

GABORONE COMMERCIAL COLLEGE OF HIGHER STUDIES



PROGRAMME STRUCTURE

PROGRAMMES OFFERED

• DEGREE • DIPLOMA • CERTIFICATE

Flexible Mode of Study:
Full Time and Blended Learning

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VISION

GCCHS will be a leading academic vocational training institution in the provision of innovative and flexible business, commercial, and social science education in Botswana and the region always upholding the principles of quality and professionalism training.



MISSION

To provide broad access to those who seek the opportunity to study business, commerce and social science education in Botswana and the region through focus on morality and social justice.



GOAL

The goal of GCCHS is to create vast Centre's throughout Botswana and African continent by implementing organized, structured and widely sought out programs, to teach and train students who can develop immensely and be attractive to the job market for years to come.

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BUSINESS DEPARTMENT

BACHELOR OF COMMERCE IN BANKING AND FINANCE

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
BCBF 111	Introduction to Banking	5	10	4 Years	Application Handling Fee: P400.00 (Non- Refundable)	P96,000.00	Mid Semester Fee: P100.00 Per Subject				
BCBF 112	Introduction to Business Communication	5	10								
BCBF 113	Introduction to Quantitative Methods	5	10								
BCBF 114	Introduction to Information Technology	5	10								
BCBF 115	Introduction to Accounting	5	10								
BCBF 116	Introduction to Management	5	10								
<u>Year 1 Semester 2</u>											
BCBF 121	Introduction to Business Law	5	10								
BCBF 122	Business Economics	5	10								
BCBF 123	Botswana Corporate Taxation	5	10								
BCBF 124	Banking	6	10								
BCBF 125	Quantitative Methods	6	10								
BCBF 125	Financial Accounting	6	10								
<u>Year 2 Semester 1</u>											
BCBF 211	Organizational Behavior	6	10								
BCBF 212	Financial Reporting and Analysis	6	10								
BCBF 213	Customer Relationship Management	6	10								
BCBF 214	Risk Control and Strategies	6	10								
BCBF 215	Leadership	6	10								
BCBF 216	Financial Statements Analysis	6	10								
<u>Year 2 Semester 2</u>											
BCBF 221	Treasury Management	6	10								
BCBF 222	Stock Market and Investment	7	10								
BCBF 223	Enterprise Risk Management	7	10								
BCBF 224	Management Accounting	7	10								
BCBF 225	International Financial Markets and Institutions	7	10								
<u>Year 3 Semester 1</u>											
BCBF 311	Corporate Finance	7	10								
BCBF 312	Financial Instruments and Markets	7	10								
BCBF 313	Corporate Strategy	7	10								
BCBF 314	International Banking	7	10								
<u>Electives (Choose 2)</u>											
BCBF 315	Financial Instruments and Markets	7	10								
BCBF 316	Auditing	7	10								
BCBF 317	Corporate Governance and Ethics	7	10								
<u>Year 3 Semester 2</u>											
BCBF 321	Research Methods	7	10								
BCBF 322	Entrepreneurship Management	7	10								
BCBF 323	Marketing for Financial Services	7	10								
<u>Electives (Choose 2)</u>											
BCBF 324	Business Environment	7	10								
BCBF 325	Information Technology in Banking	7	10								
BCBF 326	Commercial Banking	7	10								
<u>Year 4 Semester 1</u>											
BCBF 411	Research Project	7	80								
<u>Year 4 Semester 2</u>											
BCBF 421	Industrial Attachment	7	80								

BUSINESS DEPARTMENT

BACHELOR OF COMMERCE IN BUSINESS MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
BCBM 111	Introduction to Business Communication	6	12	4 Years	Application Handling Fee: P400.00 (Non- Refundable)	P96,000.00	Mid Semester Fee: P100.00 Per Subject				
BCBM 112	Introduction to Computer Applications	6	12								
BCBM 113	Introduction to Accounting	6	12								
BCBM 114	Introduction to Quantitative Methods	6	12								
BCBM 115	Introduction to Business	6	12								
<u>Year 1 Semester 2</u>											
BCBM 121	Business and Industrial Psychology	6	12								
BCBM 122	Business Law - Botswana	6	12								
BCBM 123	Principles of Management	6	12								
BCBM 124	Principles of Marketing	6	12								
BCBM 125	Introduction to Project Management	6	12								
<u>Year 2 Semester 1</u>											
BCBM 211	Quantitative methods	7	12								
BCBM 212	Operations Management 1	7	12								
BCBM 213	Financial Accounting	7	12								
BCBM 214	Organisational Behaviour	7	12								
BCBM 215	Corporate Governance and Ethics	7	12								
<u>Year 2 Semester 2</u>											
BCBM 221	Human Resources Management	7	12								
BCBM 222	Financial planning & Management	7	12								
BCBM 223	Small Business & Entrepreneurship	7	12								
BCBM 224	Leadership	7	12								
BCBM 225	Business Information Systems	7	12								
<u>Year 3 Semester 1</u>											
BCBM 311	Microeconomics	7	15								
BCBM 312	Marketing Social Media & E-Commerce	7	15								
BCBM 313	Entrepreneurial Behaviour and Dynamic Capabilities	7	15								
BCBM 314	Managerial Accounting	7	15								
BCBM 315	Project Management	7	15								
<u>Year 3 Semester 2</u>											
BCBM 321	Integrated Marketing Communications	7	15								
BCBM 322	Macro Economics	7	15								
BCBM 323	International Business	7	15								
<u>Electives (Choose 1)</u>											
BCBM 324	Public Finance & Taxation	7	15								
BCBM 325	Operations Management ii	7	15								
BCBM 326	NewVenture Financing	7	15								
BCBM 327	Customer Relationship Management	7	15								
BCBM 328	Business Ownership & Entrepreneurship	7	15								
BCBM 329	Botswana Labour Laws	7	15								
<u>Year 4 Semester 1</u>											
BCBM 411	Research Methods	7	15								
BCBM 412	Corporate Strategy	7	15								
<u>Electives (Choose 1)</u>											
BCBM 413	Corporate Finance	7	15								
BCBM 414	Enterprise Risk Management	7	15								
BCBM 415	Strategic Marketing	7	15								
BCBM 416	Strategic Human Resources Management	7	15								
<u>Year 4 Semester 2</u>											
BCBM 421	Research Project	7	30								
BCBM 422	Industrial Attachment	7	25								

BUSINESS DEPARTMENT

BACHELOR OF COMMERCE IN MARKETING MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
BCMK 111	Business Communication	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 Per Subject				
BCMK 112	Principles of Business Management	5	12								
BCMK 113	Principles of Marketing	5	12								
BCMK 114	Quantitative Methods	5	12								
BCMK 115	Computing and Information Skills	5	12								
<u>Year 1 Semester 2</u>											
BCMK 121	Buyer Behaviour and Consumerism	6	12								
BCMK 122	Microeconomics	6	12								
BCMK 123	Commercial law	6	12								
BCMK 124	Accounting Concepts, Principles and Procedure	6	12								
BCMK 125	Customer Care	6	12								
<u>Year 2 Semester 1</u>											
BCMK 211	Macro Economics	7	12								
BCMK 212	Product Management	7	12								
BCMK 213	Distribution Management	7	12								
BCMK 214	Business Ethics	7	12								
BCMK 215	Selling and Sales Management	7	12								
<u>Year 2 Semester 2</u>											
BCMK 221	Advertising	7	12								
BCMK 222	Service Marketing	7	12								
BCMK 223	Relationship Marketing	7	12								
BCMK 224	Public Relations	7	12								
BCMK 225	Project Management	7	12								
<u>Year 3 Semester 1</u>											
BCMK 311	Marketing Research	7	12								
BCMK 312	Research Methods	7	12								
BCMK 313	Retail Marketing	7	12								
BCMK 314	Digital Marketing	7	12								
<u>Electives (Choose 1)</u>											
BCMK 315	Price Management	7	12								
BCMK 316	Retail Buying	7	12								
BCMK 317	Contemporary Issues in Marketing	7	12								
<u>Year 3 Semester 2</u>											
BCMK 321	Merchandising Management	7	12								
BCMK 322	Brand Management	7	12								
BCMK 323	Business to Business Marketing	7	12								
BCMK 324	Integrated Marketing Communication	7	12								
<u>Electives (Choose 1)</u>											
BCMK 325	Human Resources Management	7	12								
BCMK 326	Enterprise Risk Management	7	12								
BCMK 327	Property Management	7	12								
BCMK 328	Entrepreneurship	7	12								
<u>Year 4 Semester 1</u>											
BCMK 411	Research Project	7	24								
BCMK 412	International Marketing	8	12								
BCMK 413	Strategic Marketing Management	8	12								
<u>Electives (Choose 1)</u>											
BCMK 414	Corporate Strategy and Planning	7	12								
BCMK 415	E-Commerce for Business	7	12								
BCMK 416	Organisational Behaviour	7	12								
<u>Year 4 Semester 2</u>											
BCMK 421	Industrial Attachment	7	60								

BUSINESS DEPARTMENT

BACHELOR OF COMMERCE IN HUMAN RESOURCES MANAGEMENT

CODES		MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>												
PMKT	101	Principles of Marketing	5	10	4 Years	Application Handling Fee: P400.00 (Non- Refundable)	P96,000.00	Mid Semester Fee: P100.00 Per Subject				
IICT	101	End user Computing	5	10								
BSTS	101	Business Mathematics	5	10								
BCHR	114	Principles of Human Resource Management	5	10								
BMGT	101	Principles of Management	6	10								
<u>Year 1 Semester 2</u>												
IACC	101	Accounting and Finance	6	10								
BCHR	122	Basic Economic	6	10								
BCHR	123	Fundamentals of Project management	6	10								
BCHR	124	Fundamentals of Operations Management	6	10								
BHRM	102	Human Resources Management	6	10								
<u>Year 2 Semester 1</u>												
BCHR	211	Financial Accounting	7	15								
MECO	101	Microeconomics	7	15								
BMQM	102	Business Statistics	7	15								
BCHR	214	Organisational Behaviour	7	15								
BCHR	215	Recruitment and Selection	7	15								
<u>Year 2 Semester 2</u>												
MAEC	102	Macroeconomics	7	15								
BCHR	222	Organisational Culture and Managing Diversity	7	15								
BCOM	101	Business Communication	7	15								
BCHR	224	Management Accounting	7	15								
BCHR	225	Performance Management	7	15								
<u>Year 3 Semester 1</u>												
BCHR	311	Training and Development	7	15								
BCHR	312	Information Systems	7	15								
BCHR	313	Entrepreneurship	7	15								
BCHR	314	Labour and Employee Relations	7	15								
BCHR	315	Business Law	7	15								
<u>Year 3 Semester 2</u>												
BCHR	321	Strategic Management	7	15								
BCHR	322	Health And Safety	7	15								
BCHR	323	Employee Benefit and Compensation	7	15								
BCHR	324	Talent Management	7	15								
BCHR	325	Human Resources and Business Ethics	7	15								
<u>Year 4 Semester 1</u>												
BCHR	411	Research Methods	7	15								
BCHR	412	Strategic Human Resources Management	7	15								
<u>Elective (Choose 2)</u>												
BCHR	413	Operations Management	7	15								
BCHR	414	Industrial Counselling and Group Dynamics	7	15								
BCHR	415	Project Management	7	15								
BCHR	416	International Human Resources Management	7	15								
<u>Year 4 Semester 2</u>												
BBTM	421	Research Project	7	20								
BBTM	422	Internship-Work Integrated Learning	7	40								

BUSINESS DEPARTMENT

BACHELOR OF BUSINESS ADMINISTRATION IN SECURITY MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
BBASM 111	Business Communication	5	10	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 Per Subject				
BBASM 112	Information Technology	5	10								
BBASM 113	Introduction to Accounting	6	10								
BBASM 114	Principles of Management	6	10								
BBASM 115	Introduction to Security: Operations Management	6	15								
<u>Year 1 Semester 2</u>											
BBASM 121	Fundamentals of Business Finance	6	10								
BBASM 122	Organisational Behaviour	6	10								
BBASM 123	Legal & Ethical Aspects of Security	6	10								
BBASM 124	Human Resources Management	6	10								
BBASM 125	Corruption and Crime Prevention	6	10								
BBASM 126	Introduction To Statistics	6	10								
<u>Year 2 Semester 1</u>											
BBASM 211	Security Management	7	15								
BBASM 212	Business Management	7	15								
BBASM 213	Criminal Law	7	15								
BBASM 214	Assert Protection	7	15								
BBASM 215	Corporate Governance and Ethics	7	15								
<u>Year 2 Semester 2</u>											
BBASM 221	Security Investigations and Consulting	7	15								
BBASM 222	Risk Management	7	15								
BBASM 223	Crisis and Disaster Management	7	15								
BBASM 224	Criminology and Criminal Justice	7	15								
BBASM 225	Cyber Security	7	15								
<u>Year 3 Semester 1 (4 Core + 1 Elective)</u>											
BBASM 311	Health and Safety Management	7	15								
BBASM 312	Entrepreneurship	7	15								
BBASM 313	Emergency Planning	7	15								
BBASM 314	Sociology of social disorganisation & deviance	7	15								
<u>Electives (Choose 1)</u>											
BBASM 315	Fire Security	7	15								
BBASM 316	Executive Protection & Events Security	7	15								
BBASM 317	Retail and commercial security	7	15								
<u>Year 3 Semester 2 (4 Core + 1 Elective)</u>											
BBASM 321	Public Emergency Security	7	15								
BBASM 322	Fraud Detection and Forensic Auditing	7	15								
BBASM 323	Terrorism awareness and management	7	15								
BBASM 324	Security Intelligence	7	15								
<u>Electives (Choose 1)</u>											
BBASM 325	Public and Private Policing	7	15								
BBASM 326	Hospital and Health Care Security	7	15								
BBASM 327	Energy Industry Security	7	15								
<u>Year 4 Semester 1 (3 Core + 1 Elective)</u>											
BBASM 411	Research Methods	7	15								
BBASM 412	Contemporary Issues in Security Management	7	15								
BBASM 413	Project management	7	15								
<u>Electives (Choose 1)</u>											
BBASM 414	Security and Safety for Financial Institutions	7	15								
BBASM 415	Security for Hospitality and Tourism Industry	7	15								
<u>Year 4 Semester 2</u>											
BBASM 421	Research Project	7	20								
BBASM 22	Industrial Attachment	7	30								

BUSINESS DEPARTMENT

BACHELOR OF BUSINESS ADMINISTRATION IN LOGISTICS & TRANSPORT MANAGEMENT

CODES	MODULE	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
BCOM 101	Introduction to Business Communication	6	12				
IICT 101	Introduction to Computer Applications	6	12				
IACC 101	Introduction to Accounting	6	12				
IPSM 101	Principles of Purchasing & Supply	6	12				
BBALT 115	Principles of Logistics	6	12				
<u>Year 1 Semester 2</u>							
BBALT 121	Principles of Transport Management	6	12				
BECO 102	Principles of Economics	6	12				
BMGT 101	Principles of Management	6	12				
BSTS 101	Introduction to Quantitative Methods	6	12				
PMKT 101	Principles of Marketing	6	12				
<u>Year 2 Semester 1</u>							
BBALT 211	Warehousing and Material Handling	7	12				
BBALT 212	Financial Accounting	7	12				
BBALT 213	Supply Chain Management	7	12				
MMKT 102	Marketing Management	7	12				
BBALT 215	Corporate Governance and Ethics	7	12				
<u>Year 2 Semester 2</u>							
BBALT 221	Distribution Channel Management	7	12				
BBATL 222	Transport Costing & Pricing	7	12				
BBATL 223	Import/Export Documentation & Customs	7	12				
BBATL 224	Inventory & Stores Management	7	12				
BBALT 225	Shipping, Forwarding & Transport Broking	7	12				
<u>Year 3: Semester 1</u>				4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 Per Subject
BBALT 311	Green Logistics	7	15		Deposit: P2,000.00		
BBALT 312	Airline & Airport Management	7	15				
BBALT 313	Transport Planning & Investment	7	15				
BBALT 314	Road Freight & Sea Transport	7	15				
<u>Year 3 Semester 2 (3 Core +1 Elective)</u>							
BBALT 321	Transport Economics	7	15				
BBALT 322	Logistics Planning & Strategy	7	15				
BBALT 323	Strategic Transport Management	7	15				
<u>Elective (Choose 1)</u>							
BBALT 324	Forecasting & Demand Management	7	15				
BBALT 325	Hazardous Material Compliance	7	15				
BBALT 326	Enterprise Risk Management	7	15				
BBALT 327	Fleet Management	7	15				
<u>Year 4 Semester 1 (3 Core +1 Elective)</u>							
BBALT 411	Research Methods	7	15				
BBALT 412	Global & International Logistics	7	15				
BBALT 413	Logistics System Strategy	7	15				
<u>Elective (Choose 1)</u>							
BBALT 414	Information technology in Logistics & Transport	7	15				
BBALT 415	Material Planning & Production Control	7	15				
BBALT 416	International Purchasing Strategies	7	15				
BBALT 417	Integrated Logistics Management	7	15				
<u>Year 4 Semester 2</u>							
BBALT 421	Research Project	7	35				
BBALT 422	Industrial Attachment	7	35				

BUSINESS DEPARTMENT

DIPLOMA IN MARKETING MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
BCOM 101	Communication skills	5	12	3 Years	Application Handling Fee: P150.00 (Non- Refundable) Deposit: P700.00 Instalments: P700.00 per month *For 1st Year Instalments: P1,100.00 per month *For 2nd & 3rd Year	P34,800.00	Mid Semester Fee: P100.00 per subject Final Exam Fee: P650.00 per subject				
BSTS 101	Introduction to Quantitative Methods	5	12								
IACC 101	Introduction to Accounting	5	12								
IMGT 101	Introduction to Business Management	5	12								
MECO 101	Microeconomics	5	12								
<u>Year 1 Semester 2</u>											
PMKT 101	Principles of Marketing	6	12								
MAEC 102	Macro Economics	6	12								
BMGT 101	Management Principles	6	12								
DMM 124	Business Communication	6	12								
BMQM 102	Quantitative Methods	6	12								
<u>Year 2 Semester 1</u>											
DMM 211	Public Relation	7	12								
DMM 212	Advertising	7	12								
DMM 213	Customer Care	6	12								
DMM 214	E-Marketing	6	12								
DMM 215	Commercial law	6	12								
<u>Year 2 Semester 2</u>											
DMM 221	Consumer and Buyer Behaviour	7	12								
DMM 222	Computing and Information skills	6	12								
DMM 223	Marketing Planning and Decision making	7	12								
DMM 224	Marketing Research	7	14								
DMM 225	Strategic Marketing Management	7	14								
<u>Year 3 Semester 1</u>											
DMM 311	Principles & Practice of Selling	6	14								
DMM 312	Integrated Marketing Communication	7	14								
DMM 313	Organisational Behaviour	7	14								
DMM 314	Marketing Information Systems	7	14								
<u>Year 3 Semester 2</u>											
DMM 321	Industrial Attachment	6	60								

DEPARTMENTS

• BUSINESS • HEALTH • EDUCATION

PROGRAMMES OFFERED:
**DEGREE, DIPLOMA
AND CERTIFICATE**

FREE

LAPTOP FOR GOVERNMENT
SPONSORED STUDENTS



FLEXIBLE MODE OF STUDY:
**FULL TIME AND
BLENDED LEARNING**



BOTSWANA
Qualifications Authority

ACCREDITED
Training Institution



BUSINESS DEPARTMENT

DIPLOMA IN SECRETARIAL AND ADMINISTRATION SERVICES

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE						
<u>Year 1 Semester 1</u>													
DSA 111	Business Theory and Practice	5	8	3 Years	Application Handling Fee: P150.00 (Non- Refundable)	P34,800.00	Mid Semester Fee: P100.00 Per Subject						
DSA 112	Business Communication	5	8										
DSA 113	Bookkeeping and Accounts	5	8										
DSA 114	Office Procedures and Administration	5	8										
DSA 115	Stores and Inventory Management	5	8										
<u>Year 1 Semester 2</u>													
DSA 121	Keyboard and Typing Skills	5	20					Deposit: P700.00 Instalments: P700.00 (Per Month) *For 1 st Year	P34,800.00	Final Exam Fee: P650.00 Per Subject			
DSA 122	Public Relations	6	8										
DSA 123	Human Resource Management	6	8										
DSA 124	Customer Care Services	6	8										
<u>Year 2 Semester 1</u>													
DSA 211	Use of Computer Packages: Word Processing, Spreadsheet	5	20		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year						P34,800.00	Final Exam Fee: P650.00 Per Subject	
DSA 212	Professional Ethics	6	8										
DSA 213	Written Communications	6	8										
DSA 214	Introduction to Botswana Labour Laws	7	8										
DSA 215	Corporate Governance	7	8										
<u>Year 2 Semester 2</u>													
DSA 221	Principles and Practice of Management	5	20		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year		P34,800.00	Final Exam Fee: P650.00 Per Subject					
DSA 222	Research Methods	6	8										
DSA 223	Organization Behaviour	6	8										
DSA 224	Entrepreneurship Development	7	8										
DSA 225	Principles of Purchasing & Supplies Management	7	8										
<u>Year 3 Semester 1</u>													
DSA 311	Research Project Writing	7	60		3 Years		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year	P34,800.00	Final Exam Fee: P650.00 Per Subject				
<u>Year 3 Semester 2</u>													
DSA 321	Attachment – industrial attachment and office practice experience	7	60										

DIPLOMA IN LOGISTICS AND TRANSPORT MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
DTL 111	Introduction to Business Communication	6	12	3 Years	Application Handling	P34,800.00	Mid Semester Fee: P100.00 Per Subject
DTL 112	Introduction to Computer Applications	6	12		Fee:		
DTL 113	Introduction to Accounting	6	12		P150.00		
DTL 114	Principles of Purchasing & Supply	6	12		(Non-		
DTL 115	Principles of Logistics	6	12		Refundable)		
<u>Year 1 Semester 2</u>					Deposit:		
DTL 121	Principles of Transport Management	6	12		P700.00		Final Exam Fee: P650.00 Per Subject
DTL 122	Principles of Economics	6	12		Instalments: P700.00 (Per Month) *For 1 st Year		
DTL 123	Principles of Management	6	12				
DTL 124	Introduction to Quantitative Methods	6	12				
DTL 125	Inventory & Stores Management	6	12				
<u>Year 2 Semester 1</u>							
DTL 211	Warehousing and Material Handling	6	12				
DTL 212	Transport Costing & Pricing	6	12				
DTL 213	Supply Chain Management	6	12				
DTL 214	Health & Safety	6	12				
DTL 215	Corporate Governance & Ethics	6	12				

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BUSINESS DEPARTMENT

DIPLOMA IN LOGISTICS AND TRANSPORT MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
DTL 221	<u>Year 2 Semester 2</u> Distribution Channel Management	6	15	3 Years	Application Handling Fee: P150.00 (Non-Refundable) Deposit: P700.00 Instalments: P700.00 (Per Month) *For 1 st Year	P34,800.00	Mid Semester Fee: P100.00 Per Subject
DTL 222	Marketing Management	6	15				
DTL 223	Logistics Systems & Strategy	7	15				
DTL 224	Information & Technologies in Supply Chain	7	15				
DTL 311	<u>Year 3 Semester 1</u> Green Logistics	7	15				
DTL 312	Airline & Airport Management	7	15				
DTL 313	Risk Control Strategies	7	15				
DTL 314	Road Freight & Sea Transport Management	7	15				
DTL 321	<u>Year 3 Semester 2</u> Global International Logistics	7	15				
DTL 322	Industrial Attachment	7	30				
DTL 323	<u>Electives (Choose 1)</u> Transport Economics	7	15		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year	P34,800.00	Final Exam Fee: P650.00 Per Subject
DTL 324	Hazardous Material Compliance	7	15				
DTL 325	Logistics Activities	7	15				
DTL 326	Transport Planning & Investment	7	15				
DTL 327	Fleet Management	7	15				
DTL 328	Forecasting & Demand Management	7	15				
DTL 329	Integrated Logistics Management	7	15				
DTL 330	Intermodal & Multimodal Transport	7	15				

DIPLOMA IN PURCHASING AND SUPPLY MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
DPS 111	<u>Year 1 Semester 1</u> Introduction to Business Communication	5	12	3 Years	Application Handling Fee: P150.00 (Non-Refundable) Deposit: P700.00 Instalments: P700.00 (Per Month) *For 1 st Year	P34,800.00	Mid Semester Fee: P100.00 Per Subject
DPS 112	Introduction to Information Technology	5	12				
DPS 113	Business Mathematics	5	12				
DPS 114	Principles of Economics	5	12				
DPS 115	Introduction to Purchasing & Supply	6	15				
DPS 121	<u>Year 1 Semester 2</u> Principles of Management	5	12				
DPS 122	Inventory Management	6	15				
DPS 123	Total Quality Management	6	15				
DPS 124	Logistics & Transportation	6	15				
DPS 125	Supply Chain Management	7	18				
DPS 211	<u>Year 2 Semester 1</u> Commercial Law	6	15		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year	P34,800.00	Final Exam Fee: P650.00 Per Subject
DPS 212	Human Resources Management	6	15				
DPS 213	Financial Accounting	7	18				
DPS 214	Managing Supply Chain Risk	6	15				
DPS 221	<u>Year 2 Semester 2</u> Sustainable Procurement	6	15				
DPS 222	Supply Chain Diligence	6	15				
DPS 223	Managing Supplier Relationships	7	18				
DPS 224	Marketing Management	7	18				
DPS 311	<u>Year 3 Semester 1</u> Research Methods	6	18				
DPS 312	Strategic Purchasing	7	18				
DPS 313	Contract Management	7	18				
DPS 321	<u>Year 3 Semester 2</u> Research Portfolio	6	20				
DPS 322	Industrial Attachment	6	30				

BUSINESS DEPARTMENT

DIPLOMA IN HUMAN RESOURCES MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
	<u>Year 1 Semester 1</u>						
DHRM 111	Business Communication	5	15				
DHRM 112	Basic Computing Skills	5	15				
DHRM 113	Principles of Management	5	15				
DHRM 114	Principles of Marketing	5	15		Application Handling Fee: P150.00 (Non-Refundable)		
	<u>Year 1 Semester 2</u>						
DHRM 121	Economics	6	15				Mid Semester Fee: P100.00 Per Subject
DHRM 122	Labor Relations	6	15				
DHRM 123	Occupational Health and Safety	6	15				
DHRM 124	Business Information Systems	6	15		Deposit: P700.00		
	<u>Year 2 Semester 1</u>						
DHRM 211	Human Resources Management	6	20	3 Years	Instalments: P700.00 (Per Month) *For 1 st Year	P34,800.00	
DHRM 212	Employment Law	6	20				Final Exam Fee: P650.00 Per Subject
DHRM 213	Compensation & Reward Management	6	20				
	<u>Year 2 Semester 2</u>						
DHRM 221	Human Resources Development	6	20				
DHRM 222	Strategic Human Resources Management	6	20				
DHRM 223	Financial Management	7	20		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year		
	<u>Year 3 Semester 1</u>						
DHRM 231	Performance Management	7	20				
DHRM 232	Human Resources Planning	7	20				
DHRM 233	Research Methods	6	20				
	<u>Year 3 Semester 2</u>						
DHRM 241	Research Methods	6	60				

DIPLOMA IN BUSINESS MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
DBM 111	Introduction to Business Communication	5	12				
DBM 112	Introduction to Computer Applications	5	12				
DBM 113	Introduction to Accounting	6	12				
DBM 114	Introduction to Quantitative Methods	5	12		Application Handling Fee:		
DBM 115	Introduction to Business	6	12		P150.00 (Non-Refundable)		
<u>Year 1 Semester 2</u>							
DBM 121	Small Business & Entrepreneurship	6	12				Mid Semester Fee:
DBM 122	Business Law	6	12				P100.00
DBM 123	Principles of Management	6	12		Deposit: P700.00		Per Subject
DBM 124	Principles of Marketing	6	12				
DBM 125	Human Resources Management	6	12				
<u>Year 2 Semester 1</u>				3 Years	Instalments: P700.00 (Per Month) *For 1 st Year	P34,800.00	
DBM 211	Business and Industrial Psychology	6	12				Final Exam Fee:
DBM 212	Operations Management 1	6	12				P650.00
DBM 213	Organisational Behaviour	6	12				Per Subject
DBM 214	Financial Planning and Management	6	12				
DBM 215	Corporate Governance and Ethics	6	12				
<u>Year 2 Semester 2</u>					Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year		
DBM 221	Leadership	6	12				
DBM 222	Business Environment	6	12				
DBM 223	Marketing, Social Media and E-Commerce	7	15				
DBM 224	Operations Management 11	7	15				

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BUSINESS DEPARTMENT

DIPLOMA IN BUSINESS MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 3 Semester 1</u>							
DBM 311	Entrepreneurial Behaviour, Dynamics & Capabilities	7	15		Application Handling Fee:		
DBM 312	Managerial Accounting	7	15		P150.00		
DBM 313	Integrated Marketing Communications	7	15		(Non-Refundable)		Mid Semester Fee:
<u>Electives (Choose 1)</u>							P100.00
DBM 314	Public Finance & Taxation	7	15		Deposit:		Per Subject
DBM 315	Microeconomics	7	15		P700.00		
DBM 316	Customer Relationship Management	7	15			P34,800.00	
DBM 317	New Venture Financing	7	15	3 Years	Instalments: P700.00 (Per Month)		
<u>Year 3 Semester 2</u>							
DBM 321	Project management	7	15		*For 1 st Year		Final Exam Fee:
DBM 326	Project	7	36				P650.00
<u>Electives (Choose 1)</u>							Per Subject
DBM 322	Macro Economics	7	15		Instalments: P1,100.00 (Per Month)		
DBM 323	Business Ownership & Entrepreneurship	7	15		(Per Month)		
DBM 324	Botswana Labour Laws	7	15		*For 2 nd & 3 rd Year		
DBM 325	Corporate Financing	7	15				

DIPLOMA IN TOURISM MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
DTM 111	Introduction to Business Communication	5	12				
DTM 112	Customer Care	5	12				
DTM 113	Introduction to Computer Application	6	12				
DTM 114	Introduction to Accounting	6	12				
DTM 115	Introduction to Travel and Tourism Industry	6	12				
<u>Year 1 Semester 2</u>							
DTM 121	Principles of Marketing	6	12				
DTM 122	Introduction to Project Management	5	12				
DTM 123	Events Management	6	12				
DTM 124	Organisational Behaviour	6	12		Application Handling Fee:		
DTM 125	Entrepreneurship	6	12		P150.00 (Non-Refundable)		Mid Semester Fee:
<u>Year 2 Semester 1</u>							P100.00
DTM 211	Tourism Themes	6	12		Deposit:		Per Subject
DTM 212	Consumer Behaviour in Travel, Tourism & Hospitality Management	6	12		P700.00		
DTM 213	Tourism Economics	6	12			P34,800.00	
DTM 214	Tourism, Recreation, Planning & Policy	6	12		Instalments: P700.00 (Per Month)		
DTM 215	Information Technology in Travel, Tourism & Hospitality Operations	6	12	3 Years	*For 1 st Year		Final Exam Fee:
<u>Year 2 Semester 2</u>							P650.00
DTM 221	Travel Agency Operations	6	12				Per Subject
DTM 222	Tour Guide Operations Management	6	12				
DTM 223	Tourism in Botswana	7	15				
DTM 224	Front Office Operations	7	15				
DTM 225	Tourism Marketing	7	15		Instalments: P1,100.00 (Per Month)		
<u>Year 3 Semester 1</u>							
DTM 311	Computerised Reservation Systems	7	15		*For 2 nd & 3 rd Year		
DTM 312	International Tourism Development & Planning	7	15				
DTM 313	Sustainable Travel and Tourism	7	15				
DTM 314	Customer Relationship Management	7	15				
<u>Year 3 Semester 2</u>							
DTM 321	Project	6	36				
DTM 322	Human Resources Management	7	15				
DTM 323	Business Law in Botswana	7	15				
DTM 324	Tourism in Southern Africa	7	15				
DTM 325	Accommodation Management	7	15				

BUSINESS DEPARTMENT

DIPLOMA IN PUBLIC ADMINISTRATION AND MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
DPA 111	Basic Computer Applications	5	6	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 Per Subject				
DPA 112	Principles of Management	5	6								
DPA 113	Introduction to Public Administration	5	6								
DPA 114	Communication and Academic Writing Skills	5	6								
DPA 115	Occupational Health and Safety	6	12								
DPA 116	Fundamentals of Project management	6	10								
<u>Year 1 Semester 2</u>											
DPA 121	Introduction to Archives & Records Management	5	6								
DPA 122	Professional Communication	6	12								
DPA 123	Research Methods I	6	20								
DPA 124	Business Statistics	5	6								
DPA 125	Introduction to Economics	5	6								
DPA 126	Strategic Management	6	12								
<u>Year 2 Semester 1</u>											
DPA 211	Public Finance and Budgeting	6	12								
DPA 212	Organisational Behaviour	6	10								
DPA 213	Macro Economics	6	12								
DPA 214	Local Government Administration	6	12								
DPA 215	Research Methods II (Proposal)	6	18								
<u>Year 2 Semester 2</u>											
DPA 221	Public Policy and Management	6	10								
DPA 222	Corporate Governance and Ethics	6	5								
DPA 223	Financial Accounting	6	10								
DPA 224	Human Resources Management	6	6								
DPA 225	Public Sector Reforms	6	13								
<u>Year 3 Semester 1</u>											
DPA 311	Introduction to Public Relations	6	10								
DPA 312	Performance Management	6	12								
DPA 313	Introduction to Political Science	6	10								
DPA 314	Public Administration and Law	6	12								
<u>Year 3 Semester 2</u>											
DPA 321	Industrial Placement	7	48								
DPA 322	Research Project (Dissertation)	7	32								

CERTIFICATE V IN LOGISTICS AND TRANSPORT MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE	
	<u>Year 1 Semester 1</u>							
CLT 111	Introduction to Business Communication	4	10	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 Per Subject	
CLT 112	Introduction to Computer Applications	4	10					
CLT 113	Principles of Management	5	12					
CLT 114	Introduction to Accounting	5	12					
CLT 115	Principles of Logistics	5	12					
	<u>Year 1 Semester 2</u>							
CLT 121	Principles of Purchasing and Supply	5	12				Deposit: P700.00	Final Exam Fee: P500.00 Per Subject
CLT 122	Introduction to Quantitative Methods	5	14					
CLT 123	Principles of Transport Management	5	12					
CLT 124	Principles of Economics	5	14					
CLT 125	Health and Safety	5	12				Instalments: P700.00 (Per Month)	

BUSINESS DEPARTMENT

CERTIFICATE V IN PURCHASING AND SUPPLY MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE	
	<u>Year 1 Semester 1</u>							
CPSM 111	Customer Service	4	15	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 Per Subject	
CPSM 112	Business Communication and Study Skills	4	15					
CPSM 113	Store Management	5	18					
CPSM 114	Introduction to Information Technology	4	12					
	<u>Year 1 Semester 2</u>							
CPSM 121	Negotiations	5	19		Deposit: P700.00		Final Exam Fee: P500.00 Per Subject	
CPSM 122	Supply Chain Management	6	20		Instalments: P700.00 (Per Month)			
CPSM 123	Logistics & Transportation	5	18					
CPSM 124	Total Quality Management	5	16					

CERTIFICATE V IN HUMAN RESOURCES MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
	<u>Year 1 Semester 1</u>				Application Handling Fee: P150.00 (Non-Refundable)	P8,400.00	Mid Semester Fee: P100.00 Per Subject
CHRM 111	Business Communication	4	10	1 Year	Deposit: P700.00		Final Exam Fee: P500.00 Per Subject
CHRM 112	Introduction to Information Technology	4	10				
CHRM 113	Principles of Management	5	10				
CHRM 114	Introduction to Human Resources Management	5	15				
CHRM 115	Recruitment and Selection	5	15				
	<u>Year 1 Semester 2</u>				Instalments: P700.00 (Per Month)		
CHRM 121	Compensation	5	15				
CHRM 122	Training & Development	5	15				
CHRM 123	Performance Management	5	15				
CHRM 124	Employee Relations & Employment Law	5	15				

CERTIFICATE V IN LEADERSHIP DEVELOPMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE	
	<u>Year 1 Semester 1</u>				Application Handling Fee: P150.00 (Non-Refundable)		Mid Semester Fee: P100.00 Per Subject	
CLDT 111	Entrepreneurship Development	5	12	1 Year		P8,400.00		
CLDT 112	Business Communication	5	12					
CLDT 113	Personnel Mastery	5	12					
CLDT 114	Financial Management for Non-Finance - Managers Management	5	12					
CLDT 115	Leadership Development	5	12					
	<u>Year 1 Semester 2</u>							Deposit: P700.00
CLDT 121	Strategic Decision Making	5	12					Instalments: P700.00 (Per Month)
CLDT 122	Project management	5	12					
CLDT 123	Executive Leadership Practices	5	12					
CLDT 124	Leading Across Culture	5	12					
CLDT 125	Building High Performance Organisations	5	12					

ADMISSION OPEN FOR JULY 2026 INTAKE



BUSINESS DEPARTMENT



HEALTH DEPARTMENT



EDUCATION DEPARTMENT

PROGRAMMES OFFERED:
**DEGREE, DIPLOMA
AND CERTIFICATE**

DISCOUNT ON TUITION FEES
15% FOR JULY 2026 INTAKE
20% FOR FORMER STUDENTS

BUSINESS DEPARTMENT

CERTIFICATE V IN BUSINESS MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE		
	<u>Year 1 Semester 1</u>								
CBM 111	Principles of Marketing	5	10	1 Year	Application Handling Fee: P150.00 (Non- Refundable)	P8,400.00	Mid Semester Fee: P100.00 Per Subject		
CBM 112	Personal Development Planning	5	10						
CBM 113	Introduction to Information Technology	5	10						
CBM 114	Introduction to Business Communication	5	10						
CBM 115	Principles of Management	5	10						
CBM 116	Introduction to Entrepreneurship	5	10						
	<u>Year 1 Semester 2</u>								
CBM 117	Business Management	5	12				Deposit: P700.00	Final Exam Fee: P500.00 Per Subject	
CBM 118	Market Research	5	12						
CBM 119	Human Resource Management	5	12				Instalments: P700.00		
CBM 120	Finance and Accounting	5	12				(Per Month)		
CBM 121	Public Relations and the Media	5	12						

CERTIFICATE IV IN NEW VENTURE CREATION

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
	<u>Semester 1</u>						
CNVC 111	Introduction to Entrepreneurship and Innovation	4	10	6 Months	Application Handling Fee: P150.00	P3,600.00	Mid Semester Fee: P100.00
CNVC 112	Venture Opportunity	4	20		(Non-Refundable)		Per Subject
CNVC 113	Business Models	4	10				
CNVC 114	Resources	4	10				
CNVC 115	Business plan	4	10				
					Deposit: P600.00		Final Exam Fee: P450.00
					Instalments: P600.00 (Per Month)		Per Subject

CERTIFICATE V IN BUSINESS ACCOUNTING

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE	
	<u>Year 1 Semester 1</u>							
CBA 111	Business Communication	4	10	1 Year	Application	P9,600.00	Mid	
CBA 112	Computer Skills	4	10		Handling		Semester	
CBA 113	Principles of Business Management and Administration	5	20		Fee:		Fee:	
					P150.00		P100.00	
CBA 114	Bookkeeping and Accounting	5	20		(Non-Refundable)		Per	
							Subject	
	<u>Year 1 Semester 2</u>							
CBA 121	Introduction to Quantitative Methods	5	22		Deposit:		Final	
CBA 122	Introduction to Economics	5	20		P800.00		Exam Fee:	
CBA 123	Fundamentals of Ethics, Corporate Governances and Law	5	18		P500.00			
				Instalments:	Per			
CBA 124	Introduction to Cost Accounting	5	10	P800.00 (Per Month)	Subject			

CERTIFICATE IV IN SECRETARIAL STUDIES

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Semester 1</u>							
FCSS 101	Bookkeeping and Accounts	4	10	6 Months	Application Handling	P3,600.00	Mid Semester
FCSS 102	Computer Skills	4	10		Fee:		Fee:
FCSS 103	Office Procedures	4	20		P150.00		P100.00
FCSS 104	Customer Service	4	10		(Non-		Per
FCSS 105	English for Business Communication	4	10		Refundable)		Subject
					Deposit: P600.00		Final Exam
					Instalments: P600.00 (Per Month)		Fee: P450.00 Per Subject

BUSINESS DEPARTMENT

CERTIFICATE V IN SECRETARIAL STUDIES

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
	<u>Year 1 Semester 1</u>						
CSS 111	Communication and Study Skills	5	12		Application Handling Fee: P150.00 (Non-Refundable)		Mid Semester Fee: P100.00 Per Subject
CSS 112	Introduction to Computer Skills	5	12				
CSS 113	Problems Solving	5	13				
CSS 114	Customer Service	5	13				
CSS 115	Book-Keeping and Accounts	5	15				
	<u>Year 1 Semester 2</u>			1 Year		P8,400.00	
CSS 121	Business Communication	5	13		Deposit: P700.00		Final Exam Fee: P500.00 Per Subject
CSS 122	Public Relations	5	13				
CSS 123	Office Procedures	6	15				
CSS 124	Introduction to MS Office	6	14		Instalments: P700.00 (Per Month)		
	<u>Electives (Choose 1)</u>						
CSS 125	Short hand Speed	5	12				
CSS 126	Audio Transcription	5	12				

CERTIFICATE V IN MARKETING

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
	<u>Year 1 Semester 1</u>						
CM111	Finance and Accounting	5	15		Application Handling Fee: P150.00 (Non-Refundable)		Mid Semester Fee: P100.00 Per Subject
CM112	Principles of Marketing	5	15				
CM113	Personal Development Planning	5	15				
CM114	Integrated Marketing Communications	5	15				
	<u>Year 1 Semester 2</u>			1 Year		P8,400.00	
CM 121	Market Research	5	15		Deposit: P700.00		Final Exam Fee: P500.00 Per Subject
CM 122	Human Resources Management	5	15				
CM 123	Fundamentals of Entrepreneurship	5	15				
CM 124	Organisational Behaviour	5	15		Instalments: P700.00 (Per Month)		

CERTIFICATE V IN SECURITY RISK MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
	<u>Year 1 Semester 1</u>						
CSRM 112	Introduction to Business Communication	5	5		Application Handling Fee: P150.00 (Non-Refundable)		Mid Semester Fee: P100.00 Per Subject
CSRM 113	Customer Service	4	5				
IIT 101	Introduction to Computer Software Applications	4	5				
CSRM 115	Principles of Management	5	6				
CSRM 116	Introduction to Security Practice	5	12				
CSRM 117	Introduction to Criminal Law	5	10				
CSRM 118	Human Rights, Diversity and Inclusion	5	10				
	<u>Year 1 Semester 2</u>			1 Year		P8,400.00	
CSRM 111	Occupational Health and Safety	4	4		Deposit: P700.00		Final Exam Fee: P500.00 Per Subject
CSRM 121	Security Risk and Disaster Management	5	12				
CSRM 122	Introduction to Corporate Crimes	5	10				
CSRM 123	Introduction to Forensic Psychology	5	10				
CSRM 124	Basic Security Investigations	5	10				
CSRM 125	Physical Security and Asset Protection	5	11		Instalments: P700.00 (Per Month)		
	<u>Electives (Choose 1)</u>						
CSRM 126	Introduction to Cyber Crime	4	5				
CSRM 127	Assets in Transit	4	5				
CSRM 128	VIP Protection and Event Security	4	5				

HEALTH DEPARTMENT

BACHELOR OF SCIENCE IN COUNSELLING AND PSYCHOTHERAPY

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
BCPS 111	Adjustment to Tertiary Education I	5	16	4 Years	Application Handling Fee: P400.00 (Non- Refundable) Deposit: P2,000.00 Instalments: P2,000.00 (Per Month)	P96,000.00	Mid Semester Fee: P100.00 Per Subject Final Exam Fee: P800.00 Per Subject				
BCPS 112	Theory, History & Philosophy in Psychotherapy	7	48								
BCPS 113	Human Rights and Social Advocacy	7	6								
BCPS 114	Introduction to Psychology	7	6								
BCPS 115	Computer Fundamentals	7	6								
<u>Year 1 Semester 2</u>											
BCPS 121	Adjustment to Tertiary Education II (Communication & Study Skills)	6	10								
BCPS 122	Emerging Issues in Psychotherapy I	5	24								
BCPS 123	Biomedical Dynamics in Psychotherapy	6	48								
<u>Year 2 Semester 1</u>											
BCPS 211	Adjustment to Tertiary Education III (Research Methods)	7	24								
BCPS 212	Diagnosis & Assessment	7	38								
BCPS 213	Emerging Issues in Psychotherapy II	7	24								
<u>Year 2 Semester 2</u>											
BCPS 211	Research & Evidence Generation	7	26								
BCPS 222	Ethico-Legal Issues	7	24								
<u>Electives (Choose 2)</u>											
BCPS 223	Fundamentals of Guidance and Counselling	7	6								
BCPS 224	Human Services	7	6								
BCPS 225	Community Based Health	7	6								
<u>Year 3 Semester 1</u>											
BCPS 311	Leadership & Supervision	7	36								
BCPS 312	Practical Application I:(Block Placement I)	7	12								
<u>Electives (Choose 2)</u>											
BCPS 313	Fundamentals of Project Management	7	6								
BCPS 314	Bioethics	7	6								
BCPS 315	Youth Counselling	7	6								
<u>Year 3 Semester 1</u>											
BCPS 321	Practical Application II (Block Placement II)	7	26								
BCPS 322	Multidisciplinary Approach in Service Delivery I	7	12								
BCPS 323	Multidisciplinary Approach in Service Delivery II (Mediation and Conflict Management)	7	12								
<u>Electives (Choose 1)</u>											
BCPS 324	Multidisciplinary Approach in Service Delivery III (Diversity And Ethics For Counselling Skills)	7	12								
BCPS 325	Multidisciplinary Approach in Service Delivery IV (Workplace Counselling)	7	12								
<u>Year 4 Semester 1</u>											
BCPS 411	Practical Application III: (Research Project Proposal)	7	15								
BCPS 412	Practical Application IV:(Dissertation)	8	35								
<u>Year 4 Semester 2</u>											
BCPS 421	Practical Application V: (Industrial Attachment)	7	40								

HEALTH DEPARTMENT

BACHELOR OF SCIENCE IN OCCUPATIONAL HEALTH AND SAFETY

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>				4 Years	Application Handling Fee: P400.00 (Non-Refundable) Deposit: P2,000.00 Instalments: P2,000.00 (Per Month)	P96,000.00	Mid Semester Fee: P100.00 Per Subject Final Exam Fee: P800.00 Per Subject
CMSS 101	Communication and study skills	9	5				
BCA 101	Basic Computer Application	12	6				
PHY 101	Physics	12	5				
MAT 101	Mathematics	12	5				
CHEM 101	Chemistry	12	5				
<u>Year 1 Semester 2</u>							
ANYP 102	Anatomy & Physiology	14	5				
BIOS 102	Introduction to Biostatistics	13	6				
EPID 102	Epidemiology	12	6				
INFEC 102	Infection Control	10	6				
ACCP 102	Accident Prevention	12	6				
<u>Year 2 Semester 1</u>							
RME 201	Research Methods	16	7				
SPP 201	Safety Principles and Practices	10	5				
OHSL 201	Occupational Health & Safety Legislation	10	6				
DOHS 201	Developing Organisational Health & Safety Culture	12	7				
EPB 201	Ethical & Professional Behaviour	12	6				
<u>Year 2 Semester 2</u>							
OHHS 202	Occupational Hygiene I	12	6				
SHEQ 202	SHEQ Management Systems & Theories	10	6				
ENH 202	Environmental Health	10	6				
OTHS 202	Occupational Toxicology	12	6				
OPSY 202	Occupational Psychology	12	6				
EFM 202	Equipment & Fleet Management	10	6				
<u>Year 3 Semester 1 (5 Core + 1 Elective)</u>							
INDE 301	Industrial Ergonomics	10	7				
HRM 301	Human Resources Management	10	7				
ORM 301	Occupational Risk Management	10	6				
ODS 301	Occupational Diseases	10	7				
SAE 301	Safety Program Auditing & Evaluation	10	7				
<u>Electives (Choose 1)</u>							
SRH 301	Sexual & Reproductive Health	9	6				
CNMD 301	Communicable & non communicable diseases	9	5				
<u>Year 3 Semester 2 (4 Core + 1 Elective)</u>							
OHSR 302	Occupational Health & Safety Records Management	10	7				
FSHG 302	Food safety & Hygiene	10	6				
RME 302	Research Proposal	21	7				
SSL 302	Safety Supervision & Leadership	10	7				
<u>Electives (Choose 1)</u>							
NTH 302	Nutrition & Health	9	6				
ENT 302	Entrepreneurship	9	6				
<u>Year 4 Semester 1</u>							
FSEP 401	Fire Safety & Emergency Preparedness	12	6				
OHSP 401	Occupational Health & Safety Management Practice	9	7				
INHY 401	Industrial Hygiene II	14	6				
RME 401	Research Project (Dissertation)	32	7				
<u>Year 4 Semester 2</u>							
IND 402	Industrial attachment/Internship	58	7				

HEALTH DEPARTMENT

BACHELOR OF PUBLIC HEALTH

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
AWSK 101	Academic Writing & Communication Skills	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable) Deposit: P2,000.00 Instalments: P2,000.00 (Per Month)	P96,000.00	Mid Semester Fee: P100.00 Per Subject Final Exam Fee: P800.00 Per Subject				
IICT 101	International Computer Driving License (Introduction to IT)	5	20								
BPH 113	Introduction to Sociology	6	10								
BPH 114	Introduction to Psychology	6	10								
BPH 115	Introduction to Counselling	6	10								
<u>Year 1 Semester 2</u>											
BPH 121	Introduction to Entrepreneurship	6	10								
BPH 122	Public Health Nutrition	6	10								
BPH 123	Gender and Health	6	10								
BPH 124	Venture and Wealth Creation	6	10								
BPH 125	Fundamentals of Health Policy	6	14								
<u>Year 2 Semester 1</u>											
BPH 211	Social & Behavioural Aspects of Public Health (Pre-requisite)	6	14								
BPH 212	Health Education, Communication & Promotion	6	14								
BPH 213	Disease Prevention & Control	6	14								
BPH 214	Community Health	6	14								
BPH 215	Communication Development & Partnerships (Pre-requisite)	6	14								
<u>Year 2 Semester 2</u>											
BPH 221	Introduction to Biostatistics	7	14								
BPH 222	Global Burden of Disease	7	14								
BPH 223	Introduction to Epidemiology	7	14								
BPH 224	Introduction to Public Health	7	14								
BPH 225	Environmental & Occupational Health	7	14								
<u>Year 3 Semester 1</u>											
BPH 311	Health Policy and Systems	7	14								
BPH 312	Health Program Planning & Development	7	14								
BPH 313	Introduction to Research Methods (Pre-requisite)	7	14								
BPH 314	Sexual & Reproductive Health	7	14								
BPH 315	Strategic Health Communication	7	14								
<u>Year 3 Semester 2</u>											
BPH 321	Leadership and Management	7	14								
BPH 322	Health Information Systems	7	14								
BPH 323	Evidence Based Public Health Practice	7	14								
BPH 324	Drugs, Alcohol and Society	7	14								
<u>Electives (Choose 1)</u>											
BPH 325	Introduction to Project Management	7	8								
BPH 326	Disaster Management	7	8								
<u>Year 4 Semester 1</u>											
BPH 411	Emerging Issues in Public Health	7	14								
BPH 412	Health Services Administration	7	14								
BPH 413	Healthcare Ethics	7	17								
BPH 414	Research Proposal (Pre-requisite)										
<u>Electives (Choose 1)</u>											
BPH 415	Health Informatics	7	8								
BPH 416	Risk Management	7	8								
<u>Year 4 Semester 2</u>											
BPH 421	Research Project	7	24								
BPH 422	Public Health Practicum	7	48								

HEALTH DEPARTMENT

DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
DOHS 111	Communication & Study skills	5	10	2 Years	Application Handling Fee: P150.00 (Non- Refundable) Deposit: P1,100.00 Instalments: P1,100.00 (Per Month)	P26,400.00	Mid Semester Fee: P100.00 Per Subject				
DOHS 112	Information Technology	5	10								
DOHS 113	Occupational Health & Safety Management Practice 1	6	12								
DOHS 114	Safety Principle & Practice 1	6	12								
DOHS 115	Organizational Behavior & Ethics	6	12								
DOHS 116	Occupational Health & Safety Legislation	6	12								
<u>Year 1 Semester 2</u>											
DOHS 121	Industrial Ergonomics	6	12								
DOHS 122	Epidemiology	6	12								
DOHS 123	Environmental Management	6	12								
DOHS 124	Occupational Health & Safety Management II	6	12								
DOHS 125	Safety Principle & Practice II	6	12								
DOHS 126	Biostatistics & Research	6	12								
<u>Year 2 Semester 1 (5 Core + 1 Elective)</u>											
DOHS 211	Risk management	6	12								
DOHS 212	Emergency and Disaster Management	6	12								
DOHS 213	Occupational Hygiene	6	12								
DOHS 214	Toxicology	6	12								
DOHS 215	Accident Investigation and Prevention	6	12								
<u>Electives (Choose 1)</u>											
DOHS 216	Building Maintenance	7	12								
DOHS 217	Labour Law	7	12								
<u>Year 2 Semester 2</u>											
DOHS 221	Industrial Attachment and Report	6	30								

DIPLOMA IN SOCIAL WORK

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE					
<u>Year 1 Semester 1</u>												
DSW 111	Basic Computer Skills	6	12	3 Years	Application Handling Fee: P150.00 (Non-Refundable)	P34,800.00	Mid Semester Fee: P100.00 Per Subject					
DSW 112	Interpersonal Communication	5	10									
DSW 113	Human Development & Growth	5	10									
DSW 114	Introduction to Sociology	5	10									
DSW 115	Fundamental Principles & Practices of Social Work	6	12									
<u>Year 1 Semester 2</u>												
DSW 121	Communication & Academic Literacy Skills	6	12					Deposit: P700.00 Instalments: P700.00 (Per Month) *For 1 st Year	P34,800.00	Final Exam Fee: P650.00 Per Subject		
DSW 122	Elementary Statistics	6	12									
DSW 123	Social Work & Social Development	6	12									
DSW 124	Introduction to Community Development	7	15									
DSW 125	Social Work with Families & Children	6	12									
<u>Year 2 Semester 1</u>												
DSW 211	Social Work with Communities & Groups	6	12		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year		P34,800.00				Final Exam Fee: P650.00 Per Subject	
DSW 212	Social Services in Botswana	6	12									
DSW 213	Basic Counselling Skills	6	12									
DSW 214	Introduction to Social Psychology	6	12									
DSW 215	Social Policy & Administration	7	15									
<u>Year 2 Semester 2</u>												
DSW 216	Social Research Methods	6	12					Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year	P34,800.00	Final Exam Fee: P650.00 Per Subject		
DSW 217	AIDS & Home-Based Care	6	12									
DSW 218	Management in the Human Services	6	12									
DSW 219	Social Work & Health Service	6	12									
DSW 220	Ethics and the Law in Social Work	6	12									
<u>Year 3 Semester 1</u>												
DSW 316	Child Protection, Advocacy and Children's Rights	7	15		Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year		P34,800.00				Final Exam Fee: P650.00 Per Subject	
DSW 317	Health Policy & Behavioural Change	7	15									
DSW 318	Health & Environmental Science	7	15									
DSW 319	Genders Issues in Social Work	7	15									
DSW 320	Labour Relations	7	15									
DSW 320	Improving Human Services	7	15									
<u>Year 3 Semester 2</u>												
DSW 321	Industrial Attachment	6	60					Instalments: P1,100.00 (Per Month) *For 2 nd & 3 rd Year	P34,800.00	Final Exam Fee: P650.00 Per Subject		

HEALTH DEPARTMENT

CERTIFICATE V IN HEALTH AND SAFETY MANAGEMENT

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
CHSM 111	Introduction to Computers	5	10				
CHSM 112	Business Communication	5	10				
CHSM 113	Essentials of Health and Safety Legislation	6	16				
CHSM 114	Safety Practices and Principles	5	14				
CHSM 115	Accident and Emergency Procedures	6	16				
<u>Year 1 Semester 2</u>							
CHSM 121	Occupational Health and Safety Practices	5	14	1 Year	Deposit: P800.00	P9,600.00	Mid Semester Fee: P100.00 Per Subject
CHSM 122	Organizational Behavior and Ethics	5	14				
CHSM 123	Environmental Management	5	14				
CHSM 124	Industrial Attachment	5	18		Instalments: P800.00 (Per Month)		Final Exam Fee: P500.00 Per Subject
<u>Electives (Choose 1)</u>							
CHSM 125	Occupational Health Diseases	5	12				
CHSM 126	Occupational Health Law	5	12				

CERTIFICATE V IN SOCIAL WORK

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
CSW 111	Introduction to Sociology	5	10				
CSW 112	Computer Applications	5	10				
CSW 113	Human Development and Growth	5	10				
CSW 114	Interpersonal Communication	5	8				
CSW 115	English Proficiency	5	8				
CSW 116	Social Welfare & Social Work	5	10				
<u>Year 1 Semester 2</u>							
CSW 121	Health Education and Communication	5	8	1 Year	Deposit: P700.00	P8,400.00	Mid Semester Fee: P100.00 Per Subject
CSW 122	Micro Social Work Practice	5	10				
CSW 123	Messo and Macro Social Work Practice	5	10				
CSW 124	Community Based Participatory Research	5	10				
CSW 125	Industrial Attachment	5	30		Instalments: P700.00 (Per Month)		Final Exam Fee: P500.00 Per Subject
CSW 126	Introduction to Law and Society	5	8				
CSW 127	Ethics for Human Services	5	8				
CSW 128	Community Health	5	8				

CERTIFICATE V IN COUNSELLING

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
CC 111	Introduction to Communication	4	10				
CC 112	Introduction to Computer Applications	4	10				
CC 113	Moral Obligations and Social Care	5	12				
CC 114	Theories of Counselling	5	12				
CC 115	Youth Counselling	5	12				
<u>Year 1 Semester 2</u>							
CC 121	Counselling Skills and Personal Development	5	12	1 Year	Deposit: P700.00	P8,400.00	Mid Semester Fee: P100.00 Per Subject
CC 122	Counselling on Substance Abuse	5	12				
CC 123	Diversity and Ethics for Counselling Skills	5	12				
CC 124	Workplace Counselling	5	12		Instalments: P700.00 (Per Month)		Final Exam Fee: P500.00 Per Subject
CC 125	Counselling Practicum	5	16				

EDUCATION DEPARTMENT

BACHELOR OF EDUCATION IN EARLY CHILDHOOD EDUCATION

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
ECEM 111	Introduction to Early Childhood Education	5	12	4 Years	Application Handling Fee: P400.00 (Non-Refundable)	P96,000.00	Mid Semester Fee: P100.00 Per Subject				
ECEM 112	Early Childhood Development	6	13								
ECEM 113	Introduction to Sociology of Education	5	12								
ECEM 114	Introduction to Psychology in Early Childhood	5	12								
ECEM 115	Information Communication Technology	5	12								
<u>Year 1 Semester 2</u>											
ECEM 121	Communication & Study Skills (Business Communication)	6	12								
ECEM 122	Child Health, Safety and Nutrition	6	13								
ECEM 123	Parenting Young Children	7	13								
ECEM 124	Language and Early Literacy Skills	7	14								
ECEM 125	Play and Creativity in Early Childhood	7	13								
<u>Year 2 Semester 1</u>											
ECEM 211	Assessment for Early Childhood Education	6	13								
ECEM 212	Early Childhood Curriculum Design & Evaluation	6	13								
ECEM 213	Working with children with Special Needs	7	14								
ECEM 214	Child Protection (ECE & The Law)	7	14								
ECEM 215	Guiding and Disciplining Young Children	7	14								
<u>Year 2 Semester 2</u>											
ECEM 221	Physical Care, Development of Babies &Toddlers	7	15								
ECEM 222	Cultural and Religious Diversity	7	14								
ECEM 223	Introduction to Design for Early Childhood Environment	6	13								
ECEM 224	Music and Movement	7	13								
ECEM 225	Teaching Practice 1 (Observation) 4 weeks	7	26								
<u>Year 3 Semester 1</u>											
ECEM 311	Production of Children's Materials	7	13								
ECEM 312	Planning and Organizing the Learning Environment(Micro teaching)	7	15								
ECEM 313	Teaching Practice II (6 Weeks)	7	30								
<u>Year 3 Semester 2</u>											
ECEM 321	Contemporary issues in Early Childhood Education	7	14								
ECEM 322	Educational Research & Statistics	7	14								
ECEM 323	Mathematics and Science for Early Childhood Educators	7	14								
ECEM 324	Management of Early Childhood Programmes	7	14								
<u>Electives (Choose 1)</u>											
ECEM 325	Early Childhood Curriculum in Action (<i>Elective</i>)	7	15								
ECEM 326	Exploring Creativity Through Visual Arts (<i>Elective</i>)	7	15								
<u>Year 4 Semester 1</u>											
ECEM 411	Business Management (Entrepreneurial Skills)	7	14								
ECEM 412	Public Policy Analysis	7	15								
ECEM 413	Supervised Research Project	7	15								
<u>Electives (Choose 1)</u>											
ECEM 414	Advocacy and Leadership in Early Childhood (<i>Elective</i>)	7	15								
ECEM 415	The Psychology of Exceptional Children (<i>Elective</i>)	7	15								
<u>Year 4 Semester 2</u>											
ECEM 421	Teaching Practice III (Internship) (9 Weeks)	7	32								
ECEM 422	Dissertation	7	20								

EDUCATION DEPARTMENT

DIPLOMA IN EARLY CHILDHOOD EDUCATION

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE				
<u>Year 1 Semester 1</u>											
CECE 101	School, Family and Community Partnership	6	14	3 Years	Application Handling Fee: P150.00 (Non- Refundable) Deposit: P700.00 Instalments: P700.00 (Per Month) *For 1 st Year	P34,800.00	Mid Semester Fee: P100.00 Per Subject				
CECE 102	Communication and Study Skills	6	14								
CECE 101	Guidance and Counselling	6	15								
CECE 102	Domains of Child Development	6	15								
<u>Year 1 Semester 2</u>											
CECE 103	Curriculum Development	6	16								
CECE 104	Play and Creativity in Early Childhood	6	15								
CECE 105	Monitoring and Assessing	6	15								
CECE 106	Information Communication Technology	6	16								
<u>Year 2 Semester 1</u>											
CECE 107	Philosophy of Education	6	20								
CECE 108	Sociological Foundations	6	20								
CECE 109	Theories of Child Development	6	20								
CECE 110	Expressive Arts	6	20								
<u>Year 2 Semester 2</u>											
CECE 111	Teaching Practice 1	6	20								
CECE 112	Classroom Management	6	20								
CECE 113	Teaching Methods	6	20								
<u>Year 3 Semester 1</u>											
CECE 114	Safety Health, Hygiene and Nutrition	6	20								
CECE 115	Administration and Management of Preschool	6	20								
CECE 116	Research Methods	6	20								
<u>Year 3 Semester 2</u>											
CECE 117	Teaching Practice 2	6	30								
CECE 118	Research Project	6	30								

CERTIFICATE V IN VOCATIONAL EDUCATION TRAINING

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE	
	<u>Year 1 Semester 1</u>							
CVET 111	Time Management in the Workplace	4	10	1 Year	Application Handling Fee: P150.00 (Non- Refundable)	P8,400.00	Mid Semester Fee: P100.00 Per Subject	
CVET 112	Computer Information & Skills	6	15					
CVET 113	Technical & Vocational Education and Training	5	15					
CVET 114	Training Methods and Techniques	5	15					
CVET 115	Assessment and Assessment Instruments	5	10					
	<u>Year 1 Semester 2</u>							
CVET 121	Training Resources	5	10				Deposit: P700.00	Final Exam Fee: P500.00 Per Subject
CVET 122	TPlanning and Facilitation of a Session	5	30				Instalments: P700.00 (Per Month)	
CVET 123	Standard-based Assessment	5	15					

CERTIFICATE V IN EARLY CHILDHOOD EDUCATION

CODES	MODULES	LV	CR	DURATION	PAY TERMS	TOTAL TUITION FEE	EXAM FEE
<u>Year 1 Semester 1</u>							
FECE 101	Information Technology	4	10	1 Year	Application Handling Fee: P150.00 (Non-Refundable)	P9,600.00	Mid Semester Fee: P100.00 Per Subject
FECE 102	Communication & Study Skills	4	10				
CECE 101	Curriculum Development	5	15				
CECE 102	Play and Creativity in Early Childhood	5	15				
CECE 103	Classroom Management and Guidance	5	10				
CECE 104	Safety Health, Hygiene and Nutrition	5	10				
<u>Year 1 Semester 2</u>							
CECE 105	School, Family and Community Partnership	5	5		Deposit: P800.00		Final Exam Fee: P500.00
CECE 106	Monitoring & Assessing Children’s Development	5	10				
CECE 107	Supervised Teaching Practice & Portfolio for Child Study	5	20		Instalments: P800.00 (Per Month)		Per Subject
CECE 108	Domains of Child Development	5	15				



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