2021 PROSPECTUS

POSTGRADUATE.
DEGREES. DIPLOMAS.
HIGHER CERTIFICATES.
OCCUPATIONAL COURSES.
SHORT LEARNING PROGRAMMES.

Serious about Education.
Serious about You.
MESSAGE FROM THE HEAD OF INSTITUTION:

Education continues to be the single most important key to unlocking boundless opportunities, even more so during and post the Covid-19 global pandemic. In a world that is changing as rapidly as ours is, education that is flexible, adaptable and responsive will mean all the difference to successfully navigating the world of work. And so, with each graduation, we remain confident that South Africa is becoming a better place for all. We applaud the sacrifice of our students, their families and the communities which formed them. And, together we step into a brighter tomorrow, today!

Education is the one investment that supersedes all others [cnbc.com, 2017]. Billionaire investor Warren Buffet, an American business magnate, philanthropist and one of the most successful investors of all time, says the very best investment you can make is one “you cannot beat”, cannot be taxed on and not even inflation can take away from you. “Ultimately, there is one investment that supersedes all others: Invest in yourself. Nobody can take away what you have got in yourself, and everybody has potential they have not used yet”. You can exponentially increase your potential by “enhancing your talents”. Realising your potential is something that will help you have a more interesting life, and there is no better time to work on that than today. “Do it now. Whatever you want to learn more about, start doing it today. Do not put off. You will have a more rewarding life not only in terms of earnings, but how much fun you have out of life. So go to it, invest in yourself.

[Dr. HJ Botha]

CHOOSE BOSTON FOR THIS INVESTMENT. LET OUR STUDENT EXPERIENCES TELL YOU WHY!

You do not just tell a great service quality story once – you build it over many encounters!

This is what our students said in October 2020:

- **98%** Overall Service Satisfaction Index
- **94%** Would recommend Boston City Campus
- **89%** Would re-register with Boston City Campus
- **92%** Confirmed that Boston City Campus has a customer-centred approach

Our quality story was also told in October 2019:

- **92%** Satisfied/Extremely Satisfied with the extent to which Boston City Campus has met their expectations
- **92%** Satisfied/Extremely Satisfied in rating of their overall satisfaction at Boston City Campus thus far
- **84%** Confirmed that if they had the chance to do it over again, they would re-register with Boston City Campus
- **89%** Confirmed that Boston City Campus really has a customer-centred approach

Was the quality story told in November 2018 any different – definitely not!

- **93%** Satisfied/Extremely Satisfied with their experience of the registration process
- **86%** Satisfied/Extremely Satisfied with service delivery and provision of all course material at the onset of the semester
- **90%** Agreed/Strongly Agreed that the Learning Management System is always active and that students are able to log in anytime if they choose
- **90%** Satisfied/Extremely Satisfied with the extent to which Boston City Campus has met their expectations
- **81%** Confirmed that if they had the chance to do it over again, they would re-register with Boston City Campus
- **89%** Confirmed that Boston City Campus really has a customer-centred approach
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LEARNING PATHWAYS

Boston City Campus & Business College strives to enhance, uplift and continuously improve the quality of education and training in Southern Africa through our vision of “Education. For Life.” Our mandate is aligned to national policies requiring education institutions to embrace an expanded responsibility as active role players towards economic growth. The principle of life-long learning is at the heart of our national imperative for capacitating and up-skilling an engaged citizenry in the economy and broader society.

Boston provides access to a wide range of accredited higher education and occupational qualifications, short learning programmes, international professional certifications, and digital learning badges. These are paramount to meeting the objectives of life-long learning, alleviating and responding to inequalities, and underscoring aspirations for a better life. Boston's offerings serve the key purposes of:

- being essential to promoting skills and human resource development
- acquiring new knowledge and competences
- serving the needs of industry and adult learners to upgrade skills
- meeting the requirements of employees and professionals for continuous professional development
- enabling access to those who were denied and/or who may not have met formal entry requirements through a formalised process of Recognition of Prior Learning (RPL).

To support your study selection, a typical learning pathway is depicted in the diagram below:

Applicants with only a Grade 10 Certificate; or a National Certificate (Vocational) L2; or equivalent qualification may access a Boston Undergraduate Programme through the following routes (or Programme Categories, see Page 5):

**BOSTON SHORT LEARNING PROGRAMME**

or

**INSTITUTE LEARNING PROGRAMME**

or

**OCCUPATIONAL QUALIFICATION**

**NEXT**

Your Key: see Entry Requirement of each Programme

To Unlock Further Study Opportunities:
- its RPL on successful completion progressors may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

Applicants with only a Grade 11 Certificate; or a National Certificate (Vocational) L3; or equivalent qualification may access a Boston Undergraduate Programme through the following routes (or Programme Categories, see Page 5):

**BOSTON SHORT LEARNING PROGRAMME**

or

**INSTITUTE LEARNING PROGRAMME**

or

**OCCUPATIONAL QUALIFICATION**

**NEXT**

Your Key: see Entry Requirement of each Programme

To Unlock Further Study Opportunities:
- its RPL on successful completion progressors may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 12 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

Applicants with a National Senior Certificate (NSC/Grade 12); or a National Certificate (Vocational) L4; or a Further Education and Training (FET) Certificate or equivalent qualification with no endorsement may apply for entry to a Boston Undergraduate Programme through the following routes (or Programme Categories, see Page 5):

**BOSTON SHORT LEARNING PROGRAMME**

or

**INSTITUTE LEARNING PROGRAMME**

or

**OCCUPATIONAL QUALIFICATION**

**NEXT**

Your Key: see Entry Requirement of each Programme

To Unlock Further Study Opportunities:
- its RPL on successful completion progressors may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 12 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

Applicants with a National Senior Certificate (NSC); or a National Certificate (Vocational) with endorsement to Higher Certificate, Diploma or Degree studies can, depending on the nature of the endorsement awarded, register for:

**A BOSTON UNDERGRADUATE PROGRAMME:**

**HIGHER CERTIFICATE**

Upon completion graduates with a Higher Certificate will be eligible for admission with advanced placement to either a Boston Diploma or Degree Programme.

or

**DIploma**

Upon completion graduates with a Diploma will be eligible for admission with advanced placement to a Boston Degree Programme.

or

**DEGREE**

Upon completion graduates with a Degree will be eligible for admission to a Boston Postgraduate Programme.

*CHE. 2016. Good Practice Guide for the Quality Management of Short Courses Offered Outside of the HEQSF.*
PROGRAMME CATEGORIES
WITHIN THIS PROSPECTUS

BOSTON UNDERGRADUATE PROGRAMME – this refers to a Boston Higher Education Programme-Qualification, accredited by the HEQC of the CHE and registered by SAQA on the NQF (HEQSF) Level 5, 6 or 7, which is a Higher Certificate (minimum 120 credits) or Diploma (minimum 360 credits) or Bachelor’s Degree (minimum 360 credits) programme, with a minimum duration of one to three years depending on the particulars of the qualification. Learner credits are uploaded onto the NLRD.

BOSTON POSTGRADUATE PROGRAMME – this refers to a Boston Higher Education Programme-Qualification, accredited by the HEQC of the CHE and registered by SAQA on the NQF (HEQSF) Level 8 or 9, which is a Postgraduate Diploma (minimum 120 credits) or Bachelor Honours Degree (minimum 120 credits) or Master’s Degree (minimum 180 credits) programme, with a minimum duration of one to two years depending on the particulars of the qualification. Learner credits are uploaded onto the NLRD.

BOSTON SHORT LEARNING PROGRAMME – this refers to learning that consists of a combination of courses of study that is aimed at meeting a prospective Learner’s immediate skills and training needs for direct use in the workplace or personal development and is non-credit bearing. In line with the principles of RPL, these credentials may allow for possible access to and/or advanced placement in a Boston Higher Education Programme.

BOSTON DIGITAL LEARNING BADGE – this refers to online learning that consists of either a succinct or comprehensive course of study that is aimed at meeting a prospective Learner’s immediate knowledge and competency needs for continuous professional or personal development and is non-credit bearing.

INSTITUTE LEARNING PROGRAMME – this refers to an external body’s programme. These may be credit-bearing learning programmes or non-credit-bearing learning programmes. If credit-bearing the exact information will be shown on the relevant page inside this prospectus under the header “On successful completion the Learner will be issued ...”.

OCCUPATIONAL QUALIFICATION – this refers to a programme (minimum 120 credits) associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge, practical and work-experience unit standards. It is accredited and certificated by the QCTO or a delegated body i.e. SETA (DQP) / LQA, and is registered by SAQA on the NQF (OQSF). Learner credits are uploaded onto the NLRD.

OCCUPATIONAL SKILLS PROGRAMME – this refers to a short learning programme (less than 120 credits) which consists of units or a single unit standard of an occupational qualification. It is accredited and certificated by the QCTO or a delegated body i.e. SETA (DQP) / LQA, and is registered by SAQA on the NQF. Learner credits are uploaded onto the NLRD.
Higher Education Programmes (at both undergraduate and postgraduate levels) lead to academic awards registered on the Higher Education Qualifications Sub-Framework (HEQSF) of the National Qualifications Framework (NQF).

Higher education qualifications provide a programmatic focus that points towards a career field, not a specific job function. These programmes build a flexible and adaptable knowledge base located in higher order knowing and doing that can be applied in many professional, academic and workplace contexts.

A higher education skills-set assists with creating rewarding careers while being able to deal with a variety of other real-life situations such as the abilities to solve super complex problems, to articulate crisply and to communicate effectively in a range of contexts. “Higher education is more than a stepping stone to a career. It is about learning how to develop a better you!”

Boston's ever expanding range of higher education programmes support a wide range of desirable skills and vocations which are in high demand. The Department of Higher Education and Training (DHET) states that occupations are classified in high demand if: they indicate relatively strong employment or wage growth over the past five years; are expected to show relatively strong employment growth in the future; have been identified as being in shortage in the labour market; are new, and are expected to emerge in the near future as a result of innovation, technological advancements, the development of new industries, or the implementation of government strategic priorities.

*DHET, National List of Occupations in High Demand, 26 November 2020
POSTGRADUATE DIPLOMA IN MANAGEMENT:
PG.Dip. (Management)

SAQA ID 105040

This programme is offered by Boston City Campus & Business College Head Office in the
distance mode of provision, with all other Boston City Campus & Business Colleges operating
as Support Centres. Apply to register at any Boston City Campus & Business College branch
countrywide.

Graduates of this unique Honours equivalent qualification at NQF (HEQSF) Level 8 will
be able to articulate vertically to cognate Master's programmes in Commerce, General
Management, Marketing Management or Business Administration on NQF (HEQSF) Level 9 at
any number of public universities, private or foreign higher education institutions, subject to
the admission and selection criteria of the receiving institution.

The curriculum and design of the Postgraduate Diploma in Management ensures
that tomorrow’s leaders are equipped with twenty-first century competencies
for successful careers and that graduates will be in demand by employers. The
programme provides prospective students, with or without work experience, who
hold an undergraduate degree with a unique postgraduate opportunity to gain
advanced knowledge of business and general management.

Please request the Fact Sheet for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, three options are made available to
students for its completion: twelve, eighteen, and twenty-four month study programmes. It is
recommended that working adults select either the eighteen or twenty-four month option.

OUTCOMES

These represent the revised Exit Level Outcomes for the programme, SAQA ID 105040, based
on improvements and enhancements made to the programme design and curriculum
since registration on the HEQSF. On completion of the programme, graduates will have the
necessary knowledge and practical skills required to:
- Apply the theoretical frameworks of operations and risk control to real life situations;
  and evaluate the associated commercial realities of local, national and global operations.
- Demonstrate an ability to conduct market research, and to communicate effectively
  using graphic and language skills in the modes of oral and/or written presentation.
- Demonstrate an understanding of the importance of maintaining, improving and
  upholding a brand so that the name is associated with positive outcomes.
- Demonstrate the ability to collect, organise, analyse, and critically evaluate financial data
  and/or information to enhance managerial decision-making.
- Demonstrate the ability to assess, develop and manage the human capital needs of
  organisations, and to exhibit sensitivity when dealing with change management
  situations.
- Demonstrate an ability to identify and solve problems in the fields of Commerce/
  Business Studies, using a variety of techniques and approaches.
- Classify, systematically examine, critically evaluate and solve problems while making
  recommendations that display responsible decision-making using critical and creative
  thinking.
- Apply the knowledge, skills and competencies associated with either Entrepreneurship,
  Project Management, or Supply Chain and Logistics Management in a commercial or
  non-profit context.

ENTRY REQUIREMENT

Admission to the qualification is subject to academic selection criteria. At minimum the
applicant must hold, from a recognised institution, a Bachelor’s degree or an Advanced
Diploma [HEQSF Level 7] and be proficient in English (for students who have not studied at
post-school level in English).

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Postgraduate Diploma in
Management, NQF Level 8, SAQA ID 105040, minimum 130 credits from Boston City Campus
& Business College

In 2020, graduate A. Kanabathy: when asked to rate the learning material (textbooks,
additional content on the LMS, online lessons and interactions) and the support she received
from the educator team, her responses were that the ‘Learning material was the best. Very
easy to understand. The support from the team at Boston was amazing in every aspect. The
response time for emails were super quick. Every query of mine was met promptly with a solution.’

Boston’s Postgraduate Diploma prepares graduates for the complex world of the Fourth
Industrial Revolution by cultivating the top ten skills the World Economic Forum identifies in the
Future of Jobs Report as essential for thriving:

☑ 1 Complex problem solving
☑ 2 Critical thinking
☑ 3 Creativity
☑ 4 People management
☑ 5 Coordinating with others
☑ 6 Emotional intelligence
☑ 7 Judgment and decision making
☑ 8 Service orientation
☑ 9 Negotiation
☑ 10 Cognitive flexibility
What do our very first cohort of postgraduate students have to say about their experience thus far – well, the story is in the numbers!

<table>
<thead>
<tr>
<th>Satisfaction Index</th>
<th>100%</th>
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<tr>
<td>Would recommend</td>
<td>100%</td>
</tr>
<tr>
<td>Boston City Campus</td>
<td></td>
</tr>
<tr>
<td>Would re-register</td>
<td>100%</td>
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<tr>
<td>Boston City Campus</td>
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Boston City Campus has a customer-centred approach.
### Bachelor’s Degree Programmes: This is a Sample of What Our Graduates and Students Have to Say!

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<th>2020 Graduates</th>
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<td><strong>Financial Accounting Principles, Concepts &amp; Processes</strong></td>
<td>95% Will recommend the programme</td>
<td>99% Will recommend the programme</td>
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<tr>
<td></td>
<td>95% Strongly Agree/Agree that the course procedures and assessments support the course objectives</td>
<td>93% Relevancy of the skills acquired</td>
</tr>
<tr>
<td></td>
<td>85% Strongly Agree/Agree that the educator answered all student questions clearly</td>
<td>98% Satisfied with the curriculum</td>
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<td><strong>Marketing Management 3</strong></td>
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<td><strong>Economics 1</strong></td>
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<td><strong>Entrepreneurship 3</strong></td>
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<td><strong>Business Ethics</strong></td>
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</table>

2019 Graduates:
- Will recommend the programme: 95%
- Relevancy of the skills acquired: 95%
- Satisfied with the curriculum: 95%

2020 Graduates:
- Will recommend the programme: 99%
- Relevancy of the skills acquired: 93%
- Satisfied with the curriculum: 98%

---

- 95% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 85% Strongly Agree/Agree that the educator answered all student questions clearly

**2019: Economics 1**
- 95% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 90% Strongly Agree/Agree that the educator answered all student questions clearly

**2019: Entrepreneurship 3**
- 93% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 90% Strongly Agree/Agree that the educator answered all student questions clearly

**2020: Academic Literacy**
- 92% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 84% Strongly Agree/Agree that the educator answered all student questions clearly

**2020: Business Ethics**
- 95% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 95% Strongly Agree/Agree that the educator answered all student questions clearly
BACHELOR OF COMMERCE IN MANAGEMENT MARKETING:
B.Com. (Management Marketing)
SAQA ID 88683

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch nationwide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALT101-1]
- Business Management 1 [HBMN130-1]
- Marketing Management 1 [HMKT130-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Commercial Law 1 [HLWC111-1]
- Economics 1 [HECO130-1]
- Accounting Principles [HACP130-1]
- Entrepreneurship 1 [HENT130-1]

YEAR TWO MODULES

Semester A
- Workplace Psychology [HPSW230-1]
- Financial Accounting 1 [HFAC130-1]
- Business Management 2 [HBMN230-1]
- Entrepreneurship 2 [HENT230-1]

Semester B
- Introduction to Cost and Management Accounting [HMAC200-1]
- Marketing Management 2 [HMKT230-1]
- Commercial Law 2 [HLWC230-1]
- Business Ethics [HBMN231-1]
- Logistics, Supply and Procurement [HBMN232-1]

YEAR THREE MODULES

Semester A
- Business Management 3 [HBMN330-1]
- Entrepreneurship 3 [HENT330-1]
- Financial Management [HFMN330-1]
- Research Methods [HRMM350-1]

Semester B
- Marketing Management 3 [HMKT330-1]
- Project Management [HBMN331-1]
- Brand Management [HBRD330-1]
- Work Integrated Learning [HWBM330-1]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS4 is predominately applied in this programme and consists of Formative Assessments (FA1 and FA2), also known as assignments or tests, which count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

These represent the revised Exit Level Outcomes for the programme, SAQA ID 88683, based on improvements and enhancements made to the programme design and curriculum since registration on the HEQSF. On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business management principles to real-life situations and interpret economic realities of local and global communities
- Develop integrated knowledge of the underlying principles and concepts of brand and marketing management, as well as the ability to apply such knowledge in commercial contexts
- Understand the principles and theory of accounting and financial management techniques in professional commercial practice, formulate decisions and take action based on such principles
- Demonstrate knowledge, an understanding of methods and procedures, and the ability to solve problems in the context of entrepreneurial and project environments
- Identify, evaluate, and analyse socio-economic needs of society, display cultural sensitivity within organisations and awareness of ethical practice, and recognise the need for life-long learning

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English passed and with endorsement for admission to Bachelor’s study; or National Certificate [Vocational] [NC(V)], with English passed and with endorsement for admission to Bachelor’s studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF [HEQSF] Level 5, minimum Credits 120; or a Diploma, NQF [HEQSF/OQSF] Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Bachelor of Commerce in Management Marketing, SAQA ID 88683, NQF L7, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.

This qualification is recognised by the Financial Sector Conduct Authority [FSCA], formerly the Financial Services Board [FSB], as Generic under all Categories and Sub-Categories for occupational/professional purposes. The FSCA is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures.

This qualification is a Candidate for Accreditation with the Accreditation Council for Business Schools & Programs [ACBSP], United States of America.
BACHELOR OF ACCOUNTING: B.Acc. (Accounting)

SAQA ID 103057

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALT102-1]
- Business Management 1 [HBMN130-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Commercial Law 1 [HLWC118]
- Economics 1 [HECO130-1]
- Legal Aspects of Accounting [HLAA130-1]
- Financial Accounting Reporting [HFAC132-1]

YEAR TWO MODULES

Semester A
- Commercial Law 2 [HLWC230-1]
- Auditing Theory and Practice [HAUD230-1]
- Financial Accounting for Companies [IFRS] [HFAC231-1]
- Principles of Management Accounting [HAMC230-1]
- Taxation of Individuals [HTAX230-1]

Semester B
- Ethics in Accountancy [HETA231-1]
- Corporate Governance in Accountancy [HCGA232-1]
- General Financial Reporting [IFRS] [HFAC232-1]
- Principles of Strategy, Risk and Financial Management Techniques [HFAC236-1]
- Computerised Accounting [Pastel] [HCLT103-1]
- Work Integrated Learning [HWBAC230-1]

YEAR THREE MODULES

Semester A
- Audit Planning, Tests of Control and Substantive Procedures [HAUD331-1]
- Selected Accounting Standards and Simple Group Structures [HFAC331-1]
- Distinctive Financial Reporting [IFRS] [HFAC332-1]
- Application of Management Accounting Techniques [HAMC330-1]
- Taxation of Business Activities [HTAX331-1]

Semester B
- Procedures in Finalising an Audit [HAUD332-1]
- Group Financial Reporting [HFAC333-1]
- Specific Financial Reporting [IFRS] [HFAC334-1]
- Applications of Financial Management Techniques [HFAC331-1]
- Taxation: Specific and Distinctive [HTAX332-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS5 is predominately applied in this programme and consists of Formative Assessments (FA1 and FA2), also known as assignments or tests, which count thirty percent (30%) - fifteen percent (15%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count sixty percent (60%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user Applications
- Apply principles, theories and methodologies of financial accounting from the processing of basic transactions to the preparation of financial statements for a complex and broad range of both individual business and groups in accordance with the International Standards of Financial Reporting
- Demonstrate the ability to provide accurate financial information, analyse financial reporting needs, establish relevant systems, and perform external financial reporting
- Develop knowledge and an understanding of the underlying principles and concepts relating to auditing and assurance and technical proficiency in using auditing techniques
- Demonstrate knowledge of the general legal framework, and specific legal areas relating to business including the South African tax system as well as the ability to prepare tax calculations in accordance with legal requirements
- Develop knowledge and understanding of the underlying principles and concepts relating to financial management and management accounting
- Identify, evaluate, and analyse socio-economic needs of society, display an awareness of professional ethics and ethical standards, and recognise the need for life-long learning

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English, Mathematics and Accounting amongst the modules passed and with endorsement for admission to Bachelor's study; or National Certificate [Vocational] [NC(V)], with English, Mathematics and Accounting amongst the modules passed and with endorsement for admission to Bachelor's studies; or prior to 2009, Senior Certificate with English, Mathematics and Accounting amongst the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate in Accounting, NQF [HEQSF] Level 5, minimum Credits 120; or a Diploma in Accounting, NQF [HEQSF/DQSF] Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

This qualification is recognised by the Financial Sector Conduct Authority [FSCA], formerly the Financial Services Board [FSB], as Generic under all Categories and Sub-Categories for occupational/professional purposes. The FSCA is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures.

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Bachelor of Accounting SAQA ID 103057, NQF L7, minimum 396 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.
BACHELOR OF COMMERCE IN LAW:
B.Com. (Law)

SAQA ID 104712

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALT130-1)
- Introduction to South African Law (HISL150-1)
- Legal Writing Skills (HWS150-1)
- Business Management 1 (HBMN150-1)

Semester B
- Computer Literacy Advanced (HCLT102-1)
- Law of Persons (HWP130-1)
- Intellectual Property Law (HIPW130-1)
- Economics 1 (HECO130-1)
- Accounting Principles (HACP130-1)

YEAR TWO MODULES

Semester A
- General Principles of the Law of Contract (HGSLC230-1)
- Insolvency Law (HILW230-1)
- Environmental Law (HILE230-1)
- Business Management 2 (HBMN230-1)
- Financial Accounting 1 (HFAC130-1)

Semester B
- General Principles of the Law of Delict (HGSLD230-1)
- Property Law (HPLW230-1)
- Cyber Law (HCYLW230-1)
- Competition Law (HCMILW230-1)
- Specific Contracts (HSPC230-1)
- Introduction to Cost and Management Accounting (HAMC200-1)

YEAR THREE MODULES

Semester A
- Labour Law (HLUW330-1)
- Law of Taxation (HLTX330-1)
- Applied Research for Law Practitioners (HRML330-1)
- Business Management 3 (HBMN333-2)
- Financial Management (HFMN330-1)

Semester B
- Company Law (HCMIL30-1)
- Constitutional Law (HCMLL330-1)
- Strategic Human Resource Management (HBMN334-1)
- Work Integrated Learning (HWSIW330-1)

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS4 is predominately applied in this programme and consists of Formative Assessments [FA1 and FA2], also known as assignments or tests, which count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user Applications
- Demonstrate well-rounded knowledge of the South African legal system, various fields of law, the relationship between fields of law, and the impact of legal principles and rules on commercial activity and broader society
- Develop integrated knowledge of the underlying principles, legal instruments, concepts and procedures of South African Mercantile Law, as well as the ability to apply such knowledge in commercial contexts
- Demonstrate integrated knowledge, an understanding of standard methods and procedures, and the ability to solve problems in the context of private law
- Understand the principles and theory of business and financial management in professional commercial practice, formulate decisions and take action based on such principles
- Identify, evaluate, and analyse socio-economic needs of society, display an awareness of professional ethics and ethical standards and recognise the need for life-long learning

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed and with endorsement for admission to Bachelor’s study; or National Certificate (Vocational) [NC(V)], with English passed and with endorsement for admission to Bachelor’s studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Diploma, NQF [HEQSF/OQSF] Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Bachelor of Commerce in Law, NQF Level 7, SAQA ID 104712, minimum 384 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.

This qualification is recognised by the Financial Sector Conduct Authority (FSCA), formerly the Financial Services Board (FSB), as Generic under all Categories and Sub-Categories for occupational/professional purposes. The FSCA is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures.
DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:

- Operate effectively in the workplace using a number of Windows-based end-user Applications
- Manage integrated strategic human resource systems to ensure that the human resource strategy is aligned with the overall strategy of the organisation
- Perform complex decisions by leveraging the data derived from HR analytics in relation to skills development administration, the implementation and deployment of occupational health and safety programmes, reward management systems, all within a thorough legal framework
- Apply practical solutions in managing the diverse interests of the primary role players in the labour market and execute approaches that influence productivity and organisational performances.
- Assume management roles in commerce and human resource management in relation to the practice of people management for the organisation's diverse workforce
- Manage the well-being of the organisation's diverse workforce in line with statutory provisions and execute organisational programs, manage conflicts and make prudent financial management decisions

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed and with endorsement for admission to Bachelor's study; or National Certificate (Vocational) (NC(V)), with English passed and with endorsement for admission to Bachelor's studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Diploma, NQF (HEQSF/OQSF) Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Bachelor of Commerce in Human Resource Management SAQA ID 115958, NQF L7, minimum 372 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.
BACHELOR OF SOCIAL SCIENCE: B.Soc.Sci

SAQA ID 108894

This programme is offered by Boston City Campus & Business College Head Office in the distance education mode, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALT101-1]
- Sociology IA [HSOC101-1]
- Psychology IA [HPSY101-1]
- Introduction to Anthropology [The Human Experience] [HANT101-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Sociology IB [HSOC102-1]
- Psychology IB [HPSY102-1]
- Public Administration [HPADM101]

Choose one of the following electives:
- Anthropology 1 [HCGE101-1]
- Economics 1 [HECO101-1]

YEAR TWO MODULES

Semester A
- Research Methods and Statistics 1 [HRMS201-1]
- Sociology 2A [HSOC201-1]
- Psychology 2A [HPSY201-1]
- Public Discourse Law [HPDL201-1]

Choose one of the following electives:
- Anthropology 2A [HCGE201-1]
- Economics 2A [HECO201-1]

Semester B
- Sociology 2B [HSOC202-1]
- Psychology 2B [HPSY202-1]
- Project Management [HPM101]

Choose one of the following electives:
- Anthropology 2B [HCGE202-1]
- Economics 2B [HECO202-1]

AND

Choose one of the following electives:
- Entrepreneurship 2 [Entrepreneurship and Small Business Management] [HENT201-1]
- Financial Management [for Non-Financial Managers] [HFMN201-1]
- Business Management 2 [Strategic Management] [HBMN201-1]

YEAR THREE MODULES

Semester A
- Research Methods and Statistics 2 [HRMS301-1]
- Sociology 3A [HSOC301-1]
- Psychology 3A [HPSY301-1]
- Leadership, Ethics and Governance [HLGE301-1]

Semester B
- Sociology 3B [HSOC302-1]
- Psychology 3B [HPSY302-1]
- Work Integrated Learning [HWBSS301-1]

Choose one of the following electives:
- Geography of Politics [HGOP301-1]
- Entrepreneurship 3 [New Venture Creation] [HENT301-1]
- Business Management 3 [Global Business Management] [HBMN303-2]
- Marketing Management 3 [Services Marketing] [HMKM101-1]

Twenty three compulsory modules and five elective modules must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS4 is predominately applied in this programme and consists of Formative Assessments [FA1 and FA2], also known as assignments or tests, which count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply knowledge, theory and methodology of the disciplines of sociology, anthropology and psychology.
- Demonstrate competence in the ability to structure and present logical arguments, critically analyse material and opinions, and make informed decisions about what is happening at the forefront of contemporary society.
- Demonstrate competence in understanding ethical issues, standards, and/or public responsibility in relation to professional practice.
- Demonstrate competence in social research skills.
- Demonstrate effective communication, interpersonal and presentation skills.

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English passed and with endorsement for admission to Bachelor’s study; or National Certificate [Vocational] [NC(V)], with English passed and with endorsement for admission to Bachelor’s studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF [HEQSF] Level 5, minimum Credits 120, or a Diploma, NQF [HEQSF] Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Bachelor of Social Science, NQF Level 7, SAQA ID 108894, minimum 386 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.

At Boston, the social sciences seek to develop essential and transferable skills in an age of technological disruption brought on by the Fourth Industrial Revolution (4IR). These skills include:

1. Critical thinking
2. Social percutiveness
3. Active listening, which leads to empathy
4. Complex problem-solving
5. Business acumen
Diploma Programmes:
This is a sample of what our graduates and students have to say!

2020 Graduates
99% Will recommend the programme

2019 Graduates
97% Will recommend the programme

2019: Software Testing
93% Strongly Agree/Agree that the course procedures and assessments support the course objectives
100% Strongly Agree/Agree that the educator answered all student questions clearly

2019: Advertising 2
96% Strongly Agree/Agree that the course procedures and assessments support the course objectives
95% Strongly Agree/Agree that the educator answered all student questions clearly

2019: Business Management 2
99% Strongly Agree/Agree that the course procedures and assessments support the course objectives
95% Strongly Agree/Agree that the educator answered all student questions clearly

2019: Financial Management for Accountants
89% Strongly Agree/Agree that the course procedures and assessments support the course objectives
91% Strongly Agree/Agree that the educator answered all student questions clearly

2019: Human Resource Development 3
100% Strongly Agree/Agree that the course procedures and assessments support the course objectives
100% Strongly Agree/Agree that the educator answered all student questions clearly

2019: IT Project Management 3
94% Strongly Agree/Agree that the course objects are clear
94% Strongly Agree/Agree that the course procedures and assessments support the course objectives

2020 Graduates
84% Relevancy of the skills acquired

2020 Graduates
97% Satisfied with the curriculum

2019 Graduates
90% Satisfied with the curriculum

2018 Graduates
93% Relevancy of the skills acquired

2017 Graduates
93% Relevancy of the skills acquired

2019 Graduates
97% Will recommend the programme

2018 Graduates
90% Satisfied with the curriculum

2017 Graduates
93% Relevancy of the skills acquired

2016 Graduates
94% Will recommend the programme

2015 Graduates
89% Satisfied with the curriculum

2014 Graduates
92% Relevancy of the skills acquired

2013 Graduates
93% Will recommend the programme

2012 Graduates
95% Satisfied with the curriculum

2011 Graduates
93% Relevancy of the skills acquired

2010 Graduates
98% Will recommend the programme
DIPLOMA IN FINANCIAL ACCOUNTING:
Dip. (Financial Accounting)

SAQA ID 93597

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP118]
- Accounting Principles [HACP130-1]
- Commercial Law [HUWCI18]
- Business Mathematics [HBMT118]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Business Management 1 [HBMN100-1]
- Introduction to Socioeconomics [HSEC118]

YEAR TWO MODULES

Semester A
- Financial Accounting Reporting [HFAC32-1]
- Public Accounting Administration [HPPA280-1]
- Commercial Law 2 [HUWCT200-1]
- Taxation 1 [HTAX201-1]

Semester B
- Cost and Management Accounting [HMAC202-1]
- Financial Accounting for Companies [IFRS] [HFAC201-1]
- Taxation 2 [HTAX202-1]
- Computerised Accounting [Pastel] [HCLT103-1]

YEAR THREE MODULES

Semester A
- Financial Management Techniques [HFMN300-1]
- Internal & IT Auditing [HAUD200-1]
- Financial Accounting 3A: IFRS [HFAC301-1]
- Applied Research Methods [HAPR300-1]

Semester B
- Management Accounting Control Systems [HMAC300-1]
- Business Leadership and Ethics for Accountants [HBLE300-1]
- Financial Accounting 3B: Groups [HFAC302-1]
- Work Integrated Learning [HWDFA300-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to ASS] are used throughout the modules in the programme. For example, ASS is predominately applied in this programme and consists of a formative Assessment [FA1], also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply accounting functions and general business principles to real-life situations and interpret economic realities of local and global communities
- Develop knowledge and an understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of accounting techniques
- Demonstrate knowledge of the general legal framework and specific legal areas relating to business including the South African tax system as applicable to companies
- Manage computerised accounting and technology resources in organisations
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English passed with endorsement for admission to Diploma study; or National Certificate [Vocational] [NCV], with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120, or a Certificate, NQF (QFQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Financial Accounting

SAQA ID 93597, NQF L6, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor's Degree.
DIPLOMA IN SYSTEMS DEVELOPMENT:
Dip. (Systems Development)

SAQA ID 91923

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP1181)
- Systems Development 1 [Java] (HSYD100-1)
- IT Systems Management 1 (HISM100-1)

Semester B
- Computer Literacy Advanced (HCLT102-1)
- Technical Systems and Support [A+] (HTSS100-1)
- Introduction to Business Management (HBMN102-1)
- Praxis 1 (HPX100-1)

YEAR TWO MODULES

Semester A
- Database Programming 2 [DB Technologies & SQL] (HDBP200-1)
- Business Ethics (HBMN201-1)
- Andriod App Development (HASD200-1)
- Praxis S2 [DB Technologies, SQL & Java] (HPXS200-1)

Semester B
- Systems Development 2A (HSYD201-1)
- Systems Development 2B [Security+] (HSYD202-1)

YEAR THREE MODULES

Semester A
- Systems Analysis and Design 3 (HSAD300-1)
- Workflow Management 3 (HWFM300-1)
- Systems Development Project Management 3 (HSPM300-1)
- Praxis SSA (Ethical Hacking) (HPXS301-1)

Semester B
- Systems Development 3 (HSYD300-1)
- Software Testing 3 (HSFT300-1)
- Praxis SSB [Cyber Law, Project Development & Execution] (HPXS302-1)

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS5 is predominately applied in this programme and consists of a Formative Assessment [FA1], also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

INTERNATIONAL

Additionally, Learners may opt to sit for International CompTIA Examinations at Boston City Campus. These examination fees are excluded but charged at cost.
DIPLOMA IN NETWORK SYSTEMS:
Dip. [Network Systems]

SAQA ID 91921

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Systems Development 1 [Java] [HSYD100-1]
- IT Systems Management 1 [HISM100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Technical Systems and Support [Ai+] [HTSS100-1]
- Introduction to Business Management [HBMN102-1]
- Praxis 1 [HPX100-1]

YEAR TWO MODULES

Semester A
- IT Systems Management 2 [HISM200-1]
- Business Ethics [HBMN201-1]
- Praxis N2 [i+] [HPXN200-1]

Semester B
- Systems Development 2B [Security+] [HSYD202-1]
- Network Systems 2A [Installing, Storage & Compute Windows® Server] [HNTS201-1]
- Network Systems 2B [Networking Windows® Server] [HNTS202-1]
- Network Systems 2C [Identity Windows® Server] [HNTS203-1]

YEAR THREE MODULES

Semester A
- IT Systems Management 3 [Virtual Computing] [HISM300-1]
- Network Systems 3 [Linux+] [HNTS300-1]
- Praxis NSA [Ethical Hacking] [HPXN301-1]

Semester B
- Telecommunications 3 [Cisco™] [HTCP300-1]
- IT Project Management 3 [HIPM300-1]
- Praxis NSB [Cyber Law, Project Development & Execution] [HPXN302-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, ASS is predominately applied in this programme and consists of a Formative Assessment [FA1], also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

INTERNATIONAL

Additionally, Learners may opt to sit for International CompTIA, Microsoft® and Cisco™ Examinations at Boston City Campus. These examination fees are excluded but charged at cost.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business principles to real life situations
- Manage technological resources in organisations
- Demonstrate project management skills for technology
- Develop and maintain network and telecommunication systems
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Diploma study; or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Certificate, NQF (OQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Network Systems NQF Level 6, SAQA ID 91921, minimum 364 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor's Degree.
DURATION
Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES
On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general human resource management and development principles to real life situations and adhere to regulatory requirements in performing human resource functions
- Manage financial and technology resources in organisations
- Analyse data and legal information
- Demonstrate business management and project management skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT
National Senior Certificate (NSC), with English passed with endorsement for admission to Diploma study; or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Certificate, NQF (OQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY
BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Human Resource Management SAQA ID 90719, NQF L6, minimum 366 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES
Consider a Boston Bachelor’s Degree.
DIPLOMA IN BUSINESS MANAGEMENT:
Dip. (Business Management)

SAQA ID 91922

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Business Management 1 [HBMN100-1]
- Entrepreneurship 1 [HENT100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HFOA100-1]
- Human Resource Management 1 [HHRM100-1]
- Applied Psychology [HAPS1181]

YEAR TWO MODULES

Semester A
- Business Management 2 [HBMN200-1]
- Entrepreneurship 2 [HENT200-1]
- Socioeconomics [HSEC200-1]
- Commercial Law 1 [HLWC1181]

Semester B
- Introduction to Cost and Management Accounting [HICMA1181]
- Principles of Procurement and Supply Chain [HPPS1181]
- Workplace Psychology [HPSW200-1]
- Business Ethics [HBMN201-1]

YEAR THREE MODULES

Semester A
- Business Management 3 [HBMN300-1]
- Entrepreneurship 3 [HENT300-1]
- Project Management [HBMN301-1]
- Applied Research Methods [HAPR300-1]

Semester B
- Financial Management for SME’s [HFMN301-1]
- Commercial Law 2 [HLWC200-1]
- Brand Management [HBRC300-1]
- Work Integrated Learning [HWDI200-1]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS3 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business principles to real-life situations and interpret economic realities of local and global communities
- Manage financial and technology resources in organisations
- Analyse data and brand information
- Demonstrate entrepreneurial and project management skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Diploma study; or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Certificate, NQF (OQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Business Management SAQA ID 91922, NQF L6, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor’s Degree.

This qualification is a Candidate for Accreditation with the Accreditation Council for Business Schools & Programs (ACBSP), United States of America.
DIPLOMA IN MARKETING MANAGEMENT:
Dip. (Marketing Management)

SAQA ID 91924

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Marketing Management 1 [HMKT100-1]
- Advertising 1 [HADV100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HFOA100-1]
- Business Management 1 [HBMN100-1]
- Applied Psychology [HAPS1181]

YEAR TWO MODULES

Semester A
- Marketing Management 2 [HMKT200-1]
- Digital Practice: e-Marketing [HEMK1181]
- Entrepreneurship 2 [HENT200-1]
- Media Law [HLWM200-1]

Semester B
- Advertising 2 [HADV200-1]
- Sports Marketing and Sponsorship [HSMS1181]
- Business Ethics [HBMN201-1]
- Digital Practice: Social Media [HYFT1181]

YEAR THREE MODULES

Semester A
- Marketing Management 3 [HMKT300-1]
- Project Management [HBMN301-1]
- Advertising 3 [HADV300-1]
- Applied Research Methods [HAPR300-1]

Semester B
- Financial Management for Marketers [HFMN302-1]
- Brand Management [HBRD300-1]
- Integrated Marketing Communication [HIMC300-1]
- Work Integrated Learning [HWDMM300-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS5 is predominately applied in this programme and consists of a Formative Assessment (FAI), also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FAI. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general marketing principles to real-life situations and interpret economic realities of local and global communities
- Manage financial and technology resources in organisations
- Analyse data, advertising and brand information
- Demonstrate integrated marketing communications and project management skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Diploma study; or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Certificate, NQF (OQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Marketing Management SAQA ID 91924, NQF L6, minimum 390 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor’s Degree.
DIPLOMA IN EVENT MANAGEMENT:
Dip. (Event Management)

SAQA ID 93877

This programme is offered by Boston City Campus & Business College Head Office in the
distance mode of provision, with all other Boston City Campus & Business Colleges operating
as Support Centres. Apply to register at any Boston City Campus & Business College branch
countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Event Management 1 [HEVM100-1]
- Marketing Management 1 [HMKT100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HFOA100-1]
- Integrated Marketing Communication 1 [HINT1181]
- Business Management 1 [HBMM100-1]

YEAR TWO MODULES

Semester A
- Event Management 2 [HEVM200-1]
- Marketing Management 2 [HMKT200-1]
- Public Relations 1 [HPR1181]
- Digital Practice: e-Marketing [HEMK1181]

Semester B
- Entrepreneurship 2 [HENT200-1]
- Hospitality Management Practice [HHPM1181]
- Business Ethics [HBMM201-1]
- Hospitality Law [HWHM1181]

YEAR THREE MODULES

Semester A
- Event Management 3 [HEVM300-1]
- Marketing Management 3 [HMKT300-1]
- Project Management [HBMM300-1]
- Applied Research Methods [HAPR500-1]

Semester B
- Financial Management for Marketers [HFMM502-1]
- Public Relations 2 [HPR200-1]
- Computerised Project Management [HCLT105-1]
- Work Integrated Learning [HWDEM300-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in
the programme. For example, AS5 is predominately applied in this programme and consists
of a Formative Assessment [FA1], also known as an assignment or test, which count forty
percent [40%] towards the overall mark. Summative Assessments in the form of a final
exam or capstone project [SA1], count fifty percent [50%], and a research or reflective essay
[SA2] count ten percent [10%] towards the overall mark. No supplementary assessment is
provided for FA1. A maximum of one (1) additional supplementary assessment opportunity
is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty
percent [50%] is required to pass a module. Please consult the Fact Sheet and Student
Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six
semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and
practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user
  applications
- Apply general business and marketing principles to hospitality and event management
  and interpret economic realities of local and global communities
- Manage financial and technology resources in organisations
- Analyse data, marketing information and performance of hospitality events
- Demonstrate entrepreneurial and project management skills

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English passed with endorsement for admission
to Diploma study, or National Certificate (Vocational) [NC(V)], with English passed with
endorsement for admission to Diploma study, or prior to 2009, Senior Certificate with
English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced
placement into the diploma programme with due regard for the 50% credit transfer rule and
guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF)
Level 5, minimum Credits 120, or a Certificate, NQF [GQSF] Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Event Management
SAQA ID 93877, NQF L6, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor’s Degree.

This qualification is a Candidate for Accreditation with the Accreditation
Council for Business Schools & Programs [ACBSP], United States of America.
**Higher Certificate Programmes:**
This is a sample of what our graduates and students have to say!

<table>
<thead>
<tr>
<th>Year</th>
<th>Will recommend the programme</th>
<th>Satisfied with the curriculum</th>
<th>Will recommend the programme</th>
<th>Relevancy of the skills acquired</th>
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<td>2020</td>
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<td>99%</td>
<td>98%</td>
<td></td>
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<tr>
<td>2019</td>
<td>100%</td>
<td>100%</td>
<td>97%</td>
<td></td>
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<tr>
<td>2018</td>
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<td>99%</td>
<td>90%</td>
<td></td>
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<td>2017</td>
<td>84%</td>
<td>99%</td>
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</table>

### 2018: Entrepreneurship 1
- 100% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 94% Strongly Agree/Agree that the educator answered all student questions clearly

### 2018: Event Management 1
- 100% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 86% Strongly Agree/Agree that the educator answered all student questions clearly

### 2018: Media Law 1
- 100% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 100% Strongly Agree/Agree that the educator answered all student questions clearly

### 2018: Business Management 1
- 91% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 86% Strongly Agree/Agree that the educator answered all student questions clearly

### 2019: Sexuality & HIV Education
- 100% Strongly Agree/Agree that the course procedures and assessments support the course objectives
- 100% Strongly Agree/Agree that the educator answered all student questions clearly
**HIGHER CERTIFICATE: Advertising & Integrated Communication Practice**

H.Cert. [Advertising & Integrated Communication Practice]

SAQA ID 90819

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor's degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

**MODULES**

- Semester A
  - Computer Literacy [HCLT101-1]
  - Academic Literacy [HALP1181]
  - Advertising 1 [HADV1181]
  - Introduction to Brand Management [HBRD1181]
  - Entrepreneurship 1 [HENT1181]

- Semester B
  - Integrated Marketing Communication 1 [HIMC1181]
  - Applied Psychology [HAPST1181]
  - Event Management 1 [HEVM1181]
  - Media Law 1 [HMLW1181]
  - Work Integrated Learning [HWIAP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

**OUTCOMES**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general communication principles to real life situations
- Manage technology resources in organisations
- Apply basic analysis processes to key concepts and principles of advertising and brand management theories
- Demonstrate entrepreneurial skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

**ENTRY REQUIREMENT**

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) (NC[V]), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an NQF Level 4, minimum 120 credits.

**PROGRAMME CATEGORY**

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Advertising & Integrated Communication Practice, NQF Level 5, SAQA ID 90819, minimum 136 credits from Boston City Campus & Business College

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Diploma or Bachelor's Degree.

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**HIGHER CERTIFICATE: Marketing Practice**

H.Cert. [Marketing Practice]

SAQA ID 97230

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor's degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

**MODULES**

- Semester A
  - Computer Literacy [HCLT101-1]
  - Academic Literacy [HALP1181]
  - Marketing Management 1 [HMKT1181]
  - Entrepreneurship 1 [HENT1181]

- Semester B
  - Introduction to Brand Management [HBRD1181]
  - Event Management 1 [HEVM1181]
  - Media Law 1 [HMLW1181]
  - Sales and Promotions Practice [HSPS1181]
  - Work Integrated Learning [HWIAP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

**OUTCOMES**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general marketing principles to real life situations
- Manage media and technology resources in organisations
- Demonstrate marketing/business communication and brand management skills
- Demonstrate entrepreneurial skills
- Identify the socio-legal implications of media law within society and display cultural sensitivity with its application

**ENTRY REQUIREMENT**

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) (NC[V]), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an NQF Level 4, minimum 120 credits.

**PROGRAMME CATEGORY**

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Marketing Practice, NQF Level 5, SAQA ID 97230, minimum 122 credits from Boston City Campus & Business College

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Diploma or Bachelor’s Degree.
HIGHER CERTIFICATE: Business Management Practice
H.Cert. (Business Management Practice)

SAQA ID 97394

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Business Management 1 [HBMN1181]
- Entrepreneurship 1 [HENNT181]

Semester B
- Introduction to Accounting Practice [HIAP1181]
- Introduction to Socioeconomics [HSEC1181]
- Commercial Law 1 [HLWC1181]
- Introduction to Industrial Psychology [HIND1181]
- Work Integrated Learning [HWCHCM1171]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business principles to real life situations
- Manage accounting and technology resources in organisations
- Analyse theories of industrial psychology and commercial law
- Demonstrate entrepreneurial skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF (QGPFL) Level 4, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Business Management Practice, NQF Level 5, SAQA ID 97394, minimum 120 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor's Degree.

HIGHER CERTIFICATE: HIV/AIDS Counselling & Management
H.Cert. (HIV/AIDS Counselling & Management)

SAQA ID 96711

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Introduction to Counselling [HCUT1181]
- HIV Counselling [HIVC1181]
- Applied Psychology [HAPS1181]

Semester B
- Sexuality and HIV Education [HSHE1181]
- HIV Care, Nutrition and Management [HCNM1181]
- HIV Workplace Policy and Training [HHWP1181]
- Introduction to Industrial Psychology [HIND1181]
- Work Integrated Learning [HWCMH1171]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply counselling competencies in a variety of situations and contexts
- Manage HIV workplace policy and training interventions in organisations
- Demonstrate, share and apply knowledge and understanding of HIV/AIDS in a variety of situations and contexts
- Identify the socio-economic needs of society and display interpersonal as well as cultural and social sensitivity in a variety of situations and contexts

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF (QGPFL) Level 4, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in HIV/AIDS Counselling & Management, NQF Level 5, SAQA ID 96711, minimum 140 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor’s Degree.

This qualification is recognised by the South African Medical Association (SAMA) at Level 3 for 30 Continuous Professional Development (CPD) Points on completion. SAMA is a non-statutory, non-profit, and voluntary professional association for public and private sector medical practitioners.
**HIGHER CERTIFICATE:**

**Human Resource Management Practice**

H.Cert. (Human Resource Management Practice)

SAQA ID 101818

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

*Please request the Fact Sheet for additional, detailed programme information.*

**MODULES**

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Human Resource Functions [HHRF1181]
- Introduction to Industrial Psychology 1 [HIND1181]

Semester B
- Introduction to Socioeconomics [HSEE1181]
- Organisational Development [HODV1181]
- Human Resources Training and Development [HHTD1181]
- Work Integrated Learning [HWICHP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

**OUTCOMES**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply human resource and employment relations principles to real life situations
- Manage the different phases of organisational development in organisations
- Analyse theories of outcomes-based adult education and training as well as the taxonomies of learning
- Demonstrate and understand of recruitment, selection, motivation and retention processes/strategies
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

**ENTRY REQUIREMENT**

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) (NCIV), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF (QDQF) Level 4, minimum Credits 120.

**PROGRAMME CATEGORY**

On successful completion the Learner will be issued a Higher Certificate in Human Resource Management Practice, NQF Level 5, SAQA ID 101818 minimum 122 credits from Boston City Campus & Business College

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Diploma or Bachelor’s Degree.

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**HIGHER CERTIFICATE:**

**Accounting Practice**

H.Cert. (Accounting Practice)

SAQA ID 102038

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

*Please request the Fact Sheet for additional, detailed programme information.*

**MODULES**

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Bookkeeping to Trial Balance [HBTB1181]
- Business Management 1 [HBMN1181]

Semester B
- Computerised Accounting [Pastel] [HCLT103-1]
- Introduction to Taxation [HIT1181]
- Introduction to Auditing and Internal Control [HIAN1181]
- Introduction to Cost and Management Accounting [HICMA1181]
- Work Integrated Learning [HWICHP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

**OUTCOMES**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply an informed understanding of bookkeeping functions, make numerous daily applications, update accounting records and maintain the entire company’s books
- Demonstrate an awareness of the operation of the Income Tax Act and South Africa’s taxation system
- Demonstrate an informed understanding and competence in Pastel language and navigation
- Implement basic audit and internal controls in an entity to ensure that the records are accurate and conforms to set standards
- Understand how functional departments operate and understand how actions in one area affects other areas within the same system

**ENTRY REQUIREMENT**

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) (NCIV), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF (QDQF) Level 4, minimum Credits 120.

**PROGRAMME CATEGORY**

On successful completion the Learner will be issued a Higher Certificate in Accounting Practice, NQF Level 5, SAQA ID 102038, minimum 122 credits from Boston City Campus & Business College

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Diploma or Bachelor’s Degree.
HIGHER CERTIFICATE:
Hospitality Management Practice
H.Cert. (Hospitality Management Practice)

SAQA ID 102040

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

MODULES

 Semester A
  - Computer Literacy [HCLT101]
  - Academic Literacy [HALP1181]
  - Hospitality Management Practice [HHMP1181]
  - Introduction to Accounting Practice [HIAP181]

 Semester B
  - Hospitality Supervision [HHST181]
  - Hospitality Law [HHLW1181]
  - Hospitality Marketing [HHM1181]
  - Work Integrated Learning [HWICMP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FAI), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for SA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Distinguish between hospitality, travel and tourism
- Demonstrate knowledge about hotel management and operations
- Understand the applications of segmentation and marketing principals to the hospitality industry
- Understand the impact of relationship marketing on the hospitality industry
- Discuss the health and safety of the workplace and the supervision of food and functions
- Demonstrate an understanding of the hospitality organisational communication process
- Demonstrate an understanding of the law regarding the establishment of a hospitality business
- Demonstrate knowledge of financial accounting and how it relates to the travel and tourism industry

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study, or National Certificate (Vocational) (NC[V]), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF [DQF] Level 4, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Hospitality Management Practice, NQF Level 5, SAQA ID 102040, minimum 120 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor’s Degree.

HIGHER CERTIFICATE:
Tourism & Travel Management Practice
H.Cert. (Tourism & Travel Management Practice)

SAQA ID 103056

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

MODULES

 Semester A
  - Computer Literacy [HCLT101]
  - Academic Literacy [HALP1181]
  - Tourism Development [HTDP1181]
  - Travel and Tourism Marketing [HTTM1181]

 Semester B
  - Tourism Destinations: Southern Africa [HTDS1181]
  - Tourism Destinations: South Africa [HTDSAT181]
  - Introduction to Accounting Practice [HIAP181]
  - Travel Industry Operations [HTOP1181]
  - Work Integrated Learning [HWICMP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FAI), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FAI. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Demonstrate an understanding of the foundational development of tourism, and the socio-economic and ecological impacts of the industry
- Demonstrate knowledge about office automation, office equipment and its use in the tourism environment, and the important role automated equipment plays for the efficiency of a travel office
- Understand the impact of effective communication, the scope of tourism and travel marketing planning, and appreciate the important role played by travel agencies in the global tourism industry
- Analyse destinations/geography of both South Africa and Southern Africa in terms of its cultural heritage sites, museums, cultural villages, botanical gardens, national parks, modes of transport, and other noteworthy attractions
- Demonstrate knowledge of basic accounting and how it relates to the travel and tourism industry

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study, or National Certificate (Vocational) (NC[V]), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF [DQF] Level 4, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Tourism & Travel Management Practice, NQF Level 5, SAQA ID 103056, minimum 120 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor’s Degree.
ON SUCCESSFUL COMPLETION THE LEARNER WILL BE ISSUED A HIGHER CERTIFICATE IN LOGISTICS & SUPPLY CHAIN MANAGEMENT PRACTICE, NQF LEVEL 5, SAQA ID 109009, MINIMUM 124 CREDITS FROM BOSTON CITY CAMPUS & BUSINESS COLLEGE

CONSIDER A BOSTON DIPLOMA OR BACHELOR’S DEGREE.

PROGRAMME CATEGORY
- BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Logistics & Supply Chain Management Practice, NQF Level 5, SAQA ID 109009, minimum 124 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES
- Consider a Boston Diploma or Bachelor’s Degree.
ACCOUNTING

Work in the fields of accounting, finance, bookkeeping, credit management, cost or management accounting, insurance, investments, taxation, auditing, business performance analysis, management consulting, and public sector accounting.

You will acquire the skills necessary to perform finance and bookkeeping functions, operate and maintain accounting systems, improve cost and management controls, interpret and communicate financial information, analyse performance, make sound investment decisions, and produce financial reports.

Equip yourself with the analytical, problem-solving and financial skills that are in demand in every organisation, whether private or public sector or civil society, and secure your place in the world-of-work. Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
BACHELOR OF ACCOUNTING:
B.Acc. (Accounting)

SAQA ID 103057

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALT105-1]
- Business Management I [HBMN150-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Commercial Law 1 [HUCI181]
- Economics 1 [HECO130-1]
- Legal Aspects of Accounting [HLAA130-1]
- Financial Accounting Reporting [HFAC132-1]

YEAR TWO MODULES

Semester A
- Commercial Law 2 [HUCI230-1]
- Auditing Theory and Practice [HAUD230-1]
- Financial Accounting for Companies [HFAC231-1]
- Principles of Management Accounting [HMAC230-1]
- Taxation of Individuals [HTAX230-1]

Semester B
- Ethics in Accountancy [HETA231-1]
- Corporate Governance in Accountancy [HCGA232-1]
- General Financial Reporting [IFRS] [HFAC232-1]
- Principles of Strategy, Risk and Financial Management Techniques [HFMN230-1]
- Computerised Accounting [Pastel] [HCLT103-1]
- Work Integrated Learning [HWBAC230-1]

YEAR THREE MODULES

Semester A
- Audit Planning, Tests of Control and Substantive Procedures [HAUD331-1]
- Selected Accounting Standards and Simple Group Structures [HFAC331-1]
- Distinctive Financial Reporting [IFRS] [HFAC332-1]
- Application of Management Accounting Techniques [HMAC330-1]
- Taxation of Business Activities [HTAX331-1]

Semester B
- Procedures in Finalising an Audit [HAUD332-1]
- Group Financial Reporting [HFAC333-1]
- Specific Financial Reporting [IFRS] [HFAC334-1]
- Applications of Financial Management Techniques [HFMN331-1]
- Taxation: Specific and Distinctive [HTAX332-1]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS5 is predominately applied in this programme and consists of Formative Assessments [FA1 and FA2], also known as assignments or tests, which count thirty percent (30%) - fifteen percent (15%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count sixty percent (60%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user Applications
- Apply principles, theories and methodologies of financial accounting from the processing of basic transactions to the preparation of financial statements for a complex and broad range of both individual business and groups in accordance with the International Standards of Financial Reporting
- Demonstrate the ability to provide accurate financial information, analyse financial reporting needs, establish relevant systems, and perform external financial reporting
- Develop knowledge and an understanding of the underlying principles and concepts relating to auditing and assurance and technical proficiency in using auditing techniques
- Demonstrate knowledge of the general legal framework, and specific legal areas relating to business including the South African tax system as well as the ability to prepare tax calculations in accordance with legal requirements
- Develop knowledge and understanding of the underlying principles and concepts relating to financial management and management accounting
- Identify, evaluate, and analyse socio-economic needs of society, display an awareness of professional ethics and ethical standards, and recognise the need for life-long learning

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English, Mathematics and Accounting amongst the modules passed and with endorsement for admission to Bachelor's study; or National Certificate (Vocational) (NC(V)), with English, Mathematics and Accounting amongst the modules passed and with endorsement for admission to Bachelor's study; or prior to 2009, Senior Certificate with English, Mathematics and Accounting amongst the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate in Accounting, NQF (HEQSF) Level 5, minimum Credits 120; or a Diploma in Accounting, NQF (HEQSF/OQSF) Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Bachelor of Accounting SAQA ID 103057, NQF L7, minimum 396 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.

This qualification is recognised by the Financial Sector Conduct Authority (FSCA), formerly the Financial Services Board (FSB), as Generic under all Categories and Sub-Categories for occupational/professional purposes. The FSCA is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures.
DIPLOMA IN FINANCIAL ACCOUNTING:
Dip. (Financial Accounting)

SAQA ID 93597

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Accounting Principles [HACP101-1]
- Commercial Law [HWC1181]
- Business Mathematics [HBM1181]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Business Management 1 [HBMN100-1]
- Introduction to Socioeconomics [HSEC1181]

YEAR TWO MODULES

Semester A
- Financial Accounting Reporting [HFAC132-1]
- Public Accounting Administration [HPAA200-1]
- Commercial Law 1 [HWC200-1]
- Taxation 1 [HTAX201-1]

Semester B
- Cost and Management Accounting [HMAC202-1]
- Financial Accounting for Companies [IFRS] (HFAC201-1)
- Taxation 2 [HTAX202-1]
- Computerised Accounting (Pastel) [HCLT103-1]

YEAR THREE MODULES

Semester A
- Financial Management Techniques [HFMN300-1]
- Internal & IT Auditing [HAUD200-1]
- Financial Accounting 3A: IFRS (HFAC301-1)
- Applied Research Methods [HAPR300-1]

Semester B
- Management Accounting Control Systems [HMAC300-1]
- Business Leadership and Ethics for Accountants [HBLE300-1]
- Financial Accounting 3B: Groups (HFAC302-1)
- Work Integrated Learning (HWDFA300-1)

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS3 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply accounting functions and general business principles to real-life situations and interpret economic realities of local and global communities
- Develop knowledge and an understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of accounting techniques
- Demonstrate knowledge of the general legal framework and specific legal areas relating to business including the South African tax system as applicable to companies
- Manage computerised accounting and technology resources in organisations
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Diploma study, or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Diploma study, or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120, or a Certificate, NQF (QQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Financial Accounting

SAQA ID 93597, NQF L6, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor's Degree.

This qualification is recognised by the Financial Sector Conduct Authority (FSCA), formerly the Financial Services Board (FSB), as Generic under all Categories and Sub-Categories for occupational/professional purposes. The FSCA is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures.

This qualification is a Candidate for Accreditation with the Accreditation Council for Business Schools & Programs (ACBSP), United States of America.
HIGHER CERTIFICATE:
Accounting Practice
H.Cert. (Accounting Practice)

SAQA ID 102038

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Bookkeeping to Trial Balance [HBTB1181]
- Business Management 1 [HBMN1181]

Semester B
- Computerised Accounting [Pastel] [HCLT103-1]
- Introduction to Taxation [HIT1181]
- Introduction to Auditing and Internal Control [HIAI1181]
- Introduction to Cost and Management Accounting [HICMA1181]
- Work Integrated Learning [HWICAP1181]

All modules are compulsory and must be passed.

OUTCOMES

Responsibility | Honesty | Accuracy | Methodical | Carefulness

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) (NCIV), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF [OQSF] Level 4, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Accounting Practice, NQF Level 5, SAQA ID 102038, minimum 122 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor’s Degree.
NATIONAL DIPLOMA:
Financial Accounting
Certified Financial Accountant

SAQA ID 20366: refer Quick Facts for last date of enrolment

MODULES

- Corporate Strategy (ICB)*
- Management Accounting Control Systems (ICB)*
- Financial Reporting and Regulatory Frameworks (ICB)*
- Research Theory and Practice (Short dissertation) (ICB)*

All modules are compulsory and must be passed.

*Five (5) Formative assignments and tests comprise a Portfolio of Evidence (PoE) that is weighted 30% of the final grade. The Summative Assessment is weighted 70% of the final grade. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for. Please consult the ICB Rules for additional, detailed information.

Registration, Assessment and RPL fees to ICB will be charged separately.

PERSONALITY PROFILE
Logical | Accurate | Methodical | Responsible | Ethical | Strategic

OUTCOMES

- Ability to compile Annual Financial Statements
- Eligibility to register with the South African Institute of Business Accountants (SAIBA) as an Accounting Officer, subject to further requirements of SAIBA
- Eligibility to register as a member of The Institute of Certified Bookkeepers and Accountants (ICBA)
- Ability to work closely with a Chartered Certified Accountant and Registered Auditor
- A thorough knowledge of Accounting Theory and Practice
- A thorough knowledge of Corporate Strategy and Regulatory Frameworks
- Ability to operate with management in an accounting environment
- A comprehensive knowledge of bookkeeping, financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control
- A thorough knowledge of personal and business taxation and of the Income Tax Act, the calculation of taxable income for both individuals and businesses, the skills for the completion of Income Tax Returns as well as the ability to provide advice to clients and be current on South African Income Tax calculation and collection
- A working knowledge of business law and accounting control (the audit function) including basic contract and insurance law, insolvency law, internal and computer auditing
- Eligibility for entry as a member of The South African Institute of Tax Professionals (SATI) at Technician level, subject to the relevant work experience and/or the completion of an RPL examination

ENTRY REQUIREMENT

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / OCCUPATIONAL QUALIFICATION

On successful completion the Learner will be issued a National Diploma: Financial Accounting [Certified Financial Accountant] SAQA ID 20366, NOF L6, 280 credits from FASSET SETA.

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to any Boston Higher Education Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

NATIONAL DIPLOMA:
Technical Financial Accounting
Certified Technical Financial Accountant

SAQA ID 36213: refer Quick Facts for last date of enrolment

MODULES

- Computerised Accounting [Pastel]*
- Word Processing*
- Spreadsheets*
- Presentation Graphics*

Learners must register for all the Boston modules listed above to be awarded the ICB module Junior Bookkeeper: Computerised Bookkeeping (ICB) via the process of recognition of prior learning (RPL).

- Bookkeeping to Trial Balance (ICB)**
- Payroll and Monthly SARS Returns (ICB)**
- Financial Statements (ICB)**
- Cost and Management Accounting (ICB)**
- Income Tax Returns (ICB)**
- Business Law and Accounting Control (ICB)**
- Business Literacy: Communication and Mathematics (ICB)**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Five (5) Formative assignments and tests comprise a Portfolio of Evidence (PoE) that is weighted 30% of the final grade. The Summative Assessment is weighted 70% of the final grade. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for. Please consult the ICB Rules for additional, detailed information.

Registration, Assessment and RPL fees to ICB, and Pastel on-line Assessment fee will be charged separately.

PERSONALITY PROFILE
Logical | Accurate | Methodical | Responsible | Ethical

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to operate with management in an accounting environment
- Comprehensive knowledge of bookkeeping, financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control
- Thorough knowledge of personal and business taxation and of the Income Tax Act, the calculation of taxable income for both individuals and businesses, the skills for the completion of income tax returns as well as the ability to provide advice to clients and be current on South African Income Tax calculation and collection
- Successful candidates that are also members of ICBA may perform the duties of an ex-officio Commissioner of Oaths
- A working knowledge of business law and accounting control (the audit function), including basic contract and insurance law, insolvency law, internal and computer auditing
- Eligibility to register as a member of The Institute of Certified Bookkeepers and Accountants (ICBA)
- Eligibility for entry as a member of The South African Institute of Tax Professionals (SATI) at Technician level, subject to the relevant work experience and/or the completion of an RPL examination

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification.

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / OCCUPATIONAL QUALIFICATION

On successful completion the Learner will be issued a National Diploma: Technical Financial Accounting [Certified Technical Financial Accountant] SAQA ID 36213, NOF L5, 251 credits from FASSET SETA.

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to any Boston Diploma or Higher Certificate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
NATIONAL DIPLOMA:
Public Sector Accounting
Technical Public Accountant

SAQA ID 20353: refer Quick Facts for last date of enrolment

MODULES
- Computerised Accounting (Pastel)*
- Word Processing*
- Spreadsheets*
- Presentation Graphics*

Learners must register for all the Boston modules listed above to be awarded the ICB module Junior Bookkeeper: Computerised Bookkeeping (ICB) via the process of recognition of prior learning (RPL).

- Bookkeeping to Trial Balance (ICB)**
- Public Accounting Administration (ICB)**
- Business Literacy: English and Mathematics (ICB)**
- Financial Statements (ICB)**
- Cost and Management Accounting (ICB)**
- Technical Public Accounting (ICB)**
- Business Law and Accounting Control (ICB)**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Formative assessments and tests comprise a Portfolio of Evidence (PoE) that is weighted 30% of the final grade. The Summative Assessment is weighted 70% of the final grade. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for. Please consult the ICB Rules for additional information.

Registration, Assessment and RPL fees to ICB, and Pastel on-line Assessment fee will be charged separately.

PERSONALITY PROFILE
Logical | Accurate | Methodical | Responsible | Ethical

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to complete monthly bookkeeping function (Accounts Clerk function)
- Ability to administer Public Accounts
- Ability to work as a qualified Accounting Technician in the Public Sector
- Ability to make a positive contribution to the country by improving public finance management, adding value to government productivity in government departments
- Eligibility to register as a member of The Institute of Certified Bookkeepers and Accountants (ICBA)

ENTRY REQUIREMENT
National Certificate: Public Sector Accounting (Technical Public Accountant) SAQA ID 20353, NQF L5, 137 credits from FASSET SETA.

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / OCCUPATIONAL QUALIFICATION

On successful completion the Learner will be issued a Diploma: Public Sector Accounting [Technical Public Accountant] SAQA ID 20353, NQF L5, 137 credits from FASSET SETA.

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to any Boston Diploma or Higher Certificate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
FURTHER EDUCATION & TRAINING CERTIFICATE:
Bookkeeping - Certified Senior Bookkeeper

SAQA ID 58376: refer Quick Facts for last date of enrolment

MODULES
- Computerised Accounting (Pastel)*
- Word Processing*
- Spreadsheets*
- Presentation Graphics*

Learners must register for all the Boston modules listed above to be awarded the ICB module Junior Bookkeeper: Computerised Bookkeeping (ICB) via the process of recognition of prior learning (RPL).

- Bookkeeping to Trial Balance (ICB)**
- Payroll and Monthly SARS Returns (ICB)**
- Financial Statements (ICB)**
- Cost and Management Accounting (ICB)**
- Business Literacy: Communication and Mathematics (ICB)**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Five (5) Formative assignments and tests comprise a Portfolio of Evidence (PoE) that is weighted 30% of the final grade. The Summative Assessment is weighted 70% of the final grade. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for. Please consult the ICB Rules for additional, detailed information.

Registration, Assessment and RPL fees to ICB, and Pastel on-line Assessment fee will be charged separately.

PERSONALITY PROFILE
Logical | Accurate | Methodical | Responsible | Ethical

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to complete monthly and annual bookkeeping function
- Skills for depreciable asset disposal, year-end adjustments, preparation and analysis of financial statements for sole proprietorships, partnerships, close corporations, companies and a thorough understanding of cash flow statements
- Ability to complete basic management accounts and a working knowledge of break-even analysis, cost-volume-profit analysis, advanced costing, budgeting and standard costing, financial management and business ethics
- Eligibility to complete SARS returns other than income tax assessment returns
- Eligibility to register as a member of The Institute of Certified Bookkeepers and Accountants (ICBA)

ENTRY REQUIREMENT
Grade 11 Certificate or National Certificate (Vocational) L3. No prior Accounting knowledge needed. Learner must be at least 16 years of age.

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / OCCUPATIONAL QUALIFICATION

On successful completion the Learner will be issued a Further Education & Training Certificate: Bookkeeping (Certified Senior Bookkeeper) SAQA ID 58376, NQF L4, 130 credits from FASSET SETA.

FURTHER STUDY OPPORTUNITIES
It is RPL on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

NATIONAL CERTIFICATE:
Bookkeeping - Certified Junior Bookkeeper

SAQA ID 58375: refer Quick Facts for last date of enrolment

MODULES
- Computerised Accounting (Pastel)*
- Word Processing*
- Spreadsheets*
- Presentation Graphics*

Learners must register for all the Boston modules listed above to be awarded the ICB module Junior Bookkeeper: Computerised Bookkeeping (ICB) via the process of recognition of prior learning (RPL).

- Bookkeeping to Trial Balance (ICB)**
- Payroll and Monthly SARS Returns (ICB)**
- Business Literacy: Communication and Mathematics (ICB)**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Five (5) Formative assignments and tests comprise a Portfolio of Evidence (PoE) that is weighted 30% of the final grade. The Summative Assessment is weighted 70% of the final grade. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for. Please consult the ICB Rules for additional, detailed information.

Registration, Assessment and RPL fees to ICB, and Pastel on-line Assessment fee will be charged separately.

PERSONALITY PROFILE
Logical | Accurate | Methodical | Responsible | Ethical

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to complete monthly bookkeeping functions to trial balance (Accounts Clerk function)
- Debitors Clerk function
- Supplier statement reconciliation (Creditors Clerk function)
- Inventory systems and bank statement reconciliation
- Ability to perform Payroll Clerical functions
- Ability to complete and submit IRP5, IRP6, IT3a, IRP501 and VAT201 returns
- Eligibility to complete SARS returns other than income tax assessment returns
- Eligibility to register as a member of The Institute of Certified Bookkeepers and Accountants (ICBA)

ENTRY REQUIREMENT
Grade 10 Certificate, or National Certificate (Vocational) L2. No prior Accounting knowledge needed. Learner must be at least 16 years of age.

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / OCCUPATIONAL QUALIFICATION

On successful completion the Learner will be issued a National Certificate: Bookkeeping (Certified Junior Bookkeeper) SAQA ID 58375, NQF L3, 120 credits from FASSET SETA.

FURTHER STUDY OPPORTUNITIES
Ito RPL on successful completion the Learner may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement.
MODULES
- Introduction to PC*
- General Office Practice*
- Word Processing*
- Spreadsheets*
- Computerised Accounting (Pastel)*
- Introduction to Business Accounting (FMI)**
- Practical Bookkeeping 1 [FMI] **
- Practical Bookkeeping 2 [FMI]**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Formative Assessments are for practice purposes in order to prepare for the Summative Assessment. The final grade is based on the Summative Assessment only. A supplementary Summative Assessment opportunity is available and will be charged for.

Membership and Assessment fees to FMI, and the Pastel on-line Assessment fee will be charged separately.

PERSONALITY PROFILE
Responsible | Honest | Accurate | Methodical | Careful

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to record income and receipts
- Ability to make and record payments
- Ability to prepare ledger balances and an initial trial balance
- Ability to perform VAT calculations and complete returns
- Ability to record business transactions

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification
OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
OCCUPATIONAL SKILLS PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued:
An Assistant Bookkeeper Skills Programme with a total of 38 credits on NQF L4/5 from FASSET SETA
A Boston Short Learning Programme Assistant Bookkeeper

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
EXECUTIVE SECRETARY FINANCIAL

MODULES

- Introduction to PC*
- Windows*
- Word Processing*
- Presentation Graphics*
- Spreadsheets*
- Understanding the Internet*
- Outlook*
- General Office Practice*
- Principles of Customer Service*
- Keyboarding Numeracy
- Typing Skills for the Executive Secretary**
- Typing Speed Development**
- Audio Typing**
- Introduction to Business Accounting (FMI)***
- Practical Bookkeeping 1 (FMI)***
- Practical Bookkeeping 2 (FMI)*** (Optional)

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of one (1) additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

***Formative Assessments are for practice purposes in order to prepare for the Summative Assessment. The final grade is based on the Summative Assessment only. A supplementary Summative Assessment opportunity is available and will be charged for.

Membership and Assessment Fees to FMI will be charged separately.

PERSONALITY PROFILE

Logical | Technical | Patient

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Understanding of the operational environment
- Ability to demonstrate an understanding of customer service
- Ability to operate computers in the business environment
- Competence in the duties of an executive secretary
- Competence as an assistant bookkeeper

ENTRY REQUIREMENT

Grade 11 Certificate; or National Certificate (Vocational) L3; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

OCCUPATIONAL SKILLS PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued:

An Assistant Bookkeeper Skills Programme with a total of 38 credits on NQF L4/5 from FASSET SETA

A Boston Short Learning Programme Executive Secretary Financial

FURTHER STUDY OPPORTUNITIES

To progress, complete the modules Business English, Principles of Business Communication and Business Mathematics for admission to RPL to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 12 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
ADVERTISING, COMMUNICATION & PUBLIC RELATIONS

If you want to acquire specialised commercial communication skills and would like to engage with stakeholders, then the Advertising, Business Communication, and PR industry is for you.

Learners who successfully complete their studies will demonstrate a keen understanding of the importance of integrated and professional communication, and brand management practices in today’s competitive world-of-work.

Be part of the dynamic business world and play a key communication role in any organisation. Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
DIPLOMA IN COMMERCE IN PUBLIC RELATIONS:
Dip. (Commerce) (Public Relations)

SAQA ID 21068: not accepting new enrolments as of 2021

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

SABPP Learner Management fee and Occupational Programme Assessment Fee will be charged separately.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Marketing Management 1 [HMKT100-1]
- Economics 1 [HECO100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Commercial Law 1 [HLWC1181]
- Public Relations 1 [HPR1181]
- Event Management 1 [HEVM1181]
- Business Management 1 [HBMN1181]

YEAR TWO MODULES

Semester A
- Public Relations 2 [HPR200-1]
- Integrated Marketing Communication [HIMC300-1]
- Digital Practice: e-Marketing [HEMK1181]
- Fundamentals of Accounting [HFOA100-1]

Semester B
- Project Management [HBMN301-1]
- Business Ethics [HBMN201-1]
- Digital Practice: Social Media [HYFT1181]
- Work Integrated Learning [HWDPR300-1]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, ASS is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on the credits and notional hours of this qualification, the minimum duration is two years and the maximum duration is four years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply principles of public relations and integrated communication practice to real life situations
- Analyse legal and financial data
- Demonstrate business and event management skills
- Identify the socio-economic needs of society
- Demonstrate an understanding of business ethics in practice
- Manage the public relations strategy and budget within an organisation

ENTRY REQUIREMENT

National Senior Certificate (NSC); or National Certificate (Vocational) (NC(V)) L4; or prior to 2009, Senior Certificate; or Further Education and Training (FET) Certificate; or equivalent qualification.

PROGRAMME CATEGORY

OCCUPATIONAL QUALIFICATION

Boston will apply, on behalf of the Learner, to the SABPP for verification of the Learner’s results. On successful verification the Learner will be issued a Diploma: Commerce: Public Relations SAQA ID 21068, NQF Level 6, 240 credits from SABPP

The South African Board for People Practices (SABPP) is a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO) and is registered as a Professional Body by the South African Qualifications Authority (SAQA)

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to any Boston Undergraduate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor's degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

**MODULES**

Semester A
- Computer Literacy [HCL7181]
- Academic Literacy [HALP7181]
- Advertising 1 [HADV7181]
- Introduction to Brand Management [HBDM7181]
- Entrepreneurship 1 [HENT7181]

Semester B
- Integrated Marketing Communication 1 [HINT7181]
- Applied Psychology [HAPS7181]
- Event Management 1 [HEVM7181]
- Media Law 1 [HMLW7181]
- Work Integrated Learning [HWCAC7171]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

**OUTCOMES**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general communication principles to real life situations
- Manage technology resources in organisations
- Apply basic analysis processes to key concepts and principles of advertising and brand management theories
- Demonstrate entrepreneurial skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

**ENTRY REQUIREMENT**

National Senior Certificate; or National Certificate [Vocational] L4; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

**PROGRAMME CATEGORY**

**BOSTON UNDERGRADUATE PROGRAMME**

On successful completion the Learner will be issued a Bostom Short Learning Programme Public Relations Assistant

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Diploma or Bachelor's Degree.
MEDIA CONSULTANT

MODULES

- Word Processing*
- Spreadsheets*
- Presentation Graphics*
- Understanding the Internet*
- Outlook*
- Principles of Advertising*
- Principles of Journalism*
- Introduction to Public Relations*
- Business English*
- General Office Practice*
- Media Law 1 (OMW11615)*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE

Outgoing | Friendly | Communicative | Creative | Decisive

OUTCOMES

• Ability to operate effectively in the workplace using a number of Windows-based end-user applications
• Insight into job functions of advertising and journalism
• Knowledge of full PR function within an organisation – planning, implementing and monitoring
• Ability to utilise word processing and presentation graphics with ease

ENTRY REQUIREMENT

National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification
OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Media Consultant

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

BRAND AMBASSADOR

MODULES

- Introduction to PC*
- Windows*
- Brand Management 1 (OBRD11615)*
- Integrated Marketing Communication 1 (OINT11615)*
- Event Management 1 (OEV11615)*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE

Outgoing | Friendly | Creative | Good at Communicating | Enjoy Organising

OUTCOMES

• Ability to operate effectively in the workplace using a number of Windows-based end-user applications
• Insight into job functions of branding and event management
• Knowledge of the integrated marketing communication function within an organisation – planning, implementing and monitoring

ENTRY REQUIREMENT

National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification
OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Brand Ambassador

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
If you want to acquire professional support service skills and would like to engage with stakeholders, then the Business Administration and Service industry is for you.

Learners who successfully complete their studies will be able to deal with stakeholders effectively and demonstrate a keen understanding of the importance of administration and customer service in today’s competitive world-of-work.

Be part of the dynamic business world and play a key support service role in any organisation. Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
DIPLOMA IN OFFICE ADMINISTRATION:
Dip. (Office Administration)

SAQA ID 35958: refer Quick Facts for last date of enrolment

ENTRY REQUIREMENT
National Senior Certificate [NSC]; or National Certificate [Vocational] [NC(V)] L4; or prior to 2009, Senior Certificate; or Further Education and Training [FET] Certificate; or equivalent qualification.

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME / OCCUPATIONAL QUALIFICATION

On successful completion the Learner will be issued:

YEAR ONE:
Certificate Office Administration SAQA ID 23618, NQF L5, 120 credits from FASSET SETA

YEAR TWO (FIRST THREE MODULES):
Higher Certificate Office Administration SAQA ID 23619, NQF L5, 240 credits from FASSET SETA

YEAR TWO (ALL SIX MODULES):
Diploma Office Administration SAQA ID 35958, NQF L6, 360 credits from FASSET SETA

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to any Boston Higher Education Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

YEAR ONE MODULES
- Business Literacy: Communication and Mathematics [ICB]*
- Business and Office Administration 1 [ICB]*
- Bookkeeping to Trial Balance [ICB]*
- Marketing Management and Public Relations [ICB]*
- Business Law and Administrative Practice [ICB]*
- Cost and Management Accounting [ICB]*

YEAR TWO MODULES
- Business and Office Administration 2 [ICB]*
- Human Resources Management and Labour Relations [ICB]*
- Economics [ICB]*
- Business and Office Administration 3 [ICB]*
- Financial Statements [ICB]*
- Management [ICB]*

All modules are compulsory and must be passed.

*Five (5) Formative assignments and tests comprise a Portfolio of Evidence (PoE) that is weighted 30% of the final grade. The Summative Assessment is weighted 70% of the final grade. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for. Please consult the ICB Rules for additional, detailed information.

Tuition fees include workbooks. Registration and Assessment fees to ICB will be charged separately.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is two (2) years and the maximum duration is four (4) years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to communicate effectively in an organisational environment
- Understanding of current legal provisions regarding administrative practice of corporate bodies in South African context
- Understanding of principles of cost and management accounting
- A sound knowledge of the role of marketing, ability to find market opportunities and control marketing plans
- Ability to understand and apply basic principles of law affecting business relationships/transactions
- Understanding of the principles of office management
- Ability to apply management principles in a broad range of management disciplines
- Advanced knowledge of office administration with skills in office procedure
- Ability to perform role of executive assistant to management or office administrator
- Eligibility to register as a member of The Institute of Certified Bookkeepers and Accountants [ICBA]
CERTIFICATE:
Business Studies
Credit Bearing Skills Programmes

SAQA ID 21059

The skills programmes are offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

SABPP Skills Learner Management fee and Occupational Skills Programme Assessment Fee will be charged separately.

Choose any one of the SUCCEED AT skills programmes to get a jump start on your skills development goals:

SUCCEED AT STARTING YOUR OWN BUSINESS
- Becoming an Entrepreneur [SPENT-1]
- Essentials of Small Business Management [SPBMN-1]

SUCCEED AT E-COMMERCE & DIGITAL MARKETING
- Getting to Know e-Commerce [SPECM-1]
- Fundamentals of e-Marketing [SPEMK-1]

SUCCEED AT SALES & MARKETING COMMUNICATION
- Essentials of Sales & Promotion Practice [SPSPS-1]
- Fundamentals of Integrated Marketing Communication [SPINT-1]

SUCCEED AT SOCIAL MEDIA & Branding
- Essentials of Social Media [SPYFT-1]
- Getting Started with Branding [SPBRD-1]

SUCCEED AT PUBLIC RELATIONS & ADVERTISING
- Essentials of Public Relations [SPPR-1]
- Principles of Advertising [SPADV-1]

SUCCEED AT MASTERING MARKETING
- Essentials of Marketing [SPKMT-1]
- Getting Started with Marketing Research [SPMKR-1]

SUCCEED AT LAW FOR ENTREPRENEURS & MANAGERS
- Fundamentals of Commercial Law [SPLC-1]
- Getting to Know Media Law [SPML-1]

SUCCEED AT BASIC BUSINESS ACCOUNTING & TAXATION
- Bookkeeping 101 [SPBF-1]
- Taxation 101 [SPVT-1]

SUCCEED AT BUSINESS CONTROLS & FINANCE
- Basics of Cost and Management Accounting [SPICMA-1]
- Essentials of Finance and Budgeting [SPBF-1]

SUCCEED AT SUPPLY CHAIN FUNDAMENTALS
- Introducing Procurement & Supply Chain Management [SPPPS-1]
- Essentials of Stock Control & Inventory Management [SPSCI-1]

SUCCEED AT LOGISTICS MANAGEMENT
- Introducing Logistics Management [SPLM-1]
- Essentials of Stock Control & Inventory Management [SPSCI-1]

SUCCEED AT MASTERING PROJECT MANAGEMENT
- Getting to Know Project Management [SPPRM-1]
- Microsoft Project 1 [SPMSP-1]

SUCCEED AT HOSPITALITY MANAGEMENT & MARKETING
- Fundamentals of Hospitality Management [SPHMMP-1]
- Essentials of Hospitality Marketing [SPHMM-1]

SUCCEED AT HOSPITALITY SUPERVISION & EVENTS
- Essentials of Hospitality Supervision [SPSEM-1]
- Fundamentals of Event Management [SPVEM-1]

SUCCEED AT SPORTS EVENT MANAGEMENT & MARKETING
- Getting to Know Sports Event Management [SPSEM-1]
- Essentials of Sports Marketing and Sponsorship [SPSMS-1]

SUCCEED AT HUMAN CAPITAL DEVELOPMENT
- Introducing Human Resource Training & Development [SPHTD-1]
- Fundamentals of Organisational Development [SPODV-1]

SUCCEED AT HUMAN RESOURCE MANAGEMENT
- Introducing Human Resource Functions & Management [SPHRD-1]
- Fundamentals of Industrial Psychology [SPIND-1]

SUCCEED AT FOUNDATIONS OF FURTHER LEARNING
- Academic Literacy [SALT-1]
- Computer Literacy [ST101-1]

Both modules are compulsory and must be passed to be awarded the chosen SUCCEED AT skills programme.

ASSESSMENT

Formative opportunities for learning are provided and graded, however these do not contribute to the final grade. One (1) Summative Assessment is completed and weighted at 100% of the final grade. A maximum of one (1) supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on the credits and notional hours of the skills programmes, the minimum duration is three (3) months and the maximum duration is eleven (11) months of study.

OUTCOMES

Please request the Fact Sheet for additional, detailed information

ENTRY REQUIREMENT

Open entry.

PROGRAMME CATEGORY

OCCUPATIONAL SKILLS PROGRAMME

Boston will apply, on behalf of the Learner, to the SABPP for verification of the Learner’s results. On successful verification the Learner will be issued a Skills Programme with credits from SABPP. The South African Board for People Practices (SABPP) is a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO) and is registered as a Professional Body by the South African Qualifications Authority (SAQA).

FURTHER STUDY OPPORTUNITIES

Ito CAT & RPL on successful completion the Learner may apply for admission to any Occupational Qualification offered at Boston. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
**MODULES**

- Keyboarding***
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- General Office Practice*
- Introduction to Business Accounting [FMI]*** (Optional)
- Practical Bookkeeping 1 [FMI]*** (Optional)

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

***Formative Assessments are for practice purposes in order to prepare for the Summative Assessment. The final grade is based on the Summative Assessment only. A supplementary Summative Assessment opportunity is available and will be charged for.

***Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of one (1) additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

Membership and Assessment fees to FMI, will be charged separately.

**PERSONALITY PROFILE**

Responsible | Careful | Accurate | Helpful | Methodical

**OUTCOMES**

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to touch type
- Familiarity with business procedures
- Understanding of bookkeeping systems
- Ability to operate PCs

**ENTRY REQUIREMENT**

Grade 10 Certificate; or National Certificate [Vocational] L2; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

**PROGRAMME CATEGORY**

**BOSTON SHORT LEARNING PROGRAMME**

On successful completion the Learner will be issued a Boston Short Learning Programme

**FURTHER STUDY OPPORTUNITIES**

Ito RPL, on successful completion the Learner can apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
EXECUTIVE SECRETARY

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Word Processing Advanced*
- Presentation Graphics*
- Spreadsheets*
- Spreadsheets Advanced*
- Understanding the Internet*
- Outlook*
- Reception Skills*
- General Office Practice*
- Principles of Customer Service*
- Keyboarding**
- Audio Typing**
- Typing Skills for the Executive Secretary**
- Typing Speed Development**
- Introduction to Business Accounting (FMI)*** (Optional)

All modules are compulsory unless otherwise specified and must be passed.

PERSONALITY PROFILE
Accurate | Pleasant | Friendly | Confident | Responsible

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to understand the operational environment
- Ability to demonstrate an understanding of customer service
- Ability to operate computers in the business environment
- Competence in the duties of an executive secretary
- Thorough knowledge of reception and switchboard duties and responsibilities
- Ability to understand basic principles of bookkeeping
- Ability to operate advanced functions of software packages

ENTRY REQUIREMENT
Grade 11 Certificate; or National Certificate (Vocational) L3; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Executive Secretary

FURTHER STUDY OPPORTUNITIES
To progress, complete the modules Business English, Principles of Business Communication and Business Mathematics for admission to an RPL to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 12 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

GENERAL SECRETARY

MODULES
- Introduction to PC*
- Windows*
- Keyboarding**
- Word Processing*
- Presentation Graphics*
- Spreadsheets*
- Understanding the Internet*
- Outlook*
- Business English*
- General Office Practice*
- Principles of Customer Service*
- Reception Skills*
- Typing Skills for the Executive Secretary**
- Typing Speed Development**

All modules are compulsory and must be passed.

PERSONALITY PROFILE
Pleasant | Polite | Friendly | Neat in Appearance

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to type correspondence
- Ability to screen calls and visitors
- Ability to file documentation
- Ability to assist one or more persons in the office

ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme General Secretary

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
CALL CENTRE OPERATOR

MODULES
- Windows*
- Word Processing*
- Spreadsheets*
- Presentation Graphics*
- Understanding the Internet*
- Outlook*
- Call Centre Operations*
- Principles of Customer Service*
- Business English*
- Reception Skills*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Clear Speaking Voice | Friendly | Patient | Efficient

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to communicate effectively
- A sound knowledge of effective telephone techniques
- Ability to understand the needs of the customer
- Ability to capture information accurately

ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME
On successful completion the Learner will be issued a Boston Short Learning Programme Call Centre Operator

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

OFFICE ASSISTANT

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- Understanding the Internet*
- Outlook*
- General Office Practice*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Eager to secure a career in an office environment | Efficient | Accurate | Helpful

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to communicate effectively
- A sound knowledge of effective telephone techniques
- Ability to understand the needs of the customer
- Ability to capture information accurately

ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME
On successful completion the Learner will be issued a Boston Short Learning Programme Office Assistant

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
**DEBT COLLECTOR**

**MODULES**
- Keyboarding**
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- Outlook*
- Business English*
- Principles of Customer Service*
- General Office Practices*
- Legalities and Ethics*
- Call Centre Operations*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of one (1) additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

**PERSONALITY PROFILE**
Assertive | Friendly | Motivated | Good at Communicating | Confident | Responsible

**OUTCOMES**
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Understanding of the debt recovery process, administration and portfolios
- Knowledge of the key legislation, codes of conduct and ethics in the debt recovery context

**ENTRY REQUIREMENT**
A National Senior Certificate or National Certificate (Vocational) or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

**PROGRAMME CATEGORY**

![BOSTON SHORT LEARNING PROGRAMME](image)

On successful completion the Learner will be issued a *Boston Short Learning Programme Debt Collector*

**FURTHER STUDY OPPORTUNITIES**
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

**RECEPTIONIST SECRETARY**

**MODULES**
- Introduction to PC*
- Windows*
- Word Processing*
- Understanding the Internet*
- Outlook*
- Reception Skills*
- Principles of Customer Service*
- General Office Practice*
- Business English*
- Typing Skills for the Executive Secretary**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of one (1) additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

**PERSONALITY PROFILE**
Pleasant | Polite | Presentable | Helpful | Patient | Courteous

**OUTCOMES**
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to communicate effectively with customers
- Ability to receive visitors and screen calls
- Familiarity with office routine procedures, filing and correspondence
- Good typing skills

**ENTRY REQUIREMENT**
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

**PROGRAMME CATEGORY**

![BOSTON SHORT LEARNING PROGRAMME](image)

On successful completion the Learner will be issued a *Boston Short Learning Programme Receptionist Secretary*

**FURTHER STUDY OPPORTUNITIES**
Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
**STOCK CONTROLLER**

- Introduction to PC*
- Windows*
- Word Processing*
- Understanding the Internet*
- Outlook*
- Reception Skills*
- Principles of Customer Service*
- General Office Practice*
- Business English*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**PERSONALITY PROFILE**

Responsible | Methodical | Efficient | Accurate

**OUTCOMES**

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to receive visitors and screen calls
- Ability to communicate effectively with customers
- Familiarity with office routine procedures, filing and correspondence

**ENTRY REQUIREMENT**

Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office

**PROGRAMME CATEGORY**

- **BOSTON SHORT LEARNING PROGRAMME**

On successful completion the Learner will be issued a Boston Short Learning Programme Stock Controller

**FURTHER STUDY OPPORTUNITIES**

Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

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**RECEPTIONIST**

- Introduction to PC*
- Windows*
- Word Processing*
- Understanding the Internet*
- Outlook*
- Reception Skills*
- Principles of Customer Service*
- General Office Practice*
- Business English*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**PERSONALITY PROFILE**

Pleasant | Courteous | Helpful | Patient | Polite | Presentable

**OUTCOMES**

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to receive visitors and screen calls
- Ability to communicate effectively with customers
- Familiarity with office routine procedures, filing and correspondence

**ENTRY REQUIREMENT**

Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office

**PROGRAMME CATEGORY**

- **BOSTON SHORT LEARNING PROGRAMME**

On successful completion the Learner will be issued a Boston Short Learning Programme Receptionist

**FURTHER STUDY OPPORTUNITIES**

Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
The challenges facing both developed and developing nations in the twenty-first century demands a new generation of graduates who will think in fresh and innovative ways about the common good as both an economically sustainable and socially viable objective. Social science develops students with the necessary critical thinking skills to become both agents of change and influencers within a wide range of industries on local, national and global stages.

Health, sport and wellness is one of the fastest growing industries in South Africa and globally. Boston offers a range of bespoke programmes providing entry into this exciting and dynamic world, including qualifications that open up opportunities in health and wellness management, community engagement, sports administration, sports marketing and management, coaching, sports entertainment and the management of corporate social responsibility programmes in health, sports and wellness.
BACHELOR OF SOCIAL SCIENCE: B.Soc.Sci

SAQA ID 108894

This programme is offered by Boston City Campus & Business College Head Office in the distance education mode, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALT130-1]
- Sociology 1A [HSOC131-1]
- Psychology 1A [HPSY131-1]
- Introduction to Anthropology [The Human Experience] [HANT130-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Sociology 1B [HSOC132-1]
- Psychology 1B [HPSY132-1]
- Public Administration [HPAD1181]

Choose one of the following electives:
- Anthropology 1 [HCGE130-1]
- Economics 1 [HECO130-1]

YEAR TWO MODULES

Semester A
- Research Methods and Statistics 1 [HRMS230-1]
- Sociology 2A [HSOC231-1]
- Psychology 2A [HPSY231-1]
- Public Discourse Law [HPDL230-1]

Choose one of the following electives:
- Anthropology 2A [HCGE231-1]
- Economics 2A [HECO231-1]

Semester B
- Sociology 2B [HSOC232-1]
- Psychology 2B [HPSY232-1]
- Project Management [HPPR1181]

Choose one of the following electives:
- Anthropology 2B [HCGE232-1]
- Economics 2B [HECO232-1]

AND

Choose one of the following electives:
- Entrepreneurship 2 [Entrepreneurship and Small Business Management] [HENT230-1]
- Financial Management [for Non-Financial Managers] [HFNM233-1]
- Business Management 2 [Strategic Management] [HBMN230-1]

YEAR THREE MODULES

Semester A
- Research Methods and Statistics 2 [HRMS331-1]
- Sociology 3A [HSOC331-1]
- Psychology 3A [HPSY331-1]
- Leadership, Ethics and Governance [HLGE333-1]

Semester B
- Sociology 3B [HSOC332-1]
- Psychology 3B [HPSY332-1]
- Work Integrated Learning [HWBSS330-1]

Choose one of the following electives:
- Geography of Politics [HSGP330-1]
- Entrepreneurship 3 [New Venture Creation] [HENT330-1]
- Business Management 3 [Global Business Management] [HBMN333-2]
- Marketing Management 3 [Services Marketing] [HMKT330-1]

Twenty three compulsory modules and five elective modules must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS4 is predominately applied in this programme and consists of Formative Assessments (FA1 and FA2), also known as assignments or tests, which count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply knowledge, theory and methodology of the disciplines of sociology, anthropology and psychology.
- Demonstrate competence in the ability to structure and present logical arguments, critically analyse material and opinions, and make informed decisions about what is happening at the forefront of contemporary society.
- Demonstrate competence in understanding ethical issues, standards, and/or public responsibility in relation to professional practice.
- Demonstrate competence in social research skills.
- Demonstrate effective communication, interpersonal and presentation skills.

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed and with endorsement for admission to Bachelor’s study; or National Certificate [Vocational] (NC(V)), with English passed and with endorsement for admission to Bachelor’s studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Diploma, NQF (HEQSF/DQSF) Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Bachelor of Social Science, NQF Level 7, SAQA ID 108894, minimum 386 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.

At Boston, the social sciences seek to develop essential and transferable skills in an age of technological disruption brought on by the Fourth Industrial Revolution (4IR). These skills include:

1. Critical thinking
2. Social perceptiveness
3. Active listening, which leads to empathy
4. Complex problem-solving
5. Business acumen
**THE LAY COUNSELLOR**

**OUTCOMES**
- Demonstrate an understanding of the principles and scope of sexuality and HIV counseling according to the fundamental theories.
- Demonstrate an understanding of the principles and scope of counselling and HIV counselling according to the fundamental theories.
- Comply with relevant legal and ethical practice

**ENTRY REQUIREMENT**
National Senior Certificate; or National Certificate [Vocational] L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

**PROGRAMME CATEGORY**

**FURTHER STUDY OPPORTUNITIES**
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

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**HIGHER CERTIFICATE: HIV/AIDS Counselling & Management**

**H.Cert. (HIV/AIDS Counselling & Management)**

**SAQA ID 96711**

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

**PROGRAMME CATEGORY**

Credits 120.

Be considered, for example, an FET/National Certificate, NQF (OQSF) Level 4, minimum with English as one of the modules passed. Alternatively, a post school qualification may also endorse for admission to Higher Certificate study; or prior to 2009, Senior Certificate National Senior Certificate (NSC), with English passed with endorsement for admission to

**ENTRY REQUIREMENT**

National Senior Certificate; or National Certificate [Vocational] L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

**PROGRAMME CATEGORY**

**FURTHER STUDY OPPORTUNITIES**
Consider a Boston Diploma or Bachelor’s Degree.
**ENTRY REQUIREMENT**

National Senior Certificate (NSC), or National Certificate (Vocational) (NC(V)) L4; or prior to 2009, Senior Certificate, or Further Education and Training (FET) Certificate; or equivalent qualification.

**PROGRAMME CATEGORY**

**OCCUPATIONAL QUALIFICATION**

Boston will apply, on behalf of the Learner, to the SABPP for verification of the Learner’s results. On successful verification the Learner will be issued a Higher Certificate: Marketing specialisation Sport SAQA ID 21086, NQF Level 5, 160 credits from SABPP

The South African Board for People Practices (SABPP) is a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO) and is registered as a Professional Body by the South African Qualifications Authority (SAQA)

**FURTHER STUDY OPPORTUNITIES**

Ito RPL, on successful completion the Learner may apply for admission to any Boston Diploma or Higher Certificate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

**YEAR ONE MODULES**

Semester A
- Computer Literacy (HCLT1181)
- Academic Literacy (HALP1181)
- Marketing Management 1 (HMKT1181)

Semester B
- Integrated Marketing Communication 1 (HINT1181)
- Sales and Promotion Practice 1 (HSPS1181)
- Sports Event Management (HSEM1181)
- Sports Marketing and Sponsorship (HSMS1181)

**YEAR TWO MODULES**

Semester A
- Sociology of Sport (HSOS1181)
- Consumer and Buyer Behaviour (HCBB1181)
- Principles of Marketing Research (HMKR1181)
- Work Integrated Learning HCERT MSP (HWCMSP1181)

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on the credits and notional hours of this qualification, the minimum duration is eighteen months and the maximum duration is three years of study.

**OUTCOMES**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply principles of marketing and integrated communication practice to real life situations
- Analyse market research and sales data
- Demonstrate an understanding of sports sociology and its influence
- Understand the basics of events and sponsorships with a focus on the sporting industry
- Demonstrate working knowledge of the marketing elements of the sporting world
FURTHER EDUCATION AND TRAINING CERTIFICATE:
Sport Administration

SAQA ID 67697

MODULES
- Sports Administration*
- Sport Event Organisation*
- Sport Life Skills*
- Youth Leadership*
- Manage Staff, Providers and Safety Matters in a Sport Organisation*
- Supervise Sport Facilities and Open Spaces in a Community*
- Supervise Administrative Procedures and Fraud Control*
- Develop and Organise Sport Programmes within a Sport Organisation*
- Financial Management for Non-Financial Managers in a Sport Organisation*
- Workplace Experience**
- Communication Second Language (under the CAT Policy)*
  - If the Learner has passed Grade 12 Second South African Language, he/she need not register for Communication Second Language
  - Communication First Language (under the CAT Policy)
    - If the Learner has passed Grade 12 English, he/she need not register for Communication First Language
  - Mathematical Literacy and Financial Skills*
    - If the Learner has passed Grade 12 Mathematics or Mathematical Literacy, he/she need not register for Mathematical Literacy (under the CAT Policy)

All modules are compulsory and must be passed.

*Each module requires a Portfolio of Evidence (PoE) that includes Formative and Summative Assessments. Both are used to assess competence against Specific Outcomes (SO) and Assessment Criteria (AC). In addition, Learners complete a Final Integrated Summative Assessment (FISA) and must be found Competent in this assessment.

**Compulsory practical work experience will be arranged by the Institute of Sport (IoS) – Learners must co-operate fully and complete the module successfully as final certification cannot be realised without sufficient workplace evidence having been obtained through successful participation in this module.

OUTCOMES
- Ability to apply administrative skills and knowledge in a sports organisation
- Ability to apply values and ethics in a sports organisation
- Ability to organise, promote and lead an activity in a community
- Ability to adapt available spaces in a community for a sports or fitness facility
- Ability to develop sports and fitness programmes
- Manage safety and emergency incidences
- Ability to motivate and build a team
- Apply knowledge of self and team to enhance team performance
- Apply efficient time management skills to the work of a department, division or section
- Manage service providers in an organisation
- Manage expenditure against a budget, interpret basic financial statements and apply knowledge of basic accounting principles
- Identify and assist in the control of fraud in a sports organisation

ENTRY REQUIREMENT
Minimum Grade 11 Certificate with English and Mathematics/Mathematical Literacy or equivalent qualification.

PROGRAMME CATEGORY

OCCUPATIONAL QUALIFICATION

On successful completion of both the theory and practical components the Learner will be issued a Boston Statement of Results indicating the unit standards covered.

IoS will apply, on behalf of the Learner, to CATHSSETA for verification of the Learner’s results. On successful verification the Learner will be issued a Further Education and Training Certificate: Sport Administration SAQA ID 67697, NQF [OQSF] L4, minimum 172 credits from CATHSSETA

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

SPORTS MANAGEMENT

MODULES
- Word Processing*
- Spreadsheets*
- Sociology of Sport*
- Sports Medicine and Injuries*
- Sports Marketing and Sponsorship*
- Club Management and Administration*
- Coaching and Training*
- Sport Psychology*
- Sports Nutrition*
- Sports Event Management*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE

Efficient | Decisive | Passion for Sports | Good People Skills

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Full insight into the commercial sporting world in order to be eligible for positions at sports clubs, sports clinics, sports associations, sports councils and local, provincial and national sports departments

Some of Boston City Campus & Business College's top graduates include: John Moeti, Piet Botha, Gary Parker-Nance, Helen Fleming, Norrie Williamson, Dave Nosworthy, Lefa Tsutsulupa, Dane Klate and John Shoes Moshoeu

ENTRY REQUIREMENT

National Senior Certificate; or National Certificate [Vocational] L4; or equivalent qualification

OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Sports Management

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
FOOTBALL COACHING & ADMINISTRATION

MODULES

- Windows*
- Word Processing*
- Football Coaching*
- Club Management and Administration*
- Coaching and Training*
- Sports Psychology*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE

Interest in Football | Love of the Outdoors | Efficient

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Knowledge of the history of football
- An understanding of the structures of international and national football
- A thorough knowledge of international and national football competitions
- Ability to understand the food, sleep and fitness implications for footballers
- An understanding of the characteristics of a good coach
- Ability to correctly identify “in play/out of play”, goal, offside, free kick, penalty, foul, throw-in, goal kick, corner kick and more
- Ability to understand the causes and prevention of football injuries

ENTRY REQUIREMENT

Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Football Coaching & Administration

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

SPORTS CLUB ADMINISTRATION

MODULES

- Windows*
- Word Processing*
- Spreadsheets*
- Club Management and Administration*
- Sports Marketing and Sponsorship*
- Sociology of Sport*
- Sports Medicine and Injuries*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE

Interest in Sport | Enthusiastic | Ability to Manage | Confidence to Make Decisions

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Knowledge of the history of football
- An understanding of the structures of international and national football
- A thorough knowledge of international and national football competitions
- Ability to understand the food, sleep and fitness implications for footballers
- An understanding of the characteristics of a good coach
- Ability to correctly identify “in play/out of play”, goal, offside, free kick, penalty, foul, throw-in, goal kick, corner kick and more
- Ability to understand the causes and prevention of football injuries

ENTRY REQUIREMENT

Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Sports Club Administration

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
HOSPITALITY, EVENTS & TOURISM

Boston’s Hospitality, Tourism, Travel and Event Management programmes are well recognised within industry and will open doors to exciting opportunities. There is a consistent demand for Event Managers and Planners, Travel and Tourism Operators, Hotel and Catering Specialists, Reservation & Front-of-House Officers, and Booking Agents globally.

Work at a Tourist Information Bureau; join a resort, a lodge, or an entertainment venue; work on a luxury cruise ship or an exclusive train; work for a National Park; join a Tourism Board or start your own event company. There is so much opportunity for the enthusiastic and committed in this industry.

Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
DIPLOMA IN EVENT MANAGEMENT:
Dip. [Event Management]

SAQA ID 93877

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Event Management 1 [HEVM100-1]
- Marketing Management 1 [HMKT100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HFOA100-1]
- Integrated Marketing Communication 1 [HINT1181]
- Business Management 1 [HBMN100-1]

YEAR TWO MODULES

Semester A
- Event Management 2 [HEVM200-1]
- Marketing Management 2 [HMKT200-1]
- Public Relations 1 [HPR1181]
- Digital Practice: e-Marketing [HEMKT181]

Semester B
- Entrepreneurship 2 [HENT200-1]
- Hospitality Management Practice [HHP1181]
- Business Ethics [HBMMN201-1]
- Hospitality Law [HLWH1181]

YEAR THREE MODULES

Semester A
- Event Management 3 [HEVM300-1]
- Marketing Management 3 [HMKT300-1]
- Project Management [HBMN301-1]
- Applied Research Methods [HAPR500-1]

Semester B
- Financial Management for Marketers [HFMN302-1]
- Public Relations 2 [HPR200-1]
- Computerised Project Management [HCLT105-1]
- Work Integrated Learning [HWDEM300-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS1 is predominately applied in this programme and consists of a Formative Assessment [FA1], also known as an assignment or test, which count forty percent [40%] towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business and marketing principles to hospitality and event management and interpret economic realities of local and global communities
- Manage financial and technology resources in organisations
- Analyse data, marketing information and performance of hospitality events
- Demonstrate entrepreneurial and project management skills

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English passed with endorsement for admission to Diploma study, or National Certificate [Vocational] [NCV], with English passed with endorsement for admission to Diploma study, or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF [HEQSF] Level 5, minimum Credits 120, or a Certificate, NQF [GGSF] Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Event Management
SAQA ID 93877, NQF L6, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor’s Degree.

This qualification is a Candidate for Accreditation with the Accreditation Council for Business Schools & Programs [ACBSP], United States of America.
HIGHER CERTIFICATE: Hospitality Management Practice
H.Cert. (Hospitality Management Practice)

SAQA ID 102040

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor's degree study from the South African Matriculation Board, subject to their rules. Please request the Fact Sheet for additional, detailed programme information.

MODULES

Semester A
- Computer Literacy [HCLT01-1]
- Academic Literacy [HALP1181]
- Hospitality Management Practice [HHMP1181]
- Introduction to Accounting Practice [HIAP1181]

Semester B
- Hospitality Supervision [HHST181]
- Hospitality Law [HWHL181]
- Hospitality Marketing [HHMK1181]
- Work Integrated Learning [HWICMP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Distinguish between hospitality, travel and tourism
- Demonstrate knowledge about hotel management and operations
- Understand the applications of segmentation and marketing principals to the hospitality industry
- Understand the impact of relationship marketing on the hospitality industry
- Discuss the health and safety of the workplace and the supervision of food and functions
- Demonstrate an understanding of the hospitality organisational communication process
- Demonstrate an understanding of the law regarding the establishment of a hospitality business
- Demonstrate knowledge of financial accounting and how it relates to the travel and tourism industry

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study, or National Certificate (Vocational) [NC(V)], with English passed with endorsement for admission to Higher Certificate study, or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF [022F] Level 4, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Hospitality Management Practice, NQF Level 5, SAQA ID 102040, minimum 120 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor's Degree.

HIGHER CERTIFICATE: Tourism & Travel Management Practice
H.Cert. (Tourism & Travel Management Practice)

SAQA ID 103056

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor's degree study from the South African Matriculation Board, subject to their rules. Please request the Fact Sheet for additional, detailed programme information.

MODULES

Semester A
- Computer Literacy [HCLT01-1]
- Academic Literacy [HALP1181]
- Tourism Development [HTDP1181]
- Travel and Tourism Marketing [HTTM1181]

Semester B
- Tourism Destinations: Southern Africa [HTDS1181]
- Tourism Destinations: South Africa [HTDSAT181]
- Introduction to Accounting Practice [HIAP1181]
- Travel Industry Operations [HTIP1181]
- Work Integrated Learning [HWICMP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Demonstrate an understanding of the foundational development of tourism, and the socio-economic and ecological impacts of the industry
- Demonstrate knowledge about office automation, office equipment and its use in the tourism environment, and the important role automated equipment plays for the efficiency of a travel office
- Understand the impact of effective communication, the scope of tourism and travel marketing planning, and appreciate the important role played by travel agencies in the global tourism industry
- Analyse destinations/geography of both South Africa and Southern Africa in terms of its cultural heritage sites, museums, cultural villages, botanical gardens, national parks, modes of transport, and other noteworthy attractions
- Demonstrate knowledge of basic accounting and how it relates to the travel and tourism industry

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study, or National Certificate (Vocational) [NC(V)], with English passed with endorsement for admission to Higher Certificate study, or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF [022F] Level 4, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Tourism & Travel Management Practice, NQF Level 5, SAQA ID 103056, minimum 126 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor's Degree.
HIGHER CERTIFICATE:
Marketing specialisation Tourism
H.Cert. (Marketing) (specialisation Tourism)

SAQA ID 21086

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

SABPP Learner Management fee and Occupational Programme Assessment Fee will be charged separately.

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP1181)
- Marketing Management 1 (HMKT1181)

Semester B
- Integrated Marketing Communication (HINT1181)
- Sales and Promotion Practice 1 (HSPS1181)
- Tourism Development (HTDP1181)
- Travel and Tourism Marketing (HTTM1181)

YEAR TWO MODULES

Semester A
- Travel Industry Operations (HTOP1181)
- Consumer and Buyer Behaviour (HCBB1181)
- Principles of Marketing Research (HMKR1181)
- Work Integrated Learning HCERT MTM (HWCMTM1181)

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on the credits and notional hours of this qualification, the minimum duration is eighteen months and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply principles of marketing and integrated communication practice to real life situations
- Analyse market research and sales data
- Demonstrate an understanding of operational requirements within the travel industry
- Understand the development of tourism, and its socio-economic and ecological impacts
- Demonstrate working knowledge of the marketing elements of the tourism industry
TRAVEL AND TOURISM OPERATIONS

MODULES
- Introduction to PC*
- Windows*
- Understanding the Internet*
- Outlook*
- Tourism Geography*
- Overview: South Africa*
- Introduction to Domestic Travel*
- Travel Industry Operations*
- Overview: Africa*
- Overview: International Destinations*
- Selling Skills (Travel)***
- Introduction to International Travel*
- Field Trips
- Global Distribution System**
- Experiential Training for three months***

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Learners are free to select an alternative system, for example Galileo but this is not taught at Boston. In this case the Learner must not register for the module Global Distribution System but must furnish proof of certification.

***Please note that Learners must obtain experiential training (workplace experience) for a minimum of three months. The obligation to find a suitable experiential training workplace does not rest with Boston City Campus & Business College.

PERSONALITY PROFILE
Accurate | Responsible | Love of Travel | Friendly

DURATION
The recommended duration is eleven months with an option to extend to eighteen months at no additional cost.

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- An understanding of the travel and tourism industry
- Ability to demonstrate an understanding of customer service
- Ability to demonstrate computer literacy in the travel and tourism environment
- Ability to operate in the travel and tourism environment
- Destination knowledge and fully conversant in travel geography
- A working knowledge and competency with fares and ticketing, and travel documentation
- Ability to handle financial practices, calculations, procedures and transactions according to industry and operational requirements

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Travel & Tourism Operations

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

THE EVENT PLANNER

MODULES
- Introduction to PC*
- Windows*
- Event Management 1 (OEVM11615)*
- Advertising 1 (OADV11615)**
- Project Management 1 (OPRM11615)*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative assessment, which will be charged for.

PERSONALITY PROFILE
Friendly | Creative | Good at Communicating | Good People Skills | Passion for Events

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Insight into the various elements of event management
- Demonstrate an understanding of the contemporary advertising milieu
- Knowledge of the project management cycle from planning to closure

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme The Event Planner

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
HOTEL AND CATERING OPERATIONS

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- Outlook*
- Event Management I [OEVMT1595]*
- Food Production Principles I*
- Food and Beverage Services I*
- Reservations and Front-of-House Programme [Jade Apex]*
- Practical Cooking Skills*
- Tourism [Hospitality]*
- Food Production Principles II*
- Food and Beverage Services II*
- Food Costing*
- Principles of Baking*
- Field Trips
- Experiential Training for three months**

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Please note that Learners must obtain experiential training [workplace experience] for a minimum of three months. The obligation to find a suitable experiential training workplace does not rest with Boston City Campus & Business College.

PERSONALITY PROFILE
Friendly | Hardworking | Accurate | Diplomatic | Passion for Events

DURATION
The recommended duration is eleven months with an option to extend to eighteen months at no additional cost.

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- An understanding of the hospitality environment
- Insight into the various elements of event management
- Ability to demonstrate computer literacy in the hospitality environment
- Ability to execute administrative functions within the hospitality environment
- Ability to demonstrate the preparation of basic food and drinks in the hospitality environment
- Ability to maintain own operations in the hospitality environment

ENTRY REQUIREMENT
Grade 11 Certificate, or National Certificate [Vocational] L3, or equivalent qualification or alternatively Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Boston Short Learning Programme Hotel & Catering Operations

FURTHER STUDY OPPORTUNITIES
To progress, complete the modules Business English, Principles of Business Communication and Business Mathematics for admission to RPL to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 12 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

HOSPITALITY MANAGEMENT

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Understanding the Internet*
- Outlook*
- Spreadsheets*
- General Office Practice*
- Business English*
- Principles of Customer Service*
- Introduction to Public Relations*
- Food Production Principles I [Hospitality]*
- Food and Beverage Services I*
- Reservations and Front-of-House Programme [Jade Apex]*
- Reception Skills*
- Principles of Business Management*
- Food and Beverage Services II*
- Food Costing [Hospitality]*
- Tourism [Hospitality]*
- Introduction to Business Accounting [FMI]** (Optional)
- Field Trips

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Formative Assessments are for practice purposes in order to prepare for the Summative Assessment. The final grade is based on the Summative Assessment only. A supplementary Summative Assessment opportunity is available and will be charged for.

Membership and Assessment Fees to FMI, will be charged separately.

PERSONALITY PROFILE
Friendly | Accurate | Helpful | Creative | Hardworking | Diplomatic

DURATION
The recommended duration is eleven months with an option to extend to eighteen months at no additional cost.

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Competence in pre-arrival, in-house and post-departure procedures
- A basic understanding of business accounting
- Ability to receive and communicate effectively with visitors
- Ability to design nutritious menus

ENTRY REQUIREMENT
Grade 10 Certificate, or National Certificate [Vocational] L2, or equivalent qualification or alternatively Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Boston Short Learning Programme Hospitality Management

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
BOOKING AGENT

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Understanding the Internet*
- Outlook*
- Tourism Geography*
- Overview: South Africa*
- Introduction to Domestic Travel*
- Travel Industry Operations*
- Global Distribution System**

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Learners are free to select an alternative system, for example Galileo but this is not taught at Boston. In this case the Learner must not register for the module Global Distribution System but must furnish proof of certification.

PERSONALITY PROFILE
Friendly | Love of Travel | Accurate | Diplomatic

DURATION
The recommended duration is eleven months with an option to extend to eighteen months at no additional cost.

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- An understanding of the travel and tourism industry
- Ability to operate in the travel and tourism environment
- Destination knowledge
- Conversant in travel geography
- A working knowledge and competency with fares and ticketing, and travel documentation
- Ability to handle procedures and transactions according to industry and operational requirements

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification or alternatively Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOOKING AGENT TOURISM

On successful completion the Learner will be issued a Boston Short Learning Programme Booking Agent

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

TOURISM

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Understanding the Internet*
- Outlook*
- Business English*
- Tourism Geography*
- Overview: South Africa*
- Effective Communication (Travel)*
- Principles of Customer Service*
- Field Trips

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Friendly | Polite | Enthusiastic | Confident | Outgoing

DURATION
The recommended duration is eleven months with an option to extend to eighteen months at no additional cost.

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- An understanding of the travel and tourism industry
- Ability to operate in the travel and tourism environment
- Destination knowledge
- Conversant in travel geography
- A working knowledge and competency with fares and ticketing, and travel documentation
- Ability to handle procedures and transactions according to industry and operational requirements

ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification or alternatively Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Tourism

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
Education in Information and Communications Technologies (ICT) develops valuable knowledge and skills in computing, technology and communications devices, software that operates it, applications that run on it and systems that are built with it.

Boston’s unique curricula incorporates the latest technology, software packages and computing methodology to develop in-demand practitioners in this dynamic industry. Internationally recognised certifications ensure global recognition. Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
DIPLOMA IN SYSTEMS DEVELOPMENT:
Dip. [Systems Development]

SAQA ID 91923

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES
Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP1181)
- Systems Development 1 (Java) [HSD100-1]
- IT Systems Management 1 [HISM100-1]

Semester B
- Computer Literacy Advanced (HCLT102-1)
- Technical Systems and Support [A+] [HTSS100-1]
- Introduction to Business Management [HBMN102-1]
- Praxis 1 [HPX100-1]

YEAR TWO MODULES
Semester A
- Database Programming 2 [DB Technologies & SQL] [HDBP200-1]
- Business Ethics [HBMN201-1]
- Android App Development [HASN200-1]
- Praxis 2 [DB Technologies, SQL & Java] [HPXS200-1]

Semester B
- Systems Development 2A [HSDY201-1]
- Systems Development 2B [Security+] [HSDY202-1]

YEAR THREE MODULES
Semester A
- Systems Analysis and Design 3 [HSAD300-1]
- Workflow Management 3 [HWFM300-1]
- Systems Development Project Management 3 [HSPM300-1]
- Praxis 3A [Ethical Hacking] [HPXS301-1]

Semester B
- Systems Development 3 [HSDY300-1]
- Software Testing 3 [HSFT300-1]
- Praxis 3B [Cyber Law, Project Development & Execution] [HPXS302-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS1 is predominately applied in this programme and consists of a Formative Assessment [FA1], also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one [1] additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

INTERNATIONAL

Additionally, Learners may opt to sit for International CompTIA Examinations at Boston City Campus. These examination fees are excluded but charged at cost.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business principles to real life situations
- Manage information technology systems analysis functions in organisations
- Demonstrate project management skills for technology
- Develop and maintain information technology systems
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Diploma study; or National Certificate (Vocational) (NC[V]), with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Certificate, NQF (OQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Systems Development NQF Level 6, SAQA ID 91923, minimum 354 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor’s Degree.
DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business principles to real life situations
- Manage technological resources in organisations
- Demonstrate project management skills for technology
- Develop and maintain network and telecommunication systems
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Diploma study; or National Certificate (Vocational) (NC(V)), with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Certificate, NQF (OQSF) Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Network Systems NQF Level 6, SAQA ID 91921, minimum 364 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor’s Degree.

INTERNATIONAL

Additionally, Learners may opt to sit for International CompTIA, Microsoft® and Cisco® Examinations at Boston City Campus. These examination fees are excluded but charged at cost.
INTERNATIONALLY RECOGNISED
neither admission nor advanced placement is assured.
Diploma Programme in Network Systems. Each submission is individually evaluated, hence Ito RPL, on successful completion the Learner may apply for admission to the Boston FURTHER STUDY OPPORTUNITIES
PROGRAMME CATEGORY
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification.
ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification.
CAREER OPPORTUNITIES
• Network Administrator
• Network Engineer
• Systems Administrator
• Information Technology Professional
• Information System Administrator
OUTCOMES
• Demystify the concepts of end-user applications
• Demonstrate an understanding of the general principles of business management
• Ability to install, troubleshoot and repair a desktop computer
ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification
PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME
On successful completion the Learner will be issued:
A Microsoft Certified: Azure Fundamentals Credential Certificate from Microsoft (Internationally recognised)
A Microsoft Certified: Azure Administrator Associate Credential Certificate from Microsoft (Internationally recognised)
FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to the Boston Diploma Programme in Network Systems. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

FUNDAMENTALS FOR ICT
COMPANY CURRENTLY RATES BOSTON CITY CAMPUSS & BUSINESS COLLEGE AS ITS LEADING PLATINUM PARTNER IN AFRICA AND AS ITS 3RD BEST PLATINUM PARTNER GLOBALLY.

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Understanding the Internet*
- Spreadsheets*
- Principles of Business Management*
- Introduction to Business Accounting (FMI)** (Optional)
- Computer Technician*
- Principles of Business Communication*

All modules are compulsory and must be passed.

"Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. Formative Assessments are for practice purposes in order to prepare for the Summative Assessment. The final grade is based on the Summative Assessment only.

A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

Membership and Assessment fees to FMI, will be charged separately.

Prescribed textbooks are included in tuition fees.

OPTIONAL: The Computer Technician module is aligned to the A+ CompTIA syllabus. This means that learners may elect to sit for the 2 International CompTIA A+ exams if they so wish, over and above the Boston exam.

International exam fees will be charged at cost. Learners may sit for these International exams at Boston City Campus.

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Apply the principles of information management to real life situations
- Apply the basic principles and procedures of accounting
- Demonstrate an understanding of the general principles of business management and communication
- Ability to install, troubleshoot and repair a desktop computer

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification
OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME
On successful completion the Learner will be issued: A Boston Short Learning Programme Fundamentals for ICT

INSTITUTE LEARNING PROGRAMME
Should the Learner choose to sit for the two (2) International CompTIA A+ exams, then on successful completion of both, the Learner will be issued: An A+ Credential Certificate from CompTIA (Internationally recognised)
The Learner may participate in as many non-formal Formative Assessments as are required in order to prepare for the International exams. Once declared ready, the Learner may then sit for the International Summative Assessment. All International Summative Assessments require a Learner to be declared Competent. There is no supplementary opportunity as the Learner is permitted to sit for the International Summative Assessment as many times as is required, until declared Competent. Each International Summative Assessment sitting attracts an additional fee.

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to either the Boston Diploma Programme in Network Systems or Systems Development. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

PERSONALITY PROFILE
Logical | Committed | Patient | Practical

Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.

MICROSOFT CERTIFIED: AZURE ADMINISTRATOR ASSOCIATE

MODULES
- Microsoft Certified: Azure Fundamentals*
- Microsoft Azure Administrator*

Exam Code
AZ-900
AZ-104

All modules are compulsory and must be passed.

"The Learner may participate in as many non-formal Formative Assessments as are required in order to prepare for the International exam. Once declared ready, the Learner may then sit for the International Summative Assessment. All International Summative Assessments require a Learner to be declared Competent. There is no supplementary opportunity as the Learner is permitted to sit for the International Summative Assessment as many times as is required, until declared Competent. Each International Summative Assessment sitting attracts an additional fee.

 Prescribed textbooks are included in tuition fees.

FURTHER STUDY OPPORTUNITIES
INSTITUTE LEARNING PROGRAMME
On successful completion the Learner will be issued: A Microsoft Certified: Azure Administrator Associate Credential Certificate from Microsoft (Internationally recognised)

BOSTON SHORT LEARNING PROGRAMME
On successful completion the Learner will be issued: A Microsoft Certified: Azure Fundamentals Credential Certificate from Microsoft (Internationally recognised)

"The Learner may participate in as many non-formal Formative Assessments as are required in order to prepare for the International exam. Once declared ready, the Learner may then sit for the International Summative Assessment. All International Summative Assessments require a Learner to be declared Competent. There is no supplementary opportunity as the Learner is permitted to sit for the International Summative Assessment as many times as is required, until declared Competent. Each International Summative Assessment sitting attracts an additional fee.

 Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.

PERSONALITY PROFILE
Logical | Committed | Patient | Practical

Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.

PERSONALITY PROFILE
Logical | Committed | Patient | Practical

Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.

PERSONALITY PROFILE
Logical | Committed | Patient | Practical

Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.

PERSONALITY PROFILE
Logical | Committed | Patient | Practical

Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.

PERSONALITY PROFILE
Logical | Committed | Patient | Practical

Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.
MICROSOFT CERTIFIED: DEVOPS ENGINEER EXPERT

ONLY AVAILABLE as a contact learning programme at Bedfordview & Orange Grove

MODULES

- Windows*
- Spreadsheets*
- Database*
- Software Development Fundamentals*
- Microsoft Certified: Azure Fundamentals** AZ-900
- Microsoft Certified: Azure Developer Associate** AZ-204
- Azure DevOps Engineer Expert** AZ-400

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**The Learner may participate in as many non-formal Formative Assessments as are required in order to prepare for the International exam. Once declared ready, the Learner may then sit for the International Summative Assessment. All International Summative Assessments require a Learner to be declared Competent. There is no supplementary opportunity as the Learner is permitted to sit for the International Summative Assessment as many times as is required, until declared Competent. Each International Summative Assessment sitting attracts an additional fee.

Prescribed textbooks are included in tuition fees.

Learners may sit for their International Microsoft Examinations at Boston City Campus. These examination fees are excluded but charged at cost. Please note that certification requirements, Module names and Exam Codes are subject to change and such change is at the discretion of Microsoft.

PERSONALITY PROFILE

Analytical | Logical | Precise | Ambitious

OUTCOMES

- Implement, monitor, troubleshoot, and optimize Azure security and solutions
- Connect to and consume Azure services and third-party service
- Develop strategies for instrumentation, site reliability engineering, security and compliance
- Manage source control and facilitate communication and collaboration
- Define and implement continuous integration, delivery and release management strategy

CAREER OPPORTUNITIES

- Programming Specialist
- Project Manager
- Systems Analyst
- Application Developer

ENTRY REQUIREMENT

Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME

On successful completion the Learner will be issued:

A Microsoft Certified: Azure Fundamentals Credential Certificate from Microsoft (Internationally recognised)

A Microsoft Certified: Azure Developer Associate Credential Certificate from Microsoft (Internationally recognised)

A Microsoft Certified: DevOps Engineer Expert Credential Certificate from Microsoft (Internationally recognised)

INTRODUCTION TO PROGRAMMING

MODULES

- Database*
- Spreadsheets*
- Spreadsheets Advanced*
- Systems Development 1 (Java) (OSYD1171)*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE

Analytical | Logical | Dedicated | Thinker

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Demonstrate an understanding of the general principles of relational databases
- Apply the basic principles and procedures of coding/programming in Java

ENTRY REQUIREMENT

Grade 10 Certificate, or National Certificate (Vocational) L2, or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office. Computer Literacy recommended.

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Introduction to Programming

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to an Institute Learning Programme in ICT such as CompTIA or Microsoft, alternatively may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured."
MOBILE APP DEVELOPMENT

MODULES
- Systems Development 1 (Java) [OSYD1181]*
- Android App Development [OAAD1181]*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative assessment, which will be charged for.

PERSONALITY PROFILE
Analytical | Logical | Dedicated | Thinker | Creative

OUTCOMES
- Apply the basic principles and procedures of coding/programming in Java
- Demonstrate and understanding of the general development principles of Android apps

ENTRY REQUIREMENT
Grade 10 Certificate, or National Certificate (Vocational) L2, or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office. Computer Literacy recommended.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Mobile App Development

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to an Institute Learning Programme in ICT such as CompTIA or Microsoft, alternatively may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

Ito RPL, on successful completion the Learner may apply for admission to the Boston Diploma Programme in Systems Development. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

PRINCIPLES OF DATABASE PROGRAMMING

MODULES
- Database Programming [DB Technologies & SQL] [ODB200-1]*
- Practical Project [OHPS200-1]*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative assessment, which will be charged for.

PERSONALITY PROFILE
Analytical | Logical | Dedicated | Thinker | Methodical

OUTCOMES
- Demonstrate and understanding of the general principles of database technologies
- Apply the basic principles and procedures of database coding/programming in SQL and Java

ENTRY REQUIREMENT
Boston Short Learning Programme Introduction to Programming or equivalent credential.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Principles of Database Programming

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to the Boston Diploma Programme in Systems Development. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

Ito RPL, on successful completion the Learner may apply for admission to the Boston Short Learning Programme in ICT such as CompTIA or Microsoft, alternatively may apply for admission to a Boston Short Learning Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
SOFTWARE SPECIALIST

MODULES
- Keyboarding*
- Introduction to PC**
- Windows**
- Word Processing**
- Word Processing Advanced**
- Spreadsheets**
- Spreadsheets Advanced**
- Presentation Graphics**
- Database**
- Understanding the Internet**
- Outlook**
- Adobe Photoshop 1**
- Adobe Photoshop 2**

All modules are compulsory and must be passed.

*Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of 1 [one] additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

**Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Confident | Analytical | Methodical

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to operate application packages at all levels
- Touch typing
- Ability to move around the net with ease
- Understanding and manipulation of Windows operating platform
- Ability to create, edit and enhance images

ENTRY REQUIREMENT
Grade 10 Certificate, or National Certificate (Vocational) L2, or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Software Specialist

FURTHER STUDY OPPORTUNITIES
Its RPL, on successful completion the Learner may apply for admission to an Institute Learning Programme in ICT such as CompTIA or Microsoft, alternatively may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

NETWORKING SPECIALIST

MODULES
- Computer Technician**
- Networking Technician**
- Microsoft Certified Azure Fundamentals*
- Microsoft Certified Azure Administrator*

Exam Code
AZ-900
AZ-104

All modules are compulsory and must be passed.

**Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

Prescribed textbooks are included in tuition fees.

OPTIONAL: The Computer Technician and the Networking Technician modules are aligned to the A+ [CompTIA] and Networking [CompTIA] syllabus. This means that learners may elect to sit for the International CompTIA A+ exams (2) and the International CompTIA Network+ exam if they so wish, over and above the Boston exam.

International exam fees will be charged at cost. Learners may sit for these international exams at Boston City Campus.

PERSONALITY PROFILE
Disciplined | Technical | Patient

OUTCOMES
- Ability to build, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size enterprise branch network
- Ability to configure, deploy and manage network identities, governance, virtual networking, storage and resources

CAREER OPPORTUNITIES
- Network Support Technician
- Routing and Switching Support Technician
- Network Specialist

ENTRY REQUIREMENT
Grade 10 Certificate, or National Certificate (Vocational) L2, or equivalent Qualification. Computer Literacy recommended.

PROGRAMME CATEGORY
INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued:
A Microsoft Certified Azure Fundamentals Credential Certificate from Microsoft (Internationally recognised)
A Microsoft Certified Azure Administrator Associate Credential Certificate from Microsoft (Internationally recognised)
A Boston Short Learning Programme Networking Specialist

Should the learner choose to sit for the two (2) International CompTIA A+ exams, then on successful completion of both, the Learner will be issued an A+ Credential Certificate from CompTIA (Internationally recognised)

Should the learner choose to sit for the International CompTIA Network+ exam, then on successful completion, the Learner will be issued an Network+ Credential Certificate from CompTIA (Internationally recognised)

The Learner may participate in as many non-formal Formative Assessments as are required in order to prepare for the International exam. Once declared ready, the Learner may then sit for the International Summative Assessment. All International Summative Assessments require a Learner to be declared Competent. There is no supplementary opportunity as the Learner is permitted to sit for the International Summative Assessment as many times as is required, until declared Competent. Each International Summative Assessment sitting attracts an additional fee.
**COMPUTER TECHNICIAN**

**ENTRY REQUIREMENT**
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.

**PROGRAMME CATEGORY**
- **BOSTON SHORT LEARNING PROGRAMME**

**OUTCOMES**
- Ability to operate effectively in the workplace using Windows
- Ability to install, troubleshoot and repair a desktop computer
- Ability to install, troubleshoot and repair a standard operating system
- Ability to use and configure Windows 10

**CAREER OPPORTUNITIES**
- Computer Technician
- Desktop Support Technician
- Computer and Peripheral Maintenance Technician

**PERSONALITY PROFILE**
Technical | Patient | Analytical

**PRESENTATION**
A+ CompTIA

**QUICK LEARNING**
6 months

**NETWORKING TECHNICIAN**

**ENTRY REQUIREMENT**
Grade 10 Certificate, or National Certificate (Vocational) L2, or equivalent Qualification. Computer Literacy recommended.

**PROGRAMME CATEGORY**
- **BOSTON SHORT LEARNING PROGRAMME**

**OUTCOMES**
- Ability to operate effectively in the workplace using Windows
- Ability to install, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size enterprise branch network
- Ability to manage and configure basic network routers and switches

**CAREER OPPORTUNITIES**
- Network Support Technician
- CISCO Support Technician
- Network Specialist Technician

**PERSONALITY PROFILE**
Disciplined | Technical | Patient

**PRESENTATION**
A+ CompTIA

**QUICK LEARNING**
6 months
SECURE INFRASTRUCTURE TECHNICIAN

CompTIA currently rates Boston City Campus & Business College as its leading Platinum Partner in Africa and as its 3rd best Platinum Partner globally.

PROGRAMME CATEGORY

When learners earn a CompTIA A+ Certification, they are ready to manage, configure, and troubleshoot computer systems and network devices, as well as operate computer systems. To prepare, learners may sit for international exams. Each of these would be over and above the Boston exam. International exam fees will be charged at cost. Learners may sit for these international exams at Boston City Campus.

Module 1:
- Computer Technician
- Networking Technician
- Cyber Security Fundamentals

Module 2:
- Cyber Security Fundamentals
- Networking Technician
- Computer Technician
- Computer and Peripheral Maintenance Technician
- Network Support Technician

OUTCOMES

- Ability to build, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size branch network

PERSONALITY PROFILE

Logical | Technical | Disciplined | Patient | Analytical

ENTRY REQUIREMENT

Grade 10 Certificate, or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.

PROGRAMME CATEGORY

When learners earn a CompTIA A+ Certification, they are ready to manage, configure, and troubleshoot computer systems and network devices, as well as operate computer systems. To prepare, learners may sit for international exams. Each of these would be over and above the Boston exam. International exam fees will be charged at cost. Learners may sit for these international exams at Boston City Campus.

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- Computer Technician
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Module 2:
- Cyber Security Fundamentals
- Networking Technician
- Computer Technician
- Computer and Peripheral Maintenance Technician
- Network Support Technician

OUTCOMES

- Ability to build, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size branch network

PERSONALITY PROFILE

Logical | Technical | Disciplined | Patient | Analytical

ENTRY REQUIREMENT

Grade 10 Certificate, or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.

PROGRAMME CATEGORY

When learners earn a CompTIA A+ Certification, they are ready to manage, configure, and troubleshoot computer systems and network devices, as well as operate computer systems. To prepare, learners may sit for international exams. Each of these would be over and above the Boston exam. International exam fees will be charged at cost. Learners may sit for these international exams at Boston City Campus.

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Module 2:
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- Networking Technician
- Computer Technician
- Computer and Peripheral Maintenance Technician
- Network Support Technician

OUTCOMES

- Ability to build, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size branch network

PERSONALITY PROFILE

Logical | Technical | Disciplined | Patient | Analytical

ENTRY REQUIREMENT

Grade 10 Certificate, or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.

PROGRAMME CATEGORY

When learners earn a CompTIA A+ Certification, they are ready to manage, configure, and troubleshoot computer systems and network devices, as well as operate computer systems. To prepare, learners may sit for international exams. Each of these would be over and above the Boston exam. International exam fees will be charged at cost. Learners may sit for these international exams at Boston City Campus.

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Module 2:
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- Networking Technician
- Computer Technician
- Computer and Peripheral Maintenance Technician
- Network Support Technician

OUTCOMES

- Ability to build, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size branch network

PERSONALITY PROFILE

Logical | Technical | Disciplined | Patient | Analytical

ENTRY REQUIREMENT

Grade 10 Certificate, or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.

PROGRAMME CATEGORY

When learners earn a CompTIA A+ Certification, they are ready to manage, configure, and troubleshoot computer systems and network devices, as well as operate computer systems. To prepare, learners may sit for international exams. Each of these would be over and above the Boston exam. International exam fees will be charged at cost. Learners may sit for these international exams at Boston City Campus.

Module 1:
- Computer Technician
- Networking Technician
- Cyber Security Fundamentals

Module 2:
- Cyber Security Fundamentals
- Networking Technician
- Computer Technician
- Computer and Peripheral Maintenance Technician
- Network Support Technician

OUTCOMES

- Ability to build, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size branch network

PERSONALITY PROFILE

Logical | Technical | Disciplined | Patient | Analytical

ENTRY REQUIREMENT

Grade 10 Certificate, or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.
SECURITY ANALYTICS SPECIALIST

MODULES
- Linux+ [CompTIA]*
- Security+ [CompTIA]*
- CySA+ [Cyber Security Analyst+] [CompTIA]* (available 31 May 2021)

All modules are compulsory and must be passed.

*The Learner may participate in as many non-formal Formative Assessments as are required in order to prepare for the International exam. Once declared ready, the Learner may then sit for the International Summative Assessment. All International Summative Assessments require a Learner to be declared Competent. There is no supplementary opportunity as the Learner is permitted to sit for the International Summative Assessment as many times as is required, until declared Competent. Each International Summative Assessment sitting attracts an additional fee.

Prescribed textbooks are included in tuition fees.

Learners may sit their International CompTIA Examinations at Boston City Campus. These examination fees are excluded but charged at cost.

PERSONALITY PROFILE
Analytical | Logical | Commitment | Guardian

OUTCOMES
- Foundational skills and knowledge of Linux system administration
- Skills and knowledge of security concepts and infrastructure
- Perform data analysis
- Interpret the results to identify vulnerabilities, threats and risks to an organisation

CAREER OPPORTUNITIES
- Junior Linux Administrator
- Security Administrator
- Security Technician
- Network Security Technician
- Network and Information Security Technician
- Security Analyst
- Vulnerability Analyst
- Cybersecurity Specialist
- Threat Intelligence Analyst
- Security Engineer

ENTRY REQUIREMENT
CompTIA A+ and Network+ Credential Certificates, or Microsoft Certified Network Associate certification, as well as two years of experience in IT administration with a security focus.

PROGRAMME CATEGORY

On successful completion the Learner will be issued:
A Linux+ Credential Certificate from CompTIA (Internationally recognised)
A Security+ Credential Certificate from CompTIA (Internationally recognised)
A Cyber Security Analyst+ Credential Certificate from CompTIA (Internationally recognised)
International recognition as a CompTIA Security Analytics Specialist (CSIA)

ETHICAL HACKER

MODULES
- Ethical Hacking [OHPXN301-1]
- Business Ethics [OBMN201-1]

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative assessment, which will be charged for.

Prescribed textbooks are included in tuition fees.

OPTIONAL: The Ethical Hacking module is aligned to the TestOut syllabus. This means that Learners may elect to sit for the International TestOut Ethical Hacker Pro exam if they so wish, over and above the Boston exam. The exam fee for the first attempt to the TestOut exam is included in the Module fee. Additional fees will be payable for subsequent attempts.

PERSONALITY PROFILE
Analytical | Logical | Disciplined | Commitment | Creative

OUTCOMES
- Prepare a System for Penetration
- Gain access to a Secure System
- Attack a Secure System
- Cover up Gained Access
- Defend a System

CAREER OPPORTUNITIES
- Security Penetration Tester
- Security Professional
- Security Analyst
- Information Security Manager

ENTRY REQUIREMENT
CompTIA Network+, Linux+ and Security+ Credential Certificates or equivalent credentials.

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Boston Short Learning Programme Ethical Hacker

Should the learner choose to sit for the International TestOut exam, then on successful completion, the Learner will be issued a TestOut Ethical Hacker Pro Credential Certificate from TestOut (Internationally recognised)

The Learner may participate in as many non-formal Formative Assessments as are required in order to prepare for the International TestOut exam. Once declared ready, the Learner may then sit for the International TestOut Ethical Hacker Pro Certification exam as many times as is required, until declared Competent. Each additional TestOut Ethical Hacker Pro Certification Assessment sitting attracts an additional fee.

FURTHER STUDY OPPORTUNITIES
On successful completion the Learner may apply for admission to the EC-Council Certified Ethical Hacker exam, from the EC-Council, at their prescribed fee.
COMPUTER CLERK

MODULES
- Keyboarding*
- Introduction to PC**
- General Office Practice**
- Windows**
- Understanding the Internet**
- Outlook**
- Word Processing**
- Word Processing Advanced**
- Spreadsheets**
- Spreadsheets Advanced**

All modules are compulsory and must be passed.

*Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of one (1) additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

**Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Accurate | Efficient | Eager to secure a career in computing

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Touch typing
- A working knowledge of the most widely used applications – word processing and spreadsheets

ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Computer Clerk

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to an Institute Learning Programme in ICT such as CompTIA or Microsoft, alternatively may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

DATA CAPTURER

MODULES
- Keyboarding*
- Keyboarding Numeracy*
- Typing Speed Development*
- Introduction to PC**
- Windows**
- General Office Practice**
- Word Processing**
- Word Processing Advanced**
- Spreadsheets**

All modules are compulsory and must be passed.

*Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of one (1) additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

**Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Responsible | Accurate | Methodical | Careful

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Touch typing – alpha and numeric
- Capture of information accurately and speedily onto computer software
- Understanding of general concepts and computer trending

ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Data Capturer

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to an Institute Learning Programme in ICT such as CompTIA or Microsoft, alternatively may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
INTRODUCTION TO WEB & GRAPHIC DESIGN

MODULES
- Introduction to PC*
- Understanding the Internet*
- Windows*
- Word Processing*
- Presentation Graphics*
- Database*
- Dreamweaver 1*
- Dreamweaver 2*
- Adobe Photoshop 1*
- Adobe Photoshop 2*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Logical | Creative

OUTCOMES WEB DESIGN
- Ability to create a website
- Use of advanced CSS techniques
- Ability to publish websites
- Use of AP and Spry elements
- Ability to design and create web pages in a website
- Ability to work with graphic selections
- Form creation
- Ability to integrate external files with Dreamweaver

OUTCOMES GRAPHIC DESIGN
- Ability to work with selections
- Ability to work with vector paths, shapes, layers and masks
- Ability to automate tasks
- Ability to save images for web and print
- Ability to work with video files
- Ability to work with layers
- Ability to enhance images
- Ability to use image modes and colour adjustments
- Ability to use paint and filters

CAREER OPPORTUNITIES
- Web Page Designer
- Graphic Designer

ENTRY REQUIREMENT
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME

On successful completion the Learner will be issued with a Certificate of Completion/Digital Badge from CISCO.

FURTHER STUDY OPPORTUNITIES

If a learner chooses RPL, on successful completion the Learner may apply for admission to an Institute Learning Programme in ICT such as CompTIA or Microsoft, alternatively may apply for admission to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 11 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

CONTINUOUS PROFESSIONAL DEVELOPMENT WITH CISCO:
Self-paced, Online, International Credentials

Please request the Fact Sheet for additional,detailed course information

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

MODULES
- IT Essentials
- Network Essentials
- CCNA: Introduction to Networking
- CCNA: Switching, Routing and Wireless Essentials
- CCNA: Enterprise Networking, Security and Automation

CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP)

MODULES
- CCNP Enterprise: Core Networking (ENCOR)
- CCNP Enterprise: Advanced Routing (ENARSI)

THE INTERNET OF THINGS (IOT)

MODULES
- IT Essentials
- Network Essentials
- Introduction to IoT
- IoT Fundamentals: Connecting Things
- IoT Fundamentals: Big Data & Analytics
- IoT Security

CISCO CERTIFIED CYBEROPS ASSOCIATE

MODULES
- Introduction to Cybersecurity
- Cybersecurity Essentials
- CyberOps Associate

ENTRY REQUIREMENT
Entry requirements vary, consult the Fact Sheet for details.

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME

On successful completion of a Module, the Learner will be issued with a Certificate of Completion/Digital Badge from CISCO.

Additionally, Learners may opt to sit for the International Examinations at Boston City Campus to be issued the International Credential Certificate i.e. CCNA, CCNP, PCAP CLA, CLP CPA, CPPP, PCAP, CyberOpsAssociate, LPIC-1. These examination fees are excluded but charged at cost.

PYTHON PROGRAMMING

MODULE
- Certified Associate in Python Programming (PCAP)

C PROGRAMMING (CLA)

MODULES
- C Programming Language Certified Associate (CLA)
- C Certified Professional Programmer (CLP)

C++ PROGRAMMING

MODULES
- C++ Certified Associate Programmer (CPA)
- C++ Certified Professional Programmer (CPP)

CISCO CERTIFIED DEVNET ASSOCIATE

MODULES
- Networking Essentials
- Programming Essentials in Python (PCAP)
- DevNet Associate

LINUX

MODULES
- Linux Essentials
- Linux I
- Linux II
Be part of dynamic industries that shape society and instill the values of human capital, justice, and sustainable commercial practices. Work across multi-disciplinary boundaries and support business units with regulatory affairs and compliance when developing new product and service initiatives.

If you want to acquire professional and administrative skills to work on strategic business challenges and projects, to generate innovative ideas, and to facilitate change during implementation, then look no further. Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.

**LAW & HUMAN RESOURCES**

Be part of dynamic industries that shape society and instill the values of human capital, justice, and sustainable commercial practices. Work across multi-disciplinary boundaries and support business units with regulatory affairs and compliance when developing new product and service initiatives.

If you want to acquire professional and administrative skills to work on strategic business challenges and projects, to generate innovative ideas, and to facilitate change during implementation, then look no further. Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
BACHELOR OF COMMERCE IN LAW: B.Com. (Law)

SAQA ID 104712

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALT150-1]
- Introduction to South African Law [HISL150-1]
- Legal Writing Skills [HLWS150-1]
- Business Management 1 [HBMN150-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Law of Persons [HLWP150-1]
- Intellectual Property Law [HIPLW150-1]
- Economics 1 [HECO150-1]
- Accounting Principles [HAACP150-1]

YEAR TWO MODULES

Semester A
- General Principles of the Law of Contract [HGPLC230-1]
- Insolvency Law [HILN230-1]
- Environmental Law [HILE230-1]
- Business Management 2 [HBMN230-1]
- Financial Accounting 1 [HFAC150-1]

Semester B
- General Principles of the Law of Delict [HGPLD230-1]
- Property Law [HILP230-1]
- Cyber Law [HCYLW230-1]
- Competition Law [HCMLW230-1]
- Specific Contracts [HSPC230-1]
- Introduction to Cost and Management Accounting [HMAC200-1]

YEAR THREE MODULES

Semester A
- Labour Law [HLLWS30-1]
- Law of Taxation [HILT30-1]
- Applied Research for Law Practitioners [HRML330-1]
- Business Management 3 [HBMN333-2]
- Financial Management [HFMN330-1]

Semester B
- Company Law [HCML330-1]
- Constitutional Law [HDONL330-1]
- Strategic Human Resource Management [HBMN534-1]
- Work Integrated Learning [HWSBULW530-1]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS4 is predominately applied in this programme and consists of Formative Assessments (FA1 and FA2), also known as assignments or tests, which count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user Applications
- Demonstrate well-rounded knowledge of the South African legal system, various fields of law, the relationship between fields of law, and the impact of legal principles and rules on commercial activity and broader society
- Develop integrated knowledge of the underlying principles, legal instruments, concepts and procedures of South African Mercantile Law, as well as the ability to apply such knowledge in commercial contexts
- Demonstrate integrated knowledge, an understanding of standard methods and procedures, and the ability to solve problems in the context of private law
- Understand the principles and theory of business and financial management in professional commercial practice, formulate decisions and take action based on such principles
- Identify, evaluate, and analyse socio-economic needs of society, display an awareness of professional ethics and ethical standards and recognise the need for life-long learning

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed and with endorsement for admission to Bachelor’s study; or National Certificate (Vocational) (NC(V)), with English passed and with endorsement for admission to Bachelor’s studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Diploma, NQF (HEQSF/OQSF) Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Bachelor of Commerce in Law, NQF Level 7, SAQA ID 104712, minimum 384 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.

This qualification is recognised by the Financial Sector Conduct Authority (FSCA), formerly the Financial Services Board (FSB), as Generic under all Categories and Sub-Categories for occupational/professional purposes. The FSCA is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures.
NATIONAL CERTIFICATE:
Paralegal Practice – Human Resource & Employee Relations

SAQA ID 97229: refer Quick Facts for last date of enrolment

Also offered by Boston City Campus & Business College as a Learnership Programme. Please request the additional information from the Learnership Department.

MODULES
- Windows*
- Word Processing*
- Business Mathematics 1 [OBMTH11615]*
  If the Learner has passed NSC or NCV with Mathematics or Mathematical Literacy, the Learner need not register for Business Mathematics (ito the CAT Policy)
- Human Resource Management 1 [OSH/HM11615]
- Paralegal Practice Module 1: Legal Principles and Practice**
- Paralegal Practice Module 2: Business Principles and Practice**
- Paralegal Practice Module 3: Office Support and Administration**
- Paralegal Practice Module 4: Research Methodology**
- Paralegal Practice Module 5: Aspects of Finance and IT**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Each module requires a Portfolio of Evidence (PoE) that includes Formative and Summative Assessments. Both are used to assess Competence against Specific Outcomes (SO) and Assessment Criteria (AC). In addition, Learners complete a Final Integrated Summative Assessment (FISA) and must be found Competent in this assessment.

SABPP Learner Management fee and Occupational Programme Assessment Fee will be charged separately.

DURATION
Based on the credits and notional hours of this qualification, the minimum duration is twelve months and the maximum duration is two years of study.

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- An understanding of South African law and the legal system with specific emphasis on Paralegalism
- Ability to apply fundamental legal concepts, principles, theories and values within a Paralegal Sector
- An understanding of procedure in courts and other forums
- Ability to guide and refer clients in terms of legal enquiries
- Ability to create, maintain and update record-keeping systems
- Ability to plan, organise and control the day-to-day administration of an office support function
- Ability to gather and manage information for decision-making and to conduct research
- Ability to perform financial planning and control function for a small business

ENTRY REQUIREMENT
National Senior Certificate [NSC], or National Certificate [Vocational] [NC(V)] L4; or prior to 2009, Senior Certificate; or Further Education and Training (FET) Certificate; or equivalent qualification.

PROGRAMME CATEGORY

OCCUPATIONAL QUALIFICATION

On successful completion of the theory assessments and practical assignments the Learner will be issued a Boston Statement of Results indicating the unit standards covered

Boston will apply, on behalf of the Learner, to the SABPP for verification of the Learner’s results. On successful verification the Learner will be issued a National Certificate: Paralegal Practice: Human Resource & Employee Relations SAQA ID 97229, NQF Level 5, 131 credits from SABPP

The South African Board for People Practices [SABPP] is a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO) and is registered as a Professional Body by the South African Qualifications Authority (SAQA)

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to any Boston Diploma or Higher Certificate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

CONVEYANCING SECRETARY

MODULES
- Windows*
- Word Processing*
- Spreadsheets*
- Company Law [DBMTH11615]*
- Law Office Practice and Procedure*
- Conveyancing*
- Principles of Customer Service*
- Business English*
- Typing Skills for the Executive Secretary**

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of one (1) additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

PERSONALITY PROFILE
Responsible | Accurate | Methodical | Friendly | Passion for the Administration

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- A thorough understanding of the legal system and the law of contract
- A full understanding of all the stages of and procedures involved in conveyancing
- An understanding of customer service and dealing with clients

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate [Vocational] L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Conveyancing Secretary

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
EXECUTIVE SECRETARY LEGAL

MODULES

- Keyboarding**
- Introduction to PC*
- Windows*
- Word Processing*
- Presentation Graphics*
- Spreadsheets*
- Understanding the Internet*
- Outlook*
- General Office Practice*
- Principles of Customer Service*
- Introduction to the Study of Law*
- Law Office Practice and Procedure*
- Conveyancing*
- Typing Skills for the Executive Secretary**
- Typing Speed Development**
- Audio Typing**

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Keyboarding and Typing modules require the Learner to achieve a stipulated word-per-minute (wpm) typing speed (as stipulated for each module) and in some instances require an additional Summative Assessment. Word-per-minute targets are practice-led assessment formats whereby the Learner continues until the required wpm speed is maintained. Where an additional Summative Assessment is prescribed, the final grade is based on the Summative Assessment as well as the attainment of the wpm typing speed requirement. A maximum of 1 [one] additional supplementary assessment opportunity is provided for these Summative Assessments, which will be charged for.

PERSONALITY PROFILE

Accurate | Responsible | Methodical | Analytical

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to understand the operational environment
- Ability to demonstrate an understanding of customer service
- Ability to operate computers in the business environment
- Competence in the duties of an executive secretary
- Full insight into legal office practice and procedures

ENTRY REQUIREMENT

Grade 11 Certificate; or National Certificate (Vocational) L3; or equivalent qualification OR alternatively Learners can apply for RPL entry into the Programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Boston Short Learning Programme Executive Secretary Legal

FURTHER STUDY OPPORTUNITIES

To progress, complete the modules Business English, Principles of Business Communication and Business Mathematics for admission to RPL to a Boston Short Learning Programme or an Occupational Qualification of which either has a Grade 12 Certificate or equivalent qualification as the entry requirement. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

PARALEGAL

MODULES

- Windows*
- Word Processing*
- Spreadsheets*
- Introduction to the Study of Law*
- Introduction to Business Law*
- Business Law*
- Media Law 1 [OMW1605]*
- Conveyancing*
- Law Office Practice and Procedure*
- Principles of Business Communication*
- General Office Practice*

All modules are compulsory unless otherwise specified and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE

Responsible | Careful | Accurate | Helpful | Methodical | Passion for the Law

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- An understanding of the social, economic and political framework in which our legal system operates
- Ability to understand the different fields of law and how they affect our daily lives
- Ability to understand one’s rights and advise others of those rights; ensuring that disadvantaged people are not exploited
- Ability to identify legal issues and understand how the law deals with these problems
- Ability to research legal issues

ENTRY REQUIREMENT

National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

On successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
**BACHELOR OF COMMERCE IN HUMAN RESOURCE MANAGEMENT:**

**SAQA ID 115958**

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

**YEAR ONE MODULES**

- **Semester A**
  - Computer Literacy [HCLT101-1]
  - Academic Literacy [HALT130-1]
  - Human Resource Management 1 [HHRM130-1]
  - Business Management 1 [HBMN130-1]

- **Semester B**
  - Computer Literacy Advanced [HCLT102-1]
  - Commercial Law 1 [HLWC1181]
  - Economics 1 [HECO130-1]
  - Accounting Principles [HACP130-1]
  - Human Resource Development 1 [HHRD130-1]

**YEAR TWO MODULES**

- **Semester A**
  - Human Resource Management 2 [HHRM230-1]
  - Financial Accounting 1 [HFAC130-1]
  - Workplace Psychology [HPSW230-1]
  - Employee Relations & Labour Law 2 [HERL230-1]

- **Semester B**
  - Business Management 2 [HBMN230-1]
  - Introduction to Cost and Management Accounting [HMAC200-1]
  - Business Ethics [HBMN231-1]
  - Organisational Development & Skills Administration [HHRD230-1]

**YEAR THREE MODULES**

- **Semester A**
  - Human Resource Management 3A (International HRM) [HHRM331-1]
  - Employee Relations and Labour Law 3 [HERL330-1]
  - Financial Management [HFMN330-1]
  - Research Methods [HRMB330-1]

- **Semester B**
  - Human Resource Management 3B (Performance & Reward Management Systems) [HHRM332-1]
  - Project Management [HHBM331-1]
  - Human Resource Management 3C (Human Resource Analytics) [HHRM333-1]
  - Work Integrated Learning [HHWBR330-1]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS4 predominately applied in this programme and consists of Formative Assessments (FAI and FA2), also known as assignments or tests, which count forty percent (40%) – twenty percent (20%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FAI or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

**OUTCOMES**

On completion of the programme graduates will have the necessary knowledge and practical skills required to:

- Operate effectively in the workplace using a number of Windows-based end-user Applications
- Manage integrated strategic human resource systems to ensure that the human resource strategy is aligned with the overall strategy of the organisation
- Perform complex decisions by leveraging the data derived from HR analytics in relation to skills development administration, the implementation and deployment of occupational health and safety programmes, reward management systems, all within a thorough legal framework
- Apply practical solutions in managing the diverse interests of the primary role players in the labour market and execute approaches that influence productivity and organisational performances.
- Assume management roles in commerce and human resource management in relation to the practice of people management for the organisation's diverse workforce
- Manage the well-being of the organisation's diverse workforce in line with statutory provisions and execute organisational programs, manage conflicts and make prudent financial management decisions

**ENTRY REQUIREMENT**

National Senior Certificate (NSC), with English passed and with endorsement for admission to Bachelor's study; or National Certificate (Vocational) (NC(V)), with English passed and with endorsement for admission to Bachelor's studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Diploma, NQF (HEQSF/OQSF) Level 6, minimum Credits 240 or 360.

**PROGRAMME CATEGORY**

On successful completion the Learner will be issued a Bachelor of Commerce in Human Resource Management SAQA ID 115958, NQF L7, minimum 372 credits from Boston City Campus & Business College

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Postgraduate Diploma.
DIPLOMA IN HUMAN RESOURCE MANAGEMENT:
Dip. [Human Resource Management]

SAQA ID 90719

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

<table>
<thead>
<tr>
<th>Semester A</th>
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<tbody>
<tr>
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<tr>
<td>Academic Literacy</td>
<td>HALP1181</td>
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<tr>
<td>Human Resource Management</td>
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<td>Public Relations</td>
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<tr>
<th>Semester B</th>
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<tbody>
<tr>
<td>Computer Literacy</td>
<td>HCLT102-1</td>
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<tr>
<td>Fundamentals of Accounting</td>
<td>HDFA100-1</td>
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<tr>
<td>Human Resource Development</td>
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<td>Applied Psychology</td>
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YEAR TWO MODULES

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<td>Workplace Psychology</td>
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<tr>
<td>Business Management</td>
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<td>Commercial Law</td>
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<tr>
<td>Human Resource Development</td>
<td>HHRD200-1</td>
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<td>Labour &amp; Industrial Relations</td>
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<td>Socioeconomics</td>
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<td>HIV Workplace Policy and Training</td>
<td>HHWPT1181</td>
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YEAR THREE MODULES

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<tr>
<th>Semester A</th>
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<tbody>
<tr>
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<td>Project Management</td>
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<td>Applied Research Methods</td>
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<td>Computerised Payroll</td>
<td>HCLT104-1</td>
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<tr>
<td>Work Integrated Learning</td>
<td>HWITR300-1</td>
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All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS3 is predominately applied in this programme and consists of a Formative Assessment (FA), also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.
HIGHER CERTIFICATE:
Human Resource Management Practice
H.Cert. [Human Resource Management Practice]

SAQA ID 101818

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Human Resource Functions [HHRF1181]
- Introduction to Industrial Psychology 1 [HIND1181]

Semester B
- Introduction to Socioeconomics [HSEC1181]
- Organisational Development [HODV1181]
- Human Resource Training and Development [HHTD1181]
- Work Integrated Learning [HWCHRP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment [FAI], also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project [SAI], will count fifty percent (50%). No supplementary assessment is provided for FAI. A maximum of one (1) additional supplementary assessment opportunity is provided for SAI, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply human resource and employment relations principles to real life situations
- Manage the different phases of organisational development in organisations
- Analyse theories of outcomes-based adult education and training as well as the taxonomies of learning
- Demonstrate a understanding of recruitment, selection, motivation and retention processes/strategies
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study; or National Certificate [Vocational] (NC[V]), with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF [QQSF] Level 4, minimum Credits 120.

PROGRAMME CATEGORY

- BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Higher Certificate in Human Resource Management Practice, NQF Level 5, SAQA ID 101818 minimum 122 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor’s Degree.

HIGHER CERTIFICATE:
Commerce in Human Resource Management
H.Cert. [Commerce] [Human Resource Management]

SAQA ID 21081

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

SAABB Learner Management fee and Occupational Programme Assessment Fee will be charged separately.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Human Resource Functions [HHRF1181]
- Commercial Law 1 [HIND1181]
- Work Integrated Learning [HWCHRP1181]

Semester B
- Introduction to Financial Accounting [HFBF1181]
- Work Integrated Learning [HWCHRP1181]
- Entrepreneurship 1 [HENT1181]
- Introduction to Accounting Practice [HAPF1181]

YEAR TWO MODULES

Semester A
- Economics [HECO130-1]
- Basic Finance and Budgeting [HFBF1181]
- Work Integrated Learning [HCHRP1181]

Semester B
- Business Management 1 [HBMN1181]
- Introduction to Industrial Psychology [HIND1181]
- Entrepreneurship 1 [HENT1181]
- Introduction to Accounting Practice [HAPF1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment [FAI], also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project [SAI], will count fifty percent (50%). No supplementary assessment is provided for FAI. A maximum of one (1) additional supplementary assessment opportunity is provided for SAI, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on the credits and notional hours of this qualification, the minimum duration is eighteen months and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply principles of human resource management and business communication to real life situations
- Manage financial information
- Analyse legal and economic data
- Develop business management and entrepreneurial skills
- Display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), or National Certificate [Vocational] (NC[V]) L4; or prior to 2009, Senior Certificate; or Further Education and Training (FET) Certificate; or equivalent qualification.

PROGRAMME CATEGORY

OCCUPATIONAL QUALIFICATION

Boston will apply, on behalf of the Learner, to the SABPP for verification of the Learner’s results. On successful verification the Learner will be issued a Higher Certificate: Commerce; Human Resource Management SAQA ID 21081, NQF Level 5, 160 credits from SABPP

The South African Board for People Practices (SABPP) is a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO) and is registered as a Professional Body by the South African Qualifications Authority (SAQA)

FURTHER STUDY OPPORTUNITIES

Into RPL, on successful completion the Learner may apply for admission to any Boston Diploma or Higher Certificate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
LIFESTYLE & DIGITAL MUSIC

If you're looking for a career with excitement and a healthy dose of fun, then these lifestyle career opportunities may be just the thing for you. Register for a Soul Candi course with our industry recognised Head of Department Blanka Mazimela. Blanka is a Composer, House Producer and DJ. His latest hit is making waves locally and abroad. Courses include Digital Music Composition & Production, DJ101 and The Music Business. Boston's range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
SAQA ID 21086

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

SABPP Learner Management fee and Occupational Programme Assessment Fee will be charged separately.

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP1181)
- Marketing Management 1 (HMKT1181)

Semester B
- Integrated Marketing Communication 1 (HINT1181)
- Sales and Promotion Practice 1 (HSPS1181)
- Music Business (HSMB1181)
- Audio Production Fundamentals: Theory (HSAP1181)

YEAR TWO MODULES

Semester A
- DJ101: Theory (HSDJ1181)
- Consumer and Buyer Behaviour (HCBB1181)
- Principles of Marketing Research (HMKR1181)
- Work Integrated Learning HCERT MDM (HWCMDM1181)

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on the credits and notional hours of this qualification, the minimum duration is eighteen months and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply principles of marketing and integrated communication practice to real life situations
- Analyse market research and sales data
- Demonstrate an understanding of musical genres and styles and their influence on the DJ / music industry
- Understand the basics of music composition with a focus on modern and electronic styles
- Demonstrate working knowledge of the business elements of the music industry

Africa's largest independent dance record label, Soul Candi, has teamed up with Boston City Campus & Business College to bring you a revolutionary new approach to digital music marketing. This Occupational Qualification, one of a kind in Africa, seamlessly integrates modern music business with all the latest music production techniques being used by the world's best hit-making producers.
INTRODUCTION TO DIGITAL MUSIC COMPOSITION & PRODUCTION

MODULES
- Music Production Fundamentals 1 (Propellerheads Reason)
- Music Production Fundamentals 2 (Native Instruments)
- Music Theory
- Intermediate Production with Steinberg Cubase

All modules are compulsory and must be passed.

PERSONALITY PROFILE
Love of Music | Creative | Free Spirited | Passionate | Technical

OUTCOMES
Knowledge and understanding of:
- Basic and advanced music composition with a focus on modern and electronic music styles
- Drum programming
- Scales and intervals
- Quantizing and groove timing
- Basic and advanced synthesis
- Chords and chord progressions
- MIDI sequencing
- Effects processing – inserts and sends
- Sound shaping
- Automation
- Arrangement
- Reason
- Cubase
- Vocal recording and microphone techniques
- Audio editing
- Film score composition and production
- Sound to picture editing
- Compression and dynamics processing
- Post production – mixing and mastering
- Native instruments

CAREER OPPORTUNITIES
- Remixer, Producer, Live Artist
- Film Score Composition
- Sound and Music Design for Games, TV, Film and other Multimedia Applications
- Record Producer
- Post Production and Mastering Engineer

Africa’s largest independent dance record label, Soul Candi, has teamed up with Boston City Campus & Business College to bring you a revolutionary new approach to digital music composition and production. This Short Learning Programme, one of a kind in Africa, seamlessly integrates modern music composition with all the latest music production techniques being used by the world’s best hit-making producers.

ENTRY REQUIREMENT
Grade 11 Certificate; or National Certificate: (Vocational) L3; or equivalent qualification. No previous knowledge of music or experience with any musical instrument required.

OR
Grade 10 Certificate; or National Certificate: (Vocational) L2; or equivalent qualification. Some previous knowledge of music or experience with any musical instrument is required.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Introduction to Digital Music Composition and Production

DIGITAL MUSIC COMPOSITION & PRODUCTION

ONLY AVAILABLE at selected Boston branches

MODULES
- Music Production Fundamentals 1 (Propellerheads Reason)
- Music Production Fundamentals 2 (Native Instruments)
- Advanced Production and Post-Production
- Music Theory
- Cubase and Audio Engineering Theory

All modules are compulsory and must be passed.

PERSONALITY PROFILE
Love of Music | Creative | Free Spirited | Passionate | Technical | Dedicated

OUTCOMES
Knowledge and understanding of:
- Basic and advanced music composition with a focus on modern and electronic music styles
- Drum programming
- Scales and intervals
- Quantizing and groove timing
- Basic and advanced synthesis
- Chords and chord progressions
- MIDI sequencing
- Effects processing – inserts and sends
- Sound shaping
- Automation
- Arrangement
- Reason
- Cubase
- Vocal recording and microphone techniques
- Audio editing
- Film score composition and production
- Sound to picture editing
- Compression and dynamics processing
- Post production – mixing and mastering
- Native instruments
- Psycho-acoustics and the perception of sound
- Principles of sound and digital recording
- Vocal recording and microphone techniques
- Audio recording and editing
- Film score composition and production
- Sound to picture editing
- Compression and dynamics processing
- Post production – mixing and mastering
- Sound design, sampling and synthesis with Native instruments

CAREER OPPORTUNITIES
- Remixer, Producer, Live Artist
- Film Score Composition
- Sound and Music Design for Games, TV, Film and other Multimedia Applications
- Record Producer
- Post Production and Mastering Engineer
- Recording Engineer
- Live Sound Technician

Africa’s largest independent dance record label, Soul Candi, has teamed up with Boston City Campus & Business College to bring you a revolutionary new approach to digital music composition and production. This Short Learning Programme, one of a kind in Africa, seamlessly integrates modern music composition with all the latest music production techniques being used by the world’s best hit-making producers.

ENTRY REQUIREMENT
Grade 11 Certificate; or National Certificate: (Vocational) L3; or equivalent qualification. No previous knowledge of music or experience with any musical instrument required.

OR
Grade 10 Certificate; or National Certificate: (Vocational) L2; or equivalent qualification. Some previous knowledge of music or experience with any musical instrument is required.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Digital Music Composition and Production
DJ101

ONLY AVAILABLE at selected Boston branches

MODULES
- DJ101

PERSONALITY PROFILE
Love of Music | Creative | Passionate | Dedicated

OUTCOMES
- Understanding of musical genres and styles and their influence on the DJ / music industry
- Understanding of equipment setup and suppliers for DJs
- Understanding of on-line music purchasing
- Understanding of the role of social media in the life of a DJ
- Understanding of beats and bars
- Understanding of set structure, mixing and blending

CAREER OPPORTUNITIES
- DJ
- Mobile DJ
- Club DJ

Africa’s largest independent dance record label, Soul Candi, has teamed up with Boston City Campus & Business College to bring you a revolutionary new approach to digital music composition and production. This Short Learning Programme, one of a kind in Africa, seamlessly integrates modern music composition with all the latest music production techniques being used by the world's best hit-making producers.

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
- BOSTON SHORT LEARNING PROGRAMME

THE MUSIC BUSINESS

MODULES
- The Music Business

PERSONALITY PROFILE
Love of Music | Creative | Passionate | Dedicated

OUTCOMES
- A working knowledge of the business side of the music industry
- Understanding of the various commercial entities and parts of the music and entertainment supply chain and industry
- Understanding of where the major and independent record companies fit into the environment
- Understanding of the roles of artists, producers, publishing companies, managers, agents, promoters and attorneys
- Understanding of the contractual landscape and framework
- Understand new challenges from digital technology and the Internet
- Insight into evolving markets and career paths
- Understanding of the core concepts associated with copyright and trademark law as they apply to music

Africa’s largest independent dance record label, Soul Candi, has teamed up with Boston City Campus & Business College to bring you a revolutionary new approach to digital music composition and production. This Short Learning Programme, one of a kind in Africa, seamlessly integrates modern music composition with all the latest music production techniques being used by the world's best hit-making producers.

ENTRY REQUIREMENT
Grade 12 Certificate; or National Certificate: (Vocational) L4; or equivalent qualification
OR alternatively Learners can apply for RPL entry the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
- BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme

The Music Business
Boston's unique focus on the needs of commerce and industry in the design and delivery of our management and marketing programmes, enables students to participate successfully in these competitive and exciting environments.

The combination of academic skills and practical focus within Boston’s wide variety of business programmes, which include contemporary topics such as retailing, selling techniques, integrated marketing communication, entrepreneurship, information management, logistics to name a few, provides for a well-rounded education.

If a postgraduate qualification, degree or diploma is what you are looking for, or perhaps a short programme to enhance your skills, or a higher certificate to set your career in motion, then this section is for you! Boston’s range of Higher Education Programmes, Occupational Qualifications and Short Learning Programmes support a wide range of desirable skills, occupations, and professional practices which are in high demand.
This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Graduates of this unique Honours equivalent qualification at NQF (HEQSF) Level 8 will be able to articulate vertically to cognate Master's programmes in Commerce, General Management, Marketing Management or Business Administration on NQF (HEQSF) Level 9 at any number of public universities, private or foreign higher education institutions, subject to the admission and selection criteria of the receiving institution.

The curriculum and design of the Postgraduate Diploma in Management ensures that tomorrow's leaders are equipped with twenty-first century competencies for successful careers and that graduates will be in demand by employers. The programme provides prospective students, with or without work experience, who hold an undergraduate degree with a unique postgraduate opportunity to gain advanced knowledge of business and general management.

Please request the Fact Sheet for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, three options are made available to students for its completion: twelve, eighteen, and twenty-four month study programmes. It is recommended that working adults select either the eighteen or twenty-four month option.

OUTCOMES

These represent the revised Exit Level Outcomes for the programme, SAQA ID 105040, based on improvements and enhancements made to the programme design and curriculum since registration on the HEQSF. On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Apply the theoretical frameworks of operations and risk control to real life situations; and evaluate the associated commercial realities of local, national and global operations.
- Demonstrate an ability to conduct market research, and to communicate effectively using graphic and language skills in the modes of oral and/or written presentation.
- Demonstrate an understanding of the importance of maintaining, improving and upholding a brand so that the name is associated with positive outcomes.
- Demonstrate the ability to collect, organise, analyse, and critically evaluate financial data and/or information to enhance managerial decision-making.
- Demonstrate the ability to assess, develop and manage the human capital needs of organisations, and to exhibit sensitivity when dealing with change management situations.
- Demonstrate an ability to identify and solve problems in the fields of Commerce/Business Studies, using a variety of techniques and approaches.
- Classify, systematically examine, critically evaluate and solve problems while making recommendations that display responsible decision-making using critical and creative thinking.
- Apply the knowledge, skills and competencies associated with either Entrepreneurship, Project Management, or Supply Chain and Logistics Management in a commercial or non-profit context.

ENTRY REQUIREMENT

Admission to the qualification is subject to academic selection criteria. At minimum the applicant must hold, from a recognised institution, a Bachelor's degree or an Advanced Diploma (HEQSF Level 7) and be proficient in English (for students who have not studied at post-school level in English).

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Postgraduate Diploma in Management, NQF Level 8, SAQA ID 105040, minimum 130 credits from Boston City Campus & Business College.

In 2020, graduate A. Kanabathy: when asked to rate the learning material (textbooks, additional content on the LMS, online lessons and interactions) and the support she received from the educator team, her responses were that the "Learning material was the best. Very easy to understand. The support from the team at Boston was amazing in every aspect. The response time for emails were super quick. Every query of mine was met promptly with a solution."

Boston’s Postgraduate Diploma prepares graduates for the complex world of the Fourth Industrial Revolution by cultivating the top ten skills the World Economic Forum identifies in the Future of Jobs Report as essential for thriving:

- [ ] 1 Complex problem solving
- [ ] 2 Critical thinking
- [ ] 3 Creativity
- [ ] 4 People management
- [ ] 5 Coordinating with others
- [ ] 6 Emotional intelligence
- [ ] 7 Judgment and decision making
- [ ] 8 Service orientation
- [ ] 9 Negotiation
- [ ] 10 Cognitive flexibility
TWELVE MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Operations and Risk Control Management [HPBM440-1]
- Finance for Corporate Action [HPFM440-1]
- Strategic Branding for SMME’s [HPMK442-1]
- Business Research Methods [HPRM440-1]
- Personal and Career Development [HPCP440-1]

Semester B
- Global Marketing in the Digital Era [HPMK440-1]
- Human Capital Development and Talent Management [HPBM441-1]
- Legal Aspects and Commercial Negotiations [HPLW440-1]
- Research Project Report [HPRM441-1]

Choose one of the following electives:  
- Advanced Entrepreneurship [HPBM442-1]; or  
- Advanced Project Management [HPBM443-1]; or  
- Strategic Supply Chain Management [HPBM444-1]

Nine compulsory modules and one elective module must be passed.

EIGHTEEN MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Operations and Risk Control Management [HPBM440-1]
- Finance for Corporate Action [HPFM440-1]
- Business Research Methods [HPRM440-1]
- Personal and Career Development [HPCP440-1]

Semester B
- Strategic Branding for SMME’s [HPMK442-1]
- Global Marketing in the Digital Era [HPMK440-1]
- Human Capital Development and Talent Management [HPBM441-1]

YEAR TWO MODULES

Semester A
- Legal Aspects and Commercial Negotiations [HPLW440-1]
- Research Project Report [HPRM441-1]

Choose one of the following electives:  
- Advanced Entrepreneurship [HPBM442-1]; or  
- Advanced Project Management [HPBM443-1]; or  
- Strategic Supply Chain Management [HPBM444-1]

Nine compulsory modules and one elective module must be passed.

TWENTY-FOUR MONTH STUDY PROGRAMME

YEAR ONE MODULES

Semester A
- Operations and Risk Control Management [HPBM440-1]
- Finance for Corporate Action [HPFM440-1]

Semester B
- Business Research Methods [HPRM440-1]
- Global Marketing in the Digital Era [HPMK440-1]

YEAR TWO MODULES

Semester A
- Strategic Branding for SMME’s [HPMK442-1]
- Human Capital Development and Talent Management [HPBM441-1]
- Legal Aspects and Commercial Negotiations [HPLW440-1]

Semester B
- Personal and Career Development [HPCP440-1]
- Research Project Report [HPRM441-1]

Choose one of the following electives:  
- Advanced Entrepreneurship [HPBM442-1]; or  
- Advanced Project Management [HPBM443-1]; or  
- Strategic Supply Chain Management [HPBM444-1]

Nine compulsory modules and one elective module must be passed.

Various Assessment Strategies (AS6, ASRR) are used throughout the modules in the programme. For example, AS6 is predominately applied in this programme and consists of Formative Assessments (FA1 and FA2), also known as assignments, research essays or tests, which count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative Assessments (SA1 and SA2) in the form of capstone projects, tasks, presentations, written or oral exams, or a research proposal count sixty percent (60%) - thirty percent (30%) each - towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Students must obtain a sub minimum of fifty percent (50%) in SA1 in order to pass the respective module. This applies to all the modules in this qualification. Please consult the Fact Sheet and the Postgraduate Student Rulebook for additional, detailed programme information.
SAQA ID 88683

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALT101-1]
- Business Management 1 [HBMN130-1]
- Marketing Management 1 [HMKT130-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Commercial Law 1 [HLWC1181]
- Economics 1 [HECO130-1]
- Accounting Principles [HACP130-1]
- Entrepreneurship 1 [HENT130-1]

YEAR TWO MODULES

Semester A
- Workplace Psychology [HPSW230-1]
- Financial Accounting 1 [HFAC130-1]
- Business Management 2 [HBMN230-1]
- Entrepreneurship 2 [HENT230-1]

Semester B
- Introduction to Cost and Management Accounting [HMAC200-1]
- Marketing Management 2 [HMKT230-1]
- Commercial Law 2 [HLWC230-1]
- Business Ethics [HBMN321-1]
- Logistics, Supply and Procurement [HBMN323-1]

YEAR THREE MODULES

Semester A
- Business Management 3 [HBMN330-1]
- Entrepreneurship 3 [HENT330-1]
- Financial Management [HFMM330-1]
- Research Methods [HRMM330-1]

Semester B
- Marketing Management 3 [HMKT330-1]
- Project Management [HBMN331-1]
- Brand Management [HBBD330-1]
- Work Integrated Learning [HWBM330-1]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, AS1 to AS5) are used throughout the modules in the programme. For example, AS4 is predominately applied in this programme and consists of Formative Assessments (FA1 and FA2), also known as assignments or tests, which count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SA1), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1 or FA2. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is three years and the maximum duration is nine years of study.

OUTCOMES

These represent the revised Exit Level Outcomes for the programme, SAQA ID 88683, based on improvements and enhancements made to the programme design and curriculum since registration on the HEQSF. On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business management principles to real-life situations and interpret economic realities of local and global communities
- Develop integrated knowledge of the underlying principles and concepts of brand and marketing management, as well as the ability to apply such knowledge in commercial contexts
- Understand the principles and theory of accounting and financial management techniques in professional commercial practice, formulate decisions and take action based on such principles
- Demonstrate knowledge, an understanding of methods and procedures, and the ability to solve problems in the context of entrepreneurial and project environments
- Identify, evaluate, and analyse socio-economic needs of society, display cultural sensitivity within organisations and awareness of ethical practice, and recognise the need for life-long learning

ENTRY REQUIREMENT

National Senior Certificate (NSC), with English passed and with endorsement for admission to Bachelor's study; or National Certificate (Vocational) (NC(V)), with English passed and with endorsement for admission to Bachelor's studies; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the degree programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or a Diploma, NQF (HEQSF/OQSF) Level 6, minimum Credits 240 or 360.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Bachelor of Commerce in Management Marketing, SAQA ID 88683, NQF L7, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Postgraduate Diploma.
DIPLOMA IN BUSINESS MANAGEMENT:
Dip. [Business Management]

SAQA ID 91922

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Business Management 1 [HBMN100-1]
- Entrepreneurship 1 [HENT100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HF0A100-1]
- Human Resource Management 1 [HHRM100-1]
- Applied Psychology [HAPST181]

YEAR TWO MODULES

Semester A
- Business Management 2 [HBMN200-1]
- Entrepreneurship 2 [HENT200-1]
- Socioeconomics [HSEC200-1]
- Commercial Law 1 [HLWC1181]

Semester B
- Introduction to Cost and Management Accounting [HICMA1181]
- Principles of Procurement and Supply Chain [HPPS1181]
- Workplace Psychology [HPSW200-1]
- Business Ethics [HBMN201-1]

YEAR THREE MODULES

Semester A
- Business Management 3 [HBMN300-1]
- Entrepreneurship 3 [HENT300-1]
- Project Management [HBMN301-1]
- Applied Research Methods [HAPR300-1]

Semester B
- Financial Management for SME's [HFMN301-1]
- Commercial Law 2 [HLWC200-1]
- Brand Management [HBBD300-1]
- Work Integrated Learning [HWDBM300-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS3 is predominately applied in this programme and consists of a Formative Assessment (FAI), also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project (SAI), count fifty percent (50%), and a research or reflective essay (SA2) count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FAI. A maximum of one (1) additional supplementary assessment opportunity is provided for SAI and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

OUTCOMES

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business principles to real-life situations and interpret economic realities of local and global communities
- Manage financial and technology resources in organisations
- Analyse data and brand information
- Demonstrate entrepreneurial and project management skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English passed with endorsement for admission to Diploma study; or National Certificate [Vocational] [NC(V)], with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF [HEQSF] Level 5, minimum Credits 120; or a Certificate, NQF [OQSF] Level 5, minimum Credits 120.

PROGRAMME CATEGORY

BOSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Diploma in Business Management SAQA ID 91922, NQF L6, minimum 374 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor's Degree.
**DIPLOMA IN MARKETING MANAGEMENT:**
Dip. (Marketing Management)

**SAQA ID 91924**

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

**YEAR ONE MODULES**

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Marketing Management 1 [HMKT100-1]
- Advertising 1 [HADV100-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HFOM101-1]
- Business Management 1 [HBMN100-1]
- Applied Psychology [HAPS1181]

**YEAR TWO MODULES**

Semester A
- Marketing Management 2 [HMKT200-1]
- Digital Practice: e-Marketing [HEMKT181]
- Entrepreneurship 2 [HENT200-1]
- Media Law [HLWM200-1]

Semester B
- Advertising 2 [HADV200-1]
- Sports Marketing and Sponsorship [HSMS1181]
- Business Ethics [HBMN201-1]
- Digital Practice: Social Media [HYFT1181]

**YEAR THREE MODULES**

Semester A
- Marketing Management 3 [HMKT300-1]
- Project Management [HBMN301-1]
- Advertising 3 [HADV300-1]
- Applied Research Methods [HAPR300-1]

Semester B
- Financial Management for Marketers [HFMN302-1]
- Brand Management [HBRD300-1]
- Integrated Marketing Communication [HMC300-1]
- Work Integrated Learning [HWDMM300-1]

All modules are compulsory and must be passed.

Various Assessment Strategies [ASC, ASW, AS1 to AS5] are used throughout the modules in the programme. For example, AS3 is predominantly applied in this programme and consists of a Formative Assessment [FA1], also known as an assignment or test, which count forty percent (40%) towards the overall mark. Summative Assessments in the form of a final exam or capstone project [SA1], count fifty percent (50%), and a research or reflective essay [SA2] count ten percent (10%) towards the overall mark. No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1 and SA2 respectively, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is six semesters over a period of three years, and the maximum duration is nine years.

**OUTCOMES**

On completion of the programme graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general marketing principles to real-life situations and interpret economic realities of local and global communities
- Manage financial and technology resources in organisations
- Analyse data, advertising and brand information
- Demonstrate integrated marketing communications and project management skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

**ENTRY REQUIREMENT**

National Senior Certificate [NSC], with English passed with endorsement for admission to Diploma study; or National Certificate (Vocational) [NC(V)], with English passed with endorsement for admission to Diploma study; or prior to 2009, Senior Certificate with English as one of the modules passed.

A number of post school qualifications may be used for admission and/or advanced placement into the diploma programme with due regard for the 50% credit transfer rule and guidelines of progression and articulation. For example, a Higher Certificate, NQF [HEQSF] Level 5, minimum Credits 120; or a Certificate, NQF [OQSF] Level 5, minimum Credits 120.

**PROGRAMME CATEGORY**

**BOSTON UNDERGRADUATE PROGRAMME**

On successful completion the Learner will be issued a Diploma in Marketing Management

SAQA ID 91924, NQF L6, minimum 390 credits from Boston City Campus & Business College

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Bachelor’s Degree.
HIGHER CERTIFICATE:
Business Management Practice
H.Cert. (Business Management Practice)

SAQA ID 97394

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

MODULES

Semester A
- Computer Literacy [HCLT1181]
- Academic Literacy [HALP1181]
- Business Management 1 [HBMN1181]
- Entrepreneurship 1 [HENT1181]

Semester B
- Introduction to Accounting Practice [HIAP1181]
- Introduction to Socioeconomics [HSEC1181]
- Commercial Law 1 [HCLT1181]
- Introduction to Industrial Psychology [HIND1181]
- Work Integrated Learning [HWICMP1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general business principles to real life situations
- Manage accounting and technology resources in organisations
- Analyse theories of industrial psychology and commercial law
- Demonstrate entrepreneurial skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate [NSC], with English passed with endorsement for admission to Higher Certificate study; or National Certificate (Vocational) [NC(V)], with English passed with endorsement for admission to Higher Certificate study; or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF [QCSF] Level 4, minimum Credits 120.

PROGRAMME CATEGORY

On successful completion the Learner will be issued a Higher Certificate in Business Management Practice, NQF Level 5, SAQA ID 97394, minimum 120 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor’s Degree.
This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

This unique qualification provides graduates with endorsement for admission to Bachelor’s degree study from the South African Matriculation Board, subject to their rules.

Please request the Fact Sheet for additional, detailed programme information.

**MODULES**

**Semester A**
- Computer Literacy (HCLT101)
- Academic Literacy (HALP1181)
- Principles of Procurement and Supply Chain (HPPS1181)
- Business Management (HBMN1181)

**Semester B**
- Stock Control and Inventory Management (HSCI1181)
- Introduction to Accounting Practice (HIAAP1181)
- Principles of Logistics Management (HPLM1181)
- Work Integrated Learning (HWICLPM1181)

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FAI), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SAI), will count fifty percent (50%). No supplementary assessment is provided for FAI. A maximum of one (1) additional supplementary assessment opportunity is provided for SAI, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

**DURATION**

Based on credits and notional hours of this qualification, the minimum duration is one year and the maximum duration is three years of study.

**OUTCOMES**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Demonstrate an informed understanding of the key role of logistics and supply chain management in achieving sustainable enterprise-wide strategic objectives
- Understand the implications of basic accounting and value analysis in the reduction and possible elimination of total cost of operations in an organisation
- Apply different stock and materials management techniques in order to offer best service to both internal and external stakeholders
- Demonstrate an understanding of the different sources of vendor information essential to a logistics and supply chain practitioner
- Apply logistics and procurement principles to manage forecasting and make available the correct quantities on time

**ENTRY REQUIREMENT**

National Senior Certificate (NSC), with English passed with endorsement for admission to Higher Certificate study, or National Certificate (Vocational) (NCV), with English passed with endorsement for admission to Higher Certificate study, or prior to 2009, Senior Certificate with English as one of the modules passed. Alternatively, a post school qualification may also be considered, for example, an FET/National Certificate, NQF (QCTPl) Level 4, minimum Credits 120.

**PROGRAMME CATEGORY**

**BOSTON UNDERGRADUATE PROGRAMME**

On successful completion the Learner will be issued a Higher Certificate in Logistics & Supply Chain Management Practice, NQF Level 5, SAQA ID 109009, minimum 124 credits from Boston City Campus & Business College

**FURTHER STUDY OPPORTUNITIES**

Consider a Boston Diploma or Bachelor's Degree.

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**PROJECT MANAGEMENT**

**MODULES**

- Windows*
- Word Processing*
- Spreadsheets*
- Outlook*
- Project Management (OPRM11615)*
- Project+ (CompTIA)**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**"The Learner may participate in as many non-formal Formative Assessments as is required in order to prepare for the International exam. Once declared ready, the Learner may then sit for the International Summative Assessment. All International Summative Assessments require a Learner to be declared Competent. There is no supplementary opportunity as the Learner is permitted to sit for the International Summative Assessment as many times as is required, until declared Competent. Each International Summative Assessment sitting attracts an additional fee.

International exam fees will be charged at cost. Learners may sit for these International exams at Boston City Campus.

**PMSA STUDENT (ASSOCIATE) MEMBERSHIP**

Project Management South Africa (PMSA) is a not-for-profit, member-based professional association serving the knowledge networking and representation needs of practising project managers in South Africa. Boston Learners will be registered as Student (Associate) Members of PMSA with access to various industry magazines, publications, textbook articles and project management articles. PMSA Membership Fees will be charged separately.

**PERSONALITY PROFILE**

Well Organised | Meticulous | Able to Delegate | Friendly | Ability to Remain Calm Under-Pressure | Responsible | Confident

**OUTCOMES**

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to assess full extent of particular project
- Ability to plan step-by-step each phase and delivery point of project
- Ability to monitor progress, generate progress reports and keep implementation on track throughout process
- Ability to recognise shortcomings and potential problems during the project, as and when or even before they occur
- Ability to stay calm and make the correct decisions, with appropriate consultation with stakeholders, when things need to change during the project
- Ability to keep all project goals in focus, so as to ensure full delivery of all aims of project
- Ability to delegate responsibility and monitor appropriately
- Ability to control budget at all stages and report at regular intervals

**ENTRY REQUIREMENT**

National Senior Certificate, or National Certificate (Vocational) L4, or equivalent Qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

**PROGRAMME CATEGORY**

**INSTITUTE LEARNING PROGRAMME / BOSTON SHORT LEARNING PROGRAMME**

On successful completion the Learner will be issued:

A Project+ Credential Certificate from CompTIA (Internationally recognized)

A Boston Short Learning Programme Project Management

**FURTHER STUDY OPPORTUNITIES**

If RPL on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
SAQA ID 21086

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

SABPP Learner Management fee and Occupational Programme Assessment Fee will be charged separately.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Marketing Management 1 [HMKT1181]

Semester B
- Integrated Marketing Communication 1 [HINT1181]
- Sales and Promotion Practice 1 [HSPS1181]
- Digital Practice: e-Marketing [HEMK1181]
- Digital Practice: e-Commerce [HECM1181]

YEAR TWO MODULES

Semester A
- Digital Practice: Social Media [HYFT1181]
- Consumer and Buyer Behaviour [HCBB1181]
- Principles of Marketing Research [HMKR1181]
- Work Integrated Learning HCERT MSM [HWCMSM1181]

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW and AS2) are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent [50%] towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on the credits and notional hours of this qualification, the minimum duration is eighteen months and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply principles of marketing and integrated communication practice to real life situations
- Analyse market research and sales data
- Demonstrate an understanding of e-marketing concepts and strategy and its influence for digital practice
- Understand the basics of e-commerce with a focus on contemporary digital practice
- Demonstrate working knowledge of the main social media platforms for purposes of marketing and commercialisation

ENTRY REQUIREMENT

National Senior Certificate (NSC); or National Certificate (Vocational) (NC(V)) L4; or prior to 2009, Senior Certificate; or Further Education and Training (FET) Certificate; or equivalent qualification.

PROGRAMME CATEGORY

OCCUPATIONAL QUALIFICATION

Boston will apply, on behalf of the Learner, to the SABPP for verification of the Learner’s results. On successful verification the Learner will be issued a Higher Certificate: Marketing (specialisation Social Media) SAQA ID 21086, NQF Level 5, 160 credits from SABPP

The South African Board for People Practices (SABPP) is a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO) and is registered as a Professional Body by the South African Qualifications Authority (SAQA)

FURTHER STUDY OPPORTUNITIES

Ito RPL, on successful completion the Learner may apply for admission to any Boston Diploma or Higher Certificate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
HIGHER CERTIFICATE:
Commerce in General Management
H.Cert. (Commerce) (General Management)

SAQA ID 21079

This programme is offered by Boston City Campus & Business College Head Office in the distance mode of provision, with all other Boston City Campus & Business Colleges operating as Support Centres. Apply to register at any Boston City Campus & Business College branch countrywide.

Please request the Fact Sheet for additional, detailed programme information.

SABPP Learner Management fee and Occupational Programme Assessment Fee will be charged separately.

YEAR ONE MODULES

Semester A
- Computer Literacy (HCLT101-1)
- Academic Literacy (HALP1181)
- Business Management 1 (HBMN1181)
- Economics 1 (HECO130-1)

Semester B
- Marketing Management (HMKT1181)
- Commercial Law 1 (HLWC1181)
- Introduction to Accounting Practice (HIAP1181)

Choose one of the following electives:
- Human Resource Functions (HHRF1181); or
- Human Resource Training and Development (HHTD1181)

YEAR TWO MODULES

Semester A
- Project Management 1 [HPRM1181]
- Basic Finance and Budgeting [HBFB1181]
- Work Integrated Learning HCERT GMT [HWCGMT1181]

Ten compulsory modules and one elective module must be passed.

Various Assessment Strategies [ASC, ASW and AS2] are used throughout the modules in the programme. For example, AS2 is predominately applied in this programme and consists of a Formative Assessment (FA1), also known as an assignment or test, which count fifty percent (50%) towards the overall mark. The Summative Assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%). No supplementary assessment is provided for FA1. A maximum of one (1) additional supplementary assessment opportunity is provided for SA1, which will be charged for. An overall mark of fifty percent (50%) is required to pass a module. Please consult the Fact Sheet and Student Rulebook for additional, detailed programme information.

DURATION

Based on the credits and notional hours of this qualification, the minimum duration is eighteen months and the maximum duration is three years of study.

OUTCOMES

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:
- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply business - marketing - and human resource - management principles to real life situations
- Manage accounting and project management information
- Analyse theories of human resource development and commercial law
- Demonstrate professional communication skills
- Identify the socio-economic needs of society

ENTRY REQUIREMENT

National Senior Certificate [NSC]; or National Certificate [Vocational] [NC(V)] L4; or prior to 2009, Senior Certificate, or Further Education and Training [FET] Certificate, or equivalent qualification.

PROGRAMME CATEGORY

OCCUPATIONAL QUALIFICATION

Boston will apply, on behalf of the Learner, to the SABPP for verification of the Learner’s results. On successful verification the Learner will be issued a Higher Certificate: Commerce: General Management SAQA ID 21079, NQF Level 5, 160 credits from SABPP

The South African Board for People Practices (SABPP) is a Quality Assurance Partner [QAP] of the Quality Council for Trades and Occupations [QCTO] and is registered as a Professional Body by the South African Qualifications Authority (SAQA)

FURTHER STUDY OPPORTUNITIES

Into RPL, on successful completion the Learner may apply for admission to any Boston Diploma or Higher Certificate Programme. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
THE RETAIL MARKETER

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Marketing Management 1 (OMKT11615)*
- Principles of Customer Service*
- Consumer and Buyer Behaviour*
- Retail Marketing*
- Sales and Promotion Practice (OSPS11615)*
- Stock Control*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Communicative | Decisive | Articulate | Creative | Passion for Retailing

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general marketing principles to real life situations
- Apply basic processes and theories to key concepts and principles of advertising and retail marketing
- Insight into the job functions of retail marketing, stock control and customer service

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification
OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSSON SHORT LEARNING PROGRAMME
On successful completion the Learner will be issued a Boston Short Learning Programme

The Retail Marketer

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

THE SALES REPRESENTATIVE

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Marketing Management 1 (OMKT11615)*
- Principles of Customer Service*
- Consumer and Buyer Behaviour*
- Selling Skills*
- Principles of Business Communication*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Communicative | Decisive | Articulate | Creative | Passion for Retailing

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general marketing principles to real life situations
- Apply basic processes and theories to key concepts and principles of advertising and retail marketing
- Insight into the job functions of retail marketing, stock control and customer service

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification
OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY

BOSSON SHORT LEARNING PROGRAMME
On successful completion the Learner will be issued a Boston Short Learning Programme

The Sales Representative

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
MARKETING 101

MODULES
- Introduction to PC*
- Windows*
- Understanding the Internet*
- Marketing Management 1 (OMKT11615)*
- Consumer and Buyer Behaviour*
- Integrated Marketing Communication 1 (OINT11615)*
- Applied Psychology 1 (OAPS11615)*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Creative | Articulate | Enthusiastic | Confident | Passion for Marketing

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Apply the principles of marketing to real life situations
- Apply basic theories and processes to key concepts and principles of consumer behavior and applied psychology.
- Knowledge of the integrated marketing communication function within an organisation – planning, implementing and monitoring
- Display an awareness of personal and cultural sensitivity within organisations

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Marketing 101

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

THE ESSENTIALS OF MANAGEMENT

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Principles of Business Management*
- Industrial Psychology 1 (OIND11615)*
- Socioeconomics 1 (OSEC11615)*
- Company Law 1 (OCML11615)*
- Project Management 1 (OPRM11615)*

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

PERSONALITY PROFILE
Articulate | Responsible | Analytical | Decision Maker

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Apply general management principles to real life situations
- Apply basic theories and processes to key concepts in commercial law.
- Demonstrate project management skills
- Identify the socio-economic needs of society and display cultural sensitivity within organisations

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme The Essentials of Management

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
THE SMALL BUSINESS OWNER

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- Principles of Business Management*
- Principles of Entrepreneurship*
- Integrated Marketing Communication 1 [OINT11615]*
- Human Resource Management 1 [OHRM11615]*
- Introduction to Business Accounting [FMI]**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Formative Assessments are for practice purposes in order to prepare for the Summative Assessment. The final grade is based on the Summative Assessment only. A supplementary Summative Assessment opportunity is available and will be charged for.

Membership and Assessment fees to FMI, will be charged separately.

PERSONALITY PROFILE
Self-Motivated | Entrepreneurial | Ambitious | Confident | Enthusiastic

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Apply the principles of general and human resource management to real life situations
- Apply the basic principles and procedures of accounting.
- Demonstrate entrepreneurial and project management skills.
- Knowledge of the integrated marketing communication function within an organisation – planning, implementing and monitoring

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme The Small Business Owner

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

THE WAREHOUSE SUPERVISOR

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- Principles of Business Management*
- Stock Control*
- Business Management 2 [OBMN21615]*
- Project Management 1 [OPRM11615]*
- Introduction to Business Accounting [FMI]**

All modules are compulsory and must be passed.

*Formative Assessments are undertaken and the highest grade achieved in Formative Assessment is retained. The final grade is based on the Summative Assessment only. A maximum of one (1) additional supplementary assessment opportunity is provided for the Summative Assessment, which will be charged for.

**Formative Assessments are for practice purposes in order to prepare for the Summative Assessment. The final grade is based on the Summative Assessment only. A supplementary Summative Assessment opportunity is available and will be charged for.

Membership and Assessment fees to FMI, will be charged separately.

PERSONALITY PROFILE
Self-Motivated | Entrepreneurial | Ambitious | Confident | Enthusiastic

OUTCOMES
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Apply the principles of information management to real life situations
- Apply the basic principles and procedures of accounting.
- Demonstrate entrepreneurial and project management skills.
- Knowledge of the integrated marketing communication function within an organisation – planning, implementing and monitoring

ENTRY REQUIREMENT
National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification OR alternatively Learners can apply for RPL entry into the programme from the Academic Committee at Boston Head Office.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme The Warehouse Supervisor

FURTHER STUDY OPPORTUNITIES
Ito RPL, on successful completion the Learner may apply for admission to a Boston Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
PERSONAL DEVELOPMENT, DIGITAL LEARNING BADGES & OCCASIONAL STUDY

Many people are looking for specific and limited training to fulfil a need in their existing or future workplace or as a particular subject of interest.

Choose options under Digital Learning which is “learning facilitated by technology that provides students some element of control over time, place, path and pace.” The Internet and a proliferation of Internet access devices provide students the ability to access learning anytime anywhere. Learning is no longer restricted to the traditional ‘school day’, within the walls of a classroom, to the usual teaching approaches of contact learning, or to the pace of an entire classroom of students.”

Or, complete a financial training short course or simply register as an occasional student for a Boston module completed outside of a formal programme.

*https://gosa.georgia.gov/what-digital-learning
DIGITAL LEARNING: CREDENTIAL-BADGES

WHY EARN A DIGITAL-CREDENTIAL BADGE?

A Boston Digital-Credential Badge represents recognisable competences gained through a variety of experiences, regardless of your age or background. It allows you to follow your interests and passions and unlock opportunities in life and work by standing out from the crowd. Nowadays, most employers expect their employees to continually seek out further learning opportunities. A Boston Digital-Credential Badge offers students and working adults alike a way to enhance their CV’s with field-specific skills.

Boston creates and issues Badges for you to earn, enabling you to build up your own unique collection and share them across the web and with employers. Each Badge you earn contains data about your newly acquired skills. This data can be viewed when you display and share your Badges, helping people find out more about you and your skills.

WHERE CAN YOU SHARE YOUR BADGES?

Tell the full story of your achievements and share your badges online! You select where and with whom you would like to share these:
- Blogs, websites, e-Portfolios, and professional networks
- CV’s and Job applications
- Social media sites such as Twitter, Google+, Facebook, LinkedIn and Instagram
- Even in your email signature!

CATEGORIES OF BOSTON’S DIGITAL-CREDENTIAL BADGES

Digital-Credential Badges are like certifications. At Boston, students or working adults can select from two Badge Categories across three tiers of proficiency to develop specific skills in certain fields.

BADGE CATEGORY 1: NANO-CREDENTIAL

This consists of a succinct course of study i.e. a teaching moment within a sub-domain of the specified field, for example “Advertising Techniques: The use of podcasts as part of Internet-based advertising campaigns”.

Choose your desired level of proficiency or competency:
- Knowledge Master – pass a theory test and earn the Boston Knowledge Master Badge
- Application Guru – complete a practical assignment and earn the Boston Application Guru Badge
- Specialist Practitioner – display application of knowledge in a work setting by submitting workplace evidence and earn the Boston Specialist Practitioner Badge

BADGE CATEGORY 2: MICRO-CREDENTIAL

This consists of a comprehensive course of study i.e. a series of teaching moments within a domain of the specified field, for example “Advertising Basics: Advertising Media - Broadcast, - Out-of-home, - In-store, - Websites, - Social Media, etc.

Choose your desired level of proficiency or competency:
- Knowledge Master – pass a theory test and earn the Boston Knowledge Master Badge
- Application Guru – complete a practical assignment and earn the Boston Application Guru Badge
- Specialist Practitioner – display application of knowledge in a work setting by submitting workplace evidence and earn the Boston Specialist Practitioner Badge

HOW LONG DOES IT TAKE?

Earning a Boston Digital-Credential Badge can take anywhere from a few weeks to a few months, depending on the skill being developed and expectations of the content and Badge Category.

ARE DIGITAL-CREDENTIAL BADGES IMPORTANT?

The world of work is becoming more competitive and therefore placing greater importance on gaining skills for continuous professional development/advancement. In surveys of human resource managers and digital learning participants across different industries the following data is noted:
- 95% were interested in the Digital-Credentials of potential hires
- 76% of employees seek opportunities for career growth
- 15% increase in spending on training and development by employers
- 95% of first time Badge holders want to pursue another Digital-Credential in the future.


THE BOSTON FRAMEWORK FOR DIGITAL LEARNING AND CERTIFICATION

<table>
<thead>
<tr>
<th>CATEGORY OF CERTIFICATION</th>
<th>KNOWLEDGE MASTER: Theory Test</th>
<th>APPLICATION GURU: Practical Assignment</th>
<th>SPECIALIST PRACTITIONER: Workplace Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>NANO-CREDENTIAL BADGE</td>
<td>Refer to list available!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MICRO-CREDENTIAL BADGE</td>
<td>Refer to list available!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more details about the various Digital-Credential Badges available, please inquire at a Support Centre or navigate your way to the Boston website.

PROGRAMME CATEGORY

BOSTON DIGITAL LEARNING BADGE

On successful completion the Learner will be issued a Boston Digital Learning: Credential-Badge in the respective Domain/Specified Field chosen from the list available.
FINANCIAL INDEPENDENCE SHORT COURSE

An education gives you the opportunity to succeed in life ... a financial education will equip you to transform this success to wealth.

Wealthy people achieve their financial goals by applying a different set of rules from the rest of society. Financially independent people know how to take charge of their money and make it work for them. Most untrained money managers will be controlled by money their whole lives. If you are serious about your future and want to live life on your terms, then this course is for you.

CORE LESSONS

- Building wealth – A game plan to be worth more as you earn more
- Financial momentum – How the rich get richer and the middle class get poorer
- Dumping debt – Why it accumulates so quickly and how to get rid of it
- Spend management – Easy to follow strategies for financial success
- Your future – Living with financial purpose

OUTCOMES

- Understanding of how wealthy people think, act and behave with their money
- Avoidance of a life of debt by knowing how lenders operate and market to you
- A household-spending plan that works
- Using your job to build wealth, and not simply live payday to payday
- Recognising a real opportunity from a genuine risk to your money (Vula Amehlo)
- Learning how to get rid of stressful debt – for good!
- Simple-to-apply money management skills
- Learning how to set, plan and achieve your life goals
- Improving your financial relationships at home

This financial education short course has been developed by Boston City Campus & Business College together with The Money School to provide all South Africans with a financial advantage for life.

The course is for everybody - whether you’re a student who has never worked before or whether you’ve been earning money for a long time. Up until now, most working adults have been denied this type of education and spend most of their income trying to keep up with their debt repayment mistakes they made earlier on in life. This is a proven recipe for disaster and is the reason we are so proud to offer you this opportunity to equip yourself with this vital short course in money matters.

"From our experience a consumer will either deliberately learn how to become a wealth builder or society will teach them to become a debt builder" - Money Coach at The Money School

PROGRAMME CATEGORY

BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short learning Programme Money School Financial Independence Short Course
EMPLOYMENT READINESS PROGRAMME

Secure your first position in the business world. Find out what you will need to know and do to make your job search easier and more successful!

MODULE
- Employment Readiness Programme

OUTCOMES
- Ability to understand personal marketing
- Ability to understand the sales process
- Ability to supply the right product to the labour market
- Ability to link your education and training to your occupation
- Ability to use your personality to influence prices, places, and people
- Ability to demonstrate the right attitudes to prospective employers
- Ability to develop powerful emotional intelligence
- Ability to understand the quality of labour demanded by employers
- Ability to develop and implement your personal product strategy
- Ability to ask for the right salary
- Ability to find sources of remuneration information
- Ability to develop and implement your personal pricing strategy
- Ability to find the right organisation to satisfy your career needs
- Ability to understand business organisations
- Ability to understand jobs, job requirements and job profiles
- Ability to understand work environments and conditions of employment
- Ability to communicate and sell your way into the right job
- Personal marketing communications and promotions
- Curriculum Vitae
- Interviews

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Employment Readiness Programme

STUDY WISE

Kick start your studies at Boston with the Study Wise Course – ensure top marks!

MODULE
- Study Wise

OUTCOMES
- Setting goals and being motivated
- Time management
- Efficient listening
- Reading
- Writing
- Visualisation
- Association
- Mnemonics
- Types of questions
- Writing examinations
- The magic of language
- The correct use of words
- Essay writing

ENTRY REQUIREMENT
Open Entry

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme Study Wise
ACADEMIC PROGRESSION
DHET Regulation 24(m)

Programme rules of progression and certification differ from programme to programme as per requirements of the relevant Quality Council. The overall mark/grade required to pass a module differs from module to module and programme to programme, refer to each Programme's Fact Sheet and the Student Rulebook.

CODE OF CONDUCT
DHET Regulation 24(q)

The Code of Conduct, as outlined in the Student Rulebook, and general rules of the Institution are aligned to the requirements for public information as per the Regulations for the Registration of Private Higher Education Institutions, 2016 and the Institution’s quality management system.

COMPLAINTS & GRIEVANCES
DHET Regulations 24(t) & 26A

Student official complaints and grievances must be lodged, and will be processed according to the procedures of the Institution.

If you submit an academic appeal or you are found guilty of a disciplinary offence you should follow the internal procedures for these matters prior to drafting and submitting an official complaint or grievance.

All matters including academic appeals, disciplinary procedures and requests/suggestions can immediately be processed as per the normal procedures for contacting the Institution as set out in the Prospectus, Fact Sheets, Student Rulebook and displayed in the online Learning Management Systems (LMS's).

Once you feel that you have exhausted the normal procedures, all official complaints and grievances must be lodged with the Registrars or the Academic Head [as representatives of the management of the Institution] using the email address official@boston.co.za. You must, in the first instance, categorise your complaint in relation to the following institutional categories:

- Quality of teaching and learning
- Quality of facilities
- Quality of general service delivery
- Assessment judgments/outcomes
  - [Only after the internal adjudication of an academic appeal for a review of a mark]
- Disciplinary sanctions
  - [Only after the internal procedures for minor or major disciplinary offences have been completed]
- Refusal to write examinations
- Certification
- Refunds
- Fees
- Closure of the Institution without informing Learners
- Unfair business practices
- Infringement of the Bill of Rights
- Other

Set out your official complaint or grievance in a straightforward written narrative supported by any evidence that has a direct bearing on the official complaint or grievance. After an investigation of the official complaint or grievance, the Institution will respond in writing, addressing the specifics of your official complaint or grievance and any evidence that has a direct bearing on the official complaint or grievance.

In the event that the Student (the complainant) and the management of the Institution are unable to reach a mutually acceptable resolution, then the Institution will submit to the Registrar of Private Higher Education Institutions (PHEI's) of the DHET:

- A copy of the original letter of official complaint or grievance
- A copy of the Institution's written response to the official complaint or grievance
- A report citing the reasons for the non-resolution of the official complaint or grievance and details of further action(s), if any, contemplated or undertaken by the Student or the Institution.

The Registrar of PHEI's of the DHET may, at her/his discretion and depending on the circumstances of the official complaint or grievance, refer the Institution to the Consumer Protector or to any other organisation or agency for further advice and investigation.
CREDIT ACCUMULATION & TRANSFER (CAT)
DHET Regulation 24(m)

Credit Accumulation and Transfer (CAT) refers to the arrangement whereby the diverse features of both credit accumulations and credit transfer are combined to facilitate lifelong learning and access to the workplace. The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications, the relationship between them, the nature, complexity, and extent of the curricula associated with the specific subjects to be recognised for exemption and/or inclusion, and the nature of the assessment used. Any and all credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification; or may be recognised by a different institution as meeting part of the requirements for the same qualification. A maximum of 50% of the credits of a completed qualification may be transferred to another qualification. Credits obtained from studies that do not lead to a full qualification (for example, non-degree studies) could count for credit accumulation.*

Boston allows students with completed credits from recognised education institutions in cognate (or similar) modules to apply for in-bound credit transfers. Credit transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct from the previous institution. Students interested in applying will be considered individually by the Academic Committee based at the Joint Head Office in Stellenbosch – see relevant section in the ‘Application for Admission Form’ online.

*CHE. 2016. Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment

FACILITIES

The Boston City Campus & Business College Head Office in Orange Grove, Johannesburg and regional branches, which serve as Support Centres for all programmes, offer student information, e-library access, computer laboratories, and related ICT networks/systems in addition to venues for invigilated assessments. The Joint Head Office in Stellenbosch serves an administrative and academic support function only.

Hours of operation, facilities and courses available may vary between Support Centre.

FEES
DHET Regulation 24(n)

Boston City Campus & Business College does not charge application fees. Rules and procedures and fees or charges pertaining to registration, tuition, textbooks and additional academic fees or charges (e.g. supplementary assessment fees, external examination fees, CAT application fees, RPL application fees, etc.) as well as rules and procedures, and fees or charges associated with deferral, cancellation, or withdrawal are set out in the Student Rulebook and/or Registration Contract or Programme Fact Sheets. In addition, the Registrars and Branch Managers are available for guidance and assistance.

FINANCIAL AID
DHET Regulation 24(o)

While a limited number of external and internal bursaries are awarded to exceptional candidates, there is no financial aid available to Students through the Institution other than extended payment terms. The Registrar: Administration and Branch Managers are available for guidance and assistance.

The Institution will assist students with supporting information (e.g. in relation to the qualification and accreditation) in the event that a Student wishes to apply to a financial institution for financial assistance in paying their tuition fees.

FOREIGN APPLICANTS

Irrespective of meeting the Minimum Entry Requirements for Foreign Applicants, foreign students who do not hold a South African school leaving certificate must present a Grade 12 equivalence verification with endorsement for admission to Bachelor’s degree or Diploma or Higher Certificate study from the South African Matriculation Board. The Board can be contacted on +27-(0)10-591-4401/2 or applications@usaf.ac.za or visit he-enrol.ac.za

Students who have qualifications from foreign higher education institutions must present an equivalence certificate from the South African Qualifications Authority (SAQA) who can be contacted on +27-(0)12-431-5070 or customercare@saqa.org.za or visit http://www.saqa.org.za/index.php

Foreign applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification.

LANGUAGE OF TEACHING AND LEARNING
DHET Regulation 24(i)

English is the language of communication, instruction and assessment at Boston City Campus & Business College. Notwithstanding the Institution’s appreciation of the rich value of multiculturalism in South Africa and its impact on educational language policy, the Institution has selected a single language in terms of its language policy since it would be impracticable to select more than one language, given the small size of the Institution.
MISSION & OBJECTIVES

DHET Regulation 24(d)

Boston's Mission is:
To provide quality and relevant education and training to all learners

Boston's Pay-Off Line is:
Education. For life.

Boston's objectives are to:
• Assist Learners in shaping their futures through guiding them in terms of the selection of learning programmes
• Align all learning programmes to the National Qualifications Framework (sub frameworks, standards and qualifications)
• Deliver quality tuition and assessment
• Improve staff development, loyalty and morale
• Work in national, sectoral and local contexts
• Reach company objectives
• Be responsive to changing environments
• Take accountability for our actions

MODE OF DELIVERY

DHET Regulation 24(j)

The Institution's Higher Education Programmes are delivered in the distance mode. Students are encouraged to attend any of our regional branches, which serve both as Support Centres for these programmes and as venues for invigilated assessments.

Distance learning describes teaching and learning reliant on (asynchronous) learning materials delivered through texts and filmographics via learning management systems that can be accessed at a Boston Support Centre or off-site as long as the student has internet connectivity. Additionally, venues are provided for invigilated assessments.

The Institution's Occupational Programmes and Short Learning Programmes are delivered in both the distance mode and the blended mode. Students are encouraged to attend any of our regional branches, which serve as Tuition Centres for these programmes.

Blended learning is technology-based training supplemented with texts and face-to-face training assistance and requiring the student's attendance at a Boston Tuition Centre (at any of our regional branches). Additionally, venues are provided for invigilated assessments.

The Institution's Digital Learning Badges are delivered in the online distance mode. Students are encouraged to attend any of our regional branches, which serve as Support Centres for these programmes.

Digital learning is exclusively facilitated by technology that provides students with some element of control over time, place, path and pace and is entirely delivered via learning management systems that can be accessed at a Boston Support Centre or off-site, as long as the student has internet connectivity.

POLICY ON DISABILITY

DHET Regulation 24(v)

Boston is committed to the principles of access, redress, transformation and equal opportunity. Individual student requirements based on the disclosure of a disability is evaluated in confidence on a case-by-case basis to determine suitable provisioning of needs, as comprehensively as possible. The Institution reserves the right in the interest of the individual to provide relevant guidance and where so required referral or alternative placement. The Registrar: Administration is available to assist Students with further enquiries, also see relevant section in the ‘Application for Admission Form’ online.

REGISTRATION CONTRACT AND REFUND POLICY

DHET Regulations 24(n) & (s)

When registering at the beginning of each academic year, a Registration Contract (i.e. the enrolment contract) must be completed in full and must be signed by the student, their legal guardian (if necessary), the account payer, and the person providing financial surety for those paying the tuition fees. The Registration Contract is a legally binding document and is restricted to a twelve (12) month cycle (at a time).

Once the Registration Contract has been signed, the account payer becomes liable for the registration, tuition and fees of the programme registered for, after a 7-day cooling-off period.

Refunds may be requested by submitting the request in writing and supported by an explanation of the circumstances leading to the request for a refund. The Institution considers refund requests on a case-by-case basis and the decision to refund monies is at the absolute and sole discretion of the management of Boston City Campus & Business College.

Information pertaining to withdrawal from a programme once studies have commenced (i.e. cancellation) or pertaining to applications for deferral of studies are set out in the Registration Contract and/or the Student Rulebook. See also information under ‘Fees’.
RPL APPLICANTS AND ALTERNATIVE ENTRY PATHWAYS
DHET Regulation 24(h)

Recognition of Prior Learning (RPL) refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission, recognition and certification, or further learning and development. RPL may be used to grant access to a qualification programme, or advanced placement / exemption from modules. Exemption from modules do not translate to credits awarded and should be limited to no more than 50% of the modules. No more than 10% of a cohort of students in a programme should be admitted through RPL.*

Boston admits a small number of Students through RPL. Applicants interested in applying through RPL will be considered individually by the Academic Committee based at the Joint Head Office in Stellenbosch, see relevant section in the ‘Application for Admission Form’ online.

* CHE. 2016. Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment.

STUDENT HEALTH & WELLNESS
DHET Regulation 24(u)

Boston has implemented procedures for safety and security in terms of the Health and Safety Act, 1993 (Act No. 52 of 1993). In the event of an incident, it is essential that Students are aware of the guidelines concerning safety and evacuation procedures.

Embarking on higher education studies is an exciting journey. It can also be a time of change and pressure that may lead to unexpected challenges that affect a Student’s academic performance and/or personal life. Student Wellness@Boston is an initiative that offers non-therapeutic assistance for academic success and referrals for personal, social or career issues/concerns. The Registrars and Faculty are available to assist Students with accessing of these functions.

During the various National Lockdown Levels, it is important that the following minimum protocols are adhered to by all staff, students and visitors:
- Participation in HEALTHCHECK and screenings;
- Completion of attendance registers;
- Maintaining of social distancing;
- Wearing of masks at all times;
- Continuation of sanitization and hygiene measures; and
- Restrictions on maximum numbers for assembly of staff and students.

For the Post-Schooling Sector, HIGHER HEALTH has a dedicated 24-hour toll-free helpline for addressing the mental health and psycho-social support needs of students and staff:
- Toll-free call 0800 36 36 36
- SMS 43336

STUDENT SUPPORT SERVICES, ACADEMIC ASSISTANCE & DEVELOPMENT
DHET Regulation 24(p)

Boston City Campus & Business College has appointed qualified and experienced lecturers and student advisors (higher education and occupational programmes) or training advisors (short learning programmes and digital learning badges) who provide suitable support to Students.

Student support services typically include career counselling, academic counselling, academic progression counselling and remedial academic interventions. Students can contact lecturers any time via the learning management system, through e-mail, or alternatively book a telephonic, or Skype appointment. Face-to-face appointments can also be arranged but these will be by appointment only and will take place exclusively at the Head Offices in either Orange Grove, Johannesburg or Stellenbosch. In addition, Registrars, Faculty and Branch Managers are available to assist Students in accessing student support services.

Certain occupational qualifications and short learning programmes require evidence of which is to be included in a Portfolio of Evidence. As part of the requirement, learners are obligated to find suitable employment.

Boston’s Joint Head Offices in Orange Grove, Johannesburg and Stellenbosch are accredited in the distance mode of provision by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) for the following qualifications:

1. Postgraduate Diploma in Management
   - PG.Dip. (Management)
   - SAQA ID 105040, NQF (HEQSF) Level 8, minimum Credits 128
   - Fully accredited

2. Bachelor of Commerce in Management Marketing
   - B.Com. (Management Marketing)
   - SAQA ID 88683, NQF (HEQSF) Level 7, minimum Credits 374
   - Fully accredited

3. Bachelor of Accounting
   - B.Acc.
   - SAQA ID 103057, NQF (HEQSF) Level 7, minimum Credits 396
   - Fully accredited

4. Bachelor of Commerce in Law
   - B.Com. (Law)
   - SAQA ID 104712, NQF (HEQSF) Level 7, minimum Credits 384
   - Fully accredited

5. Bachelor of Social Science
   - B.Soc.Sci.
   - SAQA ID 108894, NQF (HEQSF) L7, minimum Credits 386
   - Fully accredited

6. Bachelor of Commerce in Human Resource Management
   - B.Com. (Human Resource Management)
   - SAQA ID 115958, NQF (HEQSF) Level 7, minimum Credits 372
   - Fully accredited

7. Diploma in Financial Accounting
   - Dip. (Financial Accounting)
   - SAQA ID 93597, NQF (HEQSF) Level 6, minimum Credits 374
   - Fully accredited

8. Diploma in Systems Development
   - Dip. (Systems Development)
   - SAQA ID 91923, NQF (HEQSF) Level 6, minimum Credits 364
   - Fully accredited

9. Diploma in Network Systems
   - Dip. (Network Systems)
   - SAQA ID 91921, NQF (HEQSF) Level 6, minimum Credits 364
   - Fully accredited

10. Diploma in Human Resource Management
    - Dip. (Human Resource Management)
    - SAQA ID 90719, NQF (HEQSF) Level 6, minimum Credits 366
    - Fully accredited

11. Diploma in Business Management
    - Dip. (Business Management)
    - SAQA ID 91922, NQF (HEQSF) Level 6, minimum Credits 374
    - Fully accredited

12. Diploma in Marketing Management
    - Dip. (Marketing Management)
    - SAQA ID 91924, NQF (HEQSF) Level 6, minimum Credits 390
    - Fully accredited

13. Diploma in Event Management
    - Dip. (Event Management)
    - SAQA ID 93877, NQF (HEQSF) Level 6, minimum Credits 374
    - Fully accredited

    - H.Cert. (Advertising & Integrated Communication Practice)
    - SAQA ID 90819, NQF (HEQSF) Level 5, minimum Credits 136
    - Fully accredited

15. Higher Certificate in Marketing Practice
    - H.Cert. (Marketing Practice)
    - SAQA ID 97230, NQF (HEQSF) Level 5, minimum Credits 122
    - Fully accredited

    - H.Cert. (Business Management Practice)
    - SAQA ID 97394, NQF (HEQSF) Level 5, minimum Credits 120
    - Fully accredited

    - H.Cert. (HIV/AIDS Counselling & Management)
    - SAQA ID 96711, NQF (HEQSF) Level 5, minimum Credits 140
    - Fully accredited
   - H.Cert. (Human Resource Management Practice)
   - SAQA ID 101818, NQF [HEQSF] Level 5, minimum Credits 122
   - Fully accredited

19. Higher Certificate in Accounting Practice
   - H.Cert. (Accounting Practice)
   - SAQA ID 102038, NQF [HEQSF] Level 5, minimum Credits 122
   - Fully accredited

20. Higher Certificate in Hospitality Management Practice
   - H.Cert. (Hospitality Management Practice)
   - SAQA ID 102040, NQF [HEQSF] Level 5, minimum Credits 120
   - Fully accredited

21. Higher Certificate in Tourism and Travel Management Practice
   - H.Cert. (Tourism and Travel Management Practice)
   - SAQA ID 103056, NQF [HEQSF] Level 5, minimum Credits 122
   - Fully accredited

22. Higher Certificate in Logistics and Supply Chain Management Practice
   - H.Cert. (Logistics and Supply Chain Management Practice)
   - SAQA ID 109009, NQF [HEQSF] Level 5, minimum Credits 124
   - Fully accredited

Boston City Campus & Business College (Pty) Ltd Reg. No. 1996/013220/07
('Boston') applied for registration with the Department of Higher Education
and Training as a private college under the Continuing Education and
Training Colleges Act, 2006 (Act No.16 of 2006) as amended. The Institution is
awaiting the outcome of the Registration Certificate.

Boston's Joint Head Offices in Orange Grove, Johannesburg and Stellenbosch,
and all Support Centres are accredited by the South African Board of People
Practices (SABPP), a Quality Assurance Partner (QAP) of the Quality Council
for Trades and Occupations (QCTO), for the following qualifications:

   - H.Cert. (Commerce) (Human Resource Management)
   - SAQA ID 21081, NQF [OQSF] Level 5, minimum Credits 160

2. Higher Certificate in Commerce in Human Resource Development
   - H.Cert. (Commerce) (Human Resource Development)
   - SAQA ID 21080, NQF [OQSF] Level 5, minimum Credits 160

3. Higher Certificate in Commerce in General Management
   - H.Cert. (Commerce) (General Management)
   - SAQA ID 21079, NQF [OQSF] Level 5, minimum Credits 160

4. Higher Certificate in Commerce in Public Relations
   - H.Cert. (Commerce) (Public Relations)
   - SAQA ID 21084, NQF [OQSF] Level 5, minimum Credits 160

5. Diploma in Commerce in Public Relations
   - Dip. (Commerce) (Public Relations)
   - SAQA ID 21086, NQF [OQSF] Level 5, minimum Credits 240
   - The last date for first time enrolment on this qualification was 30-07-2020
   - For existing students, the final date for achievement of this qualification
     is 30-07-2022

6. Higher Certificate in Marketing
   - H.Cert. (Marketing)
   - SAQA ID 21086, NQF [OQSF] Level 5, minimum Credits 160
   - This curriculum is accredited with four (4) specialisations from
     which to choose:
     - (Specialisation Digital Music)
     - (Specialisation Social Media)
     - (Specialisation Sport)
     - (Specialisation Tourism)

   & Employee Relations
   - N.Cert. (Paralegal Practice) (Human Resource & Employee Relations)
   - SAQA ID 97229, NQF [OQSF] Level 5, minimum Credits 131
   - The last date for first time enrolment on this qualification is 30-06-2022
   - The final date for achievement of this qualification is 30-06-2025

8. Certificate in Business Studies
   - Cert. (Business Studies)
   - SAQA ID 21059, NQF [OQSF] Level 5, minimum Credits 240

   Management & Practices Support
   - FET.Cert. (Human Resource Management & Practices Support)
   - SAQA ID 49691, NQF [OQSF] Level 4, minimum Credits 140
   - The last date for first time enrolment on this qualification is 30-06-2022
   - The final date for achievement of this qualification is 30-06-2025

10. Further Education and Training Certificate in Contact Centres
    Operations in Managing People
    - FET.Cert. (Contact Centre Operations) (Managing People)
    - SAQA ID 93996 [94081], NQF [OQSF] Level 4, minimum Credits 132
    - The last date for first time enrolment on this qualification is 30-06-2022
    - The final date for achievement of this qualification is 30-06-2025
11. Further Education and Training Certificate in Business Administration Services in Employee Wellness
- FET.Cert. (Business Administration Services) (Employee Wellness)
- SAQA ID 61595, NQF (OQSF) Level 4, minimum Credits 140
- The last date for first time enrolment on this qualification is 30-06-2022
- The final date for achievement of this qualification is 30-06-2025

Boston’s Joint Head Offices in Orange Grove, Johannesburg and Stellenbosch, and all Support Centres are accredited by the Institute of Certified Bookkeepers (ICB), a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO), for the following qualifications:

1. Diploma in Office Administration
   - Dip. (Office Administration)
   - SAQA ID 35958, NQF (OQSF) Level 6, minimum Credits 360
   - The last date for first time enrolment on this qualification is 30-07-2021
   - The final date for achievement of this qualification is 30-07-2025

2. National Diploma in Financial Accounting
   - N.Dip. (Financial Accounting)
   - SAQA ID 20366, NQF (OQSF) Level 6, minimum Credits 280
   - The last date for first time enrolment on this qualification is 30-07-2021
   - The final date for achievement of this qualification is 30-07-2025

   - N.Dip. (Technical Financial Accounting)
   - SAQA ID 36213, NQF (OQSF) Level 5, minimum Credits 251
   - The last date for first time enrolment on this qualification is 30-07-2021
   - The final date for achievement of this qualification is 30-07-2025

4. National Diploma in Public Sector Accounting
   - N.Dip. (Public Sector Accounting)
   - SAQA ID 20353, NQF (OQSF) Level 5, minimum Credits 137
   - The last date for first time enrolment on this qualification is 30-07-2021
   - The final date for achievement of this qualification is 30-07-2025

5. National Certificate in Public Sector Accounting
   - N.Cert. (Public Sector Accounting)
   - SAQA ID 20352, NQF (OQSF) Level 4, minimum Credits 120
   - The last date for first time enrolment on this qualification is 30-06-2022
   - The final date for achievement of this qualification is 30-06-2025

6. Further Education and Training Certificate in Bookkeeping
   - FET.Cert. (Bookkeeping)
   - SAQA ID 58376, NQF (OQSF) Level 4, minimum Credits 130
   - The last date for first time enrolment on this qualification is 30-06-2022
   - The final date for achievement of this qualification is 30-06-2025

7. National Certificate in Bookkeeping
   - N.Cert. (Bookkeeping)
   - SAQA ID 58375, NQF (OQSF) Level 3, minimum Credits 120
   - The last date for first time enrolment on this qualification is 30-06-2022
   - The final date for achievement of this qualification is 30-06-2025

All offerings that are not accredited by a Quality Council (QC) or its delegated bodies are non-credit bearing and are quality assured by the Institutional Quality Advancement System (IQAS) of Boston City Campus & Business College (Pty) Ltd Reg. No. 1996/013220/07. These include Short Learning Programmes and Digital Learning Badges.

DIRECTORS

Chief Executive Officer: A.Z. Katz
Financial Director: C.L. Stollard
Managing Director: S.J. de Roos
Director: L.M. Banda
Director: H.J. Botha
Director: D.E. Damons

SENIOR MANAGEMENT

Head of Institution: Dr. H.J. Botha B.B.A., M.Com., Ph.D.
Academic Head: Dr. H.J. Botha B.B.A., M.Com., Ph.D.
Registrar Administration: C.L. Venter B.A., Cert., B.A. (Hons), M.A.
Registrar Academic: N. Kruger B.Com., P.G.C.E.

Academic Planning and Development:
Dr. R.N. Stegmann Dip., L.Th., B.Th., M.A., Ph.D.
Dr. J. Viljoen B.H.M.S., B.Sc. (Hons), Cert., M.Sc., Ph.D.
Dr. C.H. Brand N.Dip., N.Dip., M.B.A., Ph.D.
N. Hardwick B.Th., B.A. (Hons), M.Phil.

Dean of Institutional Advancement:

Head of Learnerships and QCTO Offerings:
Dr. D.E. Damons Cert., N.Dip., M.Sci., Ph.D.

ADVISORY BOARD

M.O. Thoms B.A., B.A. (Hons), M.Phil.
Dr. M.M. Modiba SATD., B.A., M.Ed., M.A., Ph.D.
Dr. S. Lloyd B.A., B.A. (Hons), P.G.Dip., Ph.D.

FACULTY AND ADJUNCT FACULTY

Consult the Student Rulebook for a detailed listing of academics (and qualifications) employed by the Institution.
BOSTON QUICK FACTS

COOPERATION ARRANGEMENTS

DHET Regulation 24(r)

Boston is proud to be associated with the following Designated Quality Partners (DQPs), Quality Assurance Partners (QAPs), Learning and Quality Assurance Bodies (LQAs), and Assessment Quality Partners (ADPs) of the Quality Council for Trades and Occupations (QCTO), as well as eminent international and local professional, industry and statutory bodies:

**COMPTIA**
Boston City Campus & Business College is a Platinum Class Education Provider Partner of CompTIA

**FMI**
The Financial Management Institute of Southern Africa is accredited as an Assessment site with FASSET SETA for the Bookkeeper and Assistant Bookkeeper Skills Programmes as delivered by Boston

**ICB**
Boston City Campus & Business College and Boston School of Finance (Pty) Ltd are Accredited Theory Training and Workplace Providers for the Institute of Certified Bookkeepers

**BAC**
The British Accreditation Council (BAC) provides a comprehensive quality assurance scheme for independent further and higher education in the UK. BAC accreditation is recognised world over by students, agents and government officials as the clearest mark of educational quality in the private sector. The BAC is a member organisation of the European Association for Quality Assurance (ENQA) in Higher Education. Boston City Campus & Business College is Institutionally Accredited as an Independent Higher Education Institution (IHEI) with the BAC.

**PASTEL**
Boston City Campus & Business Colleges are Pastel Authorised Training Centres

**VUE**
Boston City Campus & Business Colleges operate as International VUE Testing Centres

**SOUL CANDI**
Boston City Campus & Business College offers courses in association with Soul Candi Institute of Music

**HWSETA**
Boston Education Group (Pty) Ltd has programme approval with the Health and Welfare Sector Education and Training Authority

**INSETA**
Boston Education Group (Pty) Ltd is accredited, No. MOU130222, with the Insurance Sector Education and Training Authority

**SASSETA**
Boston City Campus & Business College (Pty) Ltd is accredited, No. 63906P012BA, with the Safety and Security Sector Education and Training Authority

**ETDPSSETA**
Boston City Campus & Business College (Pty) Ltd is accredited, No. 1002, with the Education, Training and Development Practices Sector Education and Training Authority

**MICT SETA**
Boston Technology Campus (Pty) Ltd is accredited, No. ACC/2007/07/163, with the Media, Information and Communication Technology Sector Education and Training Authority

**SABPP**
Boston City Campus & Business College (Pty) Ltd is accredited, No. 62115C119BC with the South African Board for People Practices

**FASSET SETA**
Boston City Campus & Business College (Pty) Ltd is accredited, No. 585/00352/06, as a delivery and assessment site with the Finance and Accounting Services Sector Education and Training Authority

**SERVICES SETA**
Boston City Campus & Business College is accredited, No. 0118, with the Services Sector Education and Training Authority

**Institute of Sport (IoS)**
Boston City Campus & Business College is a delivery partner of IoS, which is a leading sport services organisation that develops people, systems and programmes for sport, government and business. IoS is an accredited training services provider of the Culture, Art, Tourism, Hospitality, and Sport Sector Education and Training Authority (CATHSSETA).
NADEOSA
Boston City Campus & Business College is a member of the National Association of Distance Education and Open Learning in South Africa, which aims to increase access to affordable, cost-effective and quality learning environments to empower students to become self-sufficient members of society.

ACBSP
The Accreditation Council for Business Schools and Programs (ACBSP), Kansas, USA is a global business education accrediting body and offers accreditation to all levels of collegiate business educational degree programs, from associate to doctoral, and is recognised by the Council for Higher Education Accreditation (CHEA), Washington, DC, USA. Boston City Campus & Business College is a Candidate for Accreditation of specific programmes.

FSCA
The Financial Sector Conduct Authority (FSCA), formerly the Financial Services Board (FSB), is the market conduct regulator of financial institutions that provide financial products and financial services, financial institutions that are licensed in terms of a financial sector law, including banks, insurers, retirement funds and administrators, and market infrastructures. The FSCA provides recognition of programmes for purposes of professional practice.

SAMA
The South African Medical Association is a non-statutory, non-profit, and voluntary professional association for public and private sector medical practitioners, and provides recognition of programmes for continuous professional development purposes.

GLOBAL EDUCATION
Boston is affiliated with this unique organisation that assists students from start to finish with the entire university application process to more than 100 global universities within the partnership arrangement. Their services also include assistance with study visa processes, securing on campus accommodation, etc. This provides unique international articulation opportunities for Boston Diploma and Degree Graduates wishing to pursue postgraduate studies on the global stage.

CISCO NETWORKING ACADEMY
Boston City Campus & Business College is a member of the Cisco Networking Academy. This is a global IT and cybersecurity education program that partners with educational institutions around the world to empower learners with skills for career advancement.

MICROSOFT IMAGINE ACADEMY
Boston City Campus & Business College is a member of the Microsoft Imagine Academy. This is a program that provides educational institutions with curriculum solutions for teaching technology to assist students to achieve industry certification.

OTHER
Boston City Campus & Business College offers courses in association with The Money School, and is a recognised provider of Project Management South Africa. Boston City Campus & Business College enters into a variety of articulation agreements with local and international institutions for the benefit of faculty and students. Please contact the Dean of Institutional Advancement for particulars.

DISASTER MANAGEMENT ACT AND ACADEMIC SERVICES
Boston recognises the need to deploy whatever reasonable measures necessary to obviate any negative impact on academic provisioning that might attend the invocation of the Disaster Management Act (Act No. 57, 2002) and the consequent gazetting of regulations. While Boston will attempt to minimise disruption to academic services, this could result in changes to academic calendars, procedures, processes, services, etc., all of which will be communicated to students and relevant stakeholders.

DISCLAIMER
This Prospectus is accurate at the time of publication. Boston City Campus & Business College (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into a qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee.

Website: www.boston.co.za
Email: info@boston.co.za
Tel: 011-551-9000
Address: 247 Louis Botha Avenue, Orscards, 2192, Johannesburg

Tel: 021-815-4800
Address: 19A Elektron Avenue, Cap du Mont, Techno Park, 7600, Stellenbosch