

BOU Academic Year 2020/2021 Programmes

The Botswana Open University (BOU) invites applications for the following programmes for the Academic Year 2020/2021, starting in July 2020

Programme	Duration	Entry Requirements
1. Certificate for Distance Education Practitioners (CDEP) – Registered under Gaborone Regional Campus, and offered online.	Minimum 1 year and 3 years maximum	(i) Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, with 4 passes, one of which should be English (ii) The participant shall be a practitioner in a distance education organization (iii) Computer literacy and internet knowledge is a requirement as the course is offered only online
2. Certificate in Disaster Management (CDM) – offered at Gaborone and Francistown Regional Campuses	Minimum 1 year and 3 years maximum	(i) At least a pass in six subjects at the Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, OR (ii) Junior Certificate (JC), supported with relevant working experience.
3. Certificate in Community Based Work with Children and Youth (CBWCY) – (offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang)	1 Year	(i) Minimum Primary Leaving Certificate (PSLE) plus Relevant work experience working with children and youth in a given organisation
4. Certificate in Small Scale Business Management (SSBM) -offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang)	1 Semester	(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 years relevant experience in business will be an added advantage.
5. Certificate in Vocational Education and Training (CVET) – offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang)	1 Semester	The course targets the candidates who have the interest to be accredited as Trainers. These are people who have no skills and competences in training but are planning to have them. The course has eight units to be covered and upon completion of the training the candidate can apply for Assessment. Upon successfully meeting all the assessment criteria a candidate will be awarded a Certificate in Vocational Education and Training. The full details about the course can be accessed from the University website at www.bou.ac.bw .
6. Diploma in Human Resources Management – (offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang)	2 years	(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 recognized 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 recognized institution.
7. Diploma in Business Management – (offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang)	2 years	(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 recognized institution OR (iii) JC plus (5) five years relevant experience and a certificate in Business Management or any other related course/programme completed from a recognized institution.
8. Diploma in Integrated Early Childhood Development – (Registered under all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang and offered online)	2 years minimum and 4 years maximum.	(1) JC and a Certificate in Early Childhood and 2 years relevant work experience, OR (ii) A pass in at least four (4) subjects at BGCSE or its equivalent and relevant work experience (iii) Current employment in an Early Childhood setting is a requirement.
9. BEd – Integrated Early Childhood Development – (Registered under all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang and offered online)	2 years minimum and 4 years maximum.	(i) A Diploma in Integrated Early Childhood Development (DIECD) or Early Childhood Education OR (ii) Any related diploma qualification awarded by other universities or institutions, acceptable to BOU. (iii) Computer literacy and internet usage as the programme is offered online (iv) Proficiency in English language
10. B.Ed.- Primary (Registered under all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang and offered online)	2 years minimum and 4 years minimum.	(i) A Diploma in Primary Education (DPE) (ii) A minimum of two years of relevant post-qualification experience (iii) Computer literacy and internet usage as the programme is offered online (iv) Proficiency in English language
11. BEd– Special and Inclusive Education (Registered under Gaborone, Francistown and Maun Regional Campuses and offered online)	2 years minimum and 4 years maximum	(i) Diploma in Education (Primary, Secondary, Special Education and Integrated Early Childhood) (ii) A minimum of two years of relevant post-qualification experience (iii) Computer literacy and internet usage as the programme is offered online (iv) Proficiency in English language
12. Bachelor of Commerce (Human Resources and Industrial Relations) - offered at all Regional Campuses; Gaborone, Francistown, Palapye, Maun and Kang)	3 and half years.	(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 recognized institution.
13. Bachelor of Business and Entrepreneurship (BBE) – offered at Gaborone, Francistown, Maun and Palapye Regional Campuses)	3 and half years.	(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 recognized institution.
14. Bachelor of Business Administration (Leadership and Change Management) (BBA LCM) – offered at Gaborone, Francistown, Maun and Palapye Regional Campuses	3 and half years.	(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 recognized institution.
15. Master of Education - Educational Leadership - offered at Gaborone and Maun Regional Campuses and offered online.	2 years minimum 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) Computer literacy & access to internet connectivity as the programme is offered online. (v) Preference will be given to those in leadership positions
16. Commonwealth Executive Master of Public Administration (CEMPA) – Registered under Gaborone Regional Campus, and offered online.	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. (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
17. Commonwealth Executive Master of Business Administration (CEMBA) - Registered under Gaborone Regional Campus, and offered online.		
18. Postgraduate Certificate in Quality Assurance in Education – Registered under Gaborone Regional Campus, and offered online.	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**.
- Applicants may use the computer rooms at the University Regional Campuses 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 P61.00 online. Application fees paid after closing date or without authorization by the University shall be forfeited

Application Deadline: 30th March 2020

Only successful applicants will be responded to.