

BU



BOTHU
UNIVERSITY
VIBRANCE • INNOVATION • IMPACT



VIBRANCE



INNOVATION



IMPACT

BOTHU UNIVERSITY **CAREER GUIDANCE** **BOOKLET**

#DigitallyTransforming
HigherEducation

Introduction to Botho University



Botho University (BU) was established in 1997 and has rapidly evolved over the years to become a leading multi-disciplinary high-quality tertiary education provider. Botho University was one of the first local tertiary institutions in Botswana to be accredited by the then Tertiary Education Council (TEC). All programmes offered by Botho University are approved by regulatory bodies where we operate. BU currently offers programmes through four faculties namely Faculty of Business and Accounting, Faculty of Engineering and Technology, Faculty of Health and Education and Faculty of Hospitality and Sustainable Tourism. BU strategy is focused on building strong, industry-focused Science, Technology, Engineering and Mathematics (STEM) programmes, which are critical to economic growth in Africa. Additionally, the new 2023 - 2027 strategy's key principles are Vibrance, Innovation and Impact which are supported by the university Sustainability and Social Impact Report 2022.

BU currently offers qualifications from certificate to master's degree levels with established plans for doctoral programmes in the foreseeable future. The University, with over 3500 students and nearly 350 staff members and great opportunity for further expansion and growth, is a dynamic and exciting place to be.

Botho University is one of the few Southern African institutions to have established international campuses successfully operating outside Botswana, producing all rounded and globally employable graduates.

BU programmes are offered through an online Distance Learning Campus as well as physical campuses located in Botswana, Lesotho, Namibia, Eswatini and Ghana. For the latest information on the university programmes kindly refer to specific campus prospectus for details or visit www.bothouniversity.com.

THE LEARNING MANAGEMENT SYSTEMS

As a modern university, Botho University prides itself on being a technology driven institution from inception. The COVID 19 pandemic in 2020 helped BU to demonstrate its strength when teaching and learning migrated from classroom teaching and learning to online learning with ease. The Faculty and students from various campuses were able to adapt easily when the university fully moved from "non-contact" teaching to online learning. During the COVID-19 pandemic, Botho University deployed high-end technology to ensure that learning and teaching continued in spite of the restrictions that posed a threat to many educational institutions dependent on teaching and learning taking



place on physical campuses.

Botho University has invested in a robust state-of-the-art mobile learning and e-Learning infrastructure called Blackboard that has been the backbone of online learning for both classroom and blended and distance learning.

All Botho University students and staff use Blackboard Learn and its mobile application to enhance teaching and learning.

Blackboard Learn is a Virtual Learning Environment (VLE) that supports teaching and learning by allowing students to access course materials online. Blackboard App and Blackboard Instructor App are the mobile versions of Blackboard, which students can access through the use of smartphones or tablets. Blackboard has a plethora of features and functionality that provides an unparalleled level of student engagement, such as discussion forums, wikis, blogs, and journals, as well as advanced content management features that allow for textual, audio, visual, and pictorial content. In addition, Blackboard provides powerful assessment features that allow plagiarism check as well as comprehensive reporting and analytics for easy identification of “at-risk” students.

Apart from Blackboard, BU also has an industry leading anti-plagiarism check tool called “Turnitin” making its assessment activities many educational institutions dependent on teaching in physical campuses.

BU has invested in a robust state-of-the-art Mobile Learning and e-Learning infrastructure called Blackboard that has been the backbone of its online distance learning programmes. All Botho University students and staff, including those in conventional learning, have been using Blackboard Learn and its Mobile application in a blended mode to enhance teaching and learning (combination of classroom and online learning). Blackboard Learn is a Botho University Virtual Learning Environment (VLE). It is an online campus that supports teaching and learning, allowing students to access their course materials online. Blackboard App and Blackboard Instructor App are the mobile versions of Blackboard which students can access using their smart phones or tablets. Blackboard provides access to learning materials and activities online. It has a plethora of features and functionality that provides an unparalleled level of student engagement such as discussion forums, wikis, blogs and journals and advanced content management features that allow for textual, audio, visual and pictorial content. In addition, Blackboard provides powerful assessment features that allow plagiarism checking as well as comprehensive reporting and analytics that allow for easy identification of “at-risk” students.

Botho University

Apart from Blackboard, BU also has an industry leading anti-plagiarism check tool called "Turnitin" making its assessment activities stringent and of international quality.

Blackboard also allows easy and full access to e-Library facilities. With this, we confirm that all our students and Lecturers will be able to access the Botho University E-Library, which leads to the following Databases; Emerald, Ebscohost, Proquest, Dawsonera, Jstor and BU Repository, for access of all the E-Books, E-Journals, theses, dissertations, case studies and many more resources.

CORPORATE TRAINING DEPARTMENT

Botho University has been involved in providing corporate training services since 1997. The Corporate Training Department works with companies and individuals, helping them to develop crucial competencies and empowering employees at all levels to become more competitive. We develop professional development programmes designed to measurably improve productivity, performance, and profitability.

The Corporate Training curriculum and programme materials go through a stringent quality process. At the end of every training, participants' feedback is collected to evaluate and measure performance which help assist in future service delivery. Learning online with Botho university allows clients to take part in discussion on virtual classrooms guided by the lecturers. This collaborative approach enables students to demonstrate an understanding of the subject, while also learning and sharing knowledge with peers from all over.

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Journals, theses, dissertations, case studies and many more resources.

CORPORATE TRAINING DEPARTMENT

Since 1997, Botho University has been offering a diverse range of programmes for in-service professionals and organisations. Under the Corporate Training Department, there are over 200 short-term professional development programmes, which can be customized to meet the client's requirements. The department in liaison with the faculty develops professional development programmes to improve productivity, performance, and profitability.

FUTURE PLANS

Botho University's strategic focus is to increase student diversity by attracting international students. Apart from Botswana, Lesotho, Namibia and Eswatini, BU campuses (including physical and distance learning campus) attract several students across Africa. BU's diverse community includes students from South Africa, Namibia, Zimbabwe, Zambia, Democratic Republic of Congo and Ethiopia to name a few.

BOTHO'S PARTNERSHIPS

Botho University has partnerships with world renowned institutions in Africa, India, Europe and America. These partnerships are strategic and are meant to expose both staff and students to



international experiences. This is done through exchange programmes, research and teaching and learning collaborations.

OUR QUALITY

Botho University is driven by the core values of integrity, excellence, and inclusiveness and aims to produce well-rounded, entrepreneurial, and globally employable graduates with the attitude, knowledge, skills, and competencies to create value and drive productivity increases needed to catalyse sustainable economic growth. The focus on quality has resulted in Botho University becoming a BOS ISO 9001:2015 certified institution. With an impeccable reputation for quality in the market, Botho University graduates are leading the way in transforming the economy.

THE BLENDED AND DISTANCE LEARNING CAMPUS

The Blended and Distance Learning Campus (BDLC), which started operating in 2017 is driven by high levels of integrity, excellence, and inclusiveness, which are also the core values of the institution. These values are coupled with state of the art teaching infrastructure, qualified staff, and accredited industry specific programmes offering the learner skills to be employable, entrepreneurial, and well rounded.

BDLC offers undergraduate and postgraduate cross-disciplinary programmes that are unique and

designed to suit the current and future job market.

LESOTHO CAMPUS

Botho University opened its state-of-the-art campus in Maseru Mall in 2015, with plans to build and open a campus by 2024. BU Lesotho Campus is fully compliant with the Council on Higher Education's regulatory requirements.

BU Maseru offers degree programmes through three faculties of Business & Accounting, Health and Education and Engineering & Technology.

NAMIBIA CAMPUS

Botho University, Namibia opened doors to students in August 2018 after duly getting registered with NCHE offering 100% scholarships to the students of Namibia. BU Namibia is now officially recognized by the Namibian Qualifications Authority (NQA) and admits students eligible for NSFAS scholarship and self-sponsored students. BU Namibia offers degree programmes in the Faculty of Business & Accounting, Faculty of Health and Education and Faculty of Engineering & Technology.

ESWATINI CAMPUS

Botho University established a campus in Eswatini in 2018 and is in full operation as per the ESHEC regulatory requirements. The government will start to sponsor students to BU Eswatini from 2023.

BU Eswatini offers programmes from the Faculties of Computing, Health & Education and Business & Accounting.

GHANA CAMPUS

The Ghana Campus, established in 2022 is the first BU campus in West Africa.

Botho University Ghana aspires to be an integral player in establishing an economically diversified, fast growing, and prosperous Ghana built on integrity, excellence, inclusiveness, and financial viability. The programmes currently under accreditation are in the key fields of Accounting, Business, Computing and Health.

competencies and characteristics of the Eswatini environment, with the ultimate goal of cementing position of preferred higher education institution within the Eswatini Higher Education sector. BU Manzini offers programmes from the Faculties of Computing, Health & Education and Business & Accounting.

Botho University Infrastructure



Our Gaborone Campus



Sports Facilities



Mini Soccer Turf



Graduation Ceremony at Otse Multi-Purpose Hall, Gaborone



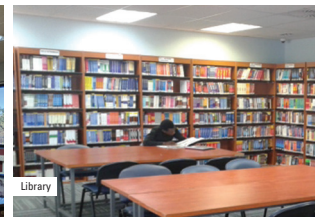
Botho Higher Education Institution in Namibia



Our Lesotho Campus



Our Labs



Library



Our Eswatini Campus



Fully Equipped Jewellery Labs



Computer Labs



Entertainment at BU Multipurpose Hall



Traditional Dance at BU Multipurpose Hall



Engineering Lab

Faculty of Business And Accounting

BACHELOR OF COMMERCE IN ACCOUNTING

This has been developed in line with SADC framework that requires all learners to do a level 7 programme before they can do honors and masters programme and beyond. Some modules have pre-requisites that are required before registering for the selected module. Modules have credit load of 10 or 20 credits. One(1) credit is equivalent to 10 notional hours of learning both in class and independently.

Graduates of this programme can:

- Prepare financial statements
- Interpret and analyse financial information
- Interpret and apply financial standards
- Prepare and analyse budgets
- Manage cash flows
- Develop, model and manage risk
- Research on existing problems and develop solutions
- Develop business continuity plans
- Identify and evaluate sources of finance
- Appraise investment projects
- Manage finances
- Plan on taxation issues
- Develop new and innovative ideas and start own enterprises

Career Options:

- Accountant
- Auditors
- Educationist
- Taxation Consultants

- Finance Managers
- Accounts Consultants
- Middle Level Managers
- Accounts Clerks
- Bookkeepers

Skills You will need:

- Financial management
- Presentation
- Research
- Analytical
- Critical thinking
- Entrepreneurial
- Problem solving
- Microsoft Word, Excel, Powerpoint

BCOM INVESTMENT AND BANKING

The combination of practical and theoretical learning in the Degree programme ensures that graduates are well grounded with knowledge, skills and competencies required in the investment and banking field characterised by continuous changes in this field. The course sets a firm foundation for those aspiring to establish careers or become experts with investment and banking skills and they will become proficient in developing investment and banking policies, regulations, procedures and apply them in line with the banking act as competent professionals. Competencies attained will make graduates globally employable.

Graduates of this programme can:

- Develop strategies that drive the operations of financial institution
- Effectively communicate financial information and its implications on investment decisions
- Advise on mergers and acquisitions
- Manage financial risk and advise in international trade transactions
- Develop and implement credit policies for financial institutions
- Evaluate macro economic factors and give advice on their effect to financial institutions
- Analyse and evaluate financial information
- Manage investments and develop risk mitigation measures
- Use research information to advise on policy options
- Evaluate the long term profitability of investments and provide advise to investors
- Develop new businesses ideas and help improve existing ones
- Develop and implement corporate governance guidelines for financial institutions

Career Options:

- Investment
- Banking
- Portfolio Management
- Accounting
- Estate Administration
- Taxation
- Auditing
- Corporate Governance
- Stock Brokers
- Market Analyst
- Consultancy: Public and Private Sector

Skills you will need:

- An interest in the financial institutions and how they function
- Willingness to work long hours
- Excellent skills in excel
- Good analytical skills, and the ability to see the big picture
- Energetic and an intense desire to learn
- Highly organised and effective decision making

- Internet Savvy
- Enthusiasm and dedication
- Excellent mathematics skills
- Good planning and organizational abilities
- Strong personal and people skills
- Effective communication skills
- Attention to detail
- Adaptability and flexibility

BACHELOR OF COMMERCE IN RISK MANAGEMENT

This has been developed in line with SADC framework that requires all learners to do a level 7 programme before they can do honors and masters programme and beyond. Some modules have pre-requisites that are required before registering for the selected module. Modules have credit load of 10 or 20 credits. One(1) credit is equivalent to 10 notional hours of learning both in class and independently. The programme is unique as it focuses on key areas of risk management and insurance which are in demand in the global market.

Graduates of this programme can:

- Discover, model and manage risk
- Solve risk and insurance related problems
- Develop corporate governance models
- Research on existing problems and develop solutions
- Develop business continuity plans
- Identify and evaluate sources of finance
- Appraise investment projects
- Manage finances
- Plan on taxation issues
- Develop new and innovative ideas and start own enterprises
- Manage property and related issues
- Manage international business finance

Career Options:

- Chief Risk Officers / Takers
- Underwriters
- Financial Advisors
- Educationist

- Financial Risk Managers
- Compliance and Governance Managers
- Insurance Brokers / Insurance Adjusters
- Investment Analysts
- Portfolio Managers
- Credit Analysts
- Captive Insurers

Skills You will need:

- Financial management
- Presentation
- Research
- Analytical
- Critical thinking
- Entrepreneurial
- Problem solving
- Microsoft Word, Excel, Powerpoint

BACHELOR OF COMMERCE IN DIGITAL MARKETING

Digital Marketing is one of the fastest-growing and in-demand skills in industry. The Bachelor of Commerce in Digital Marketing degree program will equip learners with skills required to identify the right message and the right digital platforms to deliver this message for maximum impact. Digital marketing also helps in the understanding of conventional marketing approaches and how technology is used in areas such as Digital Marketing, Social Media Marketing, Search Engine Marketing, Mobile Marketing, E-Mail Marketing and Affiliate Marketing through the development and implementation of Digital Marketing Strategy.

Graduates of this programme can:

- Apply digital marketing concepts, principles, strategies processes, theories and practices that can form the foundation for professional judgement and or research in a way that become a habit of mind and relevant to the business environment.
- Apply quantitative and qualitative methods in digital marketing that

enable the student to collect analyze and interpret data to inform digital marketing strategy development.

- Communicate ideas, verbally, orally, electronically and in writing effectively to the different audience in the field of Digital Marketing.
- Identify and apply appropriate technology solutions to implement a Digital Marketing strategy and to communicate services, products and branding messages to a specific target market.
- Develop digital marketing campaigns specific to selected technologies to promote and enhance interaction between business and customers/ clients.

Career Options:

- Digital Marketing Manager/Executive
- Marketing and Communication Officer
- Advertising and Marketing Professional
- Graphic and Multimedia Designers
- Digital Analytics
- Digital Project Manager.
- Mobile Marketing Specialist
- Social Media Specialist
- Digital Media Coordinator
- Marketing Executive

Skills you will need:

- Techno savvy
- Versatility and suppleness
- Analytical and critical thinking
- Entrepreneurial mind set
- Organisational skills
- Effective decision-making
- Effective Communication
- Communication and networking skills
- Attention to detail and the ability to listen
- Creative Business solving skills
- Decision making skills.

BACHELOR OF COMMERCE IN FINANCE

The combination of practical and theoretical learning in the Degree programme ensures that graduates are well grounded with knowledge, skills and competencies required in the finance field characterised by continuous changes in finance and economic issues and motivations for growth. The course sets a firm foundation for those aspiring to establish careers or become experts in financial management, financial analysis, taxation, financial planning, portfolio management and financial advising.

Graduates of this programme can:

- Analyse investments and provide advice to investors on best products
- Plan and organize financial flows
- Prepare financial statements and interpret
- Select the best portfolios for investment
- Prepare financial models and predict future financial needs
- Employ statistical techniques and help in decision making
- Evaluate stock markets' performance give advice on how they affect businesses
- Measure, evaluate and forecast risk affecting businesses
- Make use of entrepreneurial skills and advise current and new business opportunities
- Gather data, analyse and use for decision making

Career Options:


- Finance Managers
- Investment Officers
- Portfolio Managers
- Financial Analysts
- Educationist
- Financial Journalists
- Financial Risk Managers
- Taxation Consultants
- Stock Brokers
- Asset Managers

- Financial Planners
- Financial Advisors
- Consultancy: Public and Private sector

Skills you will need:

- An interest in the 'business of business'
- Good analytical skills, and the ability to see the big picture
- Excellent mathematics skills
- Good planning and organizational abilities
- Strong personal and people skills
- Effective communication skills
- Attention to detail
- Adaptability and flexibility
- Energetic and an intense desire to learn
- Highly organised and effective decision making
- Internet savvy
- Enthusiasm and dedication





Faculty of Engineering And Technology

BSC (HONS) IN NETWORK SECURITY AND COMPUTER FORENSICS

(Available in Campus & Distance Learning)

This programme consists of core (required) and elective modules as detailed below. Some modules may have pre-requisites (i.e. may require the student to pass another module or set of modules first). Some modules may be co-requisite (i.e. such modules are required to be taken together). The number at the end of the module in parenthesis indicates the credit load of the module. 1 credit is equal to 10 hours of learning (guided, in-class and independent combined); therefore a 10-credit module requires on average 100 hours of learning from the student.

Career Options:

- Information Technology
- Computer Forensics Analysts
- Vulnerability Security research engineer
- Digital Forensics Examiner
- Malware Media Forensics Analysts
- Forensics Auditors
- Network Security Specialists
- Computer Crime Investigators or Security Analysts

BENG (HONS) IN ELECTRICAL ENGINEERING

Graduates of this programme can:

- Find solutions for electrical systems and devise mechanisms for solving engineering problems related to the electrical industry
- Work in power generation industry e.g. the Botswana Power Corporation
- Work with electronic devices such as large and small computers
- Work in scientific research and development
- Work in the hardware industry of the computer industry

Career Options:

- Power systems
- Household appliances
- Telecommunication industry
- Power transmission lines
- Management
- Consulting

Skills you will need:

- Designing skills needed in the electrical industry
- Mathematical and Logical skills
- Computer skills

- Professional writing
- Presentation skills

BSC IN CYBER SECURITY AND RISK MANAGEMENT

B.Sc in Cyber Security and Risk Management qualification is to prepare students for a career in dealing with cybercrimes and risk management issues in both private and public institutions. Graduates will be able to apply knowledge gained in this programme to eliminate cybercrimes confronting most organisations. In the same vein, they will be able to guide organisations on how to eliminate the various risks that could obstruct organisations from achieving their goals and objectives.

Graduates of this program can:

- Fight against any existing or foreseeable threats in the IT infrastructure.
- Manage the prevailing and foreseen IT risks in the business.
- Efficiently work in the IT industry to train the employees and employers the dos and don'ts of IT security.
- Design and Create a tight and secure IT infrastructure for business.
- Work on security frameworks and compliance for the corporates.
- Safeguard the ethical use of IT infrastructure in all aspects.
- Design policies for the IT industry which can protect against threats.

Career Options:

- Security Architect
- Penetration Tester (or Ethical Hacker)
- Cryptography
- Chief Information Security Officer
- Security Engineer
- Security Auditor (or Forensic Expert)
- Incident Responder
- Vulnerability Assessor

Skills you will need:

- Basic knowledge of networking
- Python programming
- Scripting languages
- Java programming
- Knowledge of current IT Laws

BACHELOR OF SCIENCE IN DATA SCIENCE

Data Science is concerned with extracting intelligence from data. This done by applying cutting edge techniques from Statistics, Mathematics and Computer Science. The amount of data involved normally ranges from small, medium, and big scales and of different formats. The techniques used to understand the modern abundance of data are at the intersection of computing and mathematics, including statistics and machine learning, and there is a high demand in industry. In our every day to day lives we are involved in activities that generates vast amount data, e.g., social media, shopping, finance, and biological process. A qualification in bachelor's in Data Science is thus in line with mandate. Furthermore, the qualification will aid in making data-driven decision in the bid to attain Sustainable Environment and Sustainable Economic Development.

Graduates of this program can

- Apply data driven model in various fields like finance, biology, health, education, agriculture, and another field.
- Communicate in technical and non-technical terms concepts of Data Science in
- different sectors of the economy.
- Develop new data processing models.
- Apply developed models to various problems.
- Develop multiple programming languages used for expressing solution.
- Safeguard the ethical use of data in all

aspect of their profession.

- Work effectively in a team.
- Communicate effectively.
- Develop research skills.
- Develop entrepreneurial skills.

Career Options:

- Data Analyst
- Data Mining Engineer
- Data Architect
- Data Scientist
- Senior Data Scientist
- Business Intelligence Analyst
- Machine Learning Scientist
- Clinical Data Managers

Skills you will need:

- Statistical analysis and computing
- Machine learning
- Deep learning
- Processing large data sets
- Data visualisation
- Data wrangling
- Mathematics
- Programming



Faculty of Health And Education

BSC (HONS) IN HEALTH INFORMATION MANAGEMENT

(Available in Campus & Distance Learning)

Graduates of this programme can:

- Build effective systems to collect, generate, organise, collate, analyse, interpret and disseminate health related data
- Organise and present health related information for policy, planning and for operations management of the health sector
- Design data collection tools/instruments
- Conduct special studies/evaluations on health information areas
- Develop protocols/guidelines for health information management
- Develop and manage a health informatics infrastructure
- Develop and administer medical databases
- Ensure privacy and ethical practices when managing patient data
- Carry out medical transcription
- Carry out coding of diseases and drugs using ICD 10 or later standards

- Health Data & Information Management Officer/Managers
- Medical Informatician
- Data Quality Manager & Researcher
- Public Health Information Managers/Officers
- Inpatient and Outpatient HIM Coder & Coding Educator
- Director – Coding Operations Hospital
- HIM Analyst/Coder
- HIM Programme Director
- Medical Coding Manager
- HIM Consultant
- HIM Practice Leader Operations
- Health Information Services Manager
- Insurance Manager
- Hospital Administrator

Skills you will need:

- Computer skills
- Professional writing
- Presentation skills
- Data collection and analysis skills
- Problem-solving skills
- Creative, critical, logical and analytical thinking skills
- Team building and management skills

Career Options:

BACHELOR OF SCIENCE IN SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT

The proposed Bachelor of Science Degree in Safety, Health and Environmental Management (BSc. SHEM) is intended to produce a well-rounded practitioner who is able to recognize the link between workplace hazards, their impacts on workers' health, external communities as well as the general environment. Furthermore, this qualification will equip students with skills that will empower and capacitate them with abilities to penetrate the industrial market and atmospheres; thus, they can engage in safety, health and environmental consultancy as well as work as Safety, Health and Environmental officers and managers. Additionally, the graduates may acquire positions of Environmental Policy analysts as well as OHS trainers, inspectors, practitioners and assessors. In academic progression, this qualification may work as a baseline entry qualification into various fields of vertical progression towards postgraduate qualifications like Environmental Management, Risk and Safety Management, Public Policy and health and any other relevant field as may be fit.

Graduates of this programme can:

- Demonstrate knowledge and understanding of concepts of Occupational Safety, Health and Environmental Management.
- Conduct accident/incident investigations.
- Critically and comprehensively analyse Safety, Health and Environmental risks at the workplace and external environments.
- Develop practical, sustainable, cost-effective and environmentally friendly solutions and alternatives in addressing challenges on safety, health and

environmental management at the workplace and beyond.

- Formulate programs with a mandate to drive environmental sustainability for safe, sustainable and healthy human capital.
- Investigate the effects of exposures to occupational health, safety and environmental stressors.
- Engage in academic debates and research forums on issues addressing Safety, Health and Environmental Management.

Career Options:

- Safety, Health and Environment Representatives
- Occupational Health and Safety Management Consultants
- Safety, Health and Environment Managers and officers
- Safety, Health and Environment Policy Analyst and Developers
- Safety, Health and Environment Officers
- Environmental Officers
- Environmental Managers
- Risk Control Officers
- Risk Control Managers
- Loss Control Officers
- Loss Control Managers
- Safety Officers
- Safety Managers
- Safety Auditors
- Trainers in Occupational Health and Safety Management
- Administrators in Occupational Health and Safety and related fields
- Human Resources officers in Occupational Health and Safety and related fields
- Industrial and Environmental Assessors
- Safety Health Assessors
- Occupational Health and Safety (OHS) Inspector
- Health and Safety Practitioner
- Lecturer / Academic Officer
- Environmental Control/Protection Officer
- Industrial Hygienist

- Environmental Impact Assessment Officer/Specialist.
- Occupational Health and Safety
- Management Researcher

Skills you will need:

- Communication skills
- Strong personal and people skills
- Problem-solving skills
- Attention to detail.
- Energetic and an intense desire to learn.
- Enthusiasm and dedication
- Responsible
- Critical thinking skills

DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY

The Occupational Health and Safety (OHS) qualification is intended to produce individuals with competence to identify workplace hazards and implement appropriate mitigation and preventive strategies to achieve a compliant and sustainable OHS system within the context of established codes of practice and relevant legislative framework. The qualification will render the beneficiaries eligible for registration and accreditation with relevant national, regional, and international professional bodies.

Graduates of this programme can:

- Carry out a Hazard Identification and Risk Assessment
- Conduct accident/incident investigations
- Provide leadership and training support to the organization and other practitioners to
- promote a health and safety culture.
- Develop sound hazard control and monitoring strategies
- Contribute to the advancement of the OHS profession

Career Options:

- Risk Control Officer
- Loss Control Officer
- Safety Officer
- Safety Auditor
- Occupational Health and Safety Management Consultant
- Safety, Health and Environment Officer

*Graduates can start their own enterprises, such as OHS preventative firms

*They can also work in government or in private in OHS industry Health related marketing organizations.

Skills you will need:

- Adaptability and flexibility
- Energetic and an intense desire to learn
- Passion for OHS
- Highly organised and effective decision making
- Communication and networking expertise
- Attention to Detail and ability to listen
- Internet skills
- Language proficiency and cultural sensitivity
- Enthusiasm and dedication



Faculty of Hospitality and Sustainable Tourism

BSC (HONS) IN HOSPITALITY MANAGEMENT

BSc (Hons) in Hospitality Management The combination of practical and theoretical learning in the Degree programme ensures that graduates are well versed with knowledge, skills and competencies required in the hospitality industry characterised by continuous changes in technology and customer motivations. The course sets a firm foundation for those aspiring to establish careers or become entrepreneurs in the hospitality industry

(Available in Campus & Distance Learning)

Graduates of this programme can:

- Manage daily operations in a hotel or restaurant
- Solve day-to-day challenges within a business
- Maximize customer satisfaction for the business
- Make key business decisions
- Influence business strategy
- Analyse business data
- Manage and organize product portfolios
- Appraise corporate projects
- Create and implement strategic plans
- Establish new ventures
- Research and development

Career Options:

- Operational positions within a hotel or restaurant structure
- Middle to Senior Management in Hotels, including:
 - * Restaurant Managers
 - * Food and Beverage Managers
 - * Guest Relations Managers
 - * Front Office Managers
 - * Executive Housekeepers
 - * Rooms divisions Managers
 - * Reservations Managers
 - * Sales and Marketing Managers
- Tourism and Hospitality Consultants
- Researchers and Lecturers

Skills you will need:

- Passion for the hospitality industry
- Ability to interact with people
- Ability to be on your feet for long periods
- Understanding facts and figures
- Computer skills
- Presentation skills
- Market intelligence

DIPLOMA IN EVENT MANAGEMENT

The combination of practical and theoretical learning in the Diploma programme ensures that graduates are well grounded with knowledge, skills and competencies required

in the Event industry for effectively planning and managing events. The course sets a firm foundation for those aspiring to establish careers or become entrepreneurs in the Events industry.

Graduates of this programme can

Manage the logistics of planning and staging events, from conception to final delivery
budget or raise funds
market and promote events
develop a strong awareness of customer service, working closely to a client brief
manage a complex workload

Career Options:

This qualification will produce diploma holders suitable to work in various industries and take positions such as:

- Events Coordinators
- Events Producers
- Events Project Planners
- Conference Organizer
- Corporate & Meeting Planners
- Venue and Facilities Coordinators
- Gallery and Exhibition Officer
- Sports Events Coordinator
- Fashion Events Coordinator
- Special Events Consultants
- Festival and Concert Planners

Skills you will need:

The Events Management diploma will close this gap by offering the following skills and competencies:

- Coordination
- Creativity, originality, and initiative
- Problem solving
- People management
- Administration
- Project management
- The learner achieving this qualification in combination with industrial / workplace learning will be able: to plan, stage professional, feasible, innovative, responsible, and successful Events,

against stated objectives in compliance with project management principles.

- to demonstrate relevant knowledge of the Events industry and put knowledge into practice by supporting, coordinating, and managing Events, to the level of competence and professionalism expected by the industry.

DIPLOMA IN TRAVEL OPERATIONS

The combination of practical and theoretical learning in the Diploma programme ensures that graduates are well grounded with knowledge, skills and competencies required in the travel industry characterised by continuous changes in technology and motivations for travel. The course sets a firm foundation for those aspiring to establish careers or become entrepreneurs in the travel industry

Graduates of this programme can:

- Plan and organize travel itineraries
- Resolve challenges related to travel
- Forecast travel demand
- Manage ticket bookings, reserve accommodation, and organise rental transportation.
- Interpret customer needs, understanding how to maximize customer satisfaction and increase revenue
- Plan, develop and market different promotions and travel packages
- Provide useful information to clients and travel material such as travel guides, brochures, maps and event programmes
- Establish ventures in Travel Agency and Tour Operations

Career Options:

- Travel Agents
- Tours Consultants
- Tour Guiding
- Ground Handlers
- Tour Packaging
- Airline Ticket Sales and Reservations
- Customer Service Agents
- Online Booking Agents
- Tour Operators
- Passenger Services Agents
- Tour Manager
- Senior Tour Consultant

*Graduates can start their own enterprises, such as travel agency and tour operations

*They can also work in government or tourism authorities and destination marketing organisations.

Skills you will need:

- Adaptability and flexibility
- Energetic and an intense desire to learn
- Passion for the Travel and Tourism industry
- Highly organised and effective decision making
- Communication and networking expertise
- Attention to Detail and ability to listen
- Internet Savvy
- Language proficiency and cultural sensitivity
- Enthusiasm and dedication

DIPLOMA IN CULTURAL TOURISM

The Diploma in Cultural Tourism combines practical and theoretical skills and competencies in relevant areas such as Interpretation and Professional Guiding for Cultural Heritage Tourism, Project Management for Tourism Development, Archaeology of Botswana as well as Tourism Product development. The course sets a firm foundation for those aspiring to establish careers in the tourism industry.

Graduates of this programme can:

- Benefit from the holistic teaching approach that instills not just theoretical knowledge but the practical skills that will be deployed throughout your career given its nature.
- Leverage on opportunities to learn directly from peers and professionals in the industry through structured work-based learning internships and placement.
- A well-recognised qualification from Botho University that will see you become a qualified and competitive professional in your respective area of interest.

Career Options:

- Entrepreneur
- Tourist Information Personnel
- Tour Operators
- Heritage Protection Activity Officers
- Environmental and Cultural Interpreter
- Heritage tourism Site personnel
- Museum/Art Gallery personnel
- Tourism Camp Personnel
- Community based Tourism Outreach Personnel
- World Heritage Site Personnel

Admissions Criteria



1. Applying to Botho University

Before applying to Botho University, students are encouraged to take time out to familiarise themselves with all the programmes on offer. Applicants must meet all the relevant minimum requirements for the programme of study they wish to study. It is also important for applicants to assess whether the programme they choose interests them and that they want to make a career out of it. Our Admissions Team will provide all the information needed about our programmes and also assist applicants to make an informed choice. Details on programmes are available on our website:

www.bothouniversity.com

3. Important points to remember when applying:

- All students can apply in person or using our online application form available on our website. Please read the “Steps to Apply” document available on our application portal before applying.
- Clear certified copies of all relevant educational certificates.
- Clear certified copies of Omang/passport/identity card.
- Please read our Fee Structure and Policy document available on our website before applying.

International Students



Botho University aspires to be the regional hub of academic excellence. In this regard the University has started attracting students beyond Botswana borders from countries such as Zimbabwe, Zambia, Lesotho, Eswatini, Liberia, Namibia etc. International students bring diversity to the student community at Botho University as well as allow for cross-cultural enrichment. At Botho University SAAD assists students regarding their application and processing of study permits in liaison with relevant departments for services required by them after they enrol and arrive to study with Botho University in Botswana.

How to apply?

International students can apply online by visiting the Botho University website (www.bothouniversity.com) or by speaking to an Admissions Department representative. Depending on the programme of study, applicants will have to meet the admission criteria as specified in this programmes booklet and any pre-requisites required for specific programmes. In case the applicant's

country's qualifications framework is not catered for in the admissions criteria, please contact the the Admission Department.

Fee Details

Fee details are provided in the website:

www.bothouniversity.com

However international students fees may vary from the regular fees. Applicants are requested to contact the Admissions Department for fee details relevant to their country and programme of study. The general fee policy is also applicable to international students.

Accommodation

Botho University is committed to providing international students safe, clean and comfortable accommodation. There is 24-hour power and water supply provided at halls of residence. The rooms are provided on a sharing basis with other international students to enable cross-cultural learning. Each room is furnished with a table, chair, cupboard and single bed. The occupant is

International Students

Continued



expected to bring his or her own mattress, and bedding. There is a kitchen, which the occupants of each house are expected to share. The kitchens are furnished with a gas stove and connection for basic cooking. There is also a 24-hour security guard to ensure that the occupants feel safe and secure at all times.

Local Transport

Accommodation for international students is located in central locations such that public transport in the form of minivans called 'combis' is easily available. The fares are nominal and it is a safe and reliable mode of transport. Another option is taxis which are also very popular but are a bit more expensive. Buses for travelling long distance and to remote villages are also available. For international students are assisted with all information in this regard including route maps, fares etc.

On Arrival in Botswana

On arrival in Botswana, an officer from the SAAD & Admissions office welcomes all international students. The Office along with the Student Affairs will ensure that international students settle in easily and quickly. It is the department's responsibility that all international students feel at home and can fully concentrate on their studies.

Student Services



Botho University offers quality support services and programmes that advance student access to learning, welfare, wellness and talent development through Student and Alumni Affairs Department (SAAD).

Services offered by the various units of the department include:

1. Career and Counselling Services

The unit is available to provide students with psycho-social support, career counselling and academic advising, to further students' personal and professional development.

2. Special Needs Support

The Special Needs Unit is responsible for managing the welfare of students with special learning needs. The services provided include but are not limited to:

- Special accommodation during exams
- Classroom support
- Resource Lab/Centre
- Individual Education Plan (IEP)

3. Internships and Placement

The Placement and Internship Unit deals with connecting students with appropriate internship opportunities and assisting graduates in seeking employment.

4. Alumni Relations

The Alumni Relations Unit aims to foster a lifelong relationship between the university and its graduates. Its intention is to build strong networks with graduates, geared

towards lifelong learning for alumni. Services rendered by this unit include:

- Career Development Support
- Lifelong learning
- Opportunity to mentor university students
- Alumni Community Impact Programmes
- Stay connected facility
- Career Fairs and Information Sessions

5. Health and Wellness

The unit manages the health and wellness of students and staff. It manages the operations of the University clinic, HIV and AIDS policy, and medical emergency evacuations. Some of the services provided include:

- Assistance with minor illness
- Referrals to major clinics and hospitals
- Management of HIV and AIDS interventions and campaigns.
- Wellness programmes

6. Community Engagement

Botho University is committed to the improvement of people's lives in various communities through skills development, entrepreneurship and community empowerment. This division encourages students to interact with communities in planning and implementing programmes and/or activities aimed at addressing the current demands and situations they are facing. The purpose of this partnership with communities is to improve the lives of people, empower communities to be self-reliant and to develop entrepreneurship

Student Services

Continued

skills. The division has an emphasis on instilling the values of volunteerism, Botho, spirit of giving and compassion.

7. Sports, Culture and Recreation

The unit seeks to contribute to academic performance and personal success by promoting welfare and wellness through talent enhancement and management. This unit has a variety of sporting and non-sporting clubs which seek to contribute to the development of each student in relation to the Botho Graduate Profile.

8. Other Student Development Initiatives

This unit is mandated to teach students life skills. These skills will enable students to cope with tertiary life and life beyond the university. The Personal Development Unit manages and administrates the following:

- Personal Development
- Orientation
- Mentorship
- Development Workshops
- Motivation Sessions
- Entrepreneurship Development
- Leadership Programme



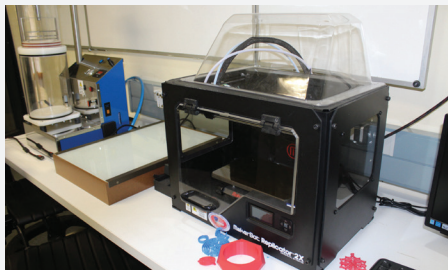
Setting the Gear for Excellence

Botho University, throughout its 25-year history, has never waived from its commitment to provide quality education to its students that is at par with international standards. The institution is proud to showcase all its various laboratories used to provide practical training to its learners from various programmes. These labs are fully equipped with all the necessary

equipment to meet the learning outcomes of the programmes offered. Additionally the University has computerised and non computerised classrooms, practice rooms and lecture theatres for teaching and learning. Such extensive facilities provide our students a “real-life” learning experience, ensuring that they attain the skills needed to work in the industry.



1. Jewellery Computer Aided Design Lab: In this lab learners are given training on using Rhino, a CAD modelling software package that enables the learners to accurately model designs.



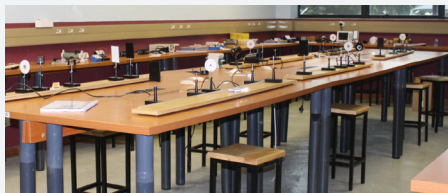
2. Design Studio and Gemmology Lab: A design studio enables learners to get engaged in conceiving, designing and developing new products or objects pertaining to Jewellery Manufacturing and Design.



3. Jewellery Workshop: This workshop is equipped with Buff Polishing machine, Magnetic Polishing machine, Ultrasonic cleaner, Workbenches, Jewellery tool kits, Wire drawing machines, Ring size enlarger, Fordom multipurpose motors and Ring and bangle mandrels.



4. Chemistry Lab: Chemistry Labs provide opportunities to study the selected aspects of chemistry by performing necessary experiments.



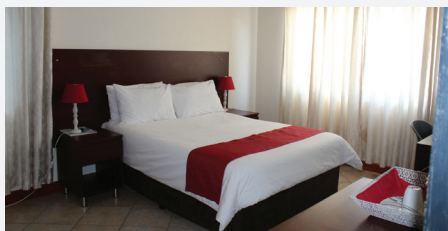
5. Physics Lab: This has all the required sets of non-consumable apparatus for students to carry out the experiments to practice and test physics concepts applied in optics, thermal physics, properties of matter and liquids



6. Electrical Installation and Circuits lab: Students are able to perform proper installation procedures for various wiring methods, installing a residential consumer service including a variety of household circuits, preparing a material list, laying out drawing and panel schedule for a residential consumer service, installing extra-low voltage signal circuits, preparing wiring, layout and schematic diagrams for extra-low voltage signal circuits, and safely using test equipment and power tools commonly found in industry.



7. Kitchen Operations Lab: The lab uses a Pilot POS system with digital interfacing to the kitchen to be able to train the students on POS software as well as traditional ordering methods.



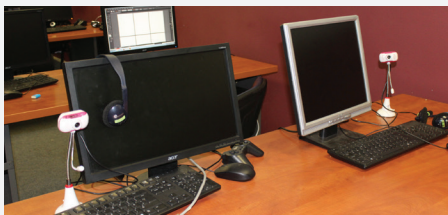
8. Rooms Operations Lab: Students are required to learn all functions in a rooms operation to ensure that they are as operationally sound as possible once they are finished.



9. Food Service Lab: The food service lab is a 24 seater restaurant, it works in conjunction with the Kitchen lab so that all food produced in the kitchen can be served in the restaurant to clients.



10. Cisco Networking Lab: The Cisco Lab is equipped with all the required Cisco equipment to be able to deliver the modules mapped to the Cisco curriculum efficiently.



11. Multimedia Lab: This lab is used to provide learners practical experience on graphic design, audio and video recordings, game development and animations.



12. Operating Systems and Hardware Lab: This lab equips learners with practical skills such as identifying the individual hardware components of the computer system, assembling and disassembling PCs.



13. Network Security and Computer Forensics Lab: This lab is used to demonstrate and to give hands on experience on Ethical Hacking, Information Data Security, Malware Analysis, Computer Forensics and Data Recovery.

QUALITY & ACCOLADES

BQA Registered and Accredited Institution

Registered and Accredited as an Education & Training provider by Botswana Qualifications Authority (BQA)



HRDC Registered Institution

Botho University is registered with the Human Resource Development Advisory Council (HRDC) of Botswana.



BOS ISO 9001:2015 Certified Organisation

We are the only University in Botswana to be BOS ISO 9001:2015 certified - a clear indicator of our passion and commitment to quality. The BOS ISO 9001:2015 certification is considered "hard to obtain and difficult to maintain" by some of its recipients.



PMR Africa Diamond Arrow Award 2015

Winner of the PMR Africa "Diamond Arrow Award" for excellence under the tertiary institutions category in Botswana as rated by organisations across Botswana.



ACCA Gold Partner

Botho University has been awarded "Gold" status by the Association of Chartered Certified Accountants (ACCA), UK.



AAT Best International Training Provider of the Year 2014 & 2018

Botho University is the only institution in Botswana to be nominated and also to win this award.



Rated by African Quality Rating Mechanism (AQRM)

Botho University's quality at programme level is rated "Good Quality" by the African Quality Rating Mechanism (AQRM), an initiative of the Commission of the African Union (AUC) to establish an African quality assurance system for higher education institutions.



Registered Institution in the Kingdom of Lesotho

Registered with Ministry of Education and Training and approved by Council on Higher Education, Kingdom of Lesotho



Registered Institution in the Republic of Namibia

Registered with the National Council for Higher Education in Namibia



Enrol as an online student for a course at Botho University

**Blended and
Distance Learning**

PROGRAMMES

FACULTY OF BUSINESS AND ACCOUNTING

- » MBA
- » MCom in Human Resource Management
- » MCom Banking
- » BBA in Business Management
- » BCom in Risk Management
- » BCom in Accounting
- » BCom in Finance
- » BCom in Investment and Banking
- » BCom in Digital Marketing ***New**

FACULTY OF ENGINEERING AND TECHNOLOGY

- » MSc in Information Systems Management
- » BSc in Data Science ***New**
- » BSc (Honours) in Computing
- » BSc (Honours) in Network Security and Computer Forensics

FACULTY OF HEALTH AND EDUCATION

- » MEd in Curriculum Design and Instruction
- » MEd in Higher Education
- » MEd Educational Leadership and Management
- » BSc in Health Information Management
- » BEd (Hons) in Primary Education
- » Post Graduate Diploma in Higher Education
- » Post Graduate Diploma in Educational Technology
- » Diploma in Occupational Health and Safety

FACULTY OF HOSPITALITY AND SUSTAINABLE TOURISM

- » Diploma in Travel Operations
- » Diploma in Cultural Tourism



**6
intakes
in a year**



BDL CAMPUS

The above programmes are updated on the date of printing this document, for latest updates visit our website.

www.bothouniversity.com for more info

GET IN TOUCH

Tel: +267 363 5477

Email: DL@bothouniversity.ac.bw



VIBRANCE



INNOVATION



IMPACT



BOTSWANA CAMPUS



LESOTHO CAMPUS



ESWATINI CAMPUS



NAMIBIA CAMPUS



ERITREA CAMPUS



BDL CAMPUS



BDS ISO 9001:2015 CERTIFIED ORGANISATION
www.bothouniversity.com

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BOTHO

• GRADUATE •
PROFILE

ENHANCING YOUR EMPLOYABILITY

The **Botho Graduate Profile (BGP)** is a list of qualities that all Botho University Students are encouraged to learn and imbibe before they graduate.



ARTICULATE

able to communicate information eloquently, effectively and appropriately to a given audience



COLLABORATIVE

considerate of and able to work and communicate effectively with teams of people from different social and cultural backgrounds



CRITICAL-THINKING

having the curiosity and open-mindedness to acquire new knowledge by analysing, reflecting on and evaluating information



DIGITALLY LITERATE

able to identify trustworthy information and use technology creatively and appropriately to solve problems, make decisions, and improve quality of life



ENVIRONMENTALLY RESPONSIBLE

committed to conserving resources and protecting the environment



INNOVATIVE & ENTREPRENEURIAL

able to identify opportunities and take measured risk to develop new and improved ideas, processes and products that create value



KNOWLEDGEABLE & HARDWORKING

understanding a field of study with the expertise, professionalism, motivation and commitment to apply the knowledge gained to solve problems and deliver quality work



POSITIVE & CONFIDENT

being friendly, optimistic, adaptable, and resilient, and able to display healthy self-esteem, especially when interacting with others and making decisions



SOCIALLY RESPONSIBLE

makes decisions and takes actions ethically, with integrity, and with the best interest of society as a whole

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copy



GABORONE CAMPUS: Botho Education Park, Kgale, Gaborone, Botswana | Tel: +267 363 5421 / 422 / 446

MASERU CAMPUS: West Wing, Thetsane, Maseru, Lesotho | Tel: +266 22247500

ONGWEDIVA CAMPUS: Mandume Ndemufayo street, Maroela mall Ongwediva, Namibia | Tel: +264 652 30227

ESWATINI CAMPUS: Plot No 1206, Riverstone Mall, Manzini, Eswatini | Tel: +268 2505 2288

GHANA CAMPUS: Jungle Ave. Rd., Near A&C Shopping Mall, East Legon-Accra, Ghana

BLENDED & DISTANCE LEARNING CAMPUS: DL@bothouniversity.ac.bw | online.bothouniversity.com | Tel: +267 363 5477



BOTSWANA CAMPUS LESOTHO CAMPUS ESWATINI CAMPUS NAMIBIA CAMPUS GHANA CAMPUS BGL CAMPUS



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