



Applications for BOU Programmes 2023/24



The Botswana Open University (BOU) invites applications for the following programmes for the Academic Year 2023/24, starting in July 2023. Note that all the Programmes are offered online. Therefore, all admitted students need to have a device that can access the internet (internet connectivity) to be able to interact with study materials, Tutors and other students.

Programme	Duration	Entry Requirements
1. Certificate in Distance Education (CDE) – Offered at Gaborone Regional Campus.	1 Year Minimum and 3 Years Maximum	(i) Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, with four (4) passes, one of which should be English (ii) The applicant shall be a practitioner in a distance education organization (iii) Computer literacy and internet knowledge and connectivity is a requirement as the course is offered only online
2. Certificate in Disaster Management (CDM) – Offered at Gaborone and Francistown Regional Campuses.	1 Year Minimum and 3 Years Maximum	(i) At least a pass in six (6) subjects at the Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, OR (ii) Junior Certificate (JC), supported with relevant working experience. (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
3. Certificate in Community Based Work with Children and Youth (CBWCY) – Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	1 Year Minimum and 18 Months Maximum	(i) Minimum Junior Certificate Education (JCE) plus Relevant work experience working with children and youth in a given organisation. (ii) The applicant shall be computer literate, have access to a computer and internet connectivity.
4. Certificate in Small Scale Business Management (SSBM) -Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	1 Semester Minimum and 2 Semesters Maximum	(i) The course targets people already in business and those who aspire to set up their own businesses. (ii) The minimum entry requirement is the Botswana Junior Certificate or its equivalent. (iii) At least two (2) years relevant experience in business will be an added advantage. (iv) The applicant shall be computer literate, have access to a computer and internet connectivity.
5. Certificate in Vocational Education and Training (CVET) – offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang)	2 Semesters Minimum and 3 semesters Maximum	The course targets candidates who have interest to be accredited as Trainers in their area of specialisation. These are people who have no requisite skills and competencies in training but are planning to have them. The programme has eight courses and the candidates are also expected to produce a comprehensive Evidence-based Portfolio. Upon successfully meeting all the assessment criteria the candidates will be awarded a Certificate in Vocational Education and Training, NCQF Level 5. The full details about the course can be accessed from the University website at www.bou.ac.bw .
6. Certificate in English for Professional Purposes - Offered at Gaborone Regional Campus.	2 Semesters Minimum and 3 Semesters Maximum	The purpose of this qualification is to produce graduates with knowledge, skills and competencies to: <ul style="list-style-type: none"> Communicate effectively with colleagues and clients at the workplace. Demonstrate knowledge and skills of Professional English for the performance of tasks. Conduct basic research Equip professionals with a broad range of language skills essential for survival in a multicultural and multilingual society. Promote the effective use of language to perform the tasks and ensure success in their profession. The minimum entry requirement is: <p>(i) Botswana General Certificate of Secondary Education (BGCSE), or its equivalent, plus some professional training, OR (ii) The Junior Certificate (JC), supported with working experience of at least two years, and professional rank, where applicable.</p>



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7. Diploma in Human Resources Management – Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	2 Years Minimum and 4 Years Maximum	(i) At least 4 passes at Botswana General Certificate of Secondary Education (BGCSE) or equivalent plus credits (Grade C or better) in Mathematics and English Language, <i>OR</i> (ii) At least 4 passes at BGCSE or equivalent plus a certificate in Human Resources Management, or any other related course/programme completed from a recognised institution OR (iii) Junior Certificate (JC) plus five (5) years relevant experience and a certificate in Human Resources Management, or any other related course/programme completed from a recognised institution. (iv) The applicant shall be computer literate, have access to a computer and internet connectivity.
8. Diploma in Business Management – Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	2 Years Minimum and 4 Years Maximum	(i) At least 4 passes at Botswana General Certificate of Secondary Education (BGCSE) or equivalent plus credits (Grade C or better) in Mathematics and English Language, OR (ii) At least four (4) passes at BGCSE or equivalent plus a certificate in Business Management, or any other related business course/programme completed from a recognized institution OR (iii) JC plus five (5) years' relevant experience and a certificate in Business Management or any other related course/programme completed from a recognised institution. (iv) The applicant shall be computer literate, have access to a computer and internet connectivity.
9. Diploma in Integrated Early Childhood Development – Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	2 Years Minimum and 4 Years Maximum.	(i) JC and a Certificate in Early Childhood and two (2) years relevant work experience, OR (ii) A pass in at least four (4) subjects., including English at BGCSE or its equivalent (iii) A relevant post-qualification work experience will be an added advantage (v) The applicant shall be computer literate, have access to a computer and internet connectivity as the programme is offered online.
10. B.Ed. – Integrated Early Childhood Development – Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	2 Years Minimum and 4 Years Maximum.	(i) A Diploma in Integrated Early Childhood Development (DIECD) or Diploma in Early Childhood Education/Development OR (ii) Any related diploma qualification awarded by other universities or institutions, acceptable to BOU. (iii) A relevant post-qualification work experience will be an added advantage (iv) Proficiency in English language (v) The applicant shall be computer literate, have access to a computer and internet connectivity as the programme is offered online
11. B.Ed.- Primary - Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	2 Years Minimum and 4 Years Maximum.	(i) A Diploma in Primary Education (DPE) (ii) A minimum of two (2) years of relevant post-qualification experience (iii) Computer literacy and internet usage as the programme is offered online (iv) Proficiency in English language (v) The applicant should be computer literate, and have access to a computer and Internet connectivity.
12. B.Ed. – Special and Inclusive Education Offered at all Regional Campuses; Gaborone, Francistown, Kang, Palapye and Maun Regional Campuses.	2 Years Minimum and 4 Years. Maximum	(i) Diploma in Education (Primary, Secondary, Special Education and Integrated Early Childhood) (ii) A minimum of two (2) years of relevant post-qualification experience (iii) Computer literacy and internet usage as the programme is offered online (iv) Proficiency in English language (v) The applicant shall be computer literate, have access to a computer and internet connectivity.
13. Bachelor of Commerce (Human Resources and Industrial Relations) - Offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang.	3 and half Years Minimum and 6 years Maximum	(i) At least five (5) passes at Botswana General Certificate of Secondary Education (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 course/programme completed from a recognised institution. (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.



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14. Bachelor of Business and Entrepreneurship (BBE) – Offered at Gaborone, Francistown, Maun and Palapye Regional Campuses.	3 and half Years Minimum and 6 Years Maximum	(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 or any other related course/ programme completed from a recognised institution. (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
15. Bachelor of Business Administration (Leadership and Change Management (BBA LCM)) – offered at Gaborone, Francistown, Maun and Palapye Regional Campuses.	3 and half Years Minimum and 6 Years Maximum	(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 or any other related course/ programme completed from a recognised institution. (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
16. Bachelor of Technology (Information Systems) - offered at Gaborone Regional Centre ONLY	2 and half Years and Minimum 6 years Maximum	(i) BGCSE/IGCSE or other equivalent secondary school qualification with a minimum grade of 'D' in five (5) subjects. These subjects must include at least a grade "C" in Mathematics and "D" in English. OR (ii) Diploma in Computing or equivalent qualification from a recognised institution. Academic transcripts will be used to guide the level of exemption.
17. Master of Education - Educational Leadership – Offered at Gaborone and Maun Regional Campuses.	2 Years Minimum and 5 Years Maximum	(i) Bachelor's degree, preferably education related. (ii) Working in the education and/or training field for two or more years. (iii) Proficient in English which is the language of instruction. (iv) The applicant shall be computer literate and have access to internet connectivity as the programme is offered online. (v) Preference will be given to those in leadership positions
18. Executive Master of Business Administration (EMBA) – Offered at Gaborone Regional Campus	2 Years Minimum 5 years Maximum	(i) Relevant and related undergraduate degree with good standing (ii) A minimum of two (2) years of relevant post-qualification experience (iii) A working knowledge of the English language at the post-graduate studies level (iv) Functioning in an executive position will be an added advantage (v) Where necessary, the University may require applicants to sit for an admission test, and the applicant should score a satisfactory grade in the test.
19. Commonwealth Executive Master of Public Administration (CEMPA) – Offered at Gaborone Regional Campus.		(vi) The application should be accompanied by; a. A comprehensive curriculum vitae, b. a short covering letter stating the programme that you want to be considered for and describe how acquiring the programme qualification will be of relevance to you or any other beneficiaries of your choice. (vii) The applicant shall be computer literate, have access to a computer and internet connectivity.
20. Postgraduate Certificate in Quality Assurance in Education – Offered at Gaborone Regional Campus.	1 Year Minimum and 2 Years Maximum	(i) A first degree, preferably in education or equivalent (ii) A minimum of two years of relevant post-qualification experience in an educational environment. (iii) Computer literacy and access to internet connectivity as the programme is offered online (iv) Proficiency in English language

Application Requirements and Procedures

- Applications are only done online through the University website at www.bou.ac.bw under **Online Services**.
- BEFORE** completing applications, applicants should carefully read the **Guidelines for Applications and Payment on the University website**.
- Applicants may use the computer rooms at the University's Regional Campuses **OR** Internet Cafes to process their applications
- Certified copies of certificates, identification document (ID or passport) and either a results slip or transcript should accompany the application, following the online Application Guidelines. Please make sure that you have scanned soft copies of these documents before you start the process of applying. Please note that the online attachment of these documents is core as these are used to assess your eligibility for admission.
- Applicants are required to pay a non-refundable application fee of **P160.00** online. Application fees paid after the closing date or without authorisation by the University shall be forfeited.

Application Deadline: 31st May 2023

NOTE: Only successful applicants will be responded to. Please note that there are set quotas and admission will be on a first come first served basis.