



Botswana Open
University



A re chen Cheng!
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Applications for BOU Programmes – 2024/2025

The Botswana Open University (BOU) invites applications for the following programmes for the Academic Year 2024/25, starting in July 2024. Note that all the programmes are offered online. Therefore, you can apply to any Regional Campus of your choice regardless of your geographic location. All admitted students need to have a device that can access the internet (internet connectivity) to be able to interact with study materials, Tutors, other students and the University.

Programme	Duration	Entry Requirements
1. Certificate in Distance Education (CDE)	1 Year Minimum and 3 Years Maximum	<ul style="list-style-type: none">(i) Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, with 4 passes, one of which should be English(ii) The applicant shall be a Practitioner in a Distance Education organisation(iii) Computer literacy and internet knowledge and connectivity is a requirement as the course is offered only online
2. Certificate in Community Based Work with Children and Youth (CBWCY)	1 Year Minimum and 18 Months Maximum	<ul style="list-style-type: none">(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.
3. Certificate in Small Scale Business Management (SSBM)	1 Semester Minimum and 2 Semesters Maximum	<ul style="list-style-type: none">(i) The programme 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 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.
4. Certificate in Vocational Education and Training (CVET)	1 Year Minimum and 2 Years Maximum	<p>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.</p>
5. Certificate in English for Professional Purposes	1 Year Minimum and 2 Years Maximum	<p>The purpose of this qualification is to produce graduates with knowledge, skills and competencies to:</p> <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. <p>The minimum entry requirement is:</p> <ul style="list-style-type: none">(i) Botswana General Certificate of Secondary Education (BGCSE), or its equivalent, plus some professional training, OR(iii) the Junior Certificate (JC), supported with working experience of at least two years, and professional rank, where applicable.

Programme	Duration	Entry Requirements		
6. Diploma in Human Resources Management	3 Years Minimum 5 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 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)	JC plus (5) five 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.	
7. Diploma in Business Management	3 Years Minimum 5 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 4 passes at BGCSE or equivalent plus a certificate in Business Management, or any other related business course/programme completed from a recognised institution OR		
8. Diploma in Marketing Management		(iv)	JC plus (5) five years' relevant experience and a certificate in Business Management / Marketing Management or any other related course/programme completed from a recognised institution.	
	(v)	The applicant shall be computer literate, have access to a computer and internet connectivity.		
	9. Diploma in Early Childhood Education	3 Years for BGCSE holders	(i)	A pass in at least four (4) subjects, including English at BGCSE or its equivalent.
5 Years Maximum		(ii)	Proficiency in English language	
		(iii)	The applicant shall be computer literate, have access to a computer and internet connectivity as the programme is offered online.	
2 Years for Certificate holders		(i)	Certificate in Early Childhood	
10. B Ed – Early Childhood Education	4 Years Maximum	(ii)	Proficiency in English language	
		(iii)	The applicant shall be computer literate, have access to a computer and internet connectivity as the programme is offered online.	
		4 Years for BGCSE holders	(i)	BGCSE or equivalent with a pass in at least four (4) subjects including English.
	(ii)		Proficiency in English language	
	6 Years Maximum		(iii)	The applicant shall be computer literate, have access to a computer and internet connectivity as the programme is offered online.
		2 Years for Diploma holders	(i)	A Diploma in either of the following: a) Early Childhood Education/Development/Care b) Primary Education c) Diploma in Special and Inclusive Education
			4 Years Maximum	(ii)
	(iii)			The applicant shall be computer literate, have access to a computer and internet connectivity as the programme is offered online.
11. B.Ed.- Primary	4 Years Minimum and 6 Years Maximum.	(i)	A pass in four (4) subjects including English, at BGCSE or its equivalent.	
		(ii)	A Diploma in Primary Education (DPE) or its equivalent in the education field	
		(iii)	A minimum of two years of relevant post-qualification experience for Diploma holders	
		(iv)	Computer literacy and internet usage as the programme is offered online.	
		(v)	Proficiency in English language	
		(vi)	The applicant should be computer literate and have access to a computer and Internet connectivity.	
12. Bed – Special and Inclusive Education	4 Years Minimum and 6 Years Maximum	(i)	A pass in four (4) subjects including English, at BGCSE or its equivalent (Entry level YR 1)	
		(ii)	Diploma in Education (Primary, Secondary, Special Education and Integrated Early Childhood) (Entry level YR 3)	
		(iii)	A minimum of two years of relevant post-qualification experience for Diploma holders	
		(iv)	Computer literacy and internet usage as the programme is offered online.	
		(v)	Proficiency in English language.	
		(vi)	The applicant shall be computer literate and have access to a computer and internet connectivity.	
13. Bachelor of Commerce (Human Resources and Industrial Relations)	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.	
14. Bachelor of Business and Entrepreneurship (BBE)	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	
(i)		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.		
15. Bachelor of Business Administration (Leadership and Change Management (BBA LCM)		(ii)	The applicant shall be computer literate, have access to a computer and internet connectivity.	
16. Bachelor of Technology (Information Systems) <i>offered at Gaborone Regional Campus</i>	2 and half Years Minimum and 6 Years Maximum	(i)	BGCSE/IGCSE or other equivalent secondary school qualification with a minimum grade of 'D' in five 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.	

Programme	Duration	Entry Requirements
17. Master of Education – Educational Leadership	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 & have access to internet connectivity as the programme is offered online. (v) Preference will be given to those in leadership positions
18. MSc in Climate Change and Sustainable Development – Offered at Gaborone Regional Campus	2 Years Minimum 5 Years Maximum	(i) A minimum of two years(2) years post-qualification work experience (ii) Relevant and related undergraduate degree with good standing
19. Executive Master of Business Administration (EMBA)	2 Years Minimum 5 years Maximum	(i) Relevant and related undergraduate degree with good standing (ii) 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) Functioning in an executive position will be an added advantage (v) Where necessary, the University may require applicants to sit an admission test, and the applicant should score a satisfactory grade in the test.
20. Executive Master of Public Administration (EMPA)		(vi) The application should be accompanied by; <ol style="list-style-type: none"> A comprehensive curriculum vitae, 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.
21. Postgraduate Certificate in Quality Assurance in Education	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 should be done on-line 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 Regional Campuses **OR** Internet Cafes to process their applications
- Certified copies of certificates, identification document and either results slips or transcripts 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 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 closing date or without authorisation by the University shall be forfeited.
- The fees structure for the programmes is available on the BOU website; www.bou.ac.bw

Contact Details

Should you need assistance please visit any of the BOU Regional Campuses or contact the following.

- M. Keatlholetswe 3646150 - Gaborone Regional Campus
- P. Simane 6517248 - Kang Regional Campus
- C. Masheko 6865621 - Maun Regional Campus
- L.D. Nelson 2418383 - Francistown Regional Campus
- K. Malepa 4924024 - Palapye Regional Campus.

Closing date: 31st May 2024

