



**GABORONE UNIVERSITY
COLLEGE OF LAW AND
PROFESSIONAL STUDIES**

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**PROGRAMMES
STRUCTURE**

Masters
Programmes

Degree
Programmes

Diploma
Programmes

Certificate
Programmes

Gaborone University College of Law and Professional Studies

Masters Programme

Master of Science in Early Childhood Education

Duration: 2 years Total Fee: P96,000.00 Instalments: P4,000.00 (Per Month)

Application Handling: P500.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P200.00 (per subject) Final Exam: P1,000.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE	
MECD 6111	Theories of Human Development & Application	Core
MECD 6112	Language and Literacy	Core
MECD 6113	Models & Approaches in Early Childhood Programming	Optional
MECD 6114	Developmental Play in ECD Programming	Optional

(Choose 1 Optional Course)

YEAR 1 SEMESTER 2

CODE	MODULE	
MECD 6121	Development Observations & Recording of Young Children	Core
MECD 6122	Assessment and Evaluation of Young Children	Core
MECD 6123	Seminar in Family & Cultural Diversity	Optional
MECD 6124	Leadership & Management of Early Childhood Programs	Optional
MECD 6125	Challenging Behaviours & Guidance in Early Childhood	Optional

(Choose 1 Optional Course)

YEAR 2 SEMESTER 1

CODE	MODULE	
MECD 6211	Research Methods -1	Core
MECD 6212	Curriculum Development & Analysis in Early Childhood	Core
MECD 6213	Teaching Practice (Practicum)	Core

YEAR 2 SEMESTER 2

CODE	MODULE	
MECD 6221	Research Methods -2	Core
MECD 6222	Contemporary Issues in Early Childhood	Core
MECD 6223	Collaborative Relationships Among Stakeholders	Core

Duration: 2 years Total Fee: P96,000.00 Instalments: P4,000.00 (Per Month)

Application Handling: P500.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P200.00 (per subject) Final Exam: P1,000.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE	
OHS 6001	Organizational Policy - (Fundamentals of OHS)	Core
OHS 6002	Safety, Planning, Rules and work procedures	Core
MBA 6009 a/b	Leadership & Organisational Change (Business Administration) (MAJOR *)	Optional
MBA 6009 c/d	Labour Relations (Business Administration) (MAJOR *)	Optional

* CHOOSE 1 MAJOR MODULE

YEAR 1 SEMESTER 2

CODE	MODULE	
OHS 6003	Principle & Practice of Risk Assessment (OHS)	Core
OHS 6004	Incident Investigation (OHS)	Core
MBA 6009 a/b	Leadership & Organisational Change (Business Administration) (MAJOR *)	Optional
MBA 6009 c/d	Labour Relations (Business Administration) (MAJOR *)	Optional

*CHOOSE 1 MAJOR MODULE

YEAR 2 SEMESTER 1

CODE	MODULE	
OHS 6005	Qualitative & Quantitative Design & Methods in Health Research (Epidemiology)	Core
OHS 6007	Safety Communication System (Occupational Health & Safety)	Core
OHS 6008	Employee Training (Occupational Health & Safety)	Core

YEAR 2 SEMESTER 2

CODE	MODULE	
OHS 6006	Project Management (Optional)	Optional
MBA 6010 a	Strategic Change Management (Business Administration)	Optional
MBA 6010 b	Information Management Systems (Business Administration)	Optional
SOC 610 c	System Thinking (Social Science)	Optional

* CHOOSE 2 OPTIONAL MODULES

PRACTICAL INTERNSHIP / RESEARCH PROJECT

Duration: 2 years Total Fee: P96,000.00 Instalments: P4,000.00 (Per Month)

Application Handling: P500.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P200.00 (per subject) Final Exam: P1,000.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE	
MPH-PH 6001	Public Health Practice (Health Sciences)	Core
MPH-BIO 6002	Bio-Statistics (Biostatistics Health Professional I)	Core
MPH - PE 6004	Introduction to Epidemiology (Epidemiology)	Core

YEAR 1 SEMESTER 2

CODE	MODULE	
MPH-EH 6003	Environmental Health (Environmental Health Science)	Core
MPH-HCS 6009 a	Health Care Systems (Health Service Administration) (MAJOR*)	Optional
MPH-CHOL 6009 b	Community Health Organisation and Leadership (MAJOR*)	Optional
MPH-NCD 6010 a	Epidemiology of Chronic Disease (Epidemiology)	Optional
MPH-CD 6010 b	Epidemiology of Infectious Disease (Epidemiology)	Optional
MPH-ST 6010 c	System Thinking (Social Science)	Optional

* CHOOSE 1 OPTIONAL MODULE * CHOOSE 1 MAJOR MODULE

YEAR 2 SEMESTER 1

CODE	MODULE	
MPH-MHR 6005	Qualitative & Quantitative Design & Methods in Health Research (Epidemiology)	Core
MPH-DP 6006	Developing Effective Public Health Programmes using a Human Rights Based Approach	Core
MPH-EP 6007	Evaluating Public Health Programmes (Health Behaviour)	Core

YEAR 2 SEMESTER 2

CODE	MODULE	
MPH-BCC 6008	Behavioural Sciences & Behavioural Change (Health Communication)	Core
MPH-HCS 6009 a	Health Care Systems (Health Science Administration) (MAJOR*)	Optional
MPH-GPH 6009 b	Community Health Organisation & Leadership (MAJOR*)	Optional

* CHOOSE 1 MAJOR

INTERNSHIP / FIELD PLACEMENT RESEARCH PROJECT

Gaborone University College of Law and Professional Studies

Bachelor Programme

Bachelor of Law LLB (Hons)

Duration: 5 years Total Fee: P150,000.00 Instalments: P2,500.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
LB101	Introduction to Law
CS100	Basics of Communication Skills
IT100	Introduction to Information Technology
LB108	Interpretation of Statutes

YEAR 1 SEMESTER 2

CODE	MODULE
LB105	Customary Law
LB106	Criminal Law
LB107	Constitutional Law
LB109	Law of Delict

YEAR 2 SEMESTER 1

CODE	MODULE
LB201	Contract Law
LB202	Administrative Law
LB203	Property Law
LB204	Commercial Law

YEAR 2 SEMESTER 2

CODE	MODULE
LB205	Labour Law
LB206	Family Law
LB207	Human Rights Law
LB209	Gender and the Law

YEAR 3 SEMESTER 1

CODE	MODULE
LB302	Accounting for Legal Practitioners
LB303	Jurisprudence
LB305	Law and Corporate Governance
LB307	E-Commerce

YEAR 3 SEMESTER 2

CODE	MODULE
LB302	Public International Law
LB303	Law of Evidence
LB305	Civil Procedure
LB307	Criminal Procedure

YEAR 4 SEMESTER 1

CODE	MODULE
LB401	*Advanced Civil Procedure
LB402	*Conveyancing

LEVEL 4 SEMESTER 2

CODE	MODULE
LB403	**Company Law
LB404	**Law and Development

* These 2 courses plus any 3 electives

** These 2 courses plus any 3 electives

Electives

CODE	MODULE
LB311	Law of Insurance
LB312	Banking Law
LB313	Law of Succession
LB314	Law of Taxation
LB315	Alternative Dispute Resolution

CODE	MODULE
LB536	Customary Law
LB526	International Trade Law
LB527	International Invest Law
LB529	Advocacy
LB532	Professional Negligence Law

CODE	MODULE
LB537	Consumer Law
LB543	Criminology
LB544	Penology
LB546	Public International Law
LB548	Environmental Law

CODE	MODULE
LB316	Intellectual Property Law
LB317	Law of Insolvency
LB318	International Humanitarian Law
LB319	International Business
LB551	Transact Media Law

Level 5 Semester 1

CODE	MODULE
LB 501	Dissertation
LB 505	Clinical and Practical Skills Training

Level 5 Semester 2

CODE	MODULE
LB 501	Dissertation
LB 502	Notarial Practice
LB 503	Legal Ethics
LB 505	Clinical and Practical Skills Training

Bachelor of Education in Early Childhood Education (BED) Hons

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per subject)

All modules are compulsory

YEAR 1 SEMESTER 1

CODE	MODULE
ECEH101	Sociological Foundation
ECEH102	Historical Philosophical Foundation
BED103	Information Communication Technology
ECEH105	Parental Involvement
EH111	Theories of Child Development

YEAR 1 SEMESTER 2

CODE	MODULE
ECEH107	Play & Children's Development
ECEH106	Observation & Assessment of Young Children
ECEH210	Creative Arts
ECEH402	Nutrition, Health & Safety
ECEH111	Child Development

YEAR 2 SEMESTER 1

CODE	MODULE
BED110	Computer Application in Education
ECEH206	Language Arts
BED201	Professional Ethics in Early Childhood Education
ECEH109	Infant & Toddler Care
ECEH103	Curriculum Planning

YEAR 2 SEMESTER 2

CODE	MODULE
ECEH110	Special Needs & Inclusive Education
ECEH211	Expressive Arts
ECEH203	Introduction to Design of Early Childhood Environment
ECEH108	Instructional Media & Technology
BED208	Social Sciences

YEAR 3 SEMESTER 1

CODE	MODULE
BED101	Research Methods & Statistics
ECEH207	Science for Beginners
ECEH201	Emergent Literacy Development
ECEH204	Mathematics for Beginners
ECEH104	Guidance & Counseling

YEAR 3 SEMESTER 2

CODE	MODULE
FED101	Financial Appreciation in Education
EFA306	Contemporary Issues In Education
GS201	Introduction to Gender Studies
ECEH405	Management of Early Childhood Education Programmes
ECEH407	Early Childhood Education and the Law

YEAR 4 SEMESTER 1

CODE	MODULE
BED205	Entrepreneurship Skills
EFA305	Introduction to School Administration
BED109	Teaching and Learning Skills - Micro Teaching
ECEH108	Infant & Toddler Programming

YEAR 4 SEMESTER 2

CODE	MODULE
RP401	Research Project
ATT401	Industrial Attachment

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Gaborone University College of Law and Professional Studies

Bachelor Programme

Bachelor of Business Administration in Occupational Health & Safety

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
BC101	Business Communication
PM101	Principals of Management
OB101	Organisational Behaviour
IT101	Introduction to Information Technology

YEAR 1 SEMESTER 2

CODE	MODULE
HAPM102	Organisational Health and Safety Management 1
HAP102	Human Anatomy & Physiology
OHRC102	Occupational Hazards and Risk Control
LIOHS102	Legal Issues in Occupational Health & Safety
PTF102	Level 1 Portfolio

YEAR 2 SEMESTER 1

CODE	MODULE
OHSM201	Organisational Health & Safety Management 2
LL201	Labour Law
SWP201	Safe Work Practice & Procedure
HSL201	Health & Safety Social Leadership

YEAR 2 SEMESTER 2

CODE	MODULE
EWP202	Ergonomics & Workflow Plan
FSN202	Food Safety & Nutrition
HRM202	Human Resources Management
SM202	Security Management
PTF202	Level 2 Portfolio

YEAR 3 SEMESTER 1

CODE	MODULE
HSL301	Environmental Sustainability Practice
HSOS301	Health and Safety & Organisational Strategy
WHB301	Wellness & Health Behavior
SI301	Security Intelligence
SCM301	Stress & Change Management

YEAR 3 SEMESTER 2

CODE	MODULE
LL302	Mentoring, Coaching & Counseling
RM302	Research Methods
PPM302	Principles of Project Management
HSP302	Health & Safety Programme Training
FBF302	Fundamentals of Business Finance
PTF303	Level 3 Portfolio

YEAR 4 SEMESTER 1 & 2

CODE	MODULE
RPA401	Research Project
AIT401	Industrial Attachment

Bachelor of Commerce (Hons) Degree in Purchasing & Supply Chain Management

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
BM101	Principles of Management
OB101	Organisational Behaviour
EC101	Micro Economics
PUR101	Introduction to Purchasing & Supply
IT101	Introduction to Information Technology
BC101	Business Communication

YEAR 1 SEMESTER 2

CODE	MODULE
BS102	Business Statistics
NG102	Supply Chain Management
INTQM102	Inventory & Total Quality Management
NG102	Negotiation
CS102	Customer Service in The Supple Chain
MEC102	Macro-economis

YEAR 2 SEMESTER 1

CODE	MODULE
QM201	Quantitative Methods
BL201	Business Law
SPS201	Strategic Purchasing & Supply
MM201	Marketing Management
LOG201	Logistics & Transportation

YEAR 2 SEMESTER 2

CODE	MODULE
HRM202	Humans Resources Management
PDD202	Product Development & Design
CB202	Consumer behaviour
RBM202	Retail Brand Management
FINANC202	Financial Accounting

YEAR 3 SEMESTER 1

CODE	MODULE
RET301	Retail Buying & Merchandising
SD301	Sales & Distribution Management
ENT301	Entrepreneurship
MAC301	Managerial Accounting
PR301	Public Relations

YEAR 3 SEMESTER 2

CODE	MODULE
SM302	Strategic Management
CM302	Change Management
OPM302	Operations Management
RM302	Research Methods
ECM202	E-Commerce

YEAR 4 SEMESTER 1 & 2

CODE	MODULE
RP401	Research Project
AIT401	Industrial Attachment

Gaborone University College of Law and Professional Studies

Bachelor Programme

Bachelor of Arts Degree in Public Health

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

All modules are compulsory

YEAR 1 SEMESTER 1

MODULE
1. Introduction to Public Health
2. General Biology 1 & 2
3. Introduction to Information Technology
4. Introduction to Infectious Diseases
5. Fundamentals of Epidemiology
6. Introduction to Primary Health Care

YEAR 1 SEMESTER 2

MODULE
1. Biostatistics
2. Improving Human Services
3. Health Policy and Behavior Change
4. Health Communication
5. Drugs, Alcohol and Society
6. Domestic Violence

YEAR 2 SEMESTER 1

MODULE
1. Drugs, Crime and Public Policy
2. Psychiatry and the Law
3. Global Corporate Citizenship, Legal Ethical and Social Issues
4. Bioethics
5. Women and Mental Health
6. Health Psychology

YEAR 2 SEMESTER 2

MODULE
1. Community Psychology
2. Psychology of Eating Disorders and Obesity
3. Human Sexual Behavior
4. Public Health Attachment
5. Health Promotion Evaluation
6. Global Health Policy

YEAR 3 SEMESTER 1

MODULE
1. Environmental Health
2. Environmental Risk Assessment
3. Health Promotion Program Planning
4. Public Health Seminar
5. Health Communication 2
6. Global Health

YEAR 3 SEMESTER 2

MODULE
1. Health in the Developing World
2. Health Communication across Borders
3. Gender, Poverty and Health
4. Gender, Culture and Health
5. Birth and Death
6. Introduction to Survey Sampling and Methodology

YEAR 4 SEMESTER 1

MODULE
1. Occupational Health and Safety Concepts
2. Historical Perspective
3. Occupational Hazards
4. Occupational Hygiene
5. Principles of Prevention and Control
6. Occupational Health Management Systems

YEAR 4 SEMESTER 2

MODULE
1. Public Health Programme Attachment
2. Research & Project

Bachelor of Commerce in Travel & Tourism

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

All modules are compulsory

YEAR 1 SEMESTER 1

CODE	MODULE
TT101	Travel and Tourism 1
OB101	Organisational Behavior
CTT101	Communication in Travel and Tourism
ITI01	Introduction to Information Technology

YEAR 1 SEMESTER 2

CODE	MODULE
SCM102	Supply Chain Management
EMP102	Employability
IA102	Introduction to Accounting
TDSA102	Tourism Destination (Southern Africa)
CLP102	Level 1 Portfolio

YEAR 2 SEMESTER 1

CODE	MODULE
TT2102	Travel and Tourism 2 (Tourism Marketing)
TL102	Tourism Law
TTE201	The Travel and Tourism Environment
TDAB201	Tourism Destination (Africa & Beyond)
ENT201	Entrepreneurship
HRM201	Human Resources Management

YEAR 2 SEMESTER 2 (Choose 4 Modules)

CODE	MODULE
TD202	Tourism Development
INT202	International Travel
IM202	Internet Marketing
FM202	Financial Management
CT202	Cultural Tourism
SBM202	Small business Management
DLP202	Level 2 Portfolio

YEAR 3 SEMESTER 1 (Choose 4 Modules)

CODE	MODULE
HM223301	Hospitality Management
GHM301	Guest House management
FA301	First Aid
PR301	Public Relations
BIS301	Business Information Systems
LIT301	Leadership in Tourism and Travel

YEAR 3 SEMESTER 2

CODE	MODULE
LR301	Labour Relations
RM302	Research Methods
PPM302	Principles of Project Management
SM302	Security Management
ATR302	Airline Ticketing Reservations
	Level 3 Portfolio

YEAR 4 SEMESTER 1

CODE	MODULE
RP401	Level 4 Research Project

YEAR 4 SEMESTER 2

CODE	MODULE
IAT402	Attachment

Gaborone University College of Law and Professional Studies

Bachelor Programmes

Bachelor of Business Administration Entrepreneurship

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

All modules are compulsory

YEAR 1 SEMESTER 1

CODE	MODULE
BC101	Business Communication
ENT101	Entrepreneurship 1
OB101	Organisational Behavior
IT101	Introduction to Information Technology

YEAR 1 SEMESTER 2

CODE	MODULE
OCEM102	Opportunity Centered Entrepreneurship 1
EMP102	Employability
IA102	Introduction to Accounting
BP102	The Business Plan
CLP102	Level 1 Portfolio

YEAR 2 SEMESTER 1 (CHOOSE 4 MODULES)

CODE	MODULE
ENT201	Entrepreneurship 2
CL201	Commercial Law
ELP201	Entrepreneurship Leadership
BS201	The Business Strategy
SBM201	Small Business Management
HRM201	Human Resources Management

YEAR 2 SEMESTER 2

CODE	MODULE
EDC202	Entrepreneurship in Developing Countries
MER202	Managing Enterprises Risk
ME202	Marketing the Enterprise
FM202	Financial Management
EO202	Enterprise Operations
BE202	The Business Environment
DLP202	Level 2 portfolio

YEAR 3 SEMESTER 1 (CHOOSE 4 MODULES)

CODE	MODULE
OCEM301	Opportunity Centered Entrepreneurship 2
GDS301	Globalisation, Development & Sustainability
WHB301	Wellness and Health Behavior
EN301	Entrepreneurship and Networking
BIS301	Business Information Systems
PRB101	Public Relations in Business

YEAR 3 SEMESTER 2

MODULE	
RM302	Research Methods
MMCC301	Mentoring, Coaching and Counselling
PPM302	Principles of Project Management
ELI302	Entrepreneurship and Legal Issues

YEAR 4 SEMESTER 1

CODE	MODULE
RP401	Level 4 Research Project

YEAR 4 SEMESTER 2

CODE	MODULE
IAT402	Attachment Report

Bachelor of Science in Policing & Law

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
EPP101	English for Professional Policing
IT101	Introduction to Information Technology
HRL101	Human Rights Law
BLS101	Botswana Legal System
IP101	Investigation Procedures

YEAR 1 SEMESTER 2

CODE	MODULE
ICJ102	Introduction to Criminal Justice
EPC102	Employability and The Policing Career
PCL102	Procedure in Criminal Law
OP102	Operational Policing
PF102	Portfolio

YEAR 2 SEMESTER 1

CODE	MODULE
CD201	Crime and Delinquency
CIA201	Crime and Intelligence Analysis
PR201	Public Relations
PCL201	Criminal Law & Procedure

YEAR 2 SEMESTER 2

CODE	MODULE
DPP202	Detention and Police Powers
CPS202	Community Policing Strategies
OP202	Operational Policing
TSI202	Terrorism Security & Intelligence
PF202	Portfolio

YEAR 3 SEMESTER 1

CODE	MODULE
AL301	Administrative Law
VIPP201	VIP Protection
EDP301	Ethical Decision and Policing
LGL301	Local Government Law

YEAR 3 SEMESTER 2

CODE	MODULE
RP302	Research and Policing
CC302	Crowd Control
CCP302	Corruption & Crime Prevention
CMP302	Change Management and Policing

YEAR 4 SEMESTER 1

CODE	MODULE
DIS 401	Dissertation

YEAR 4 SEMESTER 2

CODE	MODULE
IAT402	Attachment

Gaborone University College of Law and Professional Studies

Bachelor Programmes

Bachelor of Business Administration in Security Management (BBA - Security)

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

All modules are compulsory

YEAR 1 SEMESTER 1

CODE	MODULE
BC101	Business Communication
ENT101	Principles of Management
PRB101	Organisational Behaviour
IT101	Introduction to Information Technology

YEAR 1 SEMESTER 2

CODE	MODULE
SM102	Security Management
USM102	Legal Issues in Security Management
PCL102	Procedure in Criminal Law
RM102	Risk Management
PTF102	Year 1 Portfolio

YEAR 2 SEMESTER 1

CODE	MODULE
SM201	Security Management II
IP201	Investigation Procedures
SP201	Security and Policy
STM201	Security and Team Management
DM201	Decision Making

YEAR 2 SEMESTER 2

CODE	MODULE
CCP202	Corruption and Crime Prevention
LSM202	Leadership and Security Management
DM202	Disaster Management
FA202	First Aid
ISS202	Introduction to Safety Sciences
PTF202	Year 2 Portfolio

YEAR 3 SEMESTER 1

CODE	MODULE
ECM301	Emergency and Crisis Management
TSI(I)301	Terrorism & Security Intelligence
EN301	Entrepreneurship and Innovation
VIPP301	VIP Protection and Private Security
ECM301	Emergency & Crisis Management
ISM301	Information Security Management

YEAR 3 SEMESTER 2

CODE	MODULE
RM302	Research Methods
SSM302	Statistics for Security Management
ESSE302	Explosive Service and Security Equipment
WCC302	White Collar Crime
FBF302	Fundamentals of Business Finance
PE302	Protocol and Etiquette
PIF302	Years 3 Portfolio

YEAR 4 SEMESTER 1

CODE	MODULE
RP401	Research Project

YEAR 4 SEMESTER 2

CODE	MODULE
RP402	Industrial Attachment

Bachelor of Technology in Construction Engineering

Duration: 4 years Total Fee: P144,000.00 Instalments: P3,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

All modules are compulsory

YEAR 1 SEMESTER 1

CODE	MODULE
BCE111	Engineering Mathematics I
BCE112	Introduction to Computers and Programming
BCE113	Engineering Materials I
BCE114	Physics
BCE115	Descriptive Geometry
BCE116	Workshop Practical Training I
BCE117	Communication Skills 1

YEAR 1 SEMESTER 2

CODE	MODULE
BCE121	Engineering Mathematics II
BCE122	Computer Aided Design I
BCE123	Engineering Materials II
BCE124	Communication Skills II
BCE126	Workshop Practical Training II
BCE127	Engineering Surveying I
BCE128	Field Practical Training

YEAR 2 SEMESTER 1

CODE	MODULE
BCE211	Building Construction I
BCE212	Computer Aided Design II
BCE213	Mechanics of Materials
BCE214	Geotechnical Engineering I
BCE215	Engineering Drawings I
BCE217	Engineering Surveying II

YEAR 2 SEMESTER 2

CODE	MODULE
BCE221	Building Construction II
BCE223	Theory of Structures
BCE224	Geotechnical Engineering II
BCE225	Engineering Drawing II
BCE227	Fluid Mechanics
BCE228	Field Practical training II

YEAR 3 SEMESTER 1

CODE	MODULE
BCE311	Road Design and Construction I
BCE312	Design of Reinforced Concrete Structure I
BCE313	Foundation Engineering I
BCE315	Engineering Drawings III
BCE316	Water and Waste Water Engineering I
BCE317	Measurement of Construction Works
BCE318	Environmental Science
BCE319	Building Services

YEAR 3 SEMESTER 2

CODE	MODULE
BCE321	Road Design and Construction II
BCE322	Design of Reinforced Concrete Structures II
BCE323	Foundation Engineering II
BCE325	Engineering Drawing IV
BCE326	Water and Waste Water Engineering II
BCE327	Construction Cost Estimation
BCE329	Occupational Health & Safety
BCE320	Environmental Impact Assessment

YEAR 4 SEMESTER 1

CODE	MODULE
BCE411	Construction management
BCE413	Design of Steel and Timber Structures
BCE414	Construction Law and Law of Contracts
BCE417	Project Planning Techniques I
BCE418	Final Project I

YEAR 4 SEMESTER 2

CODE	MODULE
BCE421	Contract Procedures and Administration
BCE422	Fundamentals of Infrastructure Management
BCE426	Professional Practice and Ethics
BCE428	Final Project II
BCE423	Entrepreneurship
BCE424	Risk Management

For God & Country

Gaborone University College of Law and Professional Studies

Bachelor Programme

Bachelor of Art in Law & Public Administration

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
COM101	Business Communication
ICT101	Introduction to information Technology
ECO101	Micro Economics
LAW101	Introduction to Law
LAW102	Law of Contract

YEAR 2 SEMESTER 1

CODE	MODULE
PAD201	Community Development
PAD202	Public Policy Analysis
MGT101	Organisational Behaviour
LAW201	Law of Evidence
LAW202	Property Law

YEAR 3 SEMESTER 1

CODE	MODULE
PAD301	Sustainable Development
PAD302	Public Service Delivery
PAD303	Public Financial Management
LAW301	Law of Taxation
LAW302	Alternative Depute Resolution

YEAR 4 SEMESTER 1

CODE	MODULE
LAW401	Jurisprudence
PAD401	Public Administration Ethics
PAD402	Research Methods
LAW402	Law and Development
LAW403	Consumer Protection Law

YEAR 1 SEMESTER 2

CODE	MODULE
ECO102	Macro Economics
PAD101	Introduction to Public Administration
LAW103	Criminal Law
LAW104	Constitutional Law
LAW105	Commercial Law

YEAR 2 SEMESTER 2

CODE	MODULE
ACC201	Financial Accounting
MGT202	Human Resources Management
LAW203	Law of Delict
LAW204	Human Rights Law
LAW205	Labour Law

YEAR 3 SEMESTER 2

CODE	MODULE
MGT301	Strategic Management
PAD304	E-Government theory and Practice
LAW303	Administrative and Local Government Law
LAW304	Social Security Law
LAW305	Customary Law

YEAR 4 SEMESTER 2

CODE	MODULE
PAD403	Public Administration Attachment
PAD404	Research Project

Bachelor of Science in Health Promotion & Disease Prevention

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

MODULE
1. Computer Skills and Literacy
2. Biochemistry
3. Basic Biostatistics
4. Physiology

YEAR 2 SEMESTER 1

MODULE
1. Basic Epidemiology
2. Social Determinants of Health 2
3. Health Promotion and Disease Prevention 1
4. Health Lifestyles

YEAR 3 SEMESTER 1

MODULE
1. Field Work
2. Health Risk Management 3 (Community Health)
3. Primary Healthcare 2

YEAR 4 SEMESTER 1

MODULE
Education Principles and Practice in School

YEAR 1 SEMESTER 2

MODULE
1. Social Determinants of health 1
2. Human Anatomy
3. General Pathology
4. Behavioral Science

YEAR 2 SEMESTER 2

MODULE
1. Health Promotion and Disease Prevention 2
2. Health Risk Management 1 (Environmental Health)
3. Health Risk Management 2 (Occupational Health & Safety)
4. Primary Healthcare 1

YEAR 3 SEMESTER 2

MODULE
1. International Health
2. Workers Wellness
3. AIDS in the Society

YEAR 4 SEMESTER 2

MODULE
Health Promotion Field Attachment

Gaborone University College of Law and Professional Studies

Bachelor Programmes

Bachelor of Commerce in Accountancy

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
ACC100	Accounting Concepts, Principles & Procedures
BM101	Principles of Management
EC101	Microeconomics
IIT101	Introduction of Information Technology
CS101	Communication Skills

YEAR 2 SEMESTER 1

CODE	MODULE
ACC200	Financial Accounting IB
ACC201	Introduction to Taxation
BL102	Business Law
QM201	Quantitative Methods
ACC202	Auditing Theory & Practice

YEAR 3 SEMESTER 1

CODE	MODULE
ACC300	Financial Accounting IIB
ACC301	Managerial Accounting
ACC302	Corporate Law
ACC303	Financial Institution & Markets
BM300	Business Research Methods

YEAR 4 SEMESTER 1

CODE	MODULE
ACC400	Financial Accounting III
ACC401	Public Sector Accounting and Finance
ACC402	Financial Management
PR401	Public Relations

YEAR 1 SEMESTER 2

CODE	MODULE
ACC101	Financial Accounting IA
ACC103	Cost and Management Accounting
BS102	Business Statistics
MEC102	Macroeconomics
ACC102	Accounting Systems in a Computer Environment

YEAR 2 SEMESTER 2

CODE	MODULE
ACC203	Financial Accounting IIA
ACC204	Business Information Systems
BM200	Business Ethics and Corporate Governance
ACC205	Corporate Finances
HRM202	Human Resources Management

YEAR 3 SEMESTER 2

CODE	MODULE
PSC301	Academic Supervisor's Report
PSC302	Work Related Learning Report
PSC303	Employer's Assessment Report

YEAR 4 SEMESTER 2

CODE	MODULE
ACC403	Advanced Taxation
ACC404	Financial Risk Management
SM402	Strategic Management
PSC402	Dissertation

Bachelor of Arts in Human Development & Family Studies

Duration: 4 years Total Fee: P96,000.00 Instalments: P2,000.00 (Per Month)

Application Handling: P400.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P800.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
HDFS129	Intro to Human & Family Development
*ENGL015	Composition
BISC004	Human Body: Form & Function
EDPSY101	Educational Psychology
HDFS199	Introductory Seminar - General Human Services

YEAR 2 SEMESTER 2

CODE	MODULE
*PADM200	Intro to Non-Profit Leadership
HDFS225	Intimate Relationships
HDFS261	Self Help Group Dev. & Process
RM290	Intro to Research Methods
HDFS293	Off-Campus Internship

YEAR 4 SEMESTER 1

CODE	MODULE
H DFA411	The Helping Relationship
H DFA418	Parent-Child Training
H DFA414	Substance Abuse in the Family System
H DFA495	Marital Conflict in Human Development
H DFA450	Marriage & Family Practicum

YEAR 1 SEMESTER 2

CODE	MODULE
SOC101	General Sociology
HDFS120	Global Issues in Family Studies
HDFS143	Social Problems
COM104	Public Speaking
HDFS152	Early Intervention: Family Planning Evaluation

YEAR 3 SEMESTER 1

CODE	MODULE
HDFS311	Adolescent & Early Adult Development
HDFS312	Adult Development, Middle Age & Aging
HDFS302	Marriage & Family Relationships
HDFS330	Field Experience on Children, Youth & Families
HDFS310	Infant & Child Development

YEAR 4 SEMESTER 2

CODE	MODULE
PADM455	Administration of Human Sciences
HDFS425	Resilience across the Life Course
HDFS427	Introduction to Rehabilitation
COMM III412	Communication Management
SOC460	Senior Seminar

YEAR 2 SEMESTER 1

CODE	MODULE
*STAT200	Elementary Statistics
HDFS208	Child Family with Special Needs
ANTH210	Families in Global Perspective
HDFS215	Wellness & Fitness
PSY225	Mind - Body Connection

YEAR 3 SEMESTER 2

CODE	MODULE
EV301	Values & Ethics in Human Dev Prof.
HDFS315	Families & Communities
HDFS334	Parenting
HDFS340	Gender, Relationships, Sexuality & Society
HDFS396	Research Project

* ELECTIVE MODULES

For God & Country

Gaborone University College of Law and Professional Studies

Diploma Programmes

PROGRAMME	COURSES	DURATION	PAYMENT TERMS	TOTAL TUITION	EXAM FEE
ADVANCED DIPLOMA IN SECURITY MANAGEMENT & LEGAL STUDIES	Year 1 1. Business Administration 2. Security Practice 1 3. Introduction to Psychology 4. Criminal Law 5. Financial Accounting 6. Risk and Loss Control Management Progressing Students	2 Years	Registration Fee: P150.00 Deposit: P1,100.00 P1,100.00 x 23 months	P26,400.00	Membership P600 /year P500.00 per Subject Membership Renewal P300.00
	Year 2 1. Law of Contract 2. Introduction to Law 3. Security Practice 2 4. Auditing 5. Criminal Psychology 6. Business Communication 7. Organizational Systems & Design Year 3 1. Security Practice 3 2. Operational Management 3. Criminal Investigation 4. Law of Evidence 5. Research Project	16 Months	Deposit P1,100.00 P1,100.00 x 15 Months	P17,600.00	Membership P600 /year P500.00 per Subject Membership Renewal P300.00
DIPLOMA IN COURT ADMINISTRATION (MSU)	Year1 - Semester 1 1. Communication & Computer Skills 2. Introduction to Law 3. Financial management 4. Human Resource Management	Year 1 - Semester 2 1. Customer Care 2. Corruption Prevention 3. Purchasing & Supply	Registration Fee: P150.00 Deposit: P1,100.00 P1,100.00 x 23 months	P26,400.00	Mid Semester P100.00 per subject Final Exam P650.00 per Subject
	Year 2 - Semester 1 1. Records Management 2. Introduction to Court Procedures 3. Administration of Estates	Year 2 - Semester 2 1. Introduction to Legal Concepts 2. Research Project			
DIPLOMA IN LABOUR LAW (MSU)	Year 1 - Semester 1 1. Communication & Computer skills 2. Introduction to Law 3. Introduction to Labour Law 4. Employment Contract Law	Year 1 - Semester 2 1. Gender & Labour Law 2. Collective Bargaining & Trade Union Law 3. Employment Discrimination Law 4. Collective Job Action Regulations	Registration Fee: P150.00 Deposit: P1,100.00 P1,100.00 x 23 months	P26,400.00	Mid Semester P100.00 per subject Final Exam P650.00 per Subject
	Year 2 - Semester 2 1. Discipline and Termination Law (Dismissal Law) 2. Remedial Labour Law 3. Law of Dispute Resolution 4. International Social Security Law	Year 2 - Semester 2 1. International Labour Law 2. Research Project			
ADVANCED DIPLOMA IN CRIMINOLOGY (MSU)	Year 1 - Semester 1 1. Communication & Computer Skills 2. Introduction to Law 3. Criminal Law 4. Crime & Policing	Year 1 - Semester 2 1. Law of Evidence 2. Criminal Procedure 3. Sociology of Criminality 4. Crime victims & Victimology	Registration Fee: P150.00 Deposit: P1,100.00 P1,100.00 x 23 months	P26,400.00	Mid Semester P100.00 per subject Final Exam P650.00 per Subject
	Year 2 - Semester 1 1. Environmental Criminology 2. Crime Prevention & Control 3. Human Rights Law 4. Penology	Year 2 - Semester 2 1. Forensics 2. International Criminal law 3. Research Project			
DIPLOMA IN COMPANY LAW (MSU)	Year 1 - Semester 1 1. Communication & Computer Skills 2. Introduction to Law 3. Law of Contract 4. Introduction to Law of Business Associations	Year 1 - Semester 2 1. Commercial Law 1 2. Company Law 1 3. Law of Partnership 4. Labour Law	Registration Fee: P150.00 Deposit: P1,100.00 P1,100.00 x 23 months	P26,400.00	Mid Semester P100.00 per subject Final Exam P650.00 per Subject
	Year 2 - Semester 1 1. Commercial Law 2 2. Company Law 2 3. Competition Law 4. Law of Insolvency	Year 2 - Semester 2 1. Corporate Governance 2. Corporate Secretary ship 3. Research Project			

Gaborone University College of Law and Professional Studies

Diploma Programmes

PROGRAMME	COURSES		DURATION	PAYMENT TERMS	TOTAL TUITION	EXAM FEE
DIPLOMA IN PURCHASING & SUPPLY MANAGEMENT (GUC)	YEAR 1 SEMESTER 1 1. Organizational Behaviour 2. Intro. to Info. Tech. 3. Business Communication 4. Principles of management 5. Intro. to purchasing & Supply 6. Macro Economics	YEAR 1 SEMESTER 2 1. Quantitative Methods 2. Business Law 3. Strategic Purchasing & Supply 4. Marketing Man. 5. Logistics and Transportation	2 Years	Registration Fee P 150.00 Deposit P1,100.00 P1,100.00 x 23 Months	P26,400.00	Mid Semester P100.00 Per Sub. Final Exam P650.00 per Subject
	YEAR 2 SEMESTER 1 1. Business statistics 2. Supply Chain Management 3. Inventory & Total Quality Man. 4. Negotiation 5. Macro Economics 6. Customer Service	YEAR 2 SEMESTER 2 1. Product Design and Development 2. H R Management 3. Financial Accounting 4. Consumer Behaviour 5. Retail Brand Management				
DIPLOMA IN ELECTRONICS	Year 1 - Semester 1 1. Engineering mathematics 1 2. Electronics Workshop 3. Electricity and Magnetism 4. Electronic Device	Year 1 - Semester 2 1. Engineering Mathematics 2 2. DC Principles 3. Digital Electronics 1 4. Intro. to Telecommunications	2 Years	Registration Fee P 150.00 Deposit P2,000.00 P2,000.00 x 23 Months	P48,000.00	Mid Semester P100.00 Per Sub. Final Exam P650.00 per Subject
	Year 2 - Semester 1 1. AC Principles 2. Digital Electronics 2 3. Java Programming 4. Digital Communication Fundamentals.	Year 2 - Semester 2 1. Audio Electronics 2. Measurements & Instrumentation 3. Digital Systems Design Fundamentals ELECTIVES (Choose 1) 4. Data Communications 5. Wireless Communications				
DIPLOMA IN EVENTS MANAGEMENT	Year 1 - Semester 1 1. Entrepreneurship 2. Introduction To Events Management 3. Organisational Behaviour 4. Information Technology 5. Events Planning	Year 1 - Semester 2 1. Employability 2. Event Operations and Logistics 3. Introduction to Accounting 4. Communication 5. Level 1 Portfolio	2 Years	Registration Fee P 150.00 Deposit P1,100.00 P1,100.00 x 23 Months	P26,400.00	Mid Semester P100.00 Per Sub. Final Exam P650.00 per Subject
	Year 2 - Semester 1 1. Law and Events Management 2. Risk Management 3. Events Greening 4. Financial Management 5. Advertising and Sponsorship	Year 2 - Semester 2 Choice of Four Courses 1. Project Management 2. Small Business Management 3. Facilities and Events Management 4. Purchasing & Supply Management 5. Music & Entertainment Event Management 6. Human Relations 7. Internship & Internship Report				
DIPLOMA IN TRANSPORT PLANNING & MANAGEMENT	Year 1 - Semester 1 1. Transport and Society 2. Intro. To Logistics and Supply Chain Management 3. Business Environment 4. Contract Law	Year 1 - Semester 2 1. Intro. To Intelligent Transportation Systems 2. Leisure & Tourism Management. 3. Accounting and Finance 4. Transport Economics	2 Years	Registration Fee P 150.00 Deposit P1,100.00 P1,100.00 x 23 Months	P26,400.00	Mid Semester P100.00 Per Sub. Final Exam P650.00 per Subject
	Year 2 - 1st Semester 1. Transport Policy & Planning 2. Operational Research 3. Law of Business and Carriage 4. Marketing	Year 2 - 2nd Semester 1. Passenger Transport Management. 2. Human Resource Management. & The Workplace 3. Communication & IT 4. Individual Student Project				
DIPLOMA IN PUBLIC HEALTH	Year 1 - Semester 1 1. Introduction to Public Health 2. General Biology I 3. General Biology I 4. Introduction to infectious Disease 5. Fundamentals of Epidemiology 6. Introduction to IT	Year 1 - Semester 2 1. Biostatistics 2. Improving Human Services 3. Health Policy & Behavior Change 4. Health Communication 5. Drugs, Alcohol & Society 6. Domestic Violence	2 Years	Registration Fee P 150.00 Deposit P1,100.00 P1,100.00 x 23 Months	P26,400.00	Mid Semester P100.00 Per Sub. Final Exam P650.00 per Subject
	Year 2 - Semester 1 1. Health Promotion 2. Psychiatry & the Law 3. Global Corporate Citizenship: Legal, Ethical & Social Issues 4. Bioethics 5. Women & Mental Health 6. Health Psychology	Year 2 - Semester 2 1. Environmental Health 2. Gender, Culture, Poverty & Health 3. Human Sexual Behavior 4. Psychology of Eating Disorder & Obesity 5. Global health Policy Public Health Attachment				

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Gaborone University College of Law and Professional Studies

Diploma Programmes

PROGRAMME	COURSES	DURATION	PAYMENT TERMS	TOTAL TUITION	EXAM FEE
DIPLOMA IN MOTOR VEHICLE ENGINEERING	<p>Year 1 – Semester 1</p> <p>Code Module</p> <p>DMVE111 Mathematics I</p> <p>DMVE112 Engineering Science</p> <p>DMVE113 Workshop Technology</p> <p>DMVE114 Motor Vehicle Technology I</p> <p>DMVE115 Motor Vehicle Practical I</p> <p>DMVE116 Technical Communication</p> <p>Year 1 - Semester 2</p> <p>Code Module</p> <p>DMVE121 Mathematics II</p> <p>DMVE122 Basic Technical Drawing</p> <p>DMVE123 Motor Vehicle Science I</p> <p>DMVE124 Motor Vehicle Technology II</p> <p>DMVE125 Motor Vehicle Practical II</p> <p>DMVE126 Electrical and Electronic Principles</p> <p>DMVE127 Computer Fundamentals</p> <p>2 months</p> <p>DMVE 100 Industrial Attachment I</p> <p>Year 2 - Semester 1</p> <p>Semester 3 Courses</p> <p>Code Module</p> <p>DMVE211 Computer Aided Drafting</p> <p>DMVE212 Materials Technology</p> <p>DMVE213 Motor Vehicle Technology III</p> <p>DMVE214 Motor Vehicle Practical III</p> <p>DMVE215 Motor Vehicle Science II</p> <p>DMVE216 Thermo-fluids</p> <p>Year 2 - Semester 2</p> <p>Code Module</p> <p>DMVE221 Pneumatic and Hydraulic Systems</p> <p>DMVE222 Motor Vehicle Transmission System</p> <p>DMVE223 Motor Vehicle Practical IV</p> <p>DMVE224 Vehicle Electrical and Electronic Systems</p> <p>DMVE225 Vehicle Electrical and Electronic Systems Practical</p> <p>DMVE226 Machine Elements Design</p> <p>2 months</p> <p>DMVE 200 Industrial Attachment II</p> <p>Year 3 - Semester 1</p> <p>Code Module</p> <p>DMVE311 Workshop Organisation and Administration</p> <p>DMVE312 Basic Engineering Management</p> <p>DMVE313 Maintenance Management</p> <p>DMVE314 Entrepreneurial Skills</p> <p>DMVE315 Diploma Project</p>	30 Months	<p>Registration Fee: P150.00</p> <p>Deposit: P2,000.00</p> <p>P2,000.00 x 29 Months</p>	P60.000.00	<p>Mid Semester: P100.00 Per Subject</p> <p>Final Exam: P650.00 Per Subject</p>
	DIPLOMA IN AGRICULTURE	<p>Year 1 - Semester 1</p> <p>Code Module</p> <p>DAM111 Agriculture in Southern Africa</p> <p>DAM112 Business Communication</p> <p>DAM113 Soil Constitution, Fertility and Conservation</p> <p>DAM114 Introduction to Technology</p> <p>DAM115 Sustainable Environments</p> <p>Year 1 - Semester 2</p> <p>Compulsory Core Modules</p> <p>Code Module</p> <p>DAM121 Dry-land Crop Management</p> <p>DAM122 Livestock Management</p> <p>DAM123 Book Keeping for the Small holder</p> <p>DAM124 Market Gardening</p> <p>DAM101 Level 1 Portfolio</p> <p>Year 2 - Semester 1</p> <p>Choice of Five Modules (4 Core Modules + 1 Elective)</p> <p>Code Module</p> <p>DAM231 Marketing Farm Produce</p> <p>DAM232 Entrepreneurship</p> <p>DAM233 Feeding Livestock</p> <p>DAM234 Farm Management</p> <p>Electives</p> <p>DAM235 The Business Plan</p> <p>DAM236 Employability</p> <p>Year 2 - Semester 2</p> <p>Choice of Five Modules</p> <p>Code Module</p> <p>DAM242 Crop Production Plan</p> <p>DAM243 First Aid</p> <p>DAM244 Management of Pastures</p> <p>DAM245 Human Relations OR</p> <p>DAM246 Supervision</p> <p>DAM202 Level 2 Portfolio</p> <p>Year 3 - Semester 1</p> <p>DAM300 Internship</p>	30 Months	<p>Registration Fee: P150.00</p> <p>Deposit: P2,000.00</p> <p>P2,000.00 x 29 Months</p>	P60.000.00 P2,000.00 Per Month)

Gaborone University College of Law and Professional Studies

Diploma Programme

Diploma in Water & Environmental Engineering

Duration: 2 years Total Fee: P48,000.00 P2,000.00 (Per Month)

Registration Fee: P150.00

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P650.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
DEE 111	Basic Mathematics I
DEE 112	Communication Skills and Computer Science
DEE 113	Construction materials and Building Construction
DEE 114	Introduction to Environmental Engineering
DEE 115	Technical Drawing
DEE 116	Building Services
DEE 117	Workshop Practice and Technology I

YEAR 1 SEMESTER 2

CODE	MODULE
DEE 121	Basic Mathematics II
DEE 122	Introduction to Land Surveying
DEE 123	Soil Mechanics
DEE 124	Water Supply and Sanitation Engineering I
DEE 125	Occupational Health and Safety
DEE 126	Hydraulics
DEE 127	Workshop Practice and Technology II
DEE 128	Supervised Industrial Training I

YEAR 2 SEMESTER 1

CODE	MODULE
DEE 214	Water Supply and Sanitation Engineering II
DEE 215	Mechanics of Materials & Theory of Structures I
DEE 216	Construction Law and law of Contracts
DEE 217	Workshop Practice and Technology III
DEE 218	Basic Computer Aided Design
ELECTIVES	
DEE 212	Concrete and Steel Structures I
DEE 219	Principles of Foundation Engineering

YEAR 2 SEMESTER 2

CODE	MODULE
DEE 221	Environmental Pollution Control
DEE 222	Solid Wastes Management
DEE 223	Entrepreneurship Development
DEE 224	Measurement & Estimation Principles
DEE 225	Mechanics of Materials & Theory of Structures II
DEE 226	Principles of Environmental Impact Assessment
ELECTIVES	
DEE 227	Concrete and Steel Structures II
DEE 229	Construction Management
DEE 228	Supervised Industrial Training II

Association of Accounting Technician (AAT)

LEVEL 2 Foundation Certificate in Accounting

CODE	MODULE
BTRN	Book Keeping Transactions
BKCL	Book Keeping Controls
ELCO	Elements of Costing
WEF	Working Effectively in Finance
UACS	Using Accounting Software
FSYA	Foundation Synoptic Assessment

Tuition: P8,000.00
Deposit: P2,000.00
Instalment: P2,000.00 x 3 months
Duration: 6 months

LEVEL 4 Professional Diploma in Accounting

CODE	MODULE
FSLC	Financial Statement for limited Companies
MABU	Management Accounting Budgeting
MDCL	Management Accounting - Decision & Control
ASE	Accounting System & Control
(Choose Any 2)	
BSTX	Business Tax
PLTX	Personal Tax
CDMT	Credit Management
ETAU	External Audit
CTRM	Cash & Treasury Management
PDSY	Professional Diploma Synoptic Assessment

Tuition: P10,000.00
Deposit: P2,000.00
P2,000.00 x 4 months
Duration: 9 months

LEVEL 3 Advanced Diploma in Accounting

CODE	MODULE
AVBK	Advanced Book Keeping
FAPR	Final Accounts Preparation
MMAC	Management Accounting: Costing
ITAX	Indirect Tax
PETH	Ethics for Accounts
SSA	Spreadsheet for Accounting
AVSY	Advanced Diploma Synoptic Assessment

Tuition: P9,000.00
Deposit: P1,800.00
Instalment: P1,800.00 x 4 months
Duration: 6 months

Gaborone University College of Law and Professional Studies

Diploma Programme

Diploma in Sports & Recreation

Duration: 2years Total Fee: P48,000.00 P2,000.00 (Per Month)

Registration Fee: P150.00

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P650.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
ENT101	Entrepreneurship
SRM101	Sport and Recreation Management
MCSR101	Management Communication in Sports and Recreation
IT101	Information Technology

YEAR 1 SEMESTER 2

CODE	MODULE
EMP102	Employability
SSP102	Sociology and Psychology of Sport
IA102	Introduction to Accounting
M102	Sports Media
CLP102	Level 1 Portfolio

YEAR 2 SEMESTER 1

CODE	MODULE
ELS 201	Ethics and Law in Sport
SMS 201	Sport Marketing and Sales
HRSR201	Human Resources Management in Sport and Recreation
MS201	Financial Management
ASR201	Advertising in Sport and Recreation
OB201	Organizational Behaviour

YEAR 2 SEMESTER 2

CODE	MODULE
PESR202	Programming and Evaluation in Sport and Recreation
FESR202	Facilities and Events in Sport and Recreation
PE202	Principles of Economics
LS202	Leadership in Sport
FSR202	Fitness in Sport and Recreation
DLP202	Level 2 Portfolio
IIR 203	Internship and Internship Report

Advanced Diploma in Purchasing & Supply Management (GUC)

Duration: 2.5 years Total Fee: P33,000.00 Deposit: P1,100.00 P1,100.00 (Per Month)

Registration Fee: P150.00 (Non-Refundable)

Exam Fee: Mid Semester Fee: P100.00 (per subject) Final Exam: P650.00 (per module, subject to change)

YEAR 1 SEMESTER 1

CODE	MODULE
OB 101	Organizational Behaviour
IT 101	Introduction to Information Technology
BC 101	Business Communication
PM 101	Principles of Management
PS 101	Introduction to Purchasing & Supply
EC 101	Macro Economics

YEAR 1 SEMESTER 2

CODE	MODULE
BS 102	Business Statistics
SCM102	Supply Chain Management
ITM102	Inventory & Total Quality Management
NG102	Negotiation
EC 102	Macro Economics
CS 102	Customer Service

YEAR 2 SEMESTER 1

CODE	MODULE
PDD202	Product Design and Development
HRM 202	H R Management
FIN 202	Financial Accounting
CM 202	Consumer Behaviour
RBM	Retail Brand Management

YEAR 2 SEMESTER 2

CODE	MODULE
QM 201	Quantitative Methods
BL 201	Business Law
SPS 201	Strategic Purchasing & Supply
MKT 201	Marketing Management
LT201	Logistics & Transportation

YEAR 3 SEMESTER 1

CODE	MODULE
PS 301	E-Commerce & International Purchasing & Supply
OP301	Operations Management
ST 301	Strategic Management
DDM301	Sales & Distribution Management

Diploma Programme

Certificate in Procurement & Supply

Level 2 Duration: 6 months, Registration fee: P150
Total fee: P3,600, Installments: P600 (per month)

CODE	MODULE
NC1	Procurement and Supply Principles
NC2	Procurement and Supply Functions
NC3	Procurement and Supply Processes
NC4	Procurement and Supply Administration
NC5	Procurement and Supply Stakeholders

Diploma in Procurement & Supply

Level 4 Duration: 1 Year, Registration fee: P150
Total fee: P13,200, Installments: P1,100 (per month)

Entry Requirement - Certificate

CODE	MODULE
D1	Contexts of Procurement and Supply
D2	Business Needs in Procurement and Supply
D3	Sourcing in Procurement and Supply
D4	Negotiating & Contracting in Procurement & Supply
D5	Managing Contracts & Relationships in Procurement & Supply

Professional Diploma in Procurement & Supply

Level 6 Duration: 1 Year, Registration fee: P150
Total fee: P21,600, Installments: P1,800 (per month)

Entry Requirement - Advanced Diploma

CODE	MODULE
PD1	Leadership in Procurement and Supply
PD2	Corporate and Business Strategy
PD3	Strategic Supply Chain Management

Optional (Select 2)

CODE	MODULE
PD4	Supply Chain Diligence
PD5	Programme & Project Management
PD6	Legal Aspects in Procurement & Supply (UK)

Chartered Institute of Procurement & Supply (CIPS)

Advanced Certificate in Procurement & Supply

Level 3 Duration: 6 months, Registration fee: P150
Total fee: P3,600, Installments: P600 (per month)

CODE	MODULE
AC1	Procurement and Supply Environment
AC2	Procurement and Supply Operations
AC3	Procurement and Supply Workflow
AC4	Inventory and Logistics Operations
AC5	Procurement and Supply Relationships

Advanced Diploma in Procurement & Supply

Level 5 Duration: 1 Year, Registration fee: P150
Total fee: P18,000.00, Installments: P1,500 (per month)

Entry Requirement - Diploma

CODE	MODULE
AD1	Management in Procurement & Supply
AD2	Managing Risk in Supply Chains
AD3	Improving Competitiveness in Supply Chain

Optional (Select 2)

CODE	MODULE
AD4	Category Management in Procurement & Supply
AD5	Sustainability in Supply Chains
AD6	Operations Management in Supply Chains

EXAM FEE

CERTIFICATE LEVEL

P1,500.00 - Membership

P1,400.00 - Per Subject

DIPLOMA LEVEL

P1,500.00 - Membership

P1,500.00 - Per Subject

Total Tuition Fee: P60,000.00

Diploma in Strategic Leadership (Police & Security)

Year 1 Semester 1

CODE	MODULE
PSM101	Police Stakeholder - Management
MM101	Risk Management
LSE101	Leadership Styles and Ethics
BRA101	Budgeting and Resources Allocation

Year 2 Semester 1

CODE	MODULE
TCM201	Training Coaching & Mentoring
GPL201	Globalization and Security Leadership
NCDR201	Negotiation, Conflict & Dispute Resolution
SL0T201	Security Leadership & Organisational Change

Year 1 Semester 2

CODE	MODULE
TL 102	Transformational Leadership
SDM 102	Strategic Decision Making
PR 102	Public Relations
SL 102	Strategic Leadership

Year 2 Semester 2

CODE	MODULE
ACP202	Advanced Communication & Presentation
SPL202	Security Project Leadership
EDRS201	Emergency and Disaster Response Strategy
FML202	Fraud and Money Laundering Prevention

Duration: 2 Years
Registration Fee: P150.00
Deposit: P1,100.00
P1,100.00 x P23 months
Total tuition: P26,400.00
Mid Semester: P100.00 per subject
Final Exam: P650.00 per subject

Diploma in Policing

Year 1 Semester 1

CODE	MODULE
1	Introduction in Botswana Legal Systems
2	Introduction in Policing Practice
3	Introduction to Computers
4	Communication Skills

Year 2 Semester 1

CODE	MODULE
1	Criminal Procedure & Evidence
2	Applying Criminology to Crime Reduction
3	Organized Crime
4	Human Rights and The Law

Year 1 Semester 2

CODE	MODULE
1	Criminal Law
2	Information and Investigation
3	Crime Reduction
4	Introduction to the Botswana Constitution

Year 2 Semester 2

CODE	MODULE
1	Drugs, Crime & Society
2	Police and Victims
3	Police and the Media
4	Administrative Law

Duration: 2 Years
Registration Fee: P150.00
Deposit: P1,100.00
P1,100.00 x P23 months
Total tuition: P26,400.00
Mid Semester: P100.00 per subject
Final Exam: P650.00 per subject

Gaborone University College of Law and Professional Studies

Certificate Programmes

PROGRAMME	COURSES	DURATION	PAYMENT TERMS	TOTAL TUITION	EXAM FEE
Certificate in Law (GUC)	Semester 1 (6 months) 1. Intro. to Botswana Legal Systems 2. Criminal Law of Botswana 3. Law of Contract 4. Administrative Law 5. Constitutional Law <hr/> Semester 2 (6 months) 1. Law of Deficit 2. Employment Law in Botswana 3. Law of Evidence 4. Family Law	12 Months	Registration Fee: P150.00 Deposit P700.00 P700.00 x 11 Months	P8,400.00	P250.00 Per Subject
Certificate in Human Rights Law (GUC)	1. Introduction To Human Rights Law 2. International Humanitarian Law 3. International Protection of Human Rights 4. Basic Computer Skills	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P500.00 Per Subject
Certificate in Insurance Law (GUC)	1. The Law of Insurance, 2. Introduction To Botswana Legal System 3. Communication Skills, 4. Customer Service Relation 5. Basic Computer Skills	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P500.00 Per Subject
Certificate in Customary Law (GUC)	1. Introduction To Botswana Legal System 2. Customary Law 3. Communication Skills, 4. Customer Service Relation 5. Basic Computer Skills	10 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P500.00 Per Subject
Certificate in Military Law (GUC)	1. Introduction To Botswana Legal System, 2. Military Law 3. Communication Skills, 4. Customer Service Relations 5. Basic Computer Skills	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P500.00 Per Subject
Certificate in Land Administration Law (GUC)	1. Introduction To Botswana Legal System, 2. Land Law 3. Communication Skills, 4. Customer Service Relation 5. Basic Computer Skills	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P500.00 Per Subject
Certificate in Environmental Law (GUC)	1. Environmental Law of Botswana 2. Introduction to Botswana Legal Systems 3. Property Law 4. Basic Computer Skills	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P500.00 Per Subject
Certificate in Educational Law (GUC)	1. Introduction To Botswana Legal Systems 2. Law of Education 3. Constitutional & Administrative Law Aspect in Education 4. Child Law 5. Ethics of Educators 6. Basic Computer Skills	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P500.00 Per Subject
Certificate in Commercial Law (GUC)	1. Introduction To Botswana Legal Systems 2. Introduction to Law of Contract 3. Insolvency Law 4. Banking Law and Negotiable Instruments 5. Company & Partnership Law 6. Law of Sales & Secured Transactions 7. Landlord and Tenant Law 8. Law of Agency	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11 Months	P7,200.00	P300.00 Per Subject
Certificate in Property and Estate Admin. Law (GUC)	1. Introduction To Botswana Legal Systems 2. Trust Law 3. Law of Administration of Estates 4. Law of succession 5. Deeds & Notarial Law 6. Intellectual Property Law	12 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 11- Months	P7,200.00	P500.00 Per Subject
Certificate in Security Management (GUC)	1. Customer Service 2. Communication 3. Security Practice 1 4. Crime and Security	10 Months	Registration Fee: P150.00 Deposit P1,100.00 P1,100.00 x 7 Months	P8,800.00	P500.00 Per Subject

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Gaborone University College of Law and Professional Studies

Certificate Programme

COURSE	COURSE CONTENT	DURATION	PAYMENT TERMS	TOTAL TUITION	EXAM FEE
Certificate in Early Childhood Education (PreSchool Teachers Training) (GUC)	<p>Semester 1</p> <ol style="list-style-type: none"> 1. Communication & Computer Skills 2. Health/Hygiene/Nutrition and First Aid 3. Production of Learning and Teaching Aids 4. Language Development 5. Music, Games and Dances. 6. Child Psychology <p>Semester 2</p> <ol style="list-style-type: none"> 1. Organization and Management 2. Environmental Science 3. Maria Montessori Pre-school Methods. 4. Production of Learning and Teaching Aids-Practical 	12 Months	<p>Registration Fee: P 150</p> <p>Deposit P1000.00 P750 X 10 Months</p>	P8,500.00	P250.00 per subject
Certificate in Human Resources Management (GUC)	<ol style="list-style-type: none"> 1. Business Communication 2. Introduction to Information Technology 3. Business Mathematics 4. Principles of Management 5. Managing People 6. Principles of Human Resources Management 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P600.00 P600 X 7 Months</p>	P4,800.00	P500.00 Per Subject
Certificate in Business Management (GUC)	<ol style="list-style-type: none"> 1. Business Communication 2. Introduction to Information Technology 3. Business Mathematics 4. Principles of Management 5. Principles of Marketing 6. Introduction to Accounting 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P600.00 P600 X 7 Months</p>	P4,800.00	P500.00 Per Subject
Certificate in Travel, Tourism & Hospitality (GUC)	<ol style="list-style-type: none"> 1. Business Communication 2. Introduction to Information Technology 3. Business Mathematics 4. Principles of Management 5. Introduction to Tourism 6. Introduction to Accounting 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P600.00 P600 X 7 Months</p>	P4,800.00	P500.00 Per Subject
Certificate in Sales & Marketing (GUC)	<ol style="list-style-type: none"> 1. Marketing Management 2. Sales & Distribution Management 3. Business Management 4. Consumer Behaviour 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P550.00 P550 X 7 Months</p>	P4,400.00	P500.00 Per Subject
Certificate in Secretarial and Administration (GUC)	<ol style="list-style-type: none"> 1. Business Communication 2. Office Procedure 3. Computer Skills 4. Introduction to Accounting 5. Customer Service 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P550.00 P550 X 7 Months</p>	P4,400.00	P500.00 per subject
Certificate in Business Information Systems (GUC)	<ol style="list-style-type: none"> 1. Business Communication 2. Introduction to Information Technology 3. Business Mathematics 4. Principles of Management 5. Information Technology Applications 6. Introduction to Accounting 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P600.00 P600 X 7 Months</p>	P4,800.00	P500.00 Per Subject
Certificate in Security Management (ZIM)	<ol style="list-style-type: none"> 1. Business Administration 2. Security Practice 1 3. Criminal Law 4. Introduction To Psychology 5. Financial Accounting 6. Risk and Loss Control Management 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit: P1100.00 P1100.00 X 7 months</p>	P8,800.00	Registration P600.00 P500.00 Per Subject Renewal of Membership for Every Supplement Per Session - P300.00
Certificate in Information Technology (GUC)	<ol style="list-style-type: none"> 1. Business Information System 2. Business Organization 3. Information Processing 4. Computer Programming 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit: P550.00 P550.00 X 7 months</p>	P4,400.00	P500.00 Per Subject
Certificate in Public Relations (GUC)	<ol style="list-style-type: none"> 1. Introduction To Economics 2. The Role of Public Relations 3. Public Relations and The Media 4. Business Communication 5. Synopsis 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P600.00 P600 X 7 Months</p>	P4,800.00	P500.00 Per Subject
Certificate in Purchasing & Supply Management (GUC)	<ol style="list-style-type: none"> 1. Communication and Information Technology 2. Purchasing and Supply Management 3. Inventory Management 4. Business Statistics 5. Logistics and Material Flow 6. Business Management and Administration 	10 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P600.00 P600 X 7 Months</p>	P4,800.00	P500.00 Per Subject
AAT Foundation Certificate in Accounting - Level 2	<ol style="list-style-type: none"> 1. Book Keeping Transaction 2. Book Keeping Controls 3. Elements of Costing 4. Using Accounting Software 5. Work Effectively in Finance 6. Synopsis 	6 Months	<p>Registration Fee: P 150.00</p> <p>Deposit P2000.00 P2000 X 3 Months</p>	P8,000.00	

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Gaborone University College of Law and Professional Studies

Certificate Programmes

PROGRAMME	COURSES	DURATION	PAYMENT TERMS	TOTAL TUITION	EXAM FEE
Certificate in Occupational Health & Safety (GUC)	<ol style="list-style-type: none"> 1. Safe Work Environment 2. Accidents Prevention, Emergencies & First Aid Procedures 3. Industrial Toxicology and Working Practice 4. Occupational Health & Safety Fundamentals 5. Communication & Information Technology 	10 Months	Registration Fee: P150.00 Deposit P1100.00 P1100.00 x 7 Months	P8,800.00	Mid Semester P100.00 per subject Final Exam P650.00 per subject
Certificate in Community Development (GUC)	<ol style="list-style-type: none"> 1. Community Development Values 2. Community Health & Disease Management 3. Understanding Poverty In Communities 4. Supporting the Vulnerable Community 5. Sociology & Community 	10 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 7 Months	P4,800.00	P500.00 Per Subject
Certificate in HIV / AIDS Management (GUC)	<ol style="list-style-type: none"> 1. HIV/AIDS Management 2. Community Development 3. Health and Nutrition Education 4. Population, Poverty & Human Development 5. Synopsis 	10 Months	Registration Fee: P150.00 Deposit P600.00 P600.00 x 7 Months	P4,800.00	P500.00 Per Subject
Certificate in Real Estate Management (GUC)	<ol style="list-style-type: none"> 1. Real Estate Management 2. Business Management 3. Accounting 4. Customer service 	10 Months	Registration Fee: P150.00 Deposit P650.00 P650.00 x 7 Months	P5,200.00	P500.00 Per Subject
Certificate in Accounting & Finance (GUC)	<ol style="list-style-type: none"> 1. Communication and Information Technology 2. Financial Accounting 3. Economics for Business 4. Business statistics 5. Financial Management 6. Business Management and Administration 	10 Months	Registration Fee: P150.00 Deposit P650.00 P650.00 x 7 Months	P5,200.00	P500.00 Per Subject
Certificate in Inventory Management (GUC)	<ol style="list-style-type: none"> 1. Stores & Stock management 2. Workplace health & safety 3. Basic Computer Skills 4. Customer Service 5. Economics for Business 	10 Months	Registration Fee: P150.00 Deposit P650.00 P650.00 x 7 Months	P5,200.00	P500.00 Per Subject
Certificate in Banking and Finance (GUC)	<ol style="list-style-type: none"> 1. Banking 2. Customer Service 3. Economics 4. Financial Management 	10 Months	Registration Fee: P150.00 Deposit P650.00 P650.00 x 7 Months	P5,200.00	P500.00 Per Subject
Certificate in Project Management (GUC)	<ol style="list-style-type: none"> 1. Accounting 2. Business Management 3. Marketing 4. Project Management 	10 Months	Registration Fee: P150.00 Deposit P650.00 P650.00 x 7 Months	P5,200.00	P500.00 Per Subject
Certificate in Public Sector Management (GUC)	<ol style="list-style-type: none"> 1. Customer Service 2. International Business Communication 3. Public Sector Management 4. Public Sector Economics 	10 Months	Registration Fee: P150.00 Deposit P650.00 P650.00 x 7 Months	P5,200.00	P500.00 Per Subject
Certificate in Education (GUC)	<ol style="list-style-type: none"> 1. Education in Guidance & Counseling 2. Educational Administration & Management 3. Professional teaching ethics & Practices 4. Curriculum 5. Pupil assessment & classroom management 6. Communication & Presentation skills 7. Education philosophy 8. Educational psychology 9. Research methods in education 10. Teaching practice or exposure 	12 Months	Registration Fee: P150.00 Deposit P1,000.00 P700.00 x 10 Months	P8,000.00	P250.00 Per Subject
Advanced Certificate in Education (GUC)	<ol style="list-style-type: none"> 1. HIV /AIDS in the learning environment 2. Advanced Curriculum development 3. Advanced Communication, computers and presentation skills 4. Advanced educational administration and management 5. Teaching practice 6. Research project 	12 Months	Registration Fee: P150.00 Deposit P1,000.00 P800.00 x 11 Months	P9,800.00	P250.00 Per Subject

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Single Subject Programmes

DURATION 1 MONTH

TUITION FEE: P1,500.00

EXAM FEE: P500.00

1. Basic Computer Skills
2. Criminal Procedure in Botswana
3. Civil Procedure in Botswana
4. Company Law & Partnership Law
5. Public International Law
- 6 Local Government Laws
7. Law & HIV AIDS
8. Banking Law & Negotiable Instruments
9. Intellectual Property Law
10. Women and the Law
11. Introduction to Botswana Legal Systems
12. Law of Education
13. Constitutional and Administrative Law Aspects in Educatoin
14. Child Law
15. Ethics for Educators
16. Introduction to Law of Contract
17. Insolvency Law
18. Law of Sales & Secured Transactions
19. Land Lord and Tenant Law
20. Law of Agency
21. Trust Law
22. Law of Administration of Estates
23. Law of Succession
24. Deeds and Notorial Law

CORPORATE TRAINING /WORKSHOP

1. Stress Management
2. Time Management
3. Supervisory and Leadership Skills
4. Operations Research
5. Greivence Handling
6. Disciplinary Hearing
7. Customer Service
8. Conflict Management
9. Teaching Methods for Adult Learners
10. First Aid in The work Place
11. Occupational Health & Safety
12. Basic Fire Fighting
13. Records Management
14. Sales & Marketing
15. Entreprenuership Skills
16. Security Practices & Operations
17. Transportation of Dangerous Good by Road
18. Tax Planning
19. Stores and Stock Management
20. Introduction to Business
21. Introduction to Communication
22. Managing People
23. Personnel Administration
24. Child Psychology
25. Health/Hygiene /Nutrition & First Aid
26. Organization & Management
27. Creative Activity
28. Environmental Science
29. Production of Learning & Teaching Aids
30. Language Development
31. Music, Games & Dances
32. Pre-Mathematics

33. Business Communication
34. Introduction to Accounting
35. Introduction to Business Communication
36. Introduction to Quantitative Methods
37. Introduction to Tourism & Hospitality
38. Principles of Marketing
39. Sales Management
40. Buyer Behavior
41. Office Procedure
42. Business Studies
43. Book Keeping and Accounting
44. Introduction to Psychology
45. Risk and Loss Control Management
46. Financial Accounting
47. IT Applications & Packages
48. Information Technology Concepts
49. Computer Programming
50. The Role of Public Relations
51. Public Relations and The media
52. Purchasing Management
53. Management theory & Practice
54. Introduction to Economics
55. Working Practices, Hazards & Controls
56. Working Environment & Occupational Health
57. Accidents and Emergency Procedures
58. Essentials of Health & Safety Management
59. Gender Issues
60. Community Development
61. Social Work & Community Welfare
62. Population, Poverty & Human Development
63. HIV/AIDS Management
64. Health & Nutrition Education
65. Real Estate Management
66. Human Resources Management
67. Cost Accounting
68. Business Law
69. Environmental Law of Botswana
70. Property Law
71. Land Law
72. Introduction to Botswana Legal System
73. Criminal Law of Botswana
74. Introduction to Law of Contract
75. Administrative Law
76. Constitutional Law
77. Law of Delict
78. Employment Law in Botswana
79. Evidence Law
80. Family Law
81. Criminal Procedure in Botswana
82. Civil Procedure in Botswana
83. Company Law & Partnership Law
84. Public International Law
85. Local Government Laws
86. Law and HIV AIDS
87. Banking Law & Negotiable Instruments
88. Intellectual Property Law
89. Women's Law
90. Introduction to Human Rights Law
91. International Humanitarian Law
92. International Protection of human Rights
93. The Law of Insurance
94. Customary Law
95. Military Law
96. Law of Education

97. Constitutional and Administrative Law Aspects in Education
98. Child Law
99. Ethics for Educators
100. Insolvency Law
101. Banking Law & Negotiable Instruments
102. Company and Partnership Law
103. Law of Sales & Secured Transactions
104. Land Lord and Tenant Law
105. Law of Agency
106. Trust Law
107. Law of Administration of Estates
108. Law of Succession
109. Deeds and Notorial Law
110. Drivers Fatigue Management
111. MS Word
113. MS Excel
114. MS Power Point
115. Project Management
116. Minute Taking
117. Public Sector Management
118. Defensive Driving
119. Effective Management of Examinations
120. The Art and Praclice of Public Speaking
121. Teaching Students with Intellectual Disabilities
122. Train the Trainer
123. MS Access
124. Economics of Business
125. HIV & AIDS Law
126. Law of Education
127. Introduction to Communication
128. Introduction to Marketing
129. Security Practice 1



EXAMINATION DEADLINES

AWARDING BODIES	EXAM SERIES	REGISTRATION FEE DEADLINE	EXAM FEE DEADLINE
CIPS	MAY	10th FEBRUARY	28th FEBRUARY
	JULY	10th APRIL	5th MAY
	NOVEMBER	1st JULY	1st AUGUST
AWARDING BODIES	EXAM SERIES	REGISTRATION / EXAM FEE DEADLINE	
ZIM	MARCH	1st FEBRUARY	
	MAY / JUNE	30th MARCH	
	SEPTEMBER	15st JULY	
	NOVEMBER / DECEMBER	15th SEPTEMBER	
AWARDING BODIES	EXAM SERIES	REGISTRATION / EXAM FEE DEADLINE	
GUC CERTIFICATE LEVEL	MARCH	1st FEBRUARY	
	JUNE	30th APRIL	
	SEPTEMBER	31st JULY	
	DECEMBER	29th OCTOBER	
AWARDING BODIES	EXAM SERIES	REGISTRATION / EXAM FEE DEADLINE	
GUC DIPLOMA AND DEGREE DEADLINE	MARCH / FEBRUARY	NOVEMBER / DECEMBER	
	MAY	3rd APRIL	
	AUGUST / SEPTEMBER	3rd JULY	
	NOVEMBER / DECEMBER	3rd OCTOBER	
MID SEMESTER EXAMS	1 WEEK BEFORE MID SEMESTER EXAMS START		



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