WHAT IS ACCREDITATION?
All Higher Education Institutions, both public and private, in South Africa are required by law to only offer qualifications that have been accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Accreditation ensures that all qualifications registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA) have been quality assured within the Higher Education Qualifications Sub-Framework (HEQSF). This means that where an institution has accreditation for a Bachelor’s Degree, the qualification meets the minimum requirements set for all Bachelor’s Degree programmes in South Africa.

WHY IS ACCREDITATION IMPORTANT?
In broad terms, accreditation ensures that students receive a fair value exchange and safeguards against any exploitative practices. When deciding to register for a Higher Education qualification, it is important to check that:
- the Institution is registered with the Department of Higher Education and Training (DHET);
- the qualification is accredited with the HEQC; and,
- the qualification appears on the NQF.

ARE THE QUALIFICATIONS RECOGNISED INTERNATIONALLY?
In addition to South African accreditation, Boston City Campus & Business College continues to explore international accreditation opportunities. While international accreditation is a voluntary activity, at Boston, we believe it demonstrates our ability to offer academic qualifications that meet the requirements of external bodies, validating our quality and enhancing the value of our academic offerings. We are currently accredited as an Independent Higher Education Institution with the British Accreditation Council (BAC), United Kingdom, and, we are a Candidate for Accreditation for specific programmes with the Accreditation Council for Business Schools & Programs (ACBSP), United States of America.

ABOUT THE INSTITUTION
Boston’s Mission is to provide quality and relevant education and training to all learners.

BOSTON CITY CAMPUS & BUSINESS COLLEGE OFFERS...
- Free Financial Independence Short Course sponsored by Life’s Truth about Money Initiative worth R2499.00
- Free Computerised Career Assessment worth R500.00
- Basic Career Counselling for study selection
- Accredited Qualifications
- A Wide Range of Offerings including:
  - Higher Certificates, Diplomas, Degrees and Postgraduate Programmes
  - Short Learning Programmes
  - Digital Learning Badges
  - Occupational Qualifications
  - International and Local Institute Programmes
  - Industry Recognised Credentials/Certifications
- State of the Art Technology-Based Training
- Flexible, Full-Time and Part-Time Study Options including provision for:
  - Distance Learning
  - Blended Learning
  - Digital Learning
- Courseware included in tuition fees
- Tuition payment plans
- Convenient Locations
- Vibrant Campus Life
- Organised Sport and Social Activities
- International VUE Testing Facilities
- Customer-centered philosophy

BOSTON CITY CAMPUS & BUSINESS COLLEGE VOTED BEST COLLEGE

THE STAR ‘YOUR CHOICE’ AWARDS BEST COLLEGE
2009 2013 2017
2010 2014 2018
2011 2015 2019
2012 2016

PRETORIA NEWS ‘YOUR CHOICE’ AWARDS BEST COLLEGE
2012 2016
2013 2017
2014 2018
2015 2019

Disclaimer: This Prospectus, to be read in conjunction with the Student Rulebook, Fact Sheets, and website, is accurate at the time of publication. The Institution reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons.
**MESSAGE FROM THE HEAD OF INSTITUTION:**

Education continues to be the single most important key to unlocking boundless opportunities. 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 it 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)

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**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!

<table>
<thead>
<tr>
<th><strong>This is what our students said in October 2019:</strong></th>
<th><strong>Our quality story was also told in March 2019:</strong></th>
<th><strong>Was the quality story told in November 2018 any different – definitely not!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>98%</strong> Overall Service Satisfaction Index</td>
<td><strong>90%</strong> Satisfied/Extremely Satisfied with the extent to which Boston City Campus has met their expectations</td>
<td><strong>93%</strong> Satisfied/Extremely Satisfied with their experience of the registration process</td>
</tr>
<tr>
<td><strong>93%</strong> Would recommend Boston City Campus</td>
<td><strong>90%</strong> Satisfied/Extremely Satisfied in rating of their overall satisfaction at Boston City Campus thus far</td>
<td><strong>86%</strong> Satisfied/Extremely Satisfied with service delivery and provision of all course material at the at onset of the semester</td>
</tr>
<tr>
<td><strong>83%</strong> Would re-register with Boston City Campus</td>
<td><strong>83%</strong> Confirmed that if they had the chance to do it over again, they would re-register with Boston City Campus</td>
<td><strong>90%</strong> Agreed/Strongly Agreed that the Learning Management System is always active and that students are able to log in anytime if they choose</td>
</tr>
<tr>
<td><strong>89%</strong> Confirmed that Boston City Campus has a customer-centred approach</td>
<td><strong>90%</strong> Confirmed that Boston City Campus really has a customer-centred approach</td>
<td><strong>90%</strong> Satisfied/Extremely Satisfied with the extent to which Boston City Campus has met their expectations</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>81%</strong> Confirmed that if they had the chance to do it over again, they would re-register with Boston City Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>89%</strong> Confirmed that Boston City Campus really has a customer-centred approach</td>
</tr>
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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).

*CHE, 2016. Good Practice Guide for the Quality Management of Short Courses Offered Outside of the HESF*

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

---

**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.

---

**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 Undergraduate Programme through the following routes (or Programme Categories, see Page 5):
  - 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):
  - 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):
  - 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):
  - 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.

**DIPLOMA**

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

**DEGREE**

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

---

*Each submission is individually evaluated, hence neither admission nor advanced placement is assured.*
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.

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**HEQC:** Higher Education Quality Committee  
**CHE:** Council on Higher Education  
**SAQA:** South African Qualifications Authority  
**NQF:** National Qualifications Framework  
**HEQSF:** Higher Education Qualifications Sub-Framework  
**OQSF:** Occupational Qualifications Sub-Framework  
**QC:** Quality Council  
**QCTO:** Quality Council for Trades and Occupations  
**SETA:** Sector Education and Training Authority  
**DQP:** Designated Quality Partner of the QCTO  
**LQA:** Learning and Quality Assurance Body of the QCTO  
**AQIP:** Assessment Quality Partner of the QCTO  
**NLRD:** National Learners’ Records Database  
**RPL:** Recognition of Prior Learning  
**CAT:** Credit Accumulation and Transfer
HIGHER EDUCATION: UNDERGRADUATE & POSTGRADUATE

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.

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
CHOOSE BETWEEN THREE FLEXIBLE STUDY OPTIONS

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 [HPRM442-1]; 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 [HPRM442-1]; 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 [HPRM442-1]; 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.

What do our very first cohort of postgraduate students have to say about their experience thus far – well, the story is in the numbers!

100% Satisfaction Index
100% Would recommend Boston City Campus
100% Would re-register with Boston City Campus
100% 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!

2019 GRADUATES
95% Will recommend the programme

2018 GRADUATES
88% Relevancy of the skills acquired

2017 GRADUATES
100% Satisfied with the curriculum

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: Industrial Psychology 3
100% 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: Marketing Management 3
97% Strongly Agree/Agree that the course procedures and assessments support the course objectives
93% 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

2019 GRADUATES
Will recommend the programme

2018 GRADUATES
Relevancy of the skills acquired

2017 GRADUATES
Satisfied with the curriculum

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: Industrial Psychology 3
100% 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: Marketing Management 3
97% Strongly Agree/Agree that the course procedures and assessments support the course objectives
93% 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
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 countrywide.

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

YEAR ONE MODULES

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

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Business Management 2 [HBMN230-1]
- 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 [HRMM330-1]

Semester B
- Marketing Management 3 [HMKT330-1]
- Project Management [HRBL330-1]
- 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 this 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 [HBMN101-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Commercial Law 1 [HUVC1181]
- Economics 1 [HECO1101]
- Legal Aspects of Accounting [HLAA101-1]
- Financial Accounting Reporting [HFAC102-1]

YEAR TWO MODULES

Semester A
- Commercial Law 2 [HUVC210-1]
- Auditing Theory and Practice [HAUD301-1]
- Financial Accounting for Companies [IFRS] [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] [HFAC332-1]
- 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 [HTAX330-1]

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 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/DOQSF) 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.
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 (HALT101-1)
- Introduction to South African Law (HISL101-1)
- Legal Writing Skills (HWS101-1)
- Business Management 1 (HBMN101-1)

Semester B
- Computer Literacy Advanced (HCLT102-1)
- Law of Persons (HLWP101-1)
- Intellectual Property Law (HIPLW101-1)
- Economics 1 (HCED101-1)
- Accounting Principles (HACP101-1)

YEAR TWO MODULES

Semester A
- General Principles of the Law of Contract (HGPLC230-1)
- Insolvency Law (HULW230-1)
- Environmental Law (HLEW230-1)
- Business Management 2 (HBMN230-1)
- Financial Accounting 1 (HFAC130-1)

Semester B
- General Principles of the Law of Delict (HGPLD230-1)
- Property Law (HPW230-1)
- Cyber Law (HCYLW230-1)
- Competition Law (HCMUL230-1)
- Specific Contracts (HSPC230-1)
- Introduction to Cost and Management Accounting (HMAC200-1)

YEAR THREE MODULES

Semester A
- Labour Law (HULW330-1)
- Law of Taxation (HLTX330-1)
- Applied Research for Law Practitioners (HRML330-1)
- Business Management 3 (HBMN330-2)
- Financial Management (HFNM330-1)

Semester B
- Company Law (HCML330-1)
- Constitutional Law (HCOLN330-1)
- Strategic Human Resource Management (HBNM334-1)
- Work Integrated Learning (HWSUL330-1)

All modules are compulsory and must be passed.

Various Assessment Strategies (ASC, ASW, ASI 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 or 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.
BACHELOR OF COMMERCE IN HUMAN RESOURCE MANAGEMENT:
B.Com. (Human Resource Management)

Accredited by the HEQ(CHE), awaiting Registration outcomes from SAQA and the DHET to enroll students

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]
- Commercial Law 1 [HLWC101-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Human Resource Development 1 [HHRD130-1]
- Economics 1 [HECO130-1]
- Accounting Principles [HACP130-1]

YEAR TWO MODULES

Semester A
- Human Resource Management 2 [HHRM230-1]
- Business Management 2 [HBMN230-1]
- Employee Relations & Labour Law 2 [HERL230-1]
- Financial Accounting 1 [HFAC130-1]

Semester B
- Organisational Development & Skills Administration [HHRD230-1]
- Workplace Psychology [HPSW230-1]
- Business Ethics [HBMN230-1]
- Introduction to Cost and Management Accounting [HMAC200-1]

YEAR THREE MODULES

Semester A
- International Human Resource Management 3A [HHRM331-1]
- Employee Relations and Labour Law 3 [HERL330-1]
- Research Methods [HRMB330-1]
- Business Management 3 [HBMN333-2]
- Financial Management [HFMN330-1]

Semester B
- Performance & Reward Management Systems 3B [HHRM332-1]
- Human Resource Analytics [HHRM333-1]
- Project Management [HBMN331-1]
- Work Integrated Learning [HWBHR330-1]

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 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 an integrated understanding of strategic and international human resource management and development practices to ensure alignment between individual, organisational and corporate objectives
- Develop integrated knowledge of the underlying principles, legal requirements and regulatory procedures of South African Labour Relations and 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 human resource systems, software and reporting
- 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/DQSF) 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 TBA, 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 [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 [HPADM181]

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 [HPRM1181]

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] [HFMN233-1]
- 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 [HLGE330-1]

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/GOSF] 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
**Diploma Programmes: This is a sample of what our graduates and students have to say!**

<table>
<thead>
<tr>
<th>2019 Graduates</th>
<th>2018 Graduates</th>
<th>2017 Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>94% - 100%</td>
<td>80% - 100%</td>
<td>86% - 100%</td>
</tr>
<tr>
<td>Will recommend the programme</td>
<td>Satisfied with the curriculum</td>
<td>Relevancy of the skills acquired</td>
</tr>
</tbody>
</table>

### 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
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 [HACP150-1]
- Commercial Law [HUWC181]
- Business Mathematics [HBMN1181]

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 [HUWC200-1]
- Taxation 1 [HTAX201-1]

Semester B
- Cost and Management Accounting [HMAC202-1]
- Financial Accounting for Companies [IFRS] [HFAC231-1]
- 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: IFRS [HFAC302-1]
- Work Integrated Learning [HWIDA300-1]

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 counts 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 related 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.
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 S3A (Ethical Hacking) (HPXS301-1)

Semester B
- Systems Development 3 (HSYD300-1)
- Software Testing 3 (HSFT300-1)
- Praxis S3B (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, ASC 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 384 credits from Boston City Campus & Business College

FURTHER STUDY OPPORTUNITIES

Consider a Boston Bachelor's Degree.
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 [A+] [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 [N+] [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] [HPXNS01-1]

Semester B
- Telecommunications 3 [Cisco™] [HTCP300-1]
- IT Project Management 3 [HIPM300-1]
- Praxis NSB [Cyber Law, Project Development & Execution] [HPXNS02-1]

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.
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

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Human Resource Management 1 [HHRM100-1]
- Public Relations 1 [HPR1181]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HFDA100-1]
- Human Resource Development 1 [HHRD100-1]
- Applied Psychology [HAPS1181]

YEAR TWO MODULES

Semester A
- Human Resource Management 2 [HHRM200-1]
- Workplace Psychology [HPSW200-1]
- Business Management 1 [HBMN100-1]
- Commercial Law 1 [HLWC1181]

Semester B
- Human Resource Development 2 [HHRD200-1]
- Labour Law & Industrial Relations 1 [HLWL100-1]
- Socioeconomics [HSEC200-1]
- HIV Workplace Policy and Training [HHWPT1181]

YEAR THREE MODULES

Semester A
- Human Resource Management 3 [HHRM300-1]
- Business Ethics [HBMN201-1]
- Project Management [HBMN301-1]
- Applied Research Methods [HAPR300-1]

Semester B
- Human Resource Development 3 [HHRD300-1]
- Labour Law & Industrial Relations 2 [HLWL300-1]
- Computerised Payroll [HCLT104-1]
- Work Integrated Learning [HWDHR300-1]

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 (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 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 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 (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 (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 [HFQA100-1]
- 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 [HFMM201-1]
- Brand Management [HBBD300-1]
- Integrated Marketing Communication [HIMCM300-1]
- 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 (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.
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 [HEMK1181]

Semester B
- Entrepreneurship 2 [HENT200-1]
- Hospitality Management Practice [HHMP1181]
- Business Ethics [HBMN201-1]
- 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. 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.
HIGHER CERTIFICATE PROGRAMMES: THIS IS A SAMPLE OF WHAT OUR GRADUATES AND STUDENTS HAVE TO SAY!

2019 GRADUATES
- 100% Satisfied with the curriculum
- 95% Will recommend the programme
- 84% Relevancy of the skills acquired

2018 GRADUATES
- 100% Satisfied with the curriculum
- 99% Will recommend the programme
- 90% Relevancy of the skills acquired

2017 GRADUATES
- 99% Satisfied with the curriculum
- 97% Will recommend the programme
- 95% Relevancy of the skills acquired

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

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
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]
- Introduction to Brand Management [HBRD1181]
- Entrepreneurship 1 [HENT1181]

Semester B
- Integrated Marketing Communication 1 [HINT1181]
- Applied Psychology [HAPST1181]
- Event Management 1 [HEVM1181]
- Media Law 1 [HMLW1181]
- Work Integrated Learning [HWICAP1171]

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 FET/National Certificate, NQF (0225F) Level 4, minimum Credits 120.

PROGRAMME CATEGORY

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.
On successful completion the Learner will be issued a Higher Certificate in Business Management Practice, NOF 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:**

**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 [HCIT101-1]
- Human Resource Functions [HHRF1181]
- Introduction to Industrial Psychology [HIND1181]

Semester B
- Introduction to Socioeconomics [HHSEC1181]
- Organisational Development [HODV1181]
- Human Resource Training and Development [HHTR1181]
- Work Integrated Learning [HWCHAP1181]

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 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) (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 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.

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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 [HCIT101-1]
- Academic Literacy [HALP1181]
- Bookkeeping to Trial Balance [HHTB1181]
- Business Management 1 [HBMN1181]

Semester B
- Computerised Accounting [Pastel] [HCLT103-1]
- Introduction to Taxation [HT1181]
- Introduction to Auditing and Internal Control [HIAI1181]
- Introduction to Cost and Management Accounting [HICMA1181]
- Work Integrated Learning [HWCHAP1181]

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 computations, 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 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.
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 [HCFLT01-1]
  - Academic Literacy [HALP1181]
  - Hospitality Management Practice [HHMP1181]
  - Introduction to Accounting Practice [HIAAP1181]

- Semester B
  - Hospitality Supervision [HHST1181]
  - Hospitality Law [HWH1181]
  - Hospitality Marketing [HHMM1181]
  - Work Integrated Learning [HHWILPM1181]

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
- 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 [DDGSP] 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 [HCFLT01-1]
  - Academic Literacy [HALP1181]
  - Tourism Development [HTDP1181]
  - Travel and Tourism Marketing [HTTM1181]

- Semester B
  - Tourism Destinations: Southern Africa [HTDS1181]
  - Tourism Destinations: South Africa [HTDTS1181]
  - Introduction to Accounting Practice [HIAAP1181]
  - Travel Industry Operations [HTOP1181]
  - Work Integrated Learning [HWILTPM1181]

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 [DDGSP] 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.
**HIGHER CERTIFICATE:**
Logistics & Supply Chain Management Practice
H.Cert. [Logistics & Supply Chain Management Practice]

SAQA ID 109009

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]
- Principles of Procurement and Supply Chain [HPPS1181]
- Business Management 1 [HBMN1181]

Semester B
- Stock Control and Inventory Management [HSCI1181]
- Introduction to Accounting Practice [HIAP1181]
- Principles of Logistics Management [HPLM1181]
- Work Integrated Learning [HWCLEMP1181]

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) (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, NSF [002F] 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, NSF 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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- Trinity College Dublin, Dublin
- University of Northampton, Northampton
- University of South Wales, Wales
- University of St Andrews, St Andrews
- University of Sussex, Sussex
- Nyenrode Business University, Netherlands
- The Hague University of Applied Sciences, Netherlands
- Vrije Universiteit Amsterdam, Amsterdam
- Curtin University, Australia
- Simon Fraser University, British Columbia
- University of Alberta Edmonton
- The University of Auckland, Auckland
- Curtin University, Perth
- Macquarie University, Sydney
- Deakin University, Melbourne
- University of Melbourne, Melbourne
- The University of Queensland, Brisbane
- The University of Western Australia, Perth

Visit our website for more information and options:
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 decision, 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 [HALT101-1]
- Business Management 1 [HBMN101-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Commercial Law 1 [HUCW101-1]
- Economics 1 [HECD101-1]
- Legal Aspects of Accounting [HLAA101-1]
- Financial Accounting Reporting [HFAC102-1]

YEAR TWO MODULES

Semester A
- Commercial Law 2 [HUCW201-1]
- Auditing Theory and Practice [HAUD201-1]
- Financial Accounting for Companies [IFRS1-1]
- Principles of Management Accounting [HMAC201-1]
- Taxation of Individuals [HTAX201-1]

Semester B
- Ethics in Accountancy [HETA201-1]
- Corporate Governance in Accountancy [HCMA201-1]
- General Financial Reporting [IFRS2-1]
- Principles of Strategy, Risk and Financial Management Techniques [HFMM201-1]
- Computerised Accounting [Pastel] [HCLT103-1]
- Work Integrated Learning [HWSAC201-1]

YEAR THREE MODULES

Semester A
- Audit Planning, Tests of Control and Substantive Procedures [HAUD301-1]
- Selected Accounting Standards and Simple Group Structures [HFAC301-1]
- Distinctive Financial Reporting [IFRS3-1]
- Application of Management Accounting Techniques [HMAC301-1]
- Taxation of Business Activities [HTAX301-1]

Semester B
- Procedures in Finalising an Audit [HAUD302-1]
- Group Financial Reporting [HFAC302-1]
- Specific Financial Reporting [IFRS4-1]
- Applications of Financial Management Techniques [HFMM301-1]
- Taxation; Specific and Distinctive [HTAX302-1]

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.

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 150; 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 [HACP150-1]
- Commercial Law [HUWC1181]
- Business Mathematics [HBMTH181]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Business Management 1 [HBMN100-1]
- Introduction to Socioeconomics [HSECT181]

YEAR TWO MODULES

Semester A
- Financial Accounting Reporting [HFAC132-1]
- Public Accounting Administration [HPAA200-1]
- Commercial Law 1 [HUWC200-1]
- Taxation 1 [HTAX201-1]

Semester B
- Cost and Management Accounting [HMAC202-1]
- Financial Accounting for Companies [IFRS] [HFAC301-1]
- Taxation 2 [HTAX202-1]
- Computerised Accounting [Pastel] [HCLT301-1]

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 [HBLE350-1]
- Financial Accounting 3B: IFRS [HFAC302-1]
- Work Integrated Learning [HWDA300-1]

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 [EQSF] Level 3, 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 [HCLT10-1]
- Academic Literacy [HALP11B1]
- Bookkeeping to Trial Balance [HBTB11B1]
- Business Management 1 [HBMN11B1]

**Semester B**
- Computerised Accounting [Pastel] [HCLT1003-1]
- Introduction to Taxation [HIT11B1]
- Introduction to Auditing and Internal Control [HIAI11B1]
- Introduction to Cost and Management Accounting [HICMA11B1]
- Work Integrated Learning [HWCAP11B1]

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 Trial 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 computations, 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 [QDSF] Level 4, minimum Credits 120.

 PROGRAMME CATEGORY

A Bookkeeper Skills Programme with a total of 54 credits on NQF L4/5 from FASSET SETA

A Boston Short Learning Programme Bookkeeper

FURTHER STUDY OPPORTUNITIES

Consider a Boston Diploma or Bachelor’s Degree.
NATIONAL DIPLOMA:
Financial Accounting
Certified Financial Accountant
SAQA ID 20366

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
- 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 (SAIT) 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

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 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 (SAIT) 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 Accountant [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

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 are undertaken and the highest grade achieved in Formative Assessment is retained. 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. Learner must pass the first three ICB modules (first 7 bullets listed above) in order to earn the Certificate (see next panel) before commencing with the final four modules towards the Diploma.

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 to trial balance (Accounts Clerk function)
- Administer Public Accounts
- A working knowledge of Pastel Accounting software
- 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, efficiency and productivity to government departments
- Eligibility to register as a member of The Institute of Certified Bookkeepers and Accountants (ICBA)

ENTRY REQUIREMENT

National Certificate: Public Sector Accounting (Public Accounts Administrator) L4; or 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 Diploma: Public Sector Accounting (Technical Public Accountant) SAQA ID 20353, NOF 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.
**SAQA ID 58375**

**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.

**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.**

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

**PROGRAMME CATEGORY**

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 Higher Certificate Programme or an Occupational Qualification. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.
**Assistant Bookkeeper**

**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.

**Credit Controller / Assistant Bookkeeper**

**Modules**
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- General Office Practice*
- Principles of Credit Control*
- 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, will be charged separately.

**Personality Profile**
- Assertive | Methodical | Efficient | Logical

**Outcomes**
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to implement the principles of controlling credit within a business
- Ability to record income and receipts
- Ability to make and record payments
- Ability to prepare ledger balances and an initial trial balance
- Ability to maintain financial records and prepare general ledger accounts
- 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 Credit Controller/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)***

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.

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 into 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.

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
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.
SAQA ID 21068

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 (HMKM1100-1)
- Economics 1 (HECO130-1)

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.
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.

MODES

Semester A
- Computer Literacy [HCLT101]
- Academic Literacy [HALP1]
- Advertising 1 [HADV101]
- Introduction to Business Management [HBRD101]
- Entrepreneurship 1 [HENT101]

Semester B
- Integrated Marketing Communication 1 [HINT101]
- Applied Psychology [HAPS101]
- Event Management 1 [HEVM101]
- Media Law 1 [HMML101]
- Work Integrated Learning [HWCACP101]

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) (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 FEI/National Certificate, NQF (023F) 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.

PUBLIC RELATIONS ASSISTANT

MODULES

- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- Presentation Graphics*
- Understanding the Internet*
- Outlook*
- Introduction to Public Relations*
- Principles of Journalism*
- General Office Practice*
- Business English*
- Integrated Marketing Communication 1 [HINT101]*
- Principles of Customer Service*

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

Confident | Articulate | Responsible | People Skills | Enjoy Organising | Enjoy Presenting

OUTCOMES

- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to practise inside an integrated marketing communications department
- Ability to demonstrate an understanding of the place of public relations in the organisation
- Ability to demonstrate an understanding of ethics in public relations
- Ability to assist with preparation of PR strategy and budget within an organisation
- Ability to help arrange functions and conferences
- Ability to assist with media relations

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

BOBC SHORT LEARNING PROGRAMME

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

FURTHER STUDY OPPORTUNITIES

Into 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.
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 (OMLW11615)*

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 (OEVM11615)*

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

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

To 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 skill 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 [SPMKT-1]
- Getting Started with Marketing Research [SPMKR-1]

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

SUCCEED AT BASIC BUSINESS ACCOUNTING & TAXATION
- Bookkeeping 101 [SPBTB-1]
- Taxation 101 [SPTL-1]

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

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.
ADMINISTRATIVE ASSISTANT

MODULES
- Keyboarding***
- Introduction to PC*
- Word Processing*
- Spreadsheets*
- General Office Practice*
- Introduction to Business Accounting [FM]**
- Practical Bookkeeping [FM]***

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) 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

CUSTOMER HELPDESK CONSULTANT

MODULES
- Keyboarding**
- Introduction to PC*
- Word Processing*
- Spreadsheets*
- Presentation Graphics*
- Understanding the Internet*
- Outlook*
- Principles of Customer Service*
- Introduction to Public Relations*
- 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.

**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
Friendly | Caring | Diplomatic | Communicative | Confident

Outcomes
- Ability to operate effectively in the workplace using a number of Windows-based end-user applications
- Ability to understand the needs of the customer
- Responsibility for making decisions to satisfy the customers’ needs
- Ability to compile own correspondence and liaise with senior management
- Ability to communicate effectively with customers

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

On successful completion the Learner will be issued a Boston Short Learning Programme Customer Helpdesk 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.
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)**

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
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
Book

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 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.

*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 | 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
Book

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

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

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*
- Administration and Accounting Practice*
- 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

BOOK BOSTON SHORT LEARNING PROGRAMME

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

BOOK BOSTON SHORT LEARNING PROGRAMME

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.
RECEPTIONIST

MODULES
- 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.

STOCK CONTROLLER

MODULES
- Introduction to PC*
- Windows*
- Word Processing*
- Spreadsheets*
- General Office Practice*
- Stock Control*
- 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.

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 implement stock records and keep them up to date
- Ability to control stock and perform full stock-taking procedures
- Ability to understand a wide range of ordering and delivery systems
- Familiarity with office procedures and environments

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.
SOCIAL SCIENCE, HEALTH & SPORTS

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 IA [HSOC131-1]
- Psychology IA [HPSY131-1]
- Introduction to Anthropology (The Human Experience) [HANT130-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Sociology IB [HSOC132-1]
- Psychology IB [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 [HPRM1181]

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) [HFMN233-1]
- 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 [HLGE330-1]

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

Choose one of the following electives:
- Geography of Politics [HGOP330-1]
- 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
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]
- Academic Literacy [HALP118]
- Introduction to Counselling [HCOUT181]
- HIV Counselling [HHIVC181]
- Applied Psychology [HAP318]

Semester B
- Sexuality and HIV Education [HSHET181]
- HIV Care, Nutrition and Management [HCNM1181]
- HIV Workplace Policy and Training [HHWPT181]
- Introduction to Industrial Psychology [HIND1181]
- Work Integrated Learning [WHIC1181]

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; 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

BOSSTON UNDERGRADUATE PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme - The Lay Counsellor

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 LAY COUNSELLOR

MODULES

- Counselling 1 [OCOU1161]*
- Sexuality and HIV Education 1 [OSHE1161]*
- HIV Counselling 1 [OHIVC1161]*

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 | Helpful | Good at Communicating | Good People Skills | Diplomatic

OUTCOMES

- Demonstrate an understanding of the principles and scope of sexuality and HIV education 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

BOSSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Boston Short Learning Programme - The Lay Counsellor

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 (HCLT101-1)
- 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.

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**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.

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**SPORTS CLUB ADMINISTRATION**

**MODULES**
- Windows*
- Word Processing*
- 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
- A full insight into the commercial sporting world
- Ability to communicate at all levels
- An understanding of administrative systems required to administer a sport or fitness organisation
- Knowledge of sound business principles required in a sport or fitness organisation
- Ability to understand implications of a sports club constitution
- An understanding of the roles and functions of office bearers in a sport or fitness organisation
- Ability to understand recruitment and management of sports club members

**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 (HEMK1181)

Semester B
- Entrepreneurship 2 (HENT200-1)
- Hospitality Management Practice (HHMP1181)
- Business Ethics (HBMN201-1)
- 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 (HAPR300-1)

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, 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 (QGSF) 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 (HCLT101-1)
  - Academic Literacy (HALP1181)
  - Hospitality Management Practice (HHMP1181)
  - Introduction to Accounting Practice (HIAP1181)

- **Semester B**
  - Hospitality Supervision (HHST181)
  - Hospitality Law (HWHI181)
  - Hospitality Marketing (HHMR181)
  - Work Integrated Learning (HWIWL181)

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:

- Demonstrate knowledge about office automation, office equipment and its use in the hospitality industry
- Demonstrate an understanding of the hospitality organisational communication process
- 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 relationship between the hospitality organisation and the community
- 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) (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 [0226] 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.

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**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 (HCLT101-1)
  - Academic Literacy (HALP1181)
  - Tourism Development (HTDP1181)
  - Travel and Tourism Marketing (HTTM1181)

- **Semester B**
  - Tourism Destinations: Southern Africa (HTDS1181)
  - Tourism Destinations: South Africa (HTDS1181)
  - Introduction to Accounting Practice (HIAP1181)
  - Travel Industry Operations (HTIO1181)
  - Work Integrated Learning (HWIWL1181)

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
- Distinguish between hospitality, travel and tourism
- Demonstrate knowledge about hotel management and operations
- Understand the applications of segmentation and marketing principals to 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
- 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) (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 [0226] 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 128 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.

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

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 Tourism) 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.

ACCESSIBLE ANYTIME ANYWHERE!

Online Mediated Distance Learning
TRAVEL AND TOURISM OPERATIONS

MODULES

- Introduction to PC*
- Windows*
- Word Processing*
- 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 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 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 (OEVMT1615)*
- Advertising 1 (OADV1615)**
- Project Management 1 (OPRM1615)*

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 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 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 1 [OEVM0801]*
- Food Production Principles 1*
- Food and Beverage Services 1*
- Reservations and Front-of-House Programme (Jade Apex)*
- Practical Cooking Skills*
- Tourism (Hospitality)*
- Food Production Principles 2*
- Food and Beverage Services 2*
- 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 into 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 1 (Hospitality)*
- Food and Beverage Services 1*
- Reservations and Front-of-House Programme (Jade Apex)*
- Reception Skills*
- Principles of Business Management*
- Food and Beverage Services 2*
- Food Costing (Hospitality)*
- Tourism (Hospitality)*
- Introduction to Business Accounting (FMI)**
- 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
- A basic understanding of business accounting
- 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**

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.

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**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**

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 Higher Certificate 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.
INFORMATION & COMMUNICATIONS TECHNOLOGIES (ICT)

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.

ICT PROJECT MANAGER

- Computer Network Technician
- Technical Support Services Manager ICT
- Application Development Manager
- Programme or Project Manager ICT
- Sales Representative ICT
- Information Technology Manager
- Data Entry Operator
- ICT Risk Specialist

APPLICATION DEVELOPMENT MANAGER

- Software Developer
- Web Developer
- Database Designer and Administrator
- Network Engineer
- Telecommunications Assistant

SOFTWARE DEVELOPER

- Client Services Administrator
- Assistant
- Manager

IT PROJECT ADMINISTRATION

- Word Processing Operator
- Programmer Analyst
- Developer Programmer
- Applications Programmer

ICT SYSTEMS ANALYST

- Network Analyst
- Communications Assistant
- IT Security Specialist
- ICT Systems Analyst
- Software Developer
- Web Developer
- Database Designer and Administrator
- Network Engineer
- Telecommunications Assistant

SALES

- Sales
- Representative
- ICT

COMMUNICATIONS

- IT
- Project Administration
- Word Processing Operator
- Programmer Analyst
- Developer Programmer
- Applications Programmer

SALES REPRESENTATIVE ICT

- Sales
- Representative
- ICT

TECHNICAL SUPPORT SERVICES MANAGER ICT

- Technical Support Services Manager ICT
- Application Development Manager
- Programme or Project Manager ICT
- Sales Representative ICT
- Information Technology Manager
- Data Entry Operator
- ICT Risk Specialist

IT PROJECT ADMINISTRATION

- Word Processing Operator
- Programmer Analyst
- Developer Programmer
- Applications Programmer

COMMUNICATIONS

- IT
- Project Administration
- Word Processing Operator
- Programmer Analyst
- Developer Programmer
- Applications Programmer
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]  
- Android App Development [HASD200-1]  
- Praxis 2 [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 3A (Ethical Hacking) [HPXS301-1]

Semester B  
- Systems Development 3 [HSYD300-1]  
- 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, 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 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 [A+] (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 [N+] (HPX200-1)

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 (HIPP300-1)
- Praxis N3B (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, 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, 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.
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: WINDOWS SERVER 2016

MODULES

- Installing, Storage and Compute with Windows Server 2016* 70-740
- Networking with Windows Server 2016* 70-741
- Identity with Windows Server 2016* 70-742

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 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

OUTCOMES

- Ability to install and configure Windows Server 2016
- Ability to implement networking features using Windows Server 2016
- Ability to implement and manage identity and domain features using Windows Server 2016

CAREER OPPORTUNITIES

- Network Administrator
- Network Engineer
- Systems Administrator
- Information Technology Professional
- Information System Administrator

ENTRY REQUIREMENT

Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent qualification. Computer Literacy recommended.

PROGRAMME CATEGORY

INSTITUTE LEARNING PROGRAMME

On successful completion of the International Examinations the Learner will be issued a Microsoft Certified Solutions Associate Credential Certificate from Microsoft (MCSA: Internationally recognised)
MICROSOFT CERTIFIED SOLUTIONS DEVELOPER

ONLY AVAILABLE as a contact learning programme at Pretoria Arcadia, Bedfordview & Orange Grove

MODULES

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<tr>
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<tr>
<td>70-480</td>
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• Windows*
• Introduction to Programming*
• Spreadsheets*
• Database*
• Programming in HTML5 with JavaScript and CSS3**
• Developing ASP.NET MVC 4 Web Applications**
• Developing Windows Azure and Web Services**

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 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

• Ability to operate effectively in the workplace using a number of Windows-based end-user applications
• Advanced programming skills
• Design and building web solutions

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

On successful completion the Learner will be issued a Microsoft Certified Solutions Developer Credential Certificate from Microsoft (MCSD: Internationally recognised)

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 I (Java) [OSYD1171]*
- 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.

PRINCIPLES OF DATABASE PROGRAMMING

MODULES
- Database Programming [DB Technologies & SQL] [ODBP200-1]*
- Practical Project [OHXS200-1]*

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 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. 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**
- Presentations 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 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 these Summative Assessments, 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
- Keyboarding
- Ability to move around the net with ease
- Understanding and manipulation of Windows operating platform
- Entry into advanced technical and specialised training qualifications

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 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

BOSTON SHORT LEARNING PROGRAMME

CompTIA currently rates Boston City Campus & Business College as its leading Platinum Partner in Africa and as its 3rd best Platinum Partner globally.

MODULES
- Computer Technician**
- Networking Technician**
- Installing, Storage and Compute with Windows Server 2016* 70-740
- Networking with Windows Server 2016* 70-741
- Identity with Windows Server 2016* 70-742

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/s. 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.

**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 Network+ (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

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 Solutions Associate Credential Certificate from Microsoft (MCSA: 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.

**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 8

**PERSONALITY PROFILE**
Technical | Patient | Analytical

**MODULES**
- Computer Technician**
- Windows**
- Principles of Customer Service**

All modules are compulsory and must be passed.

**OPTIONAL:** The Computer Technician module is aligned to the A+ CompTIA syllabus. This means that Learners may elect to sit for the 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.

**NETWORKING TECHNICIAN**

**ENTRY REQUIREMENT**
Grade 10 Certificate; or National Certificate (Vocational) L2; or equivalent Qualification. Computer Literacy recommended.

**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

**PERSONALITY PROFILE**
Disciplined | Technical | Patient

**MODULES**
- Windows
- Understanding the Internet
- Computer Technician
- Implementing and Administering Cisco Solutions
- Networking Technician

All modules are compulsory and must be passed.

**OPTIONAL:** The Computer Technician module is aligned to the A+ CompTIA syllabus. The Networking Technician Module is aligned to the Network+ CompTIA syllabus and the Routing & Switching Technician is aligned to the Certified Network Associate Cisco syllabus. This means that learners may elect to sit for the 2 International CompTIA A+ exams if they so wish, and also to sit for the International CompTIA Network+ exam if they so wish, and also for the International Cisco Certified Network Associate exam if they so wish. 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.
BUSINESS INFORMATION SYSTEMS & VIRTUAL COMPUTING

MODULES
- IT Systems Management [OHISM100-I∗]
- Virtual Computing [OHISM500-I∗]

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 | Disciplined | Patient | Technical

OUTCOMES
- Demonstrate and understanding of the general principles of business information systems
- Apply the basic principles and procedures of virtual computing

ENTRY REQUIREMENT
Boston Short Learning Programme Networking Specialist or Networking Technician or equivalent credential.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Business Information Systems & Virtual Computing Programme Category.

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. Each submission is individually evaluated, hence neither admission nor advanced placement is assured.

SECURE INFRASTRUCTURE TECHNICIAN

COMPARTIA currently rates Boston City Campus & Business College as its leading Platinum Partner in Africa and as its 3rd best Platinum Partner globally.

MODULES
- Computer Technician∗
- Networking Technician∗
- Cyber Security Fundamentals∗

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 module is aligned to the A+ CompTIA syllabus. The Networking Technician module is aligned to the Network+ CompTIA syllabus and the Cyber Security Fundamentals module is aligned to the Security+ [CompTIA] syllabus. This means that learners may elect to sit for the 2 International CompTIA A+ exams if they so wish, and also to sit for the International CompTIA Network+ exam if they so wish, and also for the International CompTIA Security+ exam if they so wish. 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.

PERSONALITY PROFILE
Logical | Technical | Patient | Analytical | Disciplined

OUTCOMES
- Ability to build, troubleshoot and repair computer systems
- Ability to install, operate and troubleshoot a small to medium size enterprise branch network
- Communication security
- Cryptography
- General security concepts
- Infrastructure security
- Operational security

CAREER OPPORTUNITIES
- Security Administrator
- Security Technician
- Security Analyst
- Network Security Technician
- Network and Information Security Technician
- Computer and Peripherals Maintenance Technician
- Network Support Technician

ENTRY REQUIREMENT
Grade 10 Certificate, or National Certificate (Vocational) L2, or equivalent Qualification. Computer Literacy recommended.

PROGRAMME CATEGORY
BOSTON SHORT LEARNING PROGRAMME

On successful completion the Learner will be issued a Secure Infrastructure Technician Programme Category.
MODULES

- Ethical Hacking
- Business Ethics

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.

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

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

INSTITUTE LEARNING PROGRAMME

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 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.

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 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

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.

OCCUPATIONAL PROGRAMMES:
THIS IS A SAMPLE OF WHAT OUR GRADUATES AND STUDENTS HAVE TO SAY!

2019/2018 GRADUATES

100% Will recommend the programme

2019/2018 GRADUATES

96% Satisfied with the curriculum

2019/2018 GRADUATES

88% Relevancy of the skills acquired

2019: Faculty

96% Strongly Agree/Agree that faculty are available during office hours, either by phone, email or the online learning management system

89% Strongly Agree/Agree that faculty provides timely feedback to student enquiries

89% Strongly Agree/Agree that the quality of instruction received in their modules is excellent

96% Strongly Agree/Agree that the online student wellness services are available if needed
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.
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 [HALT130-1]
- Introduction to South African Law [HISL130-1]
- Legal Writing Skills [HLWS130-1]
- Business Management 1 [HBMN130-1]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Law of Persons [HLWP130-1]
- Intellectual Property Law [HIALP130-1]
- Economics 1 [HCET130-1]
- Accounting Principles [HAACP130-1]

YEAR TWO MODULES

Semester A
- General Principles of the Law of Contract [HGPLC230-1]
- 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 [HGPD230-1]
- Property Law [HPWL230-1]
- Cyber Law [HCYCL230-1]
- Competition Law [HCMLC230-1]
- Specific Contracts [HSPC230-1]
- Introduction to Cost and Management Accounting [HMAC200-1]

YEAR THREE MODULES

Semester A
- Labour Law [HLLWS30-1]
- Law of Taxation [HLTXS30-1]
- Applied Research for Law Practitioners [HRML330-1]
- Business Management 3 [HBMN333-2]
- Financial Management [HFMN330-1]

Semester B
- Company Law [HCML330-1]
- Constitutional Law [HCMLL330-1]
- Strategic Human Resource Management [HBMN334-1]
- Work Integrated Learning [HNBW330-1]

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

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 (OHRM11615)*
- 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 1 (OCML11615)*
- 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 [OMLW11615]*
- 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.

FURTHER STUDY OPPORTUNITIES
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 an integrated understanding of strategic and international human resource management and development practices to ensure alignment between individual, organisational and corporate objectives
- Develop integrated knowledge of the underlying principles, legal requirements and regulatory procedures of South African Labour Relations and 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 human resource systems, software and reporting
- 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 Human Resource Management SAQA ID TBA, 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.

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.

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP1181]
- Human Resource Management 1 [HHRM100-1]
- Public Relations 1 [HPRT181]

Semester B
- Computer Literacy Advanced [HCLT102-1]
- Fundamentals of Accounting [HFDA100-1]
- Human Resource Development 1 [HHRD100-1]
- Applied Psychology [HAPS1181]

YEAR TWO MODULES

Semester A
- Human Resource Management 2 [HHRM200-1]
- Workplace Psychology [HPSW200-1]
- Business Management 1 [HBMN100-1]
- Commercial Law 1 [HLWC1181]

Semester B
- Human Resource Development 2 [HHRD200-1]
- Labour Law & Industrial Relations 1 [HLWL100-1]
- Socioeconomics [HSEC200-1]
- HIV Workplace Policy and Training [HHWPT1181]

YEAR THREE MODULES

Semester A
- Human Resource Management 3 [HHRM300-1]
- Business Ethics [HBMN201-1]
- Project Management [HBMN301-1]
- Applied Research Methods [HAPR300-1]

Semester B
- Human Resource Development 3 [HHRD300-1]
- Labour Law & Industrial Relations 2 [HLWL300-1]
- Computerised Payroll [HCLT104-1]
- Work Integrated Learning [HWDR300-1]

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.
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 [HALP101B]
- Human Resource Functions [HHRF101B]
- Introduction to Industrial Psychology 1 [HIND101B]

Semester B
- Introduction to Socioeconomics [HSEC101B]
- Organisational Development [HODV101B]
- Human Resource Training and Development [HHTD101B]
- Work Integrated Learning [WHWCP101B]

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 and 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]) Level 4; 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 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.

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

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT101-1]
- Academic Literacy [HALP101B]
- Human Resource Functions [HHRF101B]
- Commercial Law 1 [HHCM101B]

Semester B
- Business Management 1 [HBMN101B]
- Introduction to Industrial Psychology [HIND101B]
- Entrepreneurship 1 [HENT101B]
- Introduction to Accounting Practice [HAP101B]

YEAR TWO MODULES

Semester A
- Economics 1 [HECO130-1]
- Basic Finance and Budgeting [HBFB101B]
- Work Integrated Learning H.Cert HRM [HAWCHR101B]

Semester B
- Entrepreneurship 2 (HENT201B)
- Commercial Law 2 (HLWC201B)
- Human Resource Management (HHRM201B)
- Work Integrated Learning H.Cert HRM [HAWCHR201B]

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
- Demonstrate business management and entrepreneurial skills
- Display cultural sensitivity within organisations

ENTRY REQUIREMENT

National Senior Certificate (NSC), or National Certificate [Vocational] (NC[V]) Level 4; 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

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.
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.

ASSISTANT CLUB DJ
ASSISTANT MOBILE DJ
MANAGER/MARKETER
JUNIOR MARKETING COORDINATOR/ASSISTANT
SALES MANAGER
SALES REPRESENTATIVE
ENTRY-LEVEL - REMIXER AND/OR - MUSIC PRODUCER

MICRO BUSINESS OWNER
ASSISTANT OR JUNIOR RESEARCHER/ADVISOR/
CONSULTANT IN MARKETING

JUNIOR MARKETER OF SOUND AND MUSIC DESIGN FOR GAMES, TV AND OTHER MULTIMEDIA APPLICATIONS

CLUB PROMOTER
SALES ASSISTANT OR JUNIOR COMMUNICATIONS OFFICER
MARKETING COORDINATOR/ASSISTANT
MARKETING ASSISTANT OR JUNIOR COMMUNICATIONS OFFICER

SERVICE, SALES OR PRODUCT REPRESENTATIVE ASSISTANT

ASSISTANT CLUB DJ
PROMOTER/MARKETER

SALESMAN
HIGHER CERTIFICATE:
Marketing specialisation Digital Music
H.Cert. (Marketing) (specialisation Digital Music)

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.

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 Digital Music) 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.
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

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 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**

On successful completion the Learner will be issued a Boston Short Learning Programme DJ101

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**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**

On successful completion the Learner will be issued a Boston Short Learning Programme The Music Business
MANAGEMENT & MARKETING

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.
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.

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
Located on the Boston City Campus, our programs are designed to provide a flexible study option, allowing students to choose between three study options: twelve-month, eighteen-month, or twenty-four-month programmes. Each programme is structured to cater to the diverse needs of students, offering a blend of core modules and a selection of electives.

**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]
- 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.

**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 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.

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**What do our very first cohort of postgraduate students have to say about their experience thus far – well, the story is in the numbers!**

- **100%** Satisfaction Index
- **100%** Would recommend Boston City Campus
- **100%** Would re-register with Boston City Campus
- **100%** Boston City Campus has a customer-centred approach
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 countrywide.

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

YEAR ONE MODULES

Semester A
- Computer Literacy [HCLT01-1]
- Academic Literacy [HALIT01-1]
- Business Management 1 [HMKT130-1]
- Marketing Management 1 [HMKT130-1]

Semester B
- Computer Literacy Advanced [HCLT02-1]
- 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 [HMKN230-1]
- 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 [HMKN231-1]
- Logistics, Supply and Procurement [HMKN232-1]

YEAR THREE MODULES

Semester A
- Business Management 3 [HMKN330-1]
- Entrepreneurship 3 [HENT330-1]
- Financial Management [HFMN330-1]
- Research Methods [HRMM330-1]

Semester B
- Marketing Management 3 [HMKT330-1]
- Project Management [HMKN331-1]
- Brand Management [HRBD330-1]
- 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.
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 [HFQA100-1]
- 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, 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 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 nationwide.

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 [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 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 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:
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]
- Business Management 1 [HBMNT181]
- Entrepreneurship 1 [HENT1181]

Semester B
- Introduction to Accounting Practice [HIAPI181]
- Introduction to Socioeconomics [HISCT181]
- Commercial Law 1 [HLCMT181]
- Introduction to Industrial Psychology [HINDT181]
- Work Integrated Learning [HWICMP1171]

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 general marketing 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 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.
SAQA ID 109009

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 other 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 [HALP101]
- Principles of Procurement and Supply Chain [HPPS1181]
- Business Management 1 [HBMN1181]

Semester B
- Stock Control and Inventory Management [HSIC1181]
- Introduction to Accounting Practice [HAPM1181]
- Principles of Logistics Management [HPLM1181]
- Work Integrated Learning [HWWIL1181]

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 (FA), 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 FA. 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 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 [QDSF] Level 4, minimum 120 credits.

**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.
HIGHER CERTIFICATE:
Marketing specialisation Social Media
H.Cert. (Marketing) [specialisation Social Media]

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 (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 (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 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

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.
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
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 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
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 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.

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.

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.
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: CREDENTIALS-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 CVs 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
- CVs 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 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>TIERS OF PROFICIENCY OR COMPETENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>KNOWLEDGE MASTER: Theory Test</td>
</tr>
<tr>
<td></td>
<td>APPLICATION GURU: Practical Assignment</td>
</tr>
<tr>
<td></td>
<td>SPECIALIST PRACTITIONER: Workplace Evidence</td>
</tr>
</tbody>
</table>

NANO-CREDENTIAL BADGE
Refer to list available!

MICRO-CREDENTIAL BADGE
Refer to list available!

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 form 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
- Education and training
- 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

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

Employment Readiness Programme
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 (PHEIs) 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 PHEIs 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 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

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

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

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 mostly delivered in the blended mode at any of the 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 you register 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.

**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.

**INSTITUTIONAL INFORMATION & REGISTERED LEARNING PROGRAMMES**

DHET Regulations 24(a), (c), (e), (f), (k) and (l)


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
   - Re-Accredited with conditions

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 L7, minimum credits 386
   • Fully accredited

6. Bachelor of Commerce in Human Resource Management
   • B.Com. (Human Resource Management)
   • SAQA ID TBA, 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 91222, 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
    • Re-Accredited with conditions

    • 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'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
   - This curriculum is accredited with four (4) specialisations from which to choose:
     - (Specialisation Digital Music)
     - (Specialisation Social Media)
     - (Specialisation Sport)
     - (Specialisation Tourism)

5. Diploma in Commerce in Public Relations
   - Diploma in Commerce in Public Relations
   - SAQA ID 21068, NQF [OQSF] Level 6, minimum Credits 240

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)

   - N.Cert. (Paralegal Practice) (Human Resource & Employee Relations)
   - SAQA ID 97229, NQF [OQSF] Level 5, minimum Credits 131

8. Certificate in Business Studies
   - Cert. (Business Studies)
   - SAQA ID 21059, NQF [OQSF] Level 5, minimum Credits 240

   - FET.Cert. (Human Resource Management & Practices Support)
   - SAQA ID 49691, NQF [OQSF] Level 4, minimum Credits 140

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

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

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

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.
Dr. J. van Zyl B.Com., B.Ed., M.Ed., D.Ed

Dean of Institutional Advancement:

Head of Learnerships and QCTO Offerings:
Dr. D.E. Damons Cert., N.Dip., M.Sci., Ph.D.

ADVISORY BOARD

M.G. 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], PG.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 (AQP) 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 worldwide 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

ETDPSETA
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 of 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.

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.