Inspire Tomorrow,Today

Botswana Open
University

Botswana Open University

Prospectus

2019 - 2020

1.0 INTRODUCTION

Botswana Open University (BOU) was instituted by an Act of Parliament (Act No.13 of 2017) following the transformation of BOCODOL as sanctioned by the Presidential Directive CAB 37A of 2011. The foregoing strategic decisions were taken within the framework of the Tertiary Education Policy adopted in 2008.

The mandate of the University as encapsulated in the Act of Parliament (Act No.13 of 2017), is to provide quality education through Open and Distance Learning (ODL) and more specifically tertiary education, professional training, open schooling and inservice programmes for the working population. Open learning seeks to break down the barriers to personal career and professional development by providing flexible learning environments,
enabling people to study what is relevant to their needs, at a time and place convenient to them.

BOU offerings will encompasses programmes from school equivalency which comprise; Junior Certificate (JC) and the Botswana General Certificate of Secondary Education (BGCSE) to the vocational, management and professional programmes at certificate, diploma, degrees and postgraduate levels.

The Botswana Open University has its Headquarters in Gaborone, five Campuses in Gaborone, Francistown, Palapye, Maun and Kang. Each campus serves as an administrative support center and provides learner

support through the learning centres strategically located across the country.

VISION

Inspired Excellence and Empowered Learners for Life-Long Learning

MISSION

To create a Unique Learning Environment for Learners to realise their Potential through Diverse, Innovative and Flexible Products and Services for global competitiveness

VALUES

- Learner-Centeredness
- Inclusivity
- Research and Scholarship
- Innovation
- Collegiality
- Integrity

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JC and BGCSE (School Equivalency)

The curriculum offered by BOU at school equivalency level is the same as in the Government/Public Secondary Schools. The curriculum is examined by the Botswana Examinations Council. The courses for JC and BGCSE are as follows:

JC	BGCSE
English	English
Mathematics	Mathematics
Setswana	Setswana
Science	Human and Social Biology
Social Studies	Geography
Moral Education	History
Religious Education	Development Studies
Agriculture	Science - Single Award
Commerce & Accounting	Accounting
Commerce & Office Procedures	Commerce

Tutorials for the courses are conducted at Learning Centers located in various parts of the country.

Entry Requirements
JC: Standard 7 pass up to C for beginners and a JC certificate for upgraders
BGCSE: JC pass up to C for beginners and a BGCSE/GCE certificate for upgraders.

Registration Requirements
1. Certified Copy of Omang (ID) for citizens and passport for Non-citizens.
2. Registration and Subject Fees:

	Citizens	**Non Citizens**
Registration Fee	P25	P45
JC	P50	P95
BGCSE	P65	P125
Repeater JC per Subject	P55	P105
Repeater BGCSE per Subject	P70	P135
Post Office Transaction Fee	18% of Total Amount	18% of Total Amount

NB: Repeating learners refers to those who have previously set the same national examinations under BOU.

All payments will be done at any POST OFFICE and a proof of payment(receipt)should be produced at the study centre when collecting the workbooks.

Note: Refer to enrolment requirements form.
Entry Requirements
• **JC-Std 7** Pass up to C for beginners and a JC certificate for upgraders.
• **BGCSE-JC** Pass up to C for beginners and a BGCSE/GCE certificate for upgraders.
Registration is done at study centres around the country during February/March every year
To enquire about the Learning Centres call:

Gaborone: 3930017	Palapye: 4924024	Kang: 6517248	Francistown: 2418383	Maun: 6865621

CERTIFICATE PROGRAMMES

1. Microsoft Office Suite

This course is intended for people who would like to develop their skills in the use of computer systems and applications. Successful completion of the modules leads to the award of a foundation certificate.

Programme Content
The programme has six modules which can be all taken as a package or in installments with each module taking two weeks to complete. Institutions are free to arrange for a blocked period for all the modules.

- Internet and email
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Access
- Microsoft Publisher

Entry Requirements
(i) Basic Computer Skills except for Microsoft Word

2. Small Scale Business Management (SSBM)

This is an intermediate certificate course in entrepreneurship and is aimed at developing skills and competencies in managing small businesses. Its ultimate objective is to create practical awareness of the need to manage business more effectively. The duration of the course is six months.

Programme Content
- Making the business idea real
- Starting and keeping the business going
- Financing your business
- Marketing the small business
- Pricing the product/Service
- Keeping the business records
- Selling and the customer
- Finding and motivating staff
- Communication in business
- Business and the law

Entry Requirements
(i) JC or its equivalent
(ii) Relevant experience in business

3. English for Professional Purposes(EPP)

This is a work-related communications full certificate course originally developed for the Botswana Police Service, but is adaptable to other professions as well. The duration of the course is 12 months.

Entry Requirements
(i) BGCSE or its equivalent plus some professional training OR
(ii) JC with at least two years' work experience/or professional rank.

CERTIFICATE PROGRAMMES

4. Certificate in Vocational Education and Training (CVET)

The course aims to equip trainers with skills and competencies aligned to the requirements of a trainer standard and for the attainment of a fully accredited certificate. On completion of this program, candidates will be awarded a Certificate in Vocational Education and Training. The course is offered in two ways:

(i) Through training whereby Trainees will undergo training for a period of six months.
(ii) Through Recognition of Prior Learning (RPL) Assessment: Candidates with prior knowledge on training apply for assessment only.

Entry Requirements

(i) For training: BGCSE, Certificate, Diploma/Degree in any field.
(ii) Through RPL: Any one with proven competence in any vocational area through RPL/RCC assessment system, Certificate in any field with at least 3 years teaching/training experience.

Programme Content

The programme comprises of 9 units.
Unit 1: Introduction to CVET and Other Related Requirements
Unit 2: Develop Learning Materials
Unit 3: Produce a Lesson
Unit 4: Determine Training Methods & Techniques
Unit 5: Produce Assessment Instruments
Unit 6: Recognition of Prior Learning
Unit 7: Assess Candidates Against Standards
Unit 8: Facilitate Training
Unit 9: Evaluate Training Sessions

5. Certificate for Distance Education Practitioners(CDEP)

The CDEP programme is intended primarily for adults or young adults who have some experience in adult education and/or distance education who wish to develop their knowledge and skills in the field of distance education. It aims to facilitate professional development in aspects of distance education practice by enhancing personal development in open and distance learning (ODL) leadership and management, decision making, problem solving and critical thinking and research.

Programme Duration
The minimum duration of the programme is one year. However, those who are unable to complete within the one year will be given an extra year to complete the programme.

Programme Content
- Adult Education and Adult Learners
- Introduction to Distance Education
- Distance Education Materials
- Learner Support Services

- Management and Administration of Distance Education Organizations or Programmes at the Local Level
- Research in Distance Education
- Portfolio
- Financing Distance Education

6. Certificate for Community Based Work with Children and Youth(CBWCY)

The programme aims at enhancing and developing participants' grounding, understanding, skills and competences required to work effectively with children, youth, families and communities in diverse contexts. In the process students will be enabled to work towards acknowledging strengths and abilities in themselves and others in a sensitive, ethical and resilient manner across different cultural, educational and socio-economic environments.

Entry Requirements
(i) Minimum-Primary Leaving Certificate(PSLE)
(ii) Relevant work experience working with children and youth in a given organization.

Programme Duration
The duration of the programme is 18 months. The programme is offered in collaboration with Regional Pycho-social Support Initiative (REPSSI)

Programme Content

Year 1		Year 2
Semester 1	Semester 2	Semester 1
Personal and Professional Development	Child and Youth Development	Integrated Development in Communities
Introduction to Human Rights-based Approaches & Child Protection	Care Support of Children at Risk	Service Learning Project

7. Certificate in Disaster Management - (CDM)

The CDM programme is intended to enable participants gain increased knowledge of disaster management, with the aim of reducing vulnerability and improving disaster responsiveness. By creating broadened awareness of potential disasters within a given context, the programme will produce Disaster Managers who are well informed, visionary, proactive, and grounded in systematic practice to handle forecast and incidental disasters, then lead and guide sponsors of rescue operations, and those affected by disaster.

This is an applied programme at Level 1 of National Credit and Qualifications Framework.

Entry Qualifications
To be admitted to the programme, the candidate must have satisfied the minimum conditions for entry outlined below.
(i)   At least a pass in six subjects at the BGCSE or its equivalent, OR
(ii)   Junior Certificate (JC) with working experience
(iii) Applicants with qualifications over and above the minimum stipulated ones will have an added advantage.

Programme Duration
The minimum duration for the programme shall be one year (two semesters).

Programme Content

Semester 1	Semester 2
Introduction to Disaster Management	Media and Disaster Management
Education and Public Awareness	Disaster Associated Health Issues
Technology in Disaster Management	Emotional Impacts of Disaster
	Portfolio

DIPLOMA PROGRAMMES

1. Diploma in Business Management (DBM)

The Diploma in Business Management is a professional qualification whose primary aim is to equip learners with academic and professional knowledge, as well as skills applicable to the dynamic business environment at national and international levels. The programme was developed in response to identified individual and business needs for the development of a sustainable economic growth as per national and international aspirations to provide learners with practical business related skills that will make them useful to themselves and to the business sector.

Entry Requirements

(i)   At least 4 passes at BGCSE or equivalent with credits (Grade C or better) in Mathematics and English Language, OR
(ii) At least 4 passes at BGCSE or equivalent with a Certificate in Business Management OR
(iii) JC plus five (5) years relevant experience and a Certificate in Business Management.

Programme Content

YEAR 1		YEAR 2	
Semester 1	**Semester 2**	**Semester 3**	**Semester 4**
Principles of Management	Business Law	Business Statistics	Principles of Marketing
Organizational Behavior	Principles of Accounting	Economics II	Taxation
Business Communications	Basic Computing Skills	Research Methods	Business Information Systems
Economics 1		Business Finance	Research Project

2. Diploma in Human Resources Management (DHRM)

The Diploma in Human Resource Management is intended to provide learners with practical work related skills in the area of management of human resources, which will make them useful to themselves and the human resources and business sectors of the society. The programme aim to provide learners with a solid grounding in knowledge and skills about the field of human resources management by developing their professional and management competencies based on current ideas in the field of human resources.

Entry Requirements

(i) At least 4 passes at BGCSE or equivalent with credits (Grade C or better) in Mathematics and English language, OR
(ii) At least 4 passes at BGCSE or equivalent with Certificate in Human Resources Management OR
(iii) JC plus five (5) years relevant experience and a Certificate in Human Resources Management.

Programme Content

YEAR 1		YEAR 2	
Semester 1	**Semester 2**	**Semester 3**	**Semester 4**
Principles of Management	Labour Relations	Human Resources Development	Strategic Human Resources Management
Organizational Behavior	Human Resources Management	Compensation and Reward Systems	Employment Law
Business Communications	Basic Computing Skills	Research Methods	Business Information Systems
Economics I		Occupational Health and Safety	Research Projects

3. Diploma in Integrated Early Childhood Development (DIECD)

The DIECD programme aims to train early childhood practitioners by providing trainees with high quality preparedness on relevant issues, debates and theories relating to early childhood development and the required cultural understanding for working with young children, families and communities. The programme engages trainees with current understanding of the theory and practice in children's care and education services and develops their skills in early childhood development and education in relation to learning and development in general.

Programme Duration

The minimum completion time is two (2) years.

Entry Requirements
(i)   BGCSE or its equivalent with two credits and a pass in English OR
(ii) Relevant work experience and a pass in at least two subjects at BGCSE or its equivalent, OR
(iii) Relevant work experience, JC and a Certificate in Early Child Development or equivalent.
(iv) Current employment in an early childhood setting will be an added advantage.

Programme Content

YEAR 1	YEAR 2
Semester 1	**Semester 1**
Child Psychology	Language Proficiency in English
Communication Skills in Teaching	Curriculum and Pedagogy
Diversity and Teaching in Multicultural Class	Teaching and Learning in the Digital Age
Education, Teachers and Teaching	The Arts in Early Childhood
Semester 2	**Semester 2**
Socio Education	Professional Experience and Development and Portfolio
Play and Pedagogy	Teaching Mathematics for Understanding
IT Essentials	Research Methodology in Education
Language and Cognitive Development	

DEGREE PROGRAMMES

1. Bachelor of Commerce Human Resources and Industrial Relations - (BCom-HRM & IM)

The degree programme is introduced to produce a well groomed student who can contribute fully and meaningfully to the demands of commerce and industry, as well as the economic demands of the country, both nationally and globally. In the process, it equips students with relevant business and human resources knowledge and etiquette to apply in relevant contexts.

Entry Requirements
(i) At least five (5) passes at BGCSE or equivalent with a Grade C or better in both English and Mathematics OR
(ii) A Certificate or Diploma in Human Resources Management completed from a recognized institution.

Programme Duration

The minimum completion time is three (3) years and six (6) months.

Programme Content

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Semester 1	**Semester 1**	**Semester 1**	**Semester 1**
Financial Accounting	Business Law 2	Training and Development	Research Project
Principles of Economics	Business Statistics	Negotiation in Conflict Management	
Business Management	Introduction to Industrial and Labour Relations	Introduction to Industrial Psychology	
Communication and Scholarship	Labour Economics	Public Relations and Customer Care	
Semester 2	**Semester 2**	**Semester 2**	
Human Resources Management	Labour Law	Research Methods	
Management Information Systems	Management and Organisational Behaviour	Corporate Governance	
Principles of Marketing	Leadership in Organisations	Organisational Change and Development.	
Business Law 1	Collective Bargaining		

2. Bachelor of Business and Entreprneurship (BBE)

The purpose of the BBE is to address the lack of entrepreneurship skills and to support the creation and growth of small businesses. There are two principal audiences for the BBE: the school leavers who are seeking academic qualifications for employment and the mid-career professionals who wish to change their current career status and become entrepreneurs. The BBE programme will produce business leaders and entrepreneurs who are visionary, realistic and driven to develop innovative business ventures.

Entry Requirements
(i) At least five (5) passes at BGCSE or equivalent with a grade C or better in both English and Mathematics OR
(ii) At least five(5)passes at BGCSE and a Certificate, preferably in Human Resources Management or any other business related course/programme completed from a recognized institution.

Programme Duration
3 Years and 6 months

Programme Content

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Semester 1	**Semester 1**	**Semester 1**	**Semester 1**
Introduction to Entrepreneurship	Business Communication	Business Research	Dissertation
The Business Environment	Principles of Management	Team Management	
Principles of Marketing	Organisational Behaviour	Strategic Planning	
	Business Management Accounting	Financial Management	
Semester 2	**Semester 2**	**Semester 2**	
Introduction to Accounting	Risk Management	Business Law	
Introduction to Computers	Human Resources Management	Project Management	
Business Plan Development	Business Information Systems	Mentoring, Coaching and Consulting	
Research Project	Research Project		

3. Bachelor of Education - Primary (BEd-Primary)

The BEd (Primary) programme primarily provides rich and varied learning experiences, which equip students with knowledge and skills to respond effectively to the needs of learners in the primary educational settings. The goal of this programme is to enable in-service teacher trainees to become effective teachers and professionals who can evaluate, analyse and reflect on professional practice in primary schools and the wider community. The programme is tailor-made to upgrade Diploma holders into professionally more equipped providers of knowledge, attitudes, aptitudes and skills to their pupils. It closes the gap that exists between demand and supply of degree level training for in-service teachers. To succeed in teaching, educators must have an in-depth understanding of the complex processes of learning based on their professional engagement with theory, research and practice.

Entry Requirements
(i)   A Diploma in Primary Education (DPE), OR
(ii) Any equivalent qualification awarded by other universities or institutions, acceptable to BOU as satisfying the minimum requirements for admission, PLUS
(iii) At least four years teaching experience at Primary School level

Programme Duration
The minimum duration for this programme is two years and the maximum is four years.

Programme Content

YEAR 1	YEAR 2
Semester 1	**Semester 1**
The Teacher as a Life-long Learner	Children's Literature
Health and Safety in Schools	Inclusive Pedagogy
Life Crisis in Childhood	Language Didactics
Child Psychology	Dissertation
Semester 2	**Semester 2**
Learner Discipline Management	Educational Leadership and Management
Socio-Education	Professional Experience and Development
Life Skills for Educators	Dissertation
Research Methodology in Education	

4. Bachelor of Business Administration Leadership and Change Management (BBA-LCM)

The BBA–LCM programme intends to equip any leader with tools to implement changes more smoothly and to have those changes better accepted. The programme will produce change managers who are visionary, proactive, and grounded in modern practice to lead and guide those under them on best ways to cope successfully with change.

Entry Requirements

To be admitted to the programme, the candidate must have the minimum conditions for entry outlined below:
(i) At least five (5) passes at BGCSE or equivalent with a grade C or better in both English and Mathematics OR
(ii) At least five(5) passes at BGCSE and a Certificate, preferably in Business Studies related course/programme completed from a recognized institution.

Programme Duration

The minimum duration for the programme shall be three and half years(seven semesters). The maximum period shall be eight years(sixteen semesters).

Programme Content

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Semester 1	**Semester 1**	**Semester 1**	**Semester 1**
Leadership, Change Management and Entrepreneurship:Evolving Notions	Leadership and Change Management Styles	Building Buy-in to Change	Dissertation
Business Communication	Team Management	Mentoring,Coaching and Consulting	
Organisational Behaviour	Power:Authority and Decision-Making	Building Resiliency and Flexibility	
Leadership in Organizations	Risk Management	Research and Development	
Semester 2	**Semester 2**	**Semester 2**	
Leaderhsip and Change Models	Business Information System	Leadership and Social Marketing	
Implementating Leadership and Change Management	Leading and Managing with the Balanced Score Card	Leadership, Change and Project Management	
Principles of Management	Assessment and Evaluation of Leadership Change Management Initiatives	Facets of Change in the Botswana Environment.	
Research Project	Research Project		

5. Bachelor of Education in Integrated Early Childhood Development (BED –IECD)

The goal of this programme is to enable Early Childhood Education trainees to become effective practitioners and professionals who can evaluate, analyse and reflect on professional practice in Early Childhood settings. Learners will be exposed to theory, research and practice, as well as the use of technology in teaching and learning. More specifically, the programme aims to strengthen the professional competencies of practitioners by developing their practitioner understanding of the various methods and approaches of organising learning experiences in early childhood settings.

Entry Requirements
(i) A Diploma in Early Childhood Education OR
(ii) A Diploma in Primary Education OR
(iii) Any equivalent qualification awarded by other universities or institutions, acceptable to BOU as satisfying the minimum requirements for admission **PLUS**
(iv) At least two (2) years of teaching experience

Programme Duration

Minimum two (2) years.

Programme Content

YEAR 1		YEAR 2	
Semester 1	Semester 2	Semester 1	Semester 2
Life Crisis in Childhood	Learner Discipline Management	Assessment Practices in Early Childhood	Professional Experience and Development
Health and Safety in Early Childhood	Life Skills for Educators	Children's Literature	Dissertation
The Teacher as a Life-long Learner	Research Methodology in Education	Psycho- Pedagogy	Leading and Managing in Early childhood
The Teaching of Science and Social Sciences to the Young Child	Music and Movement Activities		

6. Bachelor of Education in Special and Inclusive Education

The Programme will contribute to achievement of inclusive education system that will provide student teachers with skills that would promote access to relevant, high quality education for learners with special needs. It will enable students to acquire knowledge to be imparted to those with special needs to learn effectively irrespective of gender, age, life circumstances, health, disability and stage of development, in line with the expectations of the Inclusive Education Policy (2011). Hence participants will become knowledgeable on basic planning and teaching strategies that support students with disabilities in inclusive classroom settings.

Entry Requirements
(i) Since the programme is tailor-made to upgrade diploma holders, no secondary school qualifications and grades are required for the programme.
(ii) Open to all diploma holders across all levels with a minimum of diploma in education.
(iii) Candidates for this programme should possess a Diploma in Education (Primary, Secondary & Special Education Integrated Early Childhood)

Programme Duration

Minimum two (2) years.

Programme Content

YEAR 1		YEAR 2	
Semester 1	Semester 2	Semester 1	Semester 2
Assessment and Learning	Classroom Management	Improving Professional practice in Education	Teaching Practicum
Approaches to Teaching and Learning	Teaching Practicum	Early Childhood	Gender Studies
Teaching and Learning Approaches for Learners with Special needs	Education and Society	Technologies for Teaching and Learning	
Human development and Learning	Research Methods	Dissertation	

7. BSC (Youth Development Work)

The main goal of this programme is to provide its graduates with specific competencies required for effective youth development work that will enable beginners as well as experienced practitioners to develop and/ or refine their skills in Youth Development Work. Therefore, the general objectives of the Degree in Youth Development programme are to:

- introduce and develop the discipline of Youth Development Work within the Botswana Community
- equip students with the knowledge, attitudes, skills and experiences required for effective youth development work at senior levels; and
- develop effective and reflective youth development practitioners capable of applying theory to practice when working with youth.

Entry Requirements

(i) BGCSE or equivalence (IGCSE or MATRIC qualifications) having a pass (C or better) in Science, Mathematics and English and in at least any other 3 BGCSE subjects or equivalent (minimum of 34 points) OR
(ii) Diploma, Certificate in Youth Programme (CYP) or Certificate in Community Based Work with Children and Youth (CBWCY) or Associate Degree in Youth Development Work
(iii) Where necessary the University Recognition of Prior Learning (RPL) policy would apply for better placement.

Programme Duration

4 years minimum and 6 years maximum

Programme Content

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Semester 1	**Semester 1**	**Semester 1**	**Semester 1**
Foundation for Learning Success	English for Academic Purposes	Youth Development Work: Networks, Partnerships and Resources	Applied Social Research
Youth Development Work: personal and professional Development	Youth Advocacy: Principles and Tools	Science, Medicine and Technology in Society	Strategic planning and programme management for youth development
Introduction to Political Institutions and Analysis	Introduction to Economics	Peace conflict resolution and mediation	Youth and sustainable development (elective)
Youth Development Work: Introduction to theory and practice	Introduction to Psychology: Social, Development and Abnormal	Introduction to Social Research	Youth Entrepreneurship and sustainable livelihoods (elective)
Semester 2	**Semester 2**	**Semester 2**	**Semester 2**
Introduction to Sociology	Developmental Psychology	Working with Youth in Community and organisational settings (mini projects)	Applied Social Research (project submission)
Sociology of Youth	Management and leadership skills for youth development work	Health, Safety and well-being in youth development work	
Contemporary Issues in Youth Development work	Youth Governance and Participation		
Youth advocacy: ICTs in Youth Development	Supporting Youth Grief in Trauma		

8. Bachelor of Technology Information Systems - (B.Tech IS)

The Bachelor of Technology in Information Systems programme is a generic Information Systems Degree. The programme aims to prepare learners for employment in the IT industry or for graduate school. The B. Tech in IS degree offers courses in Computer Hardware, Operating Systems, Computer Networks, Systems Security, Database Design & Administration, Web Programming, Visual Programming, Java Programming, Intelligent Systems, Management & Strategic Information Systems, IT Project Management and Entrepreneurship.

Entry Requirements
(i) Applicants should have passed BGCSE / IGCSE or equivalent with a minimum of six (6) subjects.
(ii) Applicants must have achieved a minimum of (C) in Mathematics and (D) or better in English OR
(iii) Diploma in Computing from a recognized institution.

Programme Duration
4 years minimum and 6 years maximum

Programme Content

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Semester 1	**Semester 1**	**Semester 1**	**Semester 1**
Communication for Academic Purposes	Software Development Models	Web Database Application	Project Part I
Introduction to Computing	Programming Fundamentals with Java	Human Computer Interaction	Industrial Training
Mathematics for Science & Engineering	Database Management Systems	Computer Networks	
Semester 2	**Semester 2**	**Semester 2**	**Semester 2**
Decision Making skills	Data Structures and Algorithms	Software Project Management	Management Information Systems
Operating Systems	Visual Programming	Computer Organization	Project Part II
Entrepreneurship Development	Database Administration	Systems Security	Intelligent Systems for Decision support (Elective)
			Strategic Information Systems (Elective)

POST GRADUATE PROGRAMMES

1. Post Graduate Certificate in Quality Assurance in Education (PGCQAE)

The Post Graduate Certificate in Quality Assurance in Education programme has been necessitated by the fact that of late tertiary education has seen a massive increase in external and internal quality assurance (QA) activity around the world. The programme targets practising quality assurance professionals and individuals who wish to play a role in quality assurance in tertiary education contexts in particular.

Entry Requirements
(i)   A Degree in education or equivalent
(ii) A minimum of two years of relevant post-qualification in an educational environment.
(iii) Computer literacy and access to internet connectivity
(iv) Proficiency in English language

Programme Duration
Minimum of 1 year and maximum of 2 years to complete the programme.

Programme Content

YEAR 1	
Semester 1	**Semester 2**
Higher Education in a Global World: The Context of Quality Assurance	Operating an External Quality Agency
External Quality Assurance	Maintaining Quality within the Institution

2. Commonwealth Executive Master of Business Administration (CEMBA) and
3. Commonwealth Executive Master of Public Administration (CEMPA)

The Commonwealth Executive MBA/MPA (CEMBA/CEMPA) Programme complements existing MBA/MPA programmes offered in the Commonwealth to meet the demand for post-graduate management and public administration education. The main objective of the CEMBA/CEMPA Programme is to enable students in the Commonwealth countries to obtain Master degrees in the areas of Business Administration and Public Administration to enable them to contribute to their professional growth and career advancement and to their countries' development.

Entry Requirements

Admission to the CEMBA/CEMPA Programme requires the following:
(i) An undergraduate degree with a good standing
(i) A minimum of two years of relevant post-qualification experience
(iii) A working knowledge of the English language at the post–graduate studies level
(iv) Where necessary, the UNIVERSITY may require applicants to sit an admission test, and the applicant should score a satisfactory grade in the test.

Duration Programme
2 years

Programme Content

CEMBA		CEMPA		Electives (Shared)
Year 1	**Year 2**	**Year 1**	**Year 2**	**Year 2**
Semester 1	**Semester 1**	**Semester 1**	**Semester 1**	**Semester 1**
Managing Information Systems	Strategic Management	Managing Information Systems	Public Policy	Electronic Commerce
Management in Organisations	Quality Management	Management in Organisations	Development Planning and Administration	Managerial Economics
Managing Human Resources	*Elective 1	Managing Human Resources	*Elective 1	Project Management
Operations Management	*Elective 2	Operations Management	*Elective 2	Policy Analysis and Implementation
				Contemporary Administrative Systems
Semester 2 Choice of 4 Courses	**Semester 2**	**Semester 2 Choice of 4 Courses**	**Semester 2**	**Semester 2**
Economic Environment of Business	*Elective 3	Economic Environment of Business	*Elective 3	Disaster Management
Public Systems Management	Research Methods	Public Systems Management	Research Methods	Business Ethics
Marketing Management	Research Project	Marketing Management	Research Project	Corporate Finance
Accounting and Finance		Accounting and Finance		International Marketing
Quantitative Techniques		Quantitative Techniques		

4. Master of Education (M-Ed)Educational Leadership

The purpose of the programme is to enhance the leadership skills and knowledge of educational leaders employed in support of the public school system, higher education and education related industries in Botswana and other countries of SADC and the Commonwealth. An educational leadership programme should result in a more effective and efficient education system and a more professional leadership team. It should result in leaders with the ability to manage change as their organisations move towards the vision. The MEd in Educational Leadership programme will result in educational leaders who are visionary, results oriented and competent professionals who empower others to succeed and to lead. These leaders will champion ongoing improvements within their educational system that meets the challenges of education today and in the future.

The programme is relevant to individuals who have a degree qualification in Education/training and has worked in an education or related field for not less than two years.

Entry Requirements

(i) Bachelor's degree, preferably education related
(ii) Experience in the education and/or training field for two or more years
(iii) Proficiency in English, which is the language of instruction **PLUS**
(iv) Computer literate with access to internet connectivity.

Programme Duration
Minimum 2 years, Maximum 5 years

Programme Content

YEAR 1		YEAR 2	
Semester 1	**Semester 2**	**Semester 1**	**Semester 2**
Foundations of Educational Leadership	The Culture of Leadership	Curriculum Leadership	The Future of Education in the Developing World
Research Methods for Educational Leaders	Research Proposal	Leading Educational Change/ Leading Educational Systems	Major Research Project/ Dissertation

SADC-CDE Capacity Programmes

The Southern African Development Community-Centre for Distance Education (SADC-CDE) was established in June 2005 as an initiative of the Commonwealth of Learning (COL) and Southern African Development Community (SADC) Ministries of Education. The Centre provides scholarships for studying ODL capacity building programmes to nominated ODL Practitioners from the SADC Member States.

These are the Southern African Development Community-Centre for Distance Education (SADC-CDE) capacity building sponsored programmes.

Programme	Institution	Entry Requirements	Duration
Master of Education in Open & Distance Learning (MEd-ODL)	Open University of Tanzania	First Degree	18 Months
Achieving Project Success	International Project Leadership Academy-Canada	First Degree	12 Months
Certificate for Distance Education Practitioners (CDEP)	Botswana Open University	BGCSE	12 Months

Short Courses

BOU offers the following BQA accredited Short Courses which are aligned to the National Credit and Qualifications Framework (NCQF)

Course	Duration	Course level
1. Customer Care	1 Week	(Level 1)
2. Finacial Management for Non-Profit Making Organisations	1 Week	(Level 2)
3. Public Relations	1 Week	(Level 2)
4. Curriculum Design	1 Week	(Level 1)
5. Leadership	1 Week	(Level 3)
6. Social Marketing	1 Week	(Level 3)
7. Startegic Planning	1 Week	(Level 3)
8. Development Entrepreneurial Skills	1 Week	(Level 1)
9. Training of Trainers	6 Weeks	(Level 3)
10. Project Management	3 Weeks	(Level 3)
11. Business Law	1 Week	(Level 3)
12. Business Statistics	1 Week	(Level 3)
13. Labour Relations	1 Week	(Level 2)
14. Principles of Marketing	1 Week	(Level 2)
15. Business Communication	1 Week	(Level 3)
16. Strategic Human Resourses Management	1 Week	(Level 3)
17. Compensation & Reward System	1 Week	(Level 3)
18. Human Resource Development	1 Week	(Level 3)
19. Occupational Health & Safety	1 Week	(Level 2)
20. Economics I	1 Week	(Level 3)
21. Economics II	1 Week	(Level 3)
22. Human Resources Management	1 Week	(Level 3)
23. Research Methods	1 Week	(Level 3)
24. Taxation	1 Week	(Level 3)
25. Transformational Leadership	1 Week	(Level 3)
26. Principles of Guest House Management	6 Weeks	(Level 2)

LIBRARY SERVICES AND INFORMATION SERVICES

To assist students with their studies, BOU has a library network to support the distance education programmes of the University. There are libraries at Headquarters (Gaborone), Gaborone Region, Maun Region and Kang Region. BOU students in Francistown and Palapye use available public libraries

Opening Hours

BOU Libraries open Mondays to Fridays
- **0800 hrs to 1245 hrs - Mornings**
- **1345 hrs to 1630 hrs - Afternoons**

Membership

Membership is open to staff and learners.

- **Headquarters Library Centre: 3646073/3646061**
- **Gaborone Region Library: 3646081/83**
- **Thamalakane Life-Long Learning Centre Library (Maun Region): 6865621**
- **Kang Region: 6517248**

FEES STRUCTURE

For information on the fees contact the BOU Headquaters (enquiries) in Gaborone or any BOU Regional Campuses at the contact numbers given below;

Physical Address

Plot 39772, Corner Western By-Pass and Garamotlhose Road, Block 6, Gaborone.

HEAD OFFICE	BOU REGIONAL CAMPUSES				
P/Bag BO 187 Bontleng, Gaborone Tel:3646000 Fax:3191089	P/Bag BO 349 Bontleng Gaborone Tel: 3930017 Fax: 3930018	P/Bag 005 Palapye Tel: 4924024 Fax: 4900343	P/Bag F32 Francistown Tel: 2418383 Fax: 2414586	P/Bag 0394 Maun Tel: 6865621 Fax: 6800581	P/Bag 006 Kang Tel: 6517248 Fax: 6517396

www.bou.ac.bw

enquiries@staff.bou.ac.bw

CALENDAR OF EVENTS

	SEMESTER 1: JULY - DECEMBER 2019	
MONTHS	DATE	EVENT
JULY 2019	March 31, 2018	Registration
AUGUST 2019	August 1	Academic Year Begins
	August 3 - 4	Tutor Inductions / Learner Inductions
	August 3 - 4	Semester One Tutorials Begin
	August 12 - 16	Departmental Board Meetings
	August 26 - 29	School Board Meetings
	August 30	Graduate Studies Board
SEPTEMBER	September 10	University Research and Innovation Committee
	September 12	Academic Policy, Programmes & Quality Assurance Committee
	September 26	Senate
OCTOBER	October 27	Semester One Tutorials End
	October 28	Sessional Examinations Begin
NOVEMBER	November 5	University Research and Innovation Committee
	November 6	Academic Policy, Programmes & Quality Assurance Committee
	November 7	Council
	November 8	Sessional Examinations End
	November 22	Graduation Ceremony
	November 25 - 29	Departmental Board Meetings
DECEMBER	December 2 - 5	School Board Meetings on Results
	December 6	Board of Graduate Studies
	December 12	Senate
	December 13	Publication of Results, Semester One Ends and University Closes for Recess

	SEMESTER 2: JANUARY – JUNE 2020	
JANUARY 2020	January 6	University Opens
	January 6	Registration Opens
	January 13 - 17	Department Board Meetings
	January 20 - 23	School Board Meetings
	January 24	Board of Graduate Studies
	January 31	Registration Closes
FEBRUARY	February 1-2	Semester Two Tutorials Begin
	February 4	University Research and Innovation Committee
	February 6	Academic Policies, Programmes & Quality Assurance Committee
	February 20	Senate
MARCH	March 12	Council
APRIL	April 28	University Research and Innovation Committee
	April 30	Academic Policy, Programmes & Quality Assurance Committee
MAY	May 2 - 3	Semester 2 Tutorials End
	May 4	Sessional Examinations Start
	May 15	Sessional Examinations End
JUNE	June 1 - 5	Departmental Board Meetings
	June 8 - 11	School Board Meetings
	June 12	Board of Graduate Studies
	June 18	Senate
	June 19	Publication of Results
	June 19	Academic Year Ends
	June 25	Council

FEES STRUCTURE

	PROGRAMME	FEES (BWP)
OPEN SCHOOL PROGRAMMES	Registration Fee	28.00
	JC Subject Fee	55.00
	BGCSE Subject Fee	72.00
CERTIFICATE PROGRAMMES	Microsoft Office (MSO)	605.00
	Certificate in Purchasing & Supply Tutorials (CIPS)	990.00
	Interactive Communication (ICI)	1,210.00
	Small Scale Business Management (SSBMS)	1,320.00
	English for Professional Purposes (EPP)	1,540.00
	Certificate in Disaster Management (CDM)	2,541.00
	Community Based Work With Children (CBWCY/REPSSI)	2,640.00
	Certificate for Distance Education Practitioners (CDEP)	4,290.00
	Certificate in Vocational Education & Training (CVET)	5,500.00
POST GRADUATE CERTIFICATE	Post Graduate Certificate In Quality Assuarance	8,800.00
DIPLOMA PROGRAMMES	Diploma in Business Management (DBM)	5,830.00
	Diploma in Human Resources Management (DHRM)	5,830.00
	Diploma in Intergrated Early Childhood Devp't (DIECD)	7,260.00
	Diploma in Intergrated Early Childhood Devp't (DIECD)-Old Syllabus	5,104.00
DEGREE PROGRAMMES	Bachelors in Business Entrepreneurship (BBE)	41,580.00
	Bachelor of Commerce & Human Resource (BCOM-HR)	41,580.00
	Bachelor of Business Administration (BBA-LC)	41,580.00
	Bachelor of Education (Primary) (BEdPri)	30,443.00
	BEd-Special & Inclusive	28,413.00
	Bachelor of Education In Intergrated Early Childhood Development (BEIECD)	30,442.50
MASTERS LEVEL PROGRAMMES	Master of Education (Educational Leadership) (MEDEL)	17,600.00
	Commonwealth Masters In Business Administration(CEMBA)	31,680.00
	Commonwealth Masters In Public Administration (CEMPA)	31,680.00