM, BUSINESS INTELLIGENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCSA WINDOWS 8</td>
<td>MCSE DUR. 2 WEEKS 687: Configuring Windows 8, 688: Managing and Maintaining Windows 8</td>
<td>MCSE DUR. 2 WEEKS 461: Querying Microsoft SQL Server 2012</td>
</tr>
<tr>
<td>DUR. 3 WEEKS</td>
<td>DUR. 3 WEEKS</td>
<td>DUR. 3 WEEKS</td>
</tr>
<tr>
<td>MTA Fundamental Track for Infrastructure</td>
<td>MTA Fundamental Track for Infrastructure</td>
<td>MTA Fundamental Track for Database</td>
</tr>
<tr>
<td>INFRASTRUCTURE TRACK</td>
<td>DATABASE TRACK</td>
<td></td>
</tr>
</tbody>
</table>
MCSD

WHO SHOULD TAKE THE COURSE?
Any undergraduate or graduate student who is interested in exploring, discovering and to plan successful careers in Microsoft Technology Line of products.

WHAT IS THE COURSE STRUCTURE?

<table>
<thead>
<tr>
<th>WEB APPLICATION DEVELOPMENT</th>
<th>WINDOWS STORE APPS USING HTML5</th>
<th>WINDOWS STORE APPS USING C#</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCSD</td>
<td>MCSD</td>
<td>MCSD</td>
</tr>
<tr>
<td>Web Applications</td>
<td>Windows Store Apps using HTML5</td>
<td>Windows Store Apps using C#</td>
</tr>
<tr>
<td>480: Programming in HTML5</td>
<td>480: Programming in HTML5</td>
<td>483: Programming in C#</td>
</tr>
<tr>
<td>with Javascript and CSS3</td>
<td>with Javascript and CSS3</td>
<td>484: Essentials of Developing</td>
</tr>
<tr>
<td>486: Developing ASP.NET MVC 4</td>
<td>481: Essentials of Developing</td>
<td>Windows Store Apps using C#</td>
</tr>
<tr>
<td>Web Applications</td>
<td>Windows Store Apps using</td>
<td>485: Advanced Windows Store</td>
</tr>
<tr>
<td>487: Developing Windows Azure and Web Services</td>
<td>HTML5 and JavaScript</td>
<td>App Development using C#</td>
</tr>
<tr>
<td>DURATION: 3 WEEKS</td>
<td>482: Advanced Windows Store</td>
<td>DURATION: 3 WEEKS</td>
</tr>
<tr>
<td></td>
<td>App Development using HTML5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>with JavaScript</td>
<td></td>
</tr>
<tr>
<td>MTA</td>
<td>MTA</td>
<td>MTA</td>
</tr>
<tr>
<td>Fundamental Track for</td>
<td>Fundamental Track for Windows</td>
<td>Fundamental Track for Windows</td>
</tr>
<tr>
<td>Web Apps</td>
<td>Store Applications using HTML5</td>
<td>Store Applications using C#</td>
</tr>
<tr>
<td>361: Software Development</td>
<td>361: Software Development</td>
<td>361: Software Development</td>
</tr>
<tr>
<td>375: HTML5 App Development</td>
<td>DURATION: 3 WEEKS</td>
<td>DURATION: 2 WEEKS</td>
</tr>
<tr>
<td>DURATION: 3 WEEKS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 2: Developer Tracks (MTA, MCSA, MCSD)

CAREER PROSPECTS
Every certified student who graduates shows they are workforce ready and has the opportunity to compete in the global workforce as a Network Administrator, Software Engineer, Web Developer or Database Analyst.
THE SAP ACADEMY

ABOUT THE PROGRAMME
SAP Academy, in collaboration with the SAP University Alliances, delivers hands on training on various courses leading to globally recognised SAP Certifications. The SAP ERP (Enterprise Resource Planning) software is the leader in the market of enterprise resource planning application systems and management. With an official SAP certification, our graduates/students will stand out as they would be in possession of career-opportunities enhancing knowledge and skill.

Through the SAP University Alliances Program (UAP), the Academy will enable students to gain access to an ever expanding range of exciting opportunities to engage with one of the world’s leading technology companies. The courses offered under the academy have been developed to provide all the necessary theoretical and practical knowledge about SAP systems, as well as practical experience in working with a real SAP system. This way, students and trainees are guaranteed to harness important skills for the job market and thus enhance their career opportunities.

The SAP Academy shall offer two SAP Enterprise Resource Planning (ERP) courses with SAP-Software solutions.

ERP FOUNDATION

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:
- Accounting and Finance
- Business Management
- Marketing
- Human Resource Management
- CIMA, ACCA, AAT, BICA
- Computing and Information Systems
- Business Enterprise
- Tourism
- Hospitality
- CIMA, ACCA, AAT, BICA students

WHAT IS THE COURSE STRUCTURE?
This is a comprehensive SAP course that exhaustively covers core enterprise business process integration.
- Automation of Business Processes
- SAP ERP Basics and Navigation
- Purchase-to-Pay Processing in SAP ERP
- Order-to-Cash Processing in SAP ERP

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

CAREER PROSPECTS
This is an entry level certification which paves the ground for certifications in chosen SAP certification tracks.
INTEGRATED BUSINESS PROCESSES WITH SAP ERP (TERP 10)

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
• 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.

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 (F) Basics
• SAP Management Accounting (CO) Basics
• Purchase-to-Pay Processing in SAP ERP
• Plan-to-Produce Processing in SAP ERP
• Order-to-Cash 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